



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

AUG 28 2015

MEMORANDUM

To: Bureau Directors
Bureau Deputy Directors
Office Directors

From: Kristen J. Sarri *K. Sarri*
Principal Deputy Assistant Secretary - Policy, Management and Budget

Subject: Service First Funding Guidance

I am pleased to announce the call for proposals for the Service First Fund. Service First authority provides the legal authority for all offices and bureaus in both the Department of the Interior (DOI) and the Department of Agriculture (USDA) to collaborate to improve mission and drive key priorities through better customer service, improved natural resource stewardship, and incentives for improved program delivery and cost avoidance, and to address administrative barriers to accomplishing these objectives.

The Department is providing funding through a competitive process to DOI bureaus and offices for projects that demonstrate the value of investments in Service First and support the Secretary's policy and management goals (please see the DOI Strategic Plan FY 2014 to FY 2018 at <http://www.doi.gov/bpp/upload/DOI-Strategic-Plan-for-FY-2014-2018-POSTED-ON-WEBSITE.pdf>). The Service First Fund will provide seed funding up to \$500,000 to bureaus and offices to help plan and launch projects that achieve Service First objectives. We hope that both field offices and Washington, D.C. offices will take advantage of this funding opportunity to advance collaboration at the local and national level.

The goal of Service First statute is for DOI's bureaus working together and/or with USDA to pool resources to design, develop, and implement joint projects that will provide a greater benefit to citizens and resources than any individual bureau could achieve. The Service First statute authorizes DOI and USDA to form and promote partnerships across boundaries to develop joint solution to common problems and to address federal issues in an integrated way. Bureaus and offices can use Service First to maximize sharing of resources across bureaus and offices to leverage partnerships to improve operational effectiveness and efficiency, invest in opportunities to achieve current or future savings while maintaining a high level of mission delivery, and support colocation to integrate operations. Service First authority allows all Interior bureaus and offices and USDA agencies and offices to conduct projects, planning, permitting, leasing,

contracting and other activities, either jointly or on behalf of one another; co-locate in Federal offices and facilities leased by an agency of either Department; and promulgate special rules to test the feasibility of issuing unified permits, applications and leases.

Attached are details on the application process and timeline. Please share this information within your bureaus and offices. Bureaus and offices can submit project applications [online](https://www.surveymonkey.com/r/servicefirstfund) at <https://www.surveymonkey.com/r/servicefirstfund> and are due by October 16. Additional information about Service First, including project examples and details on the legal authority and governing documents, is available at <http://www.fs.fed.us/servicefirst/>.

An interagency Technical Review Team will evaluate applications. Each bureau and the Office of the Secretary will be represented by one delegate and one alternate to serve on the review panel. Panel members should have relevant expertise in one or more appropriate areas (e.g., in the natural and social sciences, engineering, construction, resource management, administration, and other relevant fields). Panel members should have no direct conflict of interest related to the submitted projects, and should be available to meet in Washington DC to review applications during the week of October 26. Please respond to Sarah Peterson (sarah_e_peterson@ios.doi.gov), with the name of your delegate and alternate for the Technical Review Panel by September 21.

Thank you for supporting our ongoing efforts to use Service First to advance the mission goals and operational effectiveness of the Department of the Interior.

Attachments: Attachment A: Service First Background

Attachment B: Service First Fund Application Instructions