

# Business Management and Operations



*The Office of the Assistant Director for Business Management and Operations is an integral part of the Service's day-to-day operation, providing a foundation and the necessary tools for all natural resource programs to accomplish the Service's mission.*

**FY 2013**



*“Generally, one of the ironies of management is that the payoff from good management is, in part, invisible. With good management, mistakes are avoided. Good management is manifested in quiet competence, in the anticipation and preemption of crisis. It is impossible to place a value on a crisis that didn’t occur or a problem avoided.”*

-ANONYMOUS

## ***The Year Ahead-2013***

*In FY2012, Business Management and Operations (BMO) led the Service's first year of operations under the Financial and Business Management System (FBMS), and as would be expected addressed many challenges along the way. As we look ahead to FY2013, BMO will work hard to build off its FY2012 successes, implement lessons learned, enhance reporting capabilities and deliver quality training. As we deal with difficult budgets, it will become increasingly important for BMO to identify and implement efficiencies. FBMS will support improved efficiency by increasing transparency and facilitating the sharing of work and resources across regional and program boundaries. FBMS is critical to the Service's future business successes and will require our focus as we continue to enhance both system and operational capabilities. To help maintain this focus, BMO has established the Branch of Business Integration (BBI) within the Division of Financial Management (DFM). BBI's focus will be on FBMS training and support, and will lead the Service's efforts to address all cross cutting operational issues related to FBMS.*

*The five divisions within BMO will continue to provide the Service's natural resource programs with the day-to-day management and administrative tools necessary to accomplish their mission. Much of BMO's performance happens behind the scenes and is transparent to Service resource program employees. What we do is not optional. BMO involves many complex organizational units that are designed to ensure that the Service complies with Federal law and that we effectively execute Administration/Departmental directives. Some FY2013 initiatives include:*

- *BBI will lead Service-wide efforts to enhance FBMS training, reporting, and operations based on lessons learned from FY2012.*
- *DFM will establish a comprehensive, FBMS based quality assurance program.*
- *Contracting and General Services (CGS) and DFM will work together to consolidate Acquisition Management Reviews (AMRs) and A123 reviews to reduce impact to the Regions and increase efficiencies.*
- *CGS will be completing acquisition of new office space for 800 Headquarters employees.*
- *As in FY2012, DFM and CGS will again work to maintain a "green" rating on the Department's scorecard for Financial Management including a clean audit opinion and maintaining a green rating for Fleet and Property Management.*
- *Division of Engineering (DEN) will be implementing the Virtual engineering Center for Technical Resources (VeCTR) concept Service-wide to improve efficiency and improve the sharing of staff resources.*
- *DEN will streamline the environmental auditing process to reduce the impact on the Regions and improve efficiency.*
- *As one of many BMO continual improvement initiatives, our Division of Safety and Health (DSH) will finalize and implement a much needed on-line supervisory training model to ensure our frontline supervisors are well trained and ensuring the safety of employees and visitors.*
- *Our Division of Economics (ECN) will initiate and complete a study of the impact of changing socio-demographics on LCCs.*

*These are just a handful of examples that demonstrate our commitment to offer behind-the-scenes support and guidance to the Service as we continue to chart a course for excellence in service and the delivery of program activities that will enable Service programs to meet and exceed their mission goals on a national scale.*

***Paul Rauch***  
***Acting Assistant Director and Chief Financial Officer***  
***Business Management and Operations***

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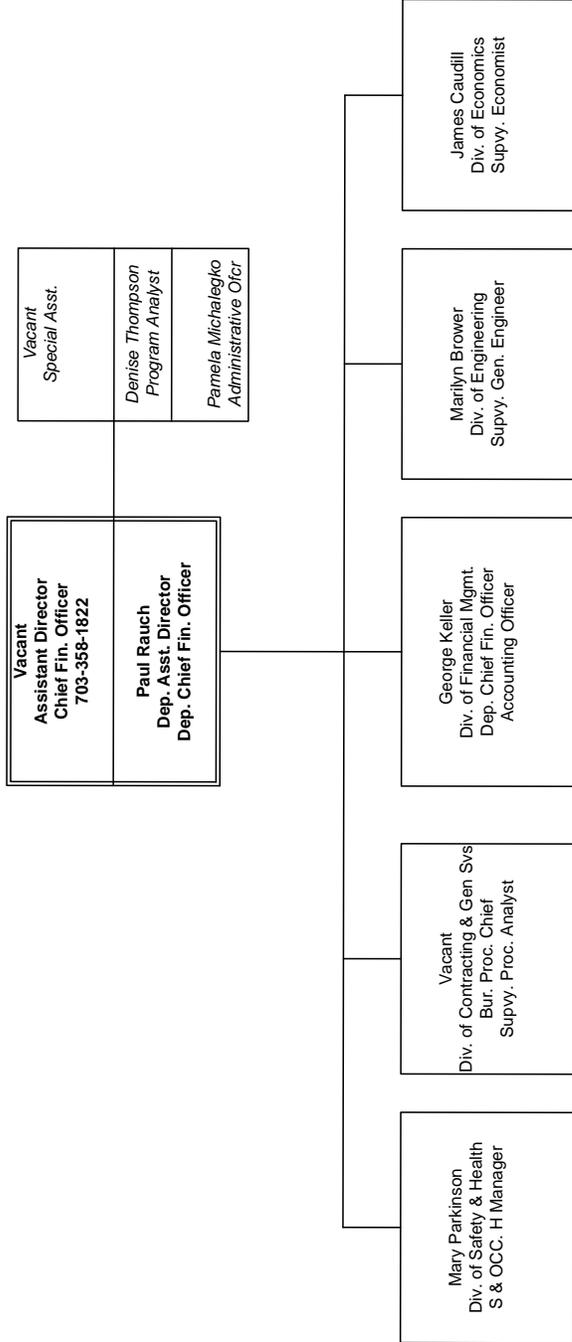
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**U.S. Fish and Wildlife Service  
Region 9**

**Assistant Director – Business Management and Operations**

Cost Center: FF09G00000



# Business Management and Operations

## *Functional Summary*

***The Assistant Director for Business Management and Operations (ABMO)*** discharges the duties of the Director with delegated authority, and is responsible for the development of policy and Servicewide guidance on a myriad of business management and operational activities. ABMO directs, formulates, and manages Servicewide financial management activities, contracting and acquisition management, engineering and construction management, Servicewide safety, occupational health, and industrial hygiene programs, economic analyses, and other associated operational support functions. In addition, ABMO serves as the Service's Chief Financial Officer, the Head of Contracting Activity, and the Designated Agency Safety Health Official. The ABMO participates on the CFO Council, and the Designated Agency Safety and Health Official Council.

(Acting) Assistant Director –  
Paul Rauch  
703-358-1822, fax 703-358-2160

***The Deputy Assistant Director for Business Management and Operations (DBMO)*** disseminates and clarifies directives and policies from the Department as they relate to the ABMO Division areas and ensures their implementation throughout the Service. The DBMO is the Deputy Chief Financial Officer and the Senior Sustainability Officer for the Service.

Dep. Assist. Director – Paul Rauch  
703-358-1912, fax 703-358-2160

***The Division of Financial Management (DFM)*** develops and implements policies and procedures for Servicewide financial management, financial system analysis, billings and collections, travel management, external financial reporting, charge card management, stewardship accounting and reporting, accounting operations, cost recovery, financial statement preparation, reporting and auditing, and the Service's investment management program.

Chief – George Keller  
703-358-2054, fax 703-358-2265

***The Division of Contracting and General Services (CGS)*** develops policy and manages programs for Service-wide acquisition, personal property, Government quarters, space leasing, and the motor vehicle fleet. Also manages office facilities and provides operational acquisitions for Region 9.

Chief – Vacant  
Fax 703-358-2264

***The Division of Engineering (DEN)*** manages the Service's construction, dam safety, bridge safety, seismic safety, energy management, and environmental compliance and management programs.

Chief – Marilyn Brower  
703-358-1924, fax 703-358-2227

***The Division of Safety and Health (DSH)*** oversees the Service's accident prevention program, which includes developing safety policies and safety awareness information, conducting and analyzing accident investigations.

Chief – Mary Parkinson  
703-358-2255, fax 703-358-1875

***The Division of Economics (ECN)*** provides socio-economic reviews and analyses including: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

Chief – James Caudill  
703-358-1927, fax 703-358-2319

## Division of Financial Management



### *Responsibilities*

- Financial Analysis of Operations.
- Financial Management Control Reviews.
- Financial Management Policies.
- Accounting Operations.
- Financial Statement and CFO Reporting.
- Financial Audit Management.
- Core Financial Systems Management and Operations.
- Billings and Collections.
- Investment Program.
- Integrated Purchase Card Management.
- Travel Policies.
- Debt Management.
- Hyperion Maintenance.
- Interfaces to and from the Financial and Business Management System (FBMS)
- Financial Management Reports Maintenance and Distribution.

### *FY 2013 Initiatives*

- Continue to update Service financial management policies to reflect changes required by FBMS.
- Submit accurate and timely financial statements to DOI to support an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Complete annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies in the review process cited by auditors.
- Continue to maintain a “Green” rating on the Financial Management Scorecard.
- Continue to refine and expand a comprehensive quality assurance program for Service financial management and related functions, including updates required by new FBMS-related processes.
- Establish a new Branch of Business Integration to provide improved FBMS system integration and support across the Service.
- Successfully transferred the Service’s payment function to the Interior Business Center (IBC), saving substantial costs while streamlining the Service’s accounts payable function under FBMS.

### *FY 2012 Accomplishments*

- Completed the Service’s transition to FBMS, by performing start-up and catch-up activities and implementing new business processes.
- Continued to update Service financial management policies to reflect changes required by FBMS.
- Submitted accurate and timely financial statements to DOI to support an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies in the review process cited by auditors.
- Disseminated the Administrative Process Questionnaire to Regions and summarize results.
- Continued to maintain a “Green” rating on the Financial Management Scorecard.
- Continued to refine a comprehensive quality assurance program for Service financial management functions, including updates required by new FBMS-related processes.

***FY 2011 Accomplishments***

- Completed preparation activities for the Service's transition to the Financial Business and Management System (FBMS) in FY 2012.
- Updated Service financial management policies to reflect changes required by FBMS.
- Submitted accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Continued to maintain a "Green" rating on the Financial Management Scorecard.
- Continued to refine a comprehensive quality assurance program for Service financial management functions.

***FY 2010 Accomplishments***

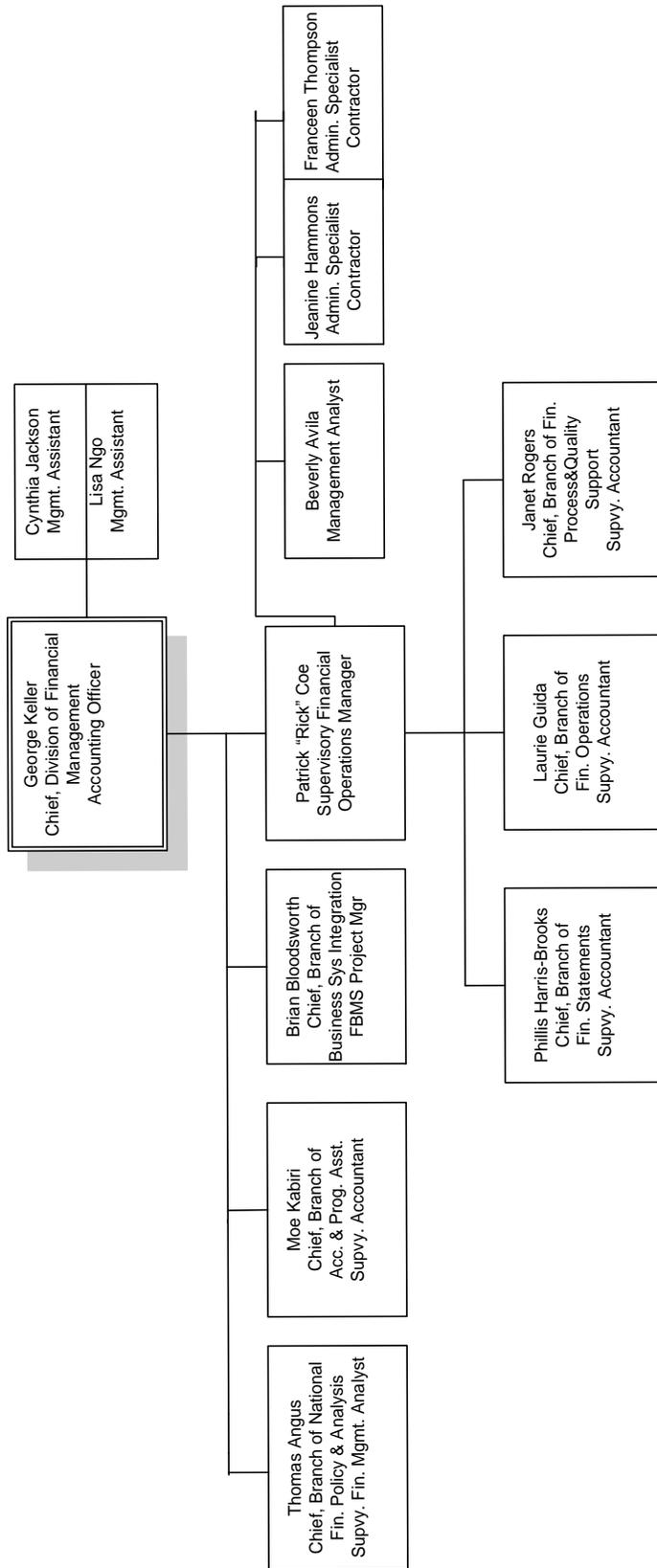
- Submitted accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for BMO activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminated the Administrative Process Questionnaire to Regions and summarized results.
- Developed an approach for expanding the use of financial information to support management decision-making in the Service.
- Prepared for the implementation of the Financial Business and Management System (FBMS) in the Service.
- Updated the Service's Cash Management Policies by creating a Cash Management handbook detailing the Service's process and public law authorities.
- Continued to maintain a "Green" rating on the Financial Management Scorecard.

***FY 2009 Accomplishments***

- Submitted accurate and timely financial statements to DOI for an unqualified opinion on the consolidated DOI financial statements with no material weaknesses for DFM activities.
- Completed annual review of internal control over financial reporting in accordance with requirements of OMB Circular A-123 Appendix A and DOI guidance with no significant deficiencies cited by auditors.
- Disseminated the Financial Process Questionnaire to Regions and summarized results.
- Transitioned to a new charge card vendor and conducted Servicewide training.
- Developed an approach for expanding the use of financial information to support management decision-making in the Service.
- Provided support for the implementation of the Financial Business and Management System (FBMS) in DOI.
- Continued to maintain a "Green" rating on the Financial Management Scorecard.

Cost Center: FF09G30000

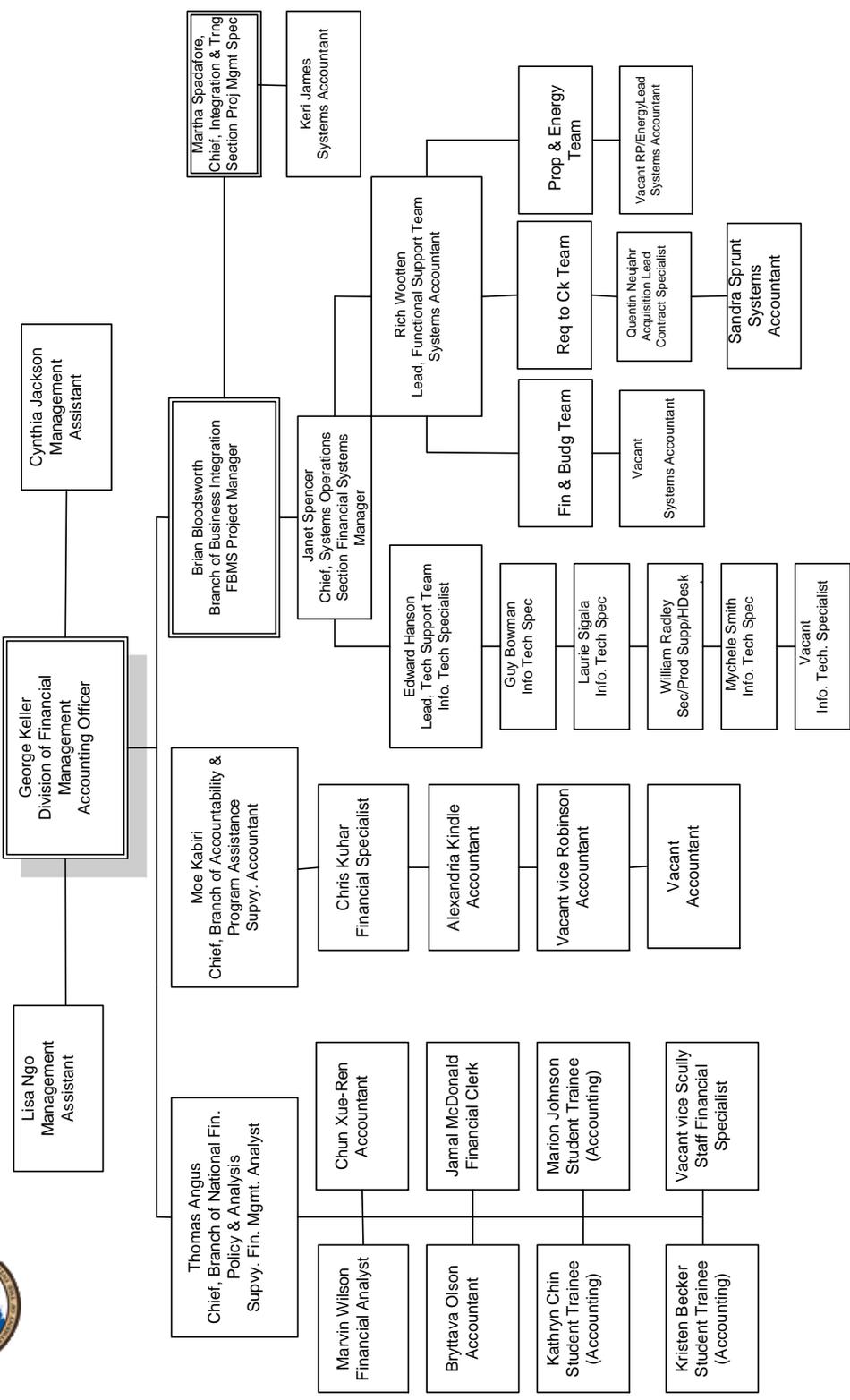
**U.S. Fish and Wildlife Service**  
**Region 9 Business Management and Operations**  
**Division of Financial Management**

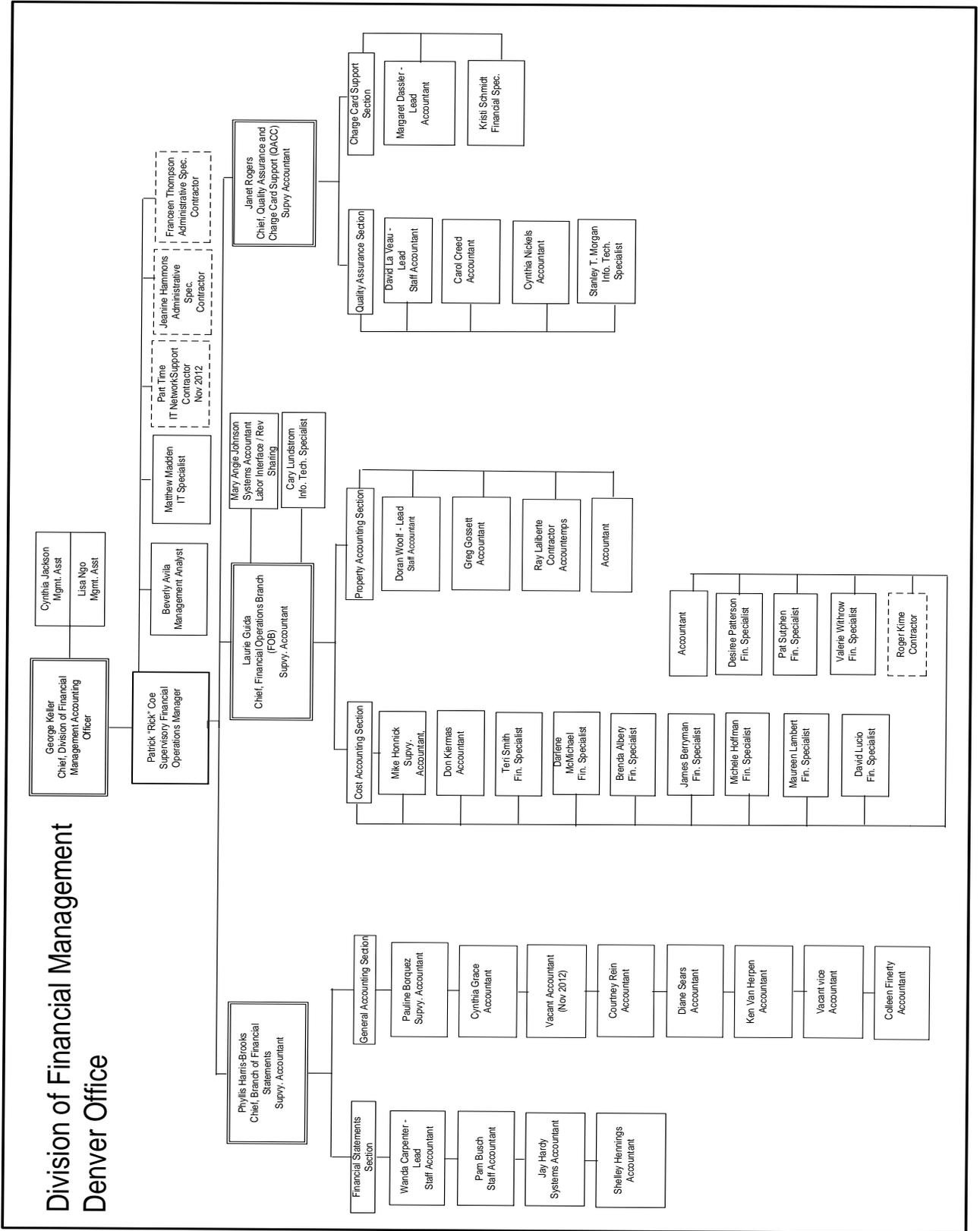




U.S. Fish and Wildlife Service Cost Center: FF09G30000

Region 9 Business Management and Operations  
Division of Financial Management - Washington Office





## Division of Financial Management

### *Workgroup/Team Participation*

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*A-123 Workgroup (Department)*

*Budget Object Class Team (Department)*

*CFO Council (Department)*

*Financial and Business Management System (Department)*

*Financial Officers Partnership Steering Group (Department)*

*Financial Statements Guidance Team (Department)*

*Heritage Assets and Stewardship Land (Department)*

*Software Advisory Team (Department)*

*Standard Accounting Classification Advisory Team (Department)*

*Technical Hyperion User Group (Department)*

*Travel Policy Team (Department)*

*Financial Assistance Coordination Team (FACT) (Service)*

*ARRA Washington Office Internal Control/Accountability Team (Service)*

*Integrated Charge Card Partnership (Department)*

## Division of Contracting and General Services



### *Responsibilities*

- Contracts and Acquisitions of Supplies and Services.
- Personal Property Management.
- Motor Vehicle Fleet.
- Facilities Management.
- Space Leasing Program.
- Green Purchase Program.
- Management Controls.
- Small Business Development Program.
- Quarters Management.
- Contracting Officers Appointments.
- Contracting Officer Representative Appointments.
- Technical Bulletin guidance for acquisition, fleet, space leasing, and personal property for FBMS.
- FBMS monitoring for CGS functions.

### *FY 2013 Initiatives*

- Consolidate Management Control review approach with DFM to reduce redundancies, realize efficiencies and reduce burden on Regions.
- Update select Service manual chapters for acquisitions, personal property, fleet, space leasing, and quarters to reflect FBMS changes.
- Address internal control findings for MATOC and LMR operational processes.
- Analyze and centrally manage reoccurring reports to reduce burden on Regions.
- Develop performance metrics scorecard for space utilization throughout the Service.
- Increase communication and collaboration with Regional CGS offices and Programs through a variety of workgroups.
- Determine method for managing and processing fleet costs in FBMS.
- Update the CO Handbook to reflect updates from FBMS.
- Support FBMS training initiatives and troubleshooting and monitoring for acquisition, personal property, fleet, space leasing, and quarters.
- Continue to manage the HQ Lease Prospectus project.
- Collaborate with the Regions to change the Annual Property Inventory to a mid-year cycle.

### *FY 2012 Accomplishments*

- Deployed FBMS.
- Decommissioned IDEAS and PPS.
- Achieved green rating on all applicable Scorecards.
- Conducted management control reviews of acquisition and property in Regional Offices.
- Issued RLP for Arlington Prospectus.
- Executed one new strategic sourcing contract.
- Standardized acquisition templates and updated file checklists for operations and customers.
- Implemented space leasing standards throughout the Service.
- Implemented risk-based acquisition management control reviews throughout the Service.
- Captured FBMS guidance using Technical Bulletins for acquisitions and work step instructions for space leasing.
- Deployed Service-wide Sharepoint site to capture entire acquisition life-cycle.

***FY 2011 Accomplishments***

- Completed the Realization phase for FBMS conversion.
- Closed out 100,000 open contracts in the IDEAS databases in preparation of retiring IDEAS.
- Achieved green rating on all applicable Scorecards.
- Conducted management control reviews of acquisition and property in Regional Offices
- Developed and issue new Contracting Officers Handbook.
- Developed and execute an electronic Acquisition Certification tool.
- Submitted GSA lease prospectus for Arlington to OMB and Congress.
- Executed two established strategic sourcing contracts.
- Updated and issue the 5 year space plan for FY2011.
- Updated and issued Service Policy for Acquisition.
- Contributed to Green House Gas reporting for Fleet.
- Established and execute license plate conversion team.

***FY 2010 Accomplishments***

- Achieved green rating on all applicable Scorecards.
- Provided oversight and management of Bureau ARRA acquisitions and close out ARRA obligations.
- Enhanced management control of acquisition and property by shifting to a 3-year, high-risk review cycle.
- Developed new Service Policy for Property and Acquisition.
- Developed new CGS intranet site to enhance functionality.
- Established FBMS conversion team for acquisition, property, fleet and leasing and completed blue printing for FBMS.
- Completed MIB renovation for Director's wing.
- Executed Department-wide MATOC for construction with over \$150 million in awards.
- Achieved a passing grade on Department AMR for CGS.
- Established acquisition close out team for data cleansing for transition from IDEAS to PRISM.
- Recipient of Federal Fleet Manager of the Year Award from GSA for large civilian fleet category.
- Recipient of Veterans Champion Award for support of Veteran Hiring/Training programs.

***FY 2009 Accomplishments***

- Achieved green rating on all applicable Presidential Management Agenda scorecards.
- Executed new requirements for COTR.
- Focused on management control including acquisition and property management reviews and A-123 support.
- Updated the 5-Year Space Plan in support of DOI's efforts to contain costs.
- Implemented CGS reorganization to better focus on core mission responsibilities and promote succession planning.
- Executed facility upgrades and improvements based on new 4401 building lease requirements.
- Implemented new Service policy of leasing.
- Revitalized Small Business program to achieve all goals outlined to SBA.
- Established Bureau ARRA acquisition procedures, and implemented oversight and review process for high-risk award.



## Division of Contracting and General Services

### *Workgroup/Team Participation*

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*Acquisition Management Partnership (Department)*  
*Asset Management Team (Department)*  
*Business Partner Network (BPN) Regional Workgroup (Service)*  
*Capital Equipment Workgroup-Personal Property (Service)*  
*Competitive Sourcing and Procurement Team (Department)*  
*Competitive Sourcing Steering Committee (Service)*  
*Contractor Safety Oversight Workgroup (Service)*  
*CPIC Improvement Team (Department)*  
*DOI Acquisition Workforce Development Team (Department)*  
*DOI Acquisition Policy Workgroup (Department)*  
*DOI Personal Property Management Partnership (Department)*  
*Emergency Management Workgroup (Department)*  
*FBMS Advisory Team (Department)*  
*FBMS Project Management Team (Service)*  
*Federal Quarters Management Information System Users Group (Government-wide)*  
*Interior Space Coordination Council (Department)*  
*Mail Council (Department)*  
*National Fire Plan Contracting Strategy Team (Department)*  
*Plant, Property and Equipment Data Management Corrective Action Team (Service)*  
*Region 9 Facilities Coordinator Committee (Service)*  
*Region 9 Safety and Security Committee (Service)*  
*Servicewide Contracting and General Services Committee (Service)*  
*Space Leasing Improvement Team (Department)*

## Division of Engineering



### *Responsibilities*

- Construction 5-Year Plan.
- Energy Management.
- Bridge, Seismic and Dam Safety.
- Environmental Compliance.
- Hazardous Waste Cleanup Program.
- Environmental Management System (EMS).
- Engineering Policy.

### *FY 2013 Initiatives*

- Complete a critical review of all high and significant hazard dam's monitoring and instrumentation records and procedures.
- Conduct 7 EAP Periodic and Table Top exercises.
- Complete three Dam Comprehensive Risk Assessments.
- Provide Dam Safety Training course for RDSOs and field stations.
- Continue to develop environmental compliance fact sheet series for use by field stations.
- Streamline environmental compliance auditing forms; develop an electronic repository.
- Implement the Virtual Engineering Center for Technical Resources (VeCTR).
- Assess the Service's Greenhouse Gas Emissions for FY 2012.

### *FY 2012 Accomplishments*

- Completed repairs to the Lower Pine Lake Dam.
- Completed 8 Dam Emergency Action Plan exercises.
- Assessed the Service's Greenhouse Gas Emissions for FY 2011.
- Prepared updates for inclusion in DOI's FY 2012 Strategic Sustainability Performance Plan.
- Established a sustainability webpage for Service use.
- Documented "lessons learned" from the construction of ARRA-funded visitor centers.
- Developed the Virtual engineering Center for Technical Resources (VeCTR) concept to increase the efficiency of the Engineering organization.
- Significantly reduced storage space, required for engineering investigations, inspection reports and plans, and lead-based paint reports. These resources are now electronically available to the Regional staff and engineering consultants via the internet with an Active Directory access.
- Updated the Service's Metering Implementation Plan.
- Secured technical assistance and auditing support from the U.S. Department of Energy.
- Prepared nominations for two Service facilities for 2012 Federal Energy and Water Management Awards; both won.

***FY 2011 Accomplishments***

- Contributed to the Department's efforts to establish a process to estimate Environmental and Disposal Liabilities for asbestos.
- Expanded the EnviroTrack Database to enhance munitions information on Service-managed lands.
- Developed fact sheets to address common environmental compliance findings.
- Conducted 12 Emergency Action Plan (EAP) exercises at Service dams and updated critical contact information.
- Used GIS to assess risk from a failure scenario for one of the Service's high hazard dams.
- Completed the dam safety repairs to Lake Rush Dam.
- Issued the FY 2011 Service Seismic Safety Progress Report; exempted more than 800 buildings from further seismic analysis.
- Finalized the Service's Carbon Mitigation Report.
- Finalized the FY 2010 Greenhouse Gas Emissions (Carbon Footprint) Report.
- Established the Service's Sustainability Committee to enhance implementation of sustainable principles

***FY 2010 Accomplishments***

- Confirmed completeness of Service's Environmental and Disposal Liabilities by facilitating Regional review of the Service's Locations of Concern.
- Established EnviroTrack Servicewide database to manage Locations of Concern data.
- Achieved a "green" rating on the OMB Environmental Stewardship Scorecard for the third consecutive year.
- Completed Screening Level Risk Assessments for all high and significant hazard Service dams.
- Expanded the use of Regional Dam Safety Officers to inspect low hazard Service dams and to perform annual inspections of the High and Significant hazard dams.
- Partnered with SAMMS managers to complete templates for recommendations and cost data for dam and bridge safety.
- Assessed the Service's carbon footprint baseline (FY 2008) and identified efforts critical to reducing the footprint of the Service's workforce.
- Inaugurated Manual Chapter 565 FW 1, Sustainable Practices, to address operational practices required to achieve Federal sustainability requirements and move toward carbon neutrality goals.

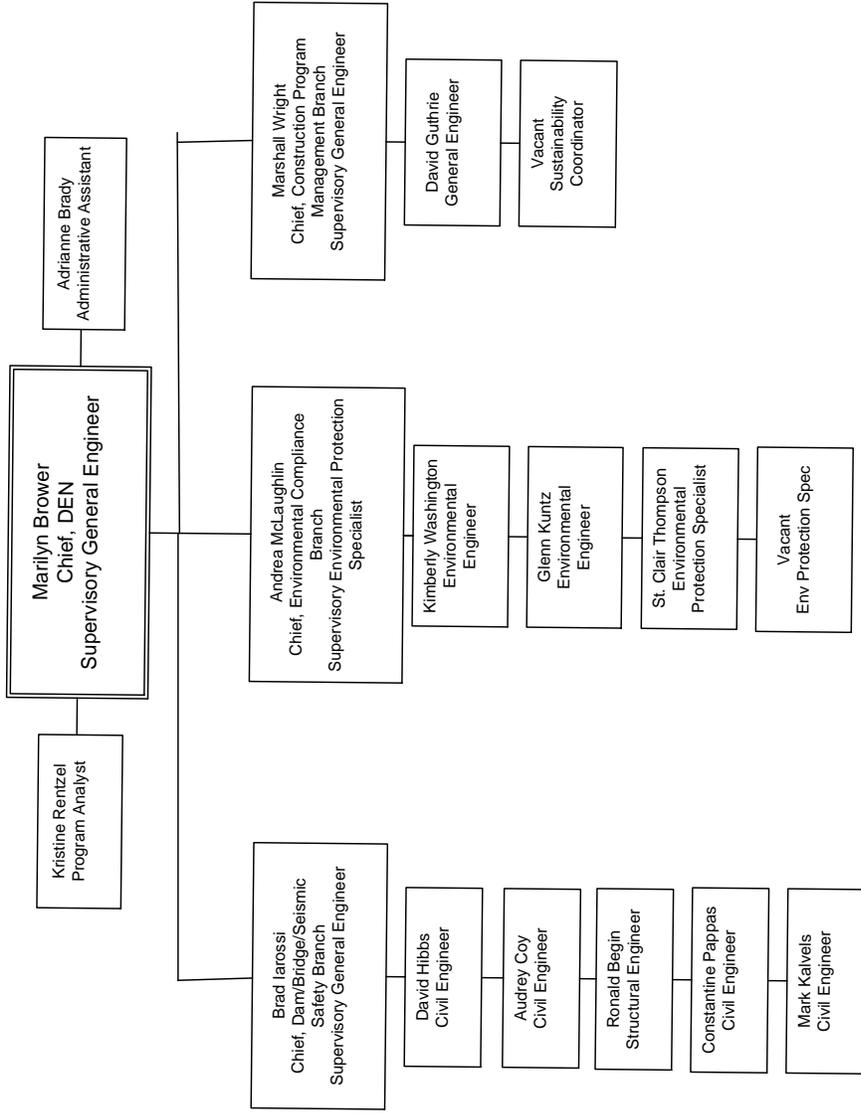
***FY 2009 Accomplishments***

- Completed the Migration of the EFCATS, Dam Safety and Bridge Inspection databases.
- Partnered with BOR to establish Screening Level Risk guidelines and completed Risk Evaluations for six high or significant hazard Service dams.
- Expanded the use of Regional Dam Safety Officers to inspect low hazard Service dams.
- Partnered with SAMMS managers to complete templates for recommendations and cost data transfer for Dam Safety.
- Prepared the Construction and Energy Management sections of the ARRA Implementation Plan and developed performance measures for 130 ARRA projects for the Enterprise Service.
- Secured ARRA funding from DOE for two renewable energy technical assistance projects.
- Achieved a "green" rating for EMS implementation on the OMB Environmental Stewardship Scorecard for the second consecutive year.
- Established the Carbon Neutral Team in support of the Service's Climate Change Initiative.

Cost Center: FF09G50000

**U.S. Fish and Wildlife Service Region 9**

**Assistant Director – Business Management and Operations  
Division of Engineering**



## Division of Engineering

### *Workgroup/Team Participation*

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*DOI Alternative Fuels Task Force (Department)*  
*DOI Capital Planning and Investment Control (CPIC) Coordinators Group (Department)*  
*DOI Central Hazardous Materials Fund — Technical Review Committee (Department)*  
*DOI Electronic Stewardship Workgroup (Department)*  
*DOI Energy Conservation Committee (Department)*  
*DOI Enterprise Architecture, Water Resource Management Team (Department)*  
*DOI Environmental Achievement Awards Selection Team (Department)*  
*DOI Environmental and Disposal Liabilities Workgroup (Department)*  
*DOI Environmental Management System (EMS) and Compliance Workgroup (Department)*  
*DOI Former Battlefields Workgroup (Department)*  
*DOI Formerly Used Defense Sites (FUDS) Workgroup (Department)*  
*DOI Greening Advisory Council (Department)*  
*DOI Sustainability Council Implementation Committee (Department)*  
*DOI Working Group for Dam Safety and Security (Department)*  
*DOI Enterprise Architecture: Reduce Dam Safety Risk; Committee*  
*DOI Enterprise Architecture: Reduce Dam Safety Risk; Executive Steering Committee*  
*FWS Asset Management Team (Service)*  
*FWS Dams Hazard Classification Panel (Service)*  
*FWS Emergency Action Team for All High and Significant Hazard Dams (Service)*  
*FWS Environmental Leadership Awards Selection Committee (Service)*  
*FWS Refuge Cleanup Funding Allocation Team (Service)*  
*FWS SAMMS Development Team (Service)*  
*FWS Sustainability Steering Committee (Service)*  
*Association of State Dam Safety Officials Dam Owner Education Committee (Interagency)*  
*Department of Homeland Security Interagency Committee on Dam Safety (Interagency)*  
*Federal Land Managers FUDS Workgroup (Interagency)*  
*FUDS Forum (Interagency)*  
*Munitions Response Forum (Interagency)*  
*American Society of Civil Engineers- Report Card on America's Infrastructure Committee*

## Division of Safety and Health



### *Responsibilities*

- Serves as principal advisor on the Service's safety program, and makes recommendations on national accident prevention policies and programs.
- Interprets safety and health policies.
- Conducts Regional safety and health program evaluations.
- Provides technical assistance in accident investigation and reporting.
- Provides safety awareness and training information

### *FY 2013 Initiatives*

- Coordinate and support DOI evaluation of FWS safety and health program.
- Conduct safety and health program evaluations of Regions 5 and 6.
- Target ATV/UTV use for accident prevention emphasis.
- Revise policy Manual Chapters 240 FW 5, Safety and Occupational Health Inspections; 242 FW 3, Noise Control and Prevention of Hearing Loss.

### *FY 2012 Accomplishments*

- Developed strategy for charging workers compensation costs to the injured employees' organizations.
- Conducted safety and health program evaluations of Regions 3 and 4.
- Evaluated training options for Operational Leadership and Risk Management.
- Revised policy Manual Chapters 240 FW 3, Safety and Health Training and New Employee Orientation; 240 FW 9, Volunteer and Youth Programs; 241 FW 5, Tick-Borne Disease Prevention.
- Finalized new policy 240 FW 10, Workers' Compensation Program.

***FY 2011 Accomplishments***

- Completed development of draft FWS workers compensation policy chapter.
- Conducted safety and health program evaluations of Regions 2 and 7.
- Revised policy Manual Chapters 240 FW 7, Accident Reporting and Investigation; 241 FW 10, Diving Safety; 242 FW 2, Hazard Communication.
- Represented FWS on DOI Off-Highway Vehicle Safety Working Group.
- Participated in development of on-line refresher training for operators of All Terrain Vehicles and Utility Vehicles.
- Implement recommendations identified in FY '10 to improve the Collateral Duty Safety Officers Program Compliance with 485 DM 28, including development of a new policy Manual Chapter 240 FWS 2, Collateral Duty Safety Officer.
- Hosted the 2011 Federal Dive Meeting.

***FY 2010 Accomplishments***

- Deployed to support Deepwater Horizon response efforts.
- Conducted internal audits of the FWS Workers Compensation program.
- Coordinated Regional participation in the DOI Workplace Exposure Assessment Initiative.
- Continued to support a number of Working Groups including the DOI Designated Safety and Health Official Council, DOI Safety Council; DOI and FWS Watercraft Safety Working Groups, FWS Diving Control Board, and Washington Office Safety and Security Committee.
- Replaced policy Manual Chapters 241 FW 4, Explosives Safety, and 241 FW 5, Wildlife Netting, with new chapters 244 FW 1, Explosives Safety; 244 FW 2, Blasting; and 243 FW 3, Rocketnetting.
- Revised policy Manual Chapters 242 FW 12, Bloodborne Pathogens; 242 FW 4, Medical Programs.
- Assessed the Collateral Duty Safety Officers Program for compliance with 485 DM 28.
- Implemented DOI Annual Safety Assurance Statement Certification Program for facility-related safety and health features.
- Redesigned the process for conducting evaluations of the Regions' safety and health programs.

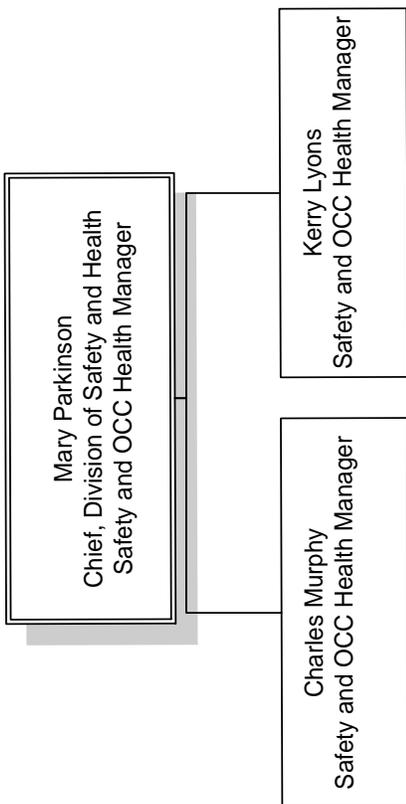
***FY 2009 Accomplishments***

- Conducted safety and health program evaluations of Regions 1 and 8.
- Actively participated in the DOI DASHO Council, DOI Safety Council, FWS Watercraft Working Group, FWS Diving Control Board, and the Washington Office Safety and Security Committee.
- Collaborated with FWS Division of Engineering to develop a field station safety self-certification tool.
- Revised policy Manual Chapter 242 FW 7, Pesticide Users Safety.
- Initiated revisions of policy Manual Chapters 241 FW 4, Explosives Safety; and 241
- FW 5, Wildlife Netting.
- Evaluated the need for a safety support survey tool to increase program effectiveness.
- Reviewed Safety Management Information System data and identified areas and activities needing an accident prevention focus.



**U.S. Fish and Wildlife Service  
Region 9  
Assistant Director – Business Management and Operations  
Division of Safety and Health**

Cost Center: FF09G10000



## Division of Safety and Health

### *Workgroup/Team Participation*

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*Interagency Working Group for Visitor Safety on Federal Lands and Waterways (Interagency)*

*DOI Designated Agency Safety and Health Official Council (Department)*

*DOI Industrial Hygiene Working Group (Department)*

*DOI Off-Highway Vehicle Safety Working Group (Department)*

*DOI Safety Council (Department)*

*DOI Watercraft Safety Working Group (Department)*

*DOI Workers' Compensation Council (Department)*

*FWS Diving Control Board (Service)*

*FWS Regional Safety Managers' Team (Service)*

*FWS Regional Workers Compensation Coordinators' Team (Service)*

*FWS Watercraft Safety Working Group (Service)*

*Washington Office Safety and Security Committee (Service)*

## Division of Economics



### *Responsibilities*

- Coordinate and integrate economic analysis into a decision-making process.
- Conduct economic analyses to include: designation of critical habitat for threatened and endangered species, regulatory impact statements, natural resource damage assessments, record of compliance statements, and hydroelectric dam relicensing reviews.

### *FY 2013 Initiatives*

- Initiate and develop a Birding in the United States: A Demographic and Economic Analysis Addendum to the 2011 National Survey of Fishing, Hunting, and Wildlife-Associated Recreation.
- Initiate and develop a study on the County-level Economic Impacts of Increased Acreage Enrollment in the Wetland Reserve Program in the Mississippi River Delta.
- Initiate and develop a study on the changing socio-demographics of counties in LCC's.

### *FY 2012 Accomplishments*

- Initiated and completed a study of the economic contribution of National Wildlife Refuge visitation to local communities. **Banking on Nature 2011.**
- Developed and operationalized user-friendly intranet and internet sites containing information about the Division and services provided plus economic information and data useful to other Service programs.
- Developed new, simplified, less costly techniques for NRDA cases which can use pre-existing ecosystem information and value estimates to estimate the damage from small spills with limited on-site data collection.
- Developed joint partnerships across agencies to address common economic issues in common geographic areas resulting in time and cost savings.

***FY 2011 Accomplishments***

- Completed an analysis of the economic impact of refuge spending on local economies.
- Updated the draft economic analysis for the designation of the bighead carp as injurious under the Lacey Act.
- Completed an analysis of the economic impact attributable to Federal and State fish hatchery stocking programs in Region 6.

***FY 2010 Accomplishments***

- Completed a study of recreational days associated with the hatchery stocking program in support of the economic contribution the stocking program generates for local economies.
- Completed a draft economic analysis in support of the designation of nine constrictor snakes as injurious under the Lacey Act.
- Met all court ordered dates for economic analyses of critical habitat designation while transferring responsibility for contracting future economic analyses to the Endangered Species Program.

***FY 2009 Accomplishments***

- Completed economic analysis of the production and stocking program of the White Sulphur Springs National Fish Hatchery.
- Completed draft report for steering committee review of the economic benefits of the Fishery Program.
- Met due dates for all court ordered critical habitat economic analyses.

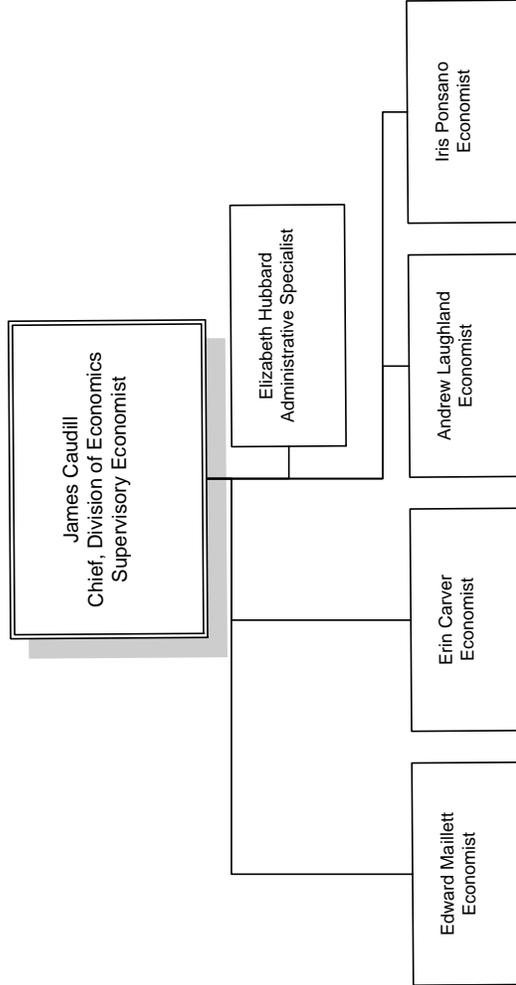


**U.S. Fish and Wildlife Service**

**Region 9**

**Assistant Director – Business Management and Operations  
Division of Economics**

Cost Center: FF09G60000



## Division of Economics

### *Workgroup/Team Participation*

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- Fisheries Efficiency Measure Work Group (Service)*
- Association of Environmental and Resource Economists Program Committee (Interagency)*
- Atlantic States Marine Fishery Commission Committee on Social Sciences (Interagency)*
- Economic Workgroup for Hydropower Relicensing of Hells Canyon Dam (Interagency)*
- Natural Resource Damage Assessment Teams (Interagency)*
  - *Massachusetts Military Reservation*
  - *Hudson River Economic Technical Working Group*

## Listing of Laws

The Service operates under a number of legislative authorities, and BMO Offices provide direct or indirect support in carrying out the mandates of each Act. BMO entities play an integral role with other Service natural resource programs in administering these laws.

### **Division of Financial Management**

	<i>Debt Collection Improvement Act of 1992, 1996</i>	<i>Service Appropriation Acts Federal Power Act (cost accounting for FERC)</i>
<i>Accounting Standardization Act of 1995 (extends financial statement requirements)</i>	<i>Federal Credit Reform Act of 1990 (Accounting for Credit Programs)</i>	<i>Supplemental Appropriations Act of 1950 (Fund Control)</i>
<i>Antideficiency Act (Fund Control)</i>	<i>Federal Financial Assistance Streamlining Act of 1999 (Financial Assistance, Grants)</i>	<i>Travel and Transportation Reform Act of 1998 (Charge Cards, Interest on Travel)</i>
<i>American Recovery and Reinvestment Act of 2009</i>	<i>Federal Financial Management Improvement Act of 1998 (Financial Systems, Coordination with CIO)</i>	<i>Travel Expense Act of 1949 (Travel Regulations)</i>
<i>Balanced Budget and Emergency Deficit Control Act of 1985 (Fund Control)</i>	<i>Federal Managers Financial Integrity Act of 1982 (Improving Management)</i>	<b><i>Division of Contracting and General Services</i></b>
<i>Budget and Accounting Act of 1921 (Fund Control)</i>	<i>Federal Travel Disclosure Act of 1995</i>	<i>Administrative Dispute Resolution Act</i>
<i>Budget and Accounting Procedures Act of 1950 (Fund Control)</i>	<i>Federal Salary and Fringe Benefits Act of 1966 (Travel Regulations)</i>	<i>Alaska National Interest Lands Conservation Act</i>
<i>Budget Enforcement Act of 1990 (Fund Control)</i>	<i>General Government Matters Appropriation Act of 1958 (Fund Control)</i>	<i>American Recovery and Reinvestment Act 2009 (ARRA)</i>
<i>Cash Management Improvement Act of 1990, Amendments of 1992</i>	<i>Government Management Reform Act of 1994 (Accountability Reports)</i>	<i>Anadromous Fish Conservation Act</i>
<i>Chief Financial Officers Act of 1990 (Improving Financial Management, Establishing Accounting Standards, Creation of CFO's, and Audited Financial Statements)</i>	<i>Government Performance and Results Act of 1993 (Cost Accounting)</i>	<i>Antideficiency Act</i>
<i>Computer Security Act of 1987 (Security in Financial Systems)</i>	<i>Impoundment Control Act of 1974 (Fund Control)</i>	<i>Brooks Architect-Engineers Act</i>
<i>Congressional Budget Act of 1971 (Fund Control)</i>	<i>Independent Offices Appropriation Act of 1952 (Cost Recovery)</i>	<i>Buy American Act</i>
<i>Constitution of the United States (Article 1—Fund Control and Reports on Government Funds)</i>	<i>P.L. 106-408, Fish and Wildlife Programs Improvement and National Wildlife Refuge System Centennial Act of 2000</i>	<i>Clean Vessel Act of 1992</i>
<i>Debt Collection Act of 1982</i>		<i>Coastal Wetlands Planning, Protection and Restoration Act</i>
		<i>Competition in Contracting Act of 1984</i>
		<i>Contract Disputes Act of 1978</i>
		<i>Contract Work Hours and Safety Standards Act</i>

<i>Cooperative Research Units Act of 1960</i>	<i>Lacey Act Amendments of 1981</i>	<i>Wild and Scenic Rivers Act</i>
<i>Copeland Act</i>	<i>Marine Mammal Protection Act of 1972</i>	<i>Wild Bird Conservation Act of 1992</i>
<i>Davis-Bacon Act</i>	<i>Miller Act</i>	<i>Wild and Free-roaming Horses and Burros Act</i>
<i>Debt Collection Improvement Act of 1996</i>	<i>National Energy Conservation Policy Act</i>	<b>Executive Orders</b>
<i>Drug-free Workplace Act of 1988</i>	<i>National Maritime Heritage Act of 1994</i>	<i>Agency Procurement Protests</i>
<i>Economy Act</i>	<i>National Wildlife Refuge System Admin. Act of 1966</i>	<i>Developing Bio-based Products</i>
<i>Endangered Species Act of 1973</i>	<i>Nonindigenous Aquatic Nuisance Prevention and Control Act of 1990</i>	<i>Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Naturalization Act Provisions</i>
<i>Energy Policy and Conservation Act</i>	<i>North American Wetlands Conservation Act</i>	<i>Empowerment Contracting</i>
<i>Fair Labor Standards Act</i>	<i>Office of Federal Procurement Policy Act of 1974, as Amended</i>	<i>Ensuring the Economical and Efficient Administration and Completion of Federal Government Contracts</i>
<i>False Claims Act</i>	<i>Partnerships for Wildlife Act</i>	<i>Federal Acquisition and Community Right-to-Know</i>
<i>Federal Acquisition Streamlining Act of 1994</i>	<i>P.L. 85-804, Relating to National Defense Contracts and Extraordinary Contractual Actions</i>	<i>Federal Acquisition, Recycling, and Waste Prevention</i>
<i>Federal Property Management Regulations</i>	<i>P.L. 89-672, Contracting Procedures for Scientific Research</i>	<i>Federal Procurement Reform</i>
<i>Federal Technology Transfer Act</i>	<i>Procurement Integrity Act and Clinger-Cohen Act of 1996</i>	<i>Federal Use of Alternative Fueled Vehicles</i>
<i>Federal Supply Schedule Programs</i>	<i>Prompt Payment Act</i>	<i>Greening the Government</i>
<i>Fish and Wildlife Act of 1956, as Amended</i>	<i>Resource Conservation and Recovery Act of 1976</i>	<i>Identification of Trade Expansion Priorities and Discriminatory Procurement Practices</i>
<i>Fish and Wildlife Conservation Act of 1980</i>	<i>Rhinoceros and Tiger Conservation Act of 1994</i>	<i>Increasing Opportunities for Women-Owned Small Businesses</i>
<i>Fish and Wildlife Coordination Act of 1984, as Amended</i>	<i>Salmon and Steelhead Conservation and Enhancement Act of 1980</i>	<i>Prohibition of Acquisition of Products Produced by Forced or Indentured Child Labor</i>
<i>Freedom of Information Act</i>	<i>Service Contract Act of 1965</i>	<i>Various orders on the use of Federal Prisoners, etc. on Contractors' Work Forces</i>
<i>General Accounting Office Rules for Filing Protests and Claims</i>	<i>Small Business Act</i>	<i>Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions</i>
<i>Great Lakes Fishery Act of 1956</i>	<i>Take Pride in America Act</i>	
<i>Great Lakes Fish and Wildlife Restoration Act of 1990</i>	<i>Trade Agreements Act of 1979</i>	
<i>HUBZone Program</i>	<i>Use of Private Sector Temporaries</i>	
<i>Indian Incentive Contracting</i>	<i>Walsh-Healey Public Contracts Act</i>	
<i>Indian Self-determination and Education Assistance Act Program</i>		
<i>Javits-Wagner-O'Day Act (JWOD)</i>		

**Division of Engineering***Authorizing Statutes*

*Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as Amended (P.L. 96-510, 42 U.S.C. 96-1, et. Seq.)*

*Dam Safety Act of 2006 (P.L. 109-460 as amended)*

*Department of the Interior and Related Agencies Appropriations Act (Annual)*

*Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701-7706)*

*Energy Independence and Security Act of 2007 (EISA) (P.L. 110-140, December 19, 2007)*

*Energy Policy Act of 2005 (EPACT) (P.L. 109-58, August 8, 2005)*

*Federal Facilities Compliance Act (50 U.S.C. 1941)*

*Memorandum of Understanding for Federal Leadership in High Performance and Sustainable Buildings (January 2006)*

*National Energy Conservation Policy*

*Act (P.L. 95-619), as Amended (12 U.S.C. 1451-8278)*

*The Omnibus Appropriations Act of 2004 (P.L. 111-18)*

*Pollution Prevention Act of 1990 (P.L. 100-508), as Amended, (42 U.S.C 13101, 13101 note, 13102-13109)*

*Resource Conservation and Recovery Act (P.L. 94-580, as Amended) (23 U.S.C. 144 and 151)*

**Executive Orders**

*Executive Order 12088, Compliance with Pollution Control Standards*

*Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction*

*Executive Order 12844, Federal Use of Alternative Fueled Vehicles (April 1993)*

*Executive Order 12941 for Seismic Risk Safety (December 1994)*

*Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*

*Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management (January 2007)*

*Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance (October 2009)*

*Presidential Memorandum issued October 1979, Federal Guidelines for Dam Safety*

**Division of Safety and Health**

*Executive Order 12196, Occupational Safety and Health Programs for Federal Employees*

*Occupational Safety and Health Act*

*Public Law 91-596, Sec 19, Federal Agency Safety Programs and Responsibilities*

**Division of Economics**

*Clean Water Act, CERCLA and the*

*Oil Pollution Act*

*Endangered Species Act*

*Executive Order 12866 and the*

*Regulatory Flexibility Act*

*Federal Power Act*

*Fish and Wildlife Coordination Act*

*Programmatic Needs*

*National Environmental Policy Act (NEPA)*

*Regulatory Flexibility Act (SBREFA)*