

**From:** [A Alvarez](#)  
**To:** [Jim Kurth](#)  
**Subject:** Fwd: Agenda and supporting documents for the the June 2018 F2F Leadership Team Meeting  
**Date:** Thursday, June 7, 2018 11:38:03 AM  
**Attachments:** [ATT00001.htm](#)  
[1 FINAL Agenda NWRS Leadership Team June 2018 Meeting.docx](#)  
[4 FINAL SO Briefing Statement.docx](#)  
[ATT00002.htm](#)  
[4a FINAL SO 3366 Leadership BP June 2018.docx](#)  
[ATT00003.htm](#)  
[4c FINAL Attachment for SO Briefing Paper \(FWS\).docx](#)  
[ATT00004.htm](#)  
[5 FINAL Realty for the Future Team Recommendations.docx](#)  
[ATT00005.htm](#)  
[5a FINAL Realty for the Future Team Recommendations Report.pdf](#)  
[ATT00006.htm](#)  
[6 FINAL I&M Review Implementation BP June2018.docx](#)  
[ATT00007.htm](#)  
[6a FINAL I&M Implementation Plan-6-1-18.docx](#)  
[ATT00008.htm](#)  
[7 FINAL Body Worn Cameras BP.docx](#)  
[ATT00009.htm](#)  
[7a FINAL Draft Body Worn Cameras Directors Orders.doc](#)  
[ATT00010.htm](#)  
[8 FINAL Vehicle Modernization Review Recomendations.docx](#)  
[ATT00011.htm](#)  
[8a FINAL Vehicle Fleet Modernization Decision Summary.docx](#)  
[ATT00012.htm](#)  
[9 FINAL Priority Heritage Assets.docx](#)  
[ATT00013.htm](#)  
[10 FINAL NEPA Capacity BP.docx](#)  
[ATT00014.htm](#)  
[11 FINAL CCP revisions BP.docx](#)  
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[11a FINAL Landscape-CCPs BP.docx](#)  
[ATT00016.htm](#)  
[11b FINAL Planning Team Charters Signed.pdf](#)  
[ATT00017.htm](#)  
[11c FINAL PIT REPORT \(1\).pdf](#)  
[ATT00018.htm](#)  
[11d FINAL NWRS Chief LCD Memo & Guidance Signed 10.3.16.pdf](#)  
[ATT00019.htm](#)  
[12 FINAL NWRS Chiefs Mtg June 2018 - Logistics v2.docx](#)  
[ATT00020.htm](#)

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FYI

Sent from my iPhone

Begin forwarded message:

**From:** "Donahoe, Jeffery" <[jeffery\\_donahoe@fws.gov](mailto:jeffery_donahoe@fws.gov)>  
**To:** FWHQ CNWR Deputy Division Branch Chiefs  
<[fwhq\\_cnwr\\_deputy\\_division\\_branch\\_chiefs@fws.gov](mailto:fwhq_cnwr_deputy_division_branch_chiefs@fws.gov)>, FWHQ CNWR  
Leadership Team <[fwhq\\_cnwr\\_leadership\\_team@fws.gov](mailto:fwhq_cnwr_leadership_team@fws.gov)>, FWHQ CNWR  
Refuge Supervisors and Assistants  
<[fwhq\\_cnwr\\_refuge\\_supervisors\\_and\\_assistants@fws.gov](mailto:fwhq_cnwr_refuge_supervisors_and_assistants@fws.gov)>, Noah Matson  
<[noah\\_matson@fws.gov](mailto:noah_matson@fws.gov)>  
**Subject:** Agenda and supporting documents for the the June 2018 F2F  
Leadership Team Meeting

Attached are the files containing the agenda and supporting documents

for the June 2018 Leadership Team Face to Face meeting in Region 5. If you have any questions, please let me know.

Also, everyone needs to **bring cash** to cover snacks (\$20) and the group dinner (\$40). Thanks.

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Jeffery Donahoe  
703-358-2401



**Meeting Dates:** June 19 – 21, 2018  
**Meeting Location:** Edwin B. Forsythe NWR (R5)

**Invitees:**

Regions

- Kevin Foerster,
- Kim Trust
- Aaron Archibeque
- Tom Harvey
- Charlie Blair
- Tom Worthington
- David Viker
- Brett Hunter
- Scott Kahan
- Sharon Marino
- Will Meeks
- Maureen Gallagher
- Mitch Ellis
- Socheata Lor
- Polly Wheeler
- Stacy Armitage

Programs

- Cynthia Martinez, Chief
- Shaun Sanchez, Deputy
- Noah Matson, NRCP
- Rob Miller, FET
- Linda Walker, VSC
- Rich Johnston, RLE
- Ketti Spomer, BPW
- Steve Seibert, Realty
- Mark Chase, NRPC
- Chris Wilcox, Fire

Guests

- Doug Damberg, Refuge Supervisor's Group
- Aaron Mize
- Eugene Marino
- Eric Alvarez

**Agenda**

**TUESDAY, JUNE 19**

Start Time	Topic	Discussion Lead(s)
8:30 am <i>30 min</i>	<b>Meeting Kick-off</b> – Welcome, logistics	Cynthia Martinez
9:00 am <i>60 min</i>	<b>Action item review and updates</b>	Cynthia Martinez
10:00 am <i>15 min</i>	<b>Break</b>	
10:15 am <i>1 hr 30 min</i>	<p><b>Budget and Performance</b> – This discussion will cover the FY18 appropriations, allocations and performance metrics, highlights of FY19 budget talks, and what is known about FY20 formulation.</p> <p><i>Desired outcome</i> – A clear understanding of the budget and performance requirements that are outlined in appropriations language as well as priorities established by the Department and the Service, and how they inform budget execution.</p>	Ketti Spomer
11:45 am	Lunch	
1 pm <i>60 min</i>	<b>Refuge Supervisor Report Out</b>	Doug Damberg



Start Time	Topic	Discussion Lead(s)
2 pm <i>3 hr</i> <i>15 min break included</i>	<p><b>(4) Coordinating Across Secretarial Orders and Next Steps</b> – Multiple Secretarial Orders and tight deadlines result in a reactive and scattered approach to implementation. For maximum effectiveness and efficiency coordination is needed across SOs to further the vision of the NWRS.</p> <p><i>Desired outcome</i> – Clear understanding of responsibilities at each level of the Service, and a consistent and efficient approach to implementing required actions.</p>	Shaun Sanchez/Linda Walker/Aaron Mize/Noah Matson
5 pm	<b>End of Day</b>	

**WEDNESDAY, JUNE 20**

Start Time	Topic	Discussion Lead
	Field Trip – EB Forsythe NWR	
12 pm	<b>Lunch</b>	
1 pm <i>4 hr</i>	<p><b>Strategic Investment Strategy – Deputies Breakout</b></p> <p><i>Desired outcome</i> – Develop guiding principles for the Refuge System’s deferred maintenance strategic investment strategy.</p>	Rob Miller
1 pm <i>30 min</i>	Reconvene – Recap the previous day’s discussion and revisit select topics, if necessary	Cynthia Martinez
1:30 pm <i>1 hr</i>	<p><b>Realty for the Future</b> – Presentation of draft report and recommendations for the future of the Realty program.</p> <p><i>Desired outcome</i> – To provide pre-decisional discussion on approach to Realty for the Future.</p>	Eric Alvarez
2:30 pm <i>1hr</i>	<p><b>(6) I and M Review Implementation</b> - Discuss implementation of the I&amp;M Review and a specific proposal from the I&amp;M Coordinators regarding the 7-year plan that addresses in whole or in part, multiple recommendations from the review.</p> <p><i>Desired outcome</i> – A common understanding of the plan to address the review and approval for the IMCT to proceed with the 7-year plan revision.</p>	Mark Chase
3:30 pm <i>15 min</i>	<b>Break</b>	
3:45 am <i>1 hr 15 min</i>	<p><b>Body Worn Cameras</b> – In December, 2017, the Department of the Interior released policy on the use of Body Worn Cameras (BWC) by DOI law enforcement programs. In addition to technical requirements, the Department’s policy requires standard guidance and policy at the bureau level. A Director’s Order has been drafted in consultation with Regional Law Enforcement Chiefs, ITRM, DOI Solicitor’s Office, and the Professional Responsibility Unit, that would immediately meet the requirements of the Department policy.</p> <p><i>Desired outcome</i> – A clear understanding of DOI BWC policy requirements to facilitate comments/edits on the draft Directors Order.</p>	Rich Johnston
5 pm	<b>End of Day</b>	



**THURSDAY, JUNE 21**

Start Time	Topic	Discussion Lead
8:30 am <i>30 min</i>	<b>Reconvene</b> – Recap the previous day’s discussion and revisit select topics, if necessary.	Cynthia Martinez
9 am <i>1 hr 30 min</i>	<b>Fleet Modernization</b> – Review recommendations of the Fleet Modernization Team.  <i>Desired outcome</i> – To provide pre-decisional discussion on approach to Refuge fleet management and allocations.	Rob Miller
10:30 am <i>15 min</i>	<b>Break</b>	
10:45 am <i>60 min</i>	<b>Priority Historic Assets</b> – The Service just celebrated its 115th anniversary and its real property portfolio reflects its age, with hundreds of buildings and structures that are more than 50-years old. As stewards of these resources, FWS must work to develop priorities among our historic portfolio to better enable decisions such as re-use or restoration and deconstruction or removal.  <i>Desired outcome</i> – Establishing a Priority Heritage Asset process to help FWS determine what buildings rise to a level where investing in them will derive a return on that investment.	Eugene Marino
11:45 am	<b>Lunch</b>	
1 pm <i>1 hr</i>	<b>(10) NEPA</b> - Present and discuss the outcomes of the team chartered to develop recommendations, guidance and supporting materials for implementing NEPA and discuss implementation of S.O. 3355 on Streamlining NEPA Reviews.  <i>Desired outcome</i> – Understand evolving NEPA policy requirements and capacity needed to implement S.O. 3355 and other Departmental, Service-wide, and regional priorities.	Noah Matson
2 pm <i>2 hr</i>	<b>(11) Refuge Planning</b> – Present and discuss the outcomes of the team chartered to develop recommendations for the future of refuge planning. Also discuss how to approach current comprehensive planning efforts and as well as how to approach minor revisions of CCPs in response to new and updated refuge hunt/fish plans and other needs.  <i>Desired outcome</i> – To provide pre-decisional discussion on approach to refuge planning.	Noah Matson
4 pm <i>1 hr</i>	<b>Wrap Up and Close Out</b>	Cynthia Martinez

## **BRIEFING STATEMENT**

**PREPARED FOR:** NWRS LEADERSHIP TEAM

**DATE:** June 1, 2018

**TITLE:** Coordinating Across Secretarial Orders and Next Steps

**ISSUE:** Multiple Secretarial Orders (Orders) and tight deadlines result in a reactive and scattered approach to implementation. For maximum effectiveness and efficiency coordination is needed across Orders to further the vision of the NWRS

**BACKGROUND:** The Secretary has issued numerous Orders since taking office. These Orders differ from those issued in prior administrations in their prescriptive nature, level of specificity and timelines for responding. It is clear that the Secretary is managing the work of the bureaus through these Orders. It is also clear that these Orders directly align with the Secretary's top priorities. The National Wildlife Refuge System plays a key role in the implementation of these Orders and has directed staff and resources to focus on them. While HQ has supported a significant portion of the workload initially, as we move into implementation more and more work will need to occur at the Regional and Field level. The challenge for the Refuge System is to recognize the urgency and need to meet these directives while still maintaining our long-term Vision in support of the NWRS Mission.

### **STATUS/KEY POINTS:**

- Our discussion will cover several key areas:
  - Status update on new Secretarial Order 3366 – Recreation
  - Overview and Status Update on NWRS progress of all other Orders and Commitments
  - Status Update on Service Hunt/Fish Opportunity Tool (SHOT) assessment
  - Status Update on implications of 3355 – NEPA Streamlining
- The focus of our discussion will be to better understand how these and future actions translate to the Regions and the Field.
- Our response to these Orders will have policy and workload implications to the field. Such as:
  - Increased and expedited NEPA
  - New or revised regulations
  - Changes in RAPP data collection
  - Additional or new reporting requirements
  - Changes in types of activities or events on refuges
  - Increased emphasis on quantitative and qualitative metrics and trends
- It is critical to communicate to our workforce especially at field stations the importance of prioritizing actions to address these Orders.
- We want to make sure that the commitments we make to support the Secretarial Priorities are strategic and positively impact the long-term mission of the Refuge System.

**PREPARED BY:** Linda Walker, Division Chief, Visitor Services and Communications, NWRS

## **BRIEFING STATEMENT**

**PREPARED FOR:** NWRS LEADERSHIP TEAM

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**DATE:** June 1, 2018

**TITLE:** U.S. Fish and Wildlife Service Response to Secretarial Order 3366 (Increasing Recreational Opportunities on Lands and Waters Managed by the U.S. Department of the Interior)

**ISSUE:** The U.S. Fish and Wildlife Service (Service) is collaborating with other Department of the Interior bureaus and has assembled a cross-programmatic Service team to respond to Secretarial Order (SO) 3366.

**BACKGROUND:** The Service is approaching the SO 3366 response strategically, forming sub-teams of internal subject matter experts to build on the existing SO 3356 response, recommendations, and implementation plan. The SO 3366 response will be organized into the five major topic areas corresponding to specific directives in the SO.

### **STATUS/KEY POINTS:**

#### A. SO 3366 Objectives

- Analyze and align SO 3356 recommendations and implementation plan to serve as foundation for 3366 response;
- Ensure recommendations represent input from multiple Service programs;
- Arrange weekly briefings for Refuge and Service leadership, being responsive to possible course changes;
- Hold weekly meetings with Department bureaus, collaborating on responses where possible; and
- Submit the Service response by the July 17, 2018 deadline.

#### B. SO 3366 Lead Team and Sub-Teams

Linda Walker, NWRS Division Chief of Visitor Services and Communications, is the designated Service lead to implement the responsibilities of the Secretarial Order. Brad Gunn from WSFR and Dave Miko from FAC are also on the Lead Team (Team). The Team has identified 25 Service employees to comprise sub-teams that will provide draft recommendations to the Lead Team (see list below). The five sub-teams correspond to specific directives in the SO, which include the following topic areas: (1) expanding recreational opportunities; (2) streamlining/improving permitting process for guides and outfitters and the contracting process for concessioners; (3) providing greater general recreational access; (4) recommendations for more recreation-focused grants and cooperative agreements; and (5) providing more recreational opportunities for people with disabilities.

#### C. Status

The Team created a project timeline, with time allotted for review, comments, and revisions at several stages and progressive organizational levels as the report is produced. The Team has met weekly with the other bureau 3366 leads, and this interagency group also met with Rick May, Senior National Advisor

to the Secretary for Recreation, on June 1. The sub-teams have been meeting by phone, and are in the process of completing their respective reporting documents, which are due to the Lead Team by June 15. The Team will create the final Service response starting on June 17. Draft materials and updates will continue to be provided to Service leadership as we prepare the report in the 90-day time period.

**PREPARED BY:** Linda Walker, Chief, Division of Visitor Services and Communications, 703-358-2172, linda\_d\_walker@fws.gov

**SO 3366 SERVICE RESPONSE TEAM**

<u>Lead Team</u>	<u>Role</u>	<u>Program/Region</u>
Linda Walker	FWS 3366 Designated Lead	NWRS/HQ
Brad Gunn	Lead Team	WSFR/HQ
Dave Miko	Lead Team	FAC/HQ
Joshua Winchell	HQ Support	NWRS/HQ
Mike Carlo	HQ Support	NWRS/HQ

<u>Recreation Sub-Team</u>	<u>Program</u>	<u>Region</u>
Nathan Caldwell	NWRS	HQ
Christopher Deets	MB	HQ
Carey Edwards	FAC	R3
Diane (Dee) Emmons	NWRS	R6
John Seals	FAC	HQ
Denise Wagner	FAC	HQ
Angelina Yost	NWRS	HQ

<u>Permitting Sub-Team</u>		
Ty Benally	NWRS	R7
Phil LePelch	NWRS	HQ
Debbie Steen	NWR	R7

<u>Access Sub-Team</u>		
Ken Fowler	NWRS	HQ
Julie Henning	FAC	HQ
Karen Rank	NWRS	HQ

**Grants Sub-Team**

Lori Bennett	WSFR	HQ
Ramon Martin	WSFR	R2
Christina Milloy	WSFR	HQ
Stacy Sanchez	MB	HQ
Patrick Schulze	NWRS	HQ
Susan Wells	FAC	HQ

**Accessibility Sub-Team**

Bobbea Cadena	HR	HQ
Derek (DC) Carr	NWRS	R8
Deborah Moore	NWRS	HQ
Juli Niemann	NWRS	R2
Joe Starinchak	FAC	HQ

## Summary of Interior Secretary Orders (S.O.) relevant to the U.S. Fish and Wildlife Service

### **S.O. 3347: Conservation Stewardship and Outdoor Recreation (March 2 2017).**

- *Summary:* The purpose of this order is to enhance conservation stewardship, increase outdoor recreation, and improve the management of game species and their habitat. The order requested a report on actions taken to implement - and recommendations to further implement - the 2007 Executive Order 13443: Facilitation of Hunting Heritage and Wildlife Conservation, as well as recommendations to further enhance recreational angling opportunities.
- *Response:* The USFWS and NPS developed a joint response to the S.O. which was approved by the Secretary on August 22, 2017. Per S.O. 3347, this response was submitted for review to two Federal Advisory Councils (the Wildlife and Hunting Heritage Conservation Council and the Sport Fishing and Boating Partnership Council) for further review and request for additional recommendations. The Secretary incorporated the FWS/NPS (and BLM) 3347 responses as well as recommendations from the councils into a subsequent Secretary Order, S.O. 3356 (see below).

### **S.O. 3349: American Energy Independence (March 29, 2017)**

- *Summary:* Implements E.O. 13783 which establishes sweeping policy goals on energy, climate change, mitigation, and regulations. The S.O. implemented the required review of all agency policies related to climate change and mitigation and those that placed a burden on energy development. The S.O. specifically required the USFWS to conduct a policy review of the USFWS oil and gas rule ("Management of Non-Federal Oil and Gas Rights," 81 Fed. Reg. 79948, published Nov. 14, 2016) and report on whether it was fully consistent with a March 28th 2017 Executive Order, "Promoting Energy Independence and Economic Growth".
- *Response:* The Service reviewed the refuge oil and gas rule and concluded that its intent is consistent with the policy set forth in the Executive Order because it aimed to provide clarity to producers and ensure access to NWRS land was consistent across the system. The Department has yet to issue an official statement on its intent to let the rule stand, or revoke or revise the rule. Similarly, the Department has not issued policy guidance related to climate change, mitigation, or policies that burden energy development.

### **S.O. 3355: Streamlining National Environmental Policy Act Reviews and Implementation of Executive Order 13807 (August 31, 2017).**

- *Summary:* This Order is intended to: 1) immediately implement certain improvements to National Environmental Policy Act reviews conducted by the Department of the Interior; 2) begin assessment of additional such opportunities; and 3) begin implementation of Executive Order 13807: "Establishing Discipline and Accountability in the Environmental Review and Permitting Process for Infrastructure Projects" (August 15, 2017).
- *Response:* The USFWS submitted its response to DOI on December 11, 2017 with a set of recommendations including: setting target page and timing limitations for the preparation of Environmental Assessments; actions to streamline the NEPA process; a description of impediments to efficient and effective reviews, actions that could be taken by the Council on Environmental Quality, and candidates for the "One Federal Decision" process. Implementation of the S.O. is continually evolving with new guidance from the Department, including procedures for approving EISs and tracking EISs in a Department database. Guidance on the development of Environmental Assessments is forthcoming.

## Summary of Interior Secretary Orders (S.O.) relevant to the U.S. Fish and Wildlife Service

**S.O. 3356:** Subject: Hunting, Fishing, Recreational Shooting, and Wildlife Conservation Opportunities and Coordination with States, Tribes, and Territories (September 15, 2017)

- *Summary:* This order builds upon S.O. 3347, directing bureaus to develop an implementation plan for the recommendations it provided in response to S.O. 3347 (i.e. the “implementation plan”). In addition, over 20 new directives were outlined in SO 3356 that addresses permitting, grant opportunities, increasing access to Departmental lands, veteran and youth mentoring programs, greater collaboration with states, regulatory alignment, and improving waterfowl populations. S.O. 3362 (see below) further expands on certain aspects of this order.
- *Response:* To date the USFWS has submitted formal responses to the department addressing ten directives with specific deadlines including an “implementation plan” (approved May 15, 2018). Accomplishments and activities that address other directives are reported to the Department on a weekly basis as they occur and an annual report is being developed to summarize work accomplished for S.O. 3356 and S.O. 3347.

**S.O. 3362:** Improving Habitat Quality in Western Big-Game Winter Range and Migration Corridors (February 9, 2018)

- *Summary:* The order directs the bureaus to work in close partnership with a number of western and mountain states to enhance and improve the quality of big-game winter range and migration corridor habitat on Federal lands under the management jurisdiction of this Department in a way that recognizes state authority to conserve and manage big-game species and respects private property rights. Additionally, the order seeks to expand opportunities for big-game hunting by improving priority habitats to assist states in their efforts to increase and maintain sustainable big game populations across western states. The order follows the intent and purpose of S.O. 3356.
- *Response:* On April 27, 2018 the USFWS appointed Casey Stemler to a newly created position, Senior Advisor to the Director for Western States. Stemler will be responsible for the full range of program development and implementation as they relate to western states and implementation of S.O. 3362.

**S.O. 3366:** Increasing Recreational Opportunities on Lands and Waters Managed by the U.S. Department of the Interior (April 18, 2018).

- *Summary:* The order is intended to help ensure public lands and waters under the management and administration of the U.S. Department of the Interior (Department) are open and accessible for recreational pursuits by all Americans and visitors to the United States. The order requires bureaus to: create a plan that develops new, or increases and expands existing, recreational opportunities that are consistent and comply with all applicable laws and regulations; provide recommendations for improving and streamlining relevant permitting requirements for guides and outfitters and facilitated outdoor recreation providers; and improve contracting processes for recreation-specific concessioners. The order also directs the respective heads of bureaus to designate one full-time employee to oversee recreational opportunities, including implementation of the order.
- *Response:* The USFWS is collaborating with other DOI bureaus and has assembled a cross-programmatic team to respond to the order, building on the existing SO 3356 response effort. The S.O. response will be organized into the five major topic areas corresponding to specific directives in the S.O. (due July 18, 2018).











































