



Date: November 5, 2010

To: Janine Velasco, Assistant Director, Business and Fiscal Policy, BLM
Ronald E. Hooper, Director of Acquisition Management, USDA FS
Paul Henne, Assistant Director, Business Management and Operations, USFWS
Kate Stevenson, Assistant Director, Business Services, NPS

From: Mike Pool, Deputy Director, Operations, BLM
Joel Holtrop, Deputy Chief, National Forest System, USDA FS
Gregory Siekaniec, Assistant Director, National Wildlife Refuge System, USFWS
Dan Wenk, Deputy Director, Operations, NPS

Subject: Interagency Working Group

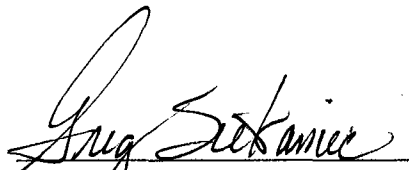
As the Service First Leadership Team, we feel there is great potential to enhance our collective efforts to improve efficiencies and service to our customers. We recently approved the formation of an interagency working group to re-engineer the agreements process for Service First. Our goal is one simplified process for use by all Service First agencies.

The enclosed charter further describes the vision and outcomes for this working group. Please provide the names of two agency employees to serve on this working group to Service First National Coordinator Joan Guilfoyle by December 1, 2010. She may be reached at joan_guilfoyle@blm.gov, 202-912-7206; or jguilfoyle@fs.fed.us, 202-205-1750.

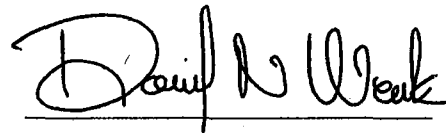
Joel D. Holtrop
Deputy Chief, National Forest System
USDA Forest Service

for

Mike Pool
Deputy Director, Operations
USDI Bureau of Land Management

A handwritten signature in black ink, reading "Greg Sjekaniec", written over a horizontal line.

Greg Sjekaniec
Assistant Director, National Wildlife Refuge System
U.S. Fish and Wildlife Refuge

A handwritten signature in black ink, reading "Dan Wenk", written over a horizontal line.

Dan Wenk
Deputy Director, Operations
U.S. National Park Service

Enclosure

CHARTER

SERVICE FIRST AGREEMENTS WORKING GROUP

10/20/2010



Strategic Vision: One simple, clear and expeditious process for entering into Service First agreements is available to all levels within the USDA Forest Service, Bureau of Land Management, National Park Service and U.S. Fish and Wildlife Service, and is supported and enabled by all four agencies.

Need: Interagency agreements using Service First authority currently are nationally inconsistent, time-consuming and laborious, often with minimal understanding and support among agency personnel. The 2006 Service First Memorandum of Understanding calls for streamlined administrative processes, which have not yet been achieved regarding interagency agreements. With long-term or permanent Service First authorization possible by FY 2012, national implementation of Service First authority regarding agreements must have consistent application and continuity in process.

Objective: Re-engineer current agreements processes used by the four agencies into one simplified process that the four agencies may use for Service First projects and programs. The new process would not be additive to current processes, but instead replace them with one process that works between any of the four agencies. The new Service First process would utilize the Department of Treasury Interagency Agreement (IAA) guidelines and format scheduled for release in March 2011.

Goal: All Service First agencies use the same simple process for Service First agreements.

Products: 1. Bring together grants and agreements specialists to draft a proposed process that would meet all the needs of the agencies into one simplified agreements process. 2. Present this proposed process to the Service First Leadership Team for approval by the four agencies. 3. Provide instruction and support on the process to appropriate personnel in the four agencies. 4. Create a team of agreements specialists with four agency representation to act as subject matter experts for Service First agreements.

Delivery Date: Provide the oversight team (Bruce Rittenhouse, Joan Guilfoyle) an outline of how you are going to meet the terms of the Charter by February 1, 2011. The final proposal is due to the Service First Leadership Team by May 1, 2011, with final product(s) delivery by September 1, 2011.

Responsibilities for Resources: The four agency grants and agreements specialists will have joint responsibility to develop the products in this charter. Other employee resources may be utilized as needed.