



**Service First Leadership Team  
&  
Service First Field Advisory Board Meeting**

Friday, April 26, 2013 – 1:00 p.m. – 3:00 p.m.  
Main Interior Building, 18<sup>th</sup> and C St NW entrance  
NPS Conference Room 2346

**Topics for Discussion**

**Action**

**1. Introductions & key updates – 10 minutes**

**Update**

In attendance

Forest Service	NPS	BLM	FWS
☺ Leslie Weldon	☺ Peggy O'Dell	☺ Jamie Connell	☺ Steve Guertin
☺ Leanne Martin	☺ Lena McDowall	☺ Janine Velasco	☺ Cindy Barry
☺ Kate Walker	☺ Paul Roelandt	☺ Chris Moyer	
☺ Kate Klein		☺ Pam McAlpin	
		☺ Andrew Archuleta	

- The Service First MOU is at the DOI Solicitors – Signatures at the July meeting?
  - Provides governance for joint projects, co-location, joint permits, delegation of authority, & reimbursing and transferring funds
- Instructions for 7600-B form, color coded 7600-B, process graphic are posted on-line
  - Signing of Letters of Recognition for 7600-B Team
- Conference Report - Transmitted to Congress?

*Next Steps, needed actions, and things to keep track of for the next SFLT:*

- I will keep the SFLT apprised of the direction of the discussion with the solicitor/attorney community about Offset Plans.
- I will develop the letters of thank you for the 7600-B team for the SFLT to sign.
- I will develop talking points to distribute to the SFLT about the Conference Report.

**2. IIOG & Access Authentication, IT, & the like progress to date – 10 minutes      Discussion/Ask**

- March 29<sup>th</sup>, the CIOs of the Forest Service, Interior Department, and Agriculture Department, the user communities in fire and SF met to discuss the current state of Access Authentication.
  - All parties agree the policies are in place; need technical solution(s) plus a plan to mitigate the risks.
  - A virtual workshop in late April or early May will explore the option for Access Authentication.



*Next Steps, needed actions, and things to keep track of for the next SFLT:*

- I will work with BLM IT to develop a BLM Daily spot (and other agency's equivalents) that highlights the progress with the DOI App store.
- I will develop three key talking points in support of Access Authentication for SFLT to share with their respective agency and Department IT communities.

**3. Service First Field Advisory Board, progress and future direction – 90 min    Update/Discussion**

The SFFAB has been working on several topics since the beginning of the calendar year. While we continue to make great progress, now is the time for discussion about short-term direction:

- i. Discussion/review/signing of SFFAB Charter.
- ii. Discussion/review of the SF Strategy Document.
- iii. Discussion of SFFAB Communications Plan.

Discussion questions for the SFLT:

- A. How does the SFLT view SF in the four agencies?
- B. What role would the SFLT like the SFFAB to take on in SF?
- C. What areas of the SF Strategy does the SFLT think we should focus on first?
- D. What resources will the SFLT make available to the SFFAB?
- E. What are the national priorities for SF?
- F. Obstacles and Roadblocks for discussion
  - a. Barriers to co-location – developing leases and financial arrangements
  - b. Sequestration impacts to SF organizations and recognizing reductions already in place, e.g., reduced fleet.
  - c. Development a SF funding initiative across the agencies
  - d. Access Authentication/Information Technology issues

*Desired outcomes:*

- A. The SFLT has a solid understanding of the progress to date, the proposed next steps, and what they can do to support the SFFAB.
- B. The SFLT signs the SFFAB charter.
- C. The SFFAB has a clear sense of direction and next steps.



*Next Steps, needed actions, and things to keep track of for the next SFLT:*

- We discussed the idea of increasing the number of regional SF coordinators.
  - We will need an informal sensing of where people might already be in place and functioning as a coordinator.
  - We will need guidance/supporting information for individuals functioning in those roles.
- SFFAB will explore the development of the self-reporting website (SF Atlas; NPS Centennial website is another possibility to explore) and the current status of the SF Potential Analysis.
  - SF Atlas – the SFFAB will evaluate the effort to date to see if it will gather the appropriate information for each agency; The SF Atlas will also serve the purpose of identifying current capacity and the areas/locations/topics where additional capacity can be developed.
  - I will share The SF Potential Analysis with SFFAB as a starting point to exploring where additional SF capacity could be built.
- The SFFAB will explore the former SF rewards program and come up with recommendations on how to reinstitute the program.
- Roadblocks and obstacles
  - Co-Location – suggestions for improvement included sharing lessons learned and successes; limiting co-locations to smaller square footages; and coordinating direction across agencies.
  - SF funding initiatives – There is interest in how the PNW funding initiative works and how it might be distributed to other regions for implementation.
- I will write an announcement about the signing of the SFFAB charter to be sent out through each agency's newsletter.

**4. Next Meeting Agenda items and Meeting Wrap-up – 5 minutes**

**5. Next meetings**

July 2013, hosted by BLM

**National SF Coordinator**

Chris Moyer 202-503-8973

**6. Additional documents**

- SFFAB Charter
- SF Strategy
- 7600-B Letters of recognition



### Status of current and on-going SF activities

Project	Strategy Focus Area	Status
SF Intranet site		A bid to develop a template was received; project temporarily on hold due to sequestration and funding constraints.
SF Internet site		Modifications and updates are on-going; positive feedback from both the agencies and parties outside the agencies about the content and quality of information
Intranet connectivity		BLM is working to establish intranet connections to all three agencies.
Connectivity governance		BLM is working to expand coverage of memo that allows the other agency's to connect their computers to the BLM network in all situations, not just fire situations.
IIOG Access Authentication		Slowed during the winter months; needs help from SFLT to convey to USDA and DOI the importance of the project
SF Supervisors Handbook		Completed and posted to the SF website.
Co-location		The DOI and FS are working on a joint facilities map; the DOI has already produced a map of all DOI facilities and is working to include FS facilities.
Reporting of Service First accomplishments		Further development of the Locations portion of the SF website as a self-reporting tool. Working on plan for consistent outreach to units for Success Stories.
Fillable 7600B		Completed instructions, forms, and a process graphic. Posted on SF website.
FERC Team		A joint FS and BLM team is being developed to address FERC issues (relicensing, training, and litigation); a draft of an MOU has been developed.

