Important: In the following index, processes are shown in black type and activities in red. Time should only be coded to activities, which are underlined and assigned a four-digit activity code.

Index of Processes and Activities

Process 1: Protect and Manage Species
- Protect and Manage Candidate, T&E and CITES Species
  - Prevent Listing of Species
    - 7ZE7: Implement Candidate Conservation Actions 6
    - 7Z1E: Evaluate Species for Candidate Status 6
  - List Endangered Species
    - 7ME1: Prepare and Process Initial List or Uplist Petition Response for US/Domestic Species 7
    - 7M4B: Prepare and Process 12-Month Finding for List or Uplist Petition for US/Domestic Species 8
    - 7M9R: Prepare and Process Listing Rules for US/Domestic Species 9
    - 7MC6: Prepare and Process Critical Habitat Rules for US/Domestic Species 9
    - 69A2: Provide Litigation Support for Listing for US/Domestic Species 10
    - 7M1N: Prepare and Process Foreign and CITES Listings 11
  - Develop Recovery Plans or Special Rules for Endangered Species
    - Ø6O9: Develop Recovery Plans for T&E Species 11
    - Ø6V7: Prepare and Process Special 4d and Experimental Population Rules 12
    - Ø63N: Conduct 5-Year Reviews 13
    - Ø6T9: Prepare Initial Response to Delist or Downlist Petition 13
    - Ø65H: Prepare 12-Month Finding for Delist or Downlist Species 14
    - Ø65Q: Prepare and Process Downlisting and Delisting Draft and Final Rules 15
    - 697R: Provide Litigation Support for Recovery Actions 15
  - Conduct Recovery Actions
    - Ø64K: Implement Recovery Actions 16
    - Ø68G: Implement Recovery Actions for Foreign and CITES Species 17
  - Conduct ESA (Section 7) Consultations with Other Federal Agencies
    - CØ7V: Conduct Resource Protection Consultations with Other Federal Agencies 17
    - 8KF3: Conduct Water Consultations with Other Federal Agencies 18
    - 9U4Z: Conduct Hydropower Consultations with Other Federal Agencies 18
    - 8MN4: Conduct Forage Consultations with Other Federal Agencies 19
    - 8N5Z: Conduct Forest Consultations with Other Federal Agencies 19
    - 8LB2: Conduct Non-Energy Minerals Consultations with Other Federal Agencies 20
    - 8DS9: Conduct Energy Consultations with Other Federal Agencies 21
    - 8XF1: Conduct Recreation Consultations 21
    - 742E: Provide Litigation Support for Section 7 Consultation with Other Federal Agencies 22
  - Conduct Intra-Service (Section 7) Consultations
    - X6H9: Conduct Intra-Service Consultations on FWS Permits 23
    - X63C: Conduct Intra-Service Consultations on FWS Enhancement and Restoration Projects 23
    - X6O7: Conduct Intra-Service Consultations on FWS Grants 24
    - X64L: Conduct Intra-Service Consultation on FWS Construction, Operations, and Maintenance Activities 25
    - X6A1: Conduct Intra-Service Consultation on Other FWS Activities 25
  - Conduct Law Enforcement for T&E and CITES
    - Ø6E2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species 26
    - Ø6G5: Conduct Import/Export Inspections for T&E and CITES Listed Species 26
  - Ø6W2: Plan and Implement Post-Delisting Monitoring 27
- Reintroduce or Enhance Non T&E Species

8P6N: Produce and Reintroduce Fish for Recreation 28
7R1H: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation 28
7R4X: Develop New Aquatic Technologies for Non T&E Species 29
7R4V: Conduct Disease Monitoring and Treatment for Non T&E Species 29
7R7F: Produce and Enhance Terrestrial Species 30
Plan Resources for Non T&E Species
Ø58S: Develop Aquatic Species Management Plans for Non T&E Species 30
Ø58R: Develop Bird Conservation Plans for Non T&E Species 31
7RH2: Implement Bird Conservation Plans 32
Manage Harvest and Incidental/Unintentional Take for Non T&E Species
7RG1: Manage Bird Harvest 32
7R2N: Manage Unintentional Take for Non T&E Migratory Birds 33
7RW8: Manage Harvest for Fisheries 33
8PA4: Develop Refuge Harvest Regulations for Species Other than Birds and Fish 34
7RT5: Manage Marine Mammal Incidental Take 34
7RP2: Manage Marine Mammal Harvests 34
7RU7: Manage Alaska Subsistence Harvest Other Than Marine Mammals 35
7RJ8: Resolve Bird Resource Conflicts for Non T&E Species 35
Monitor Status of Non T&E Species
M1B8: Survey, Assess and Monitor Non T&E Aquatic Species 36
M1Q7: Survey, Assess and Monitor Non T&E Migratory Birds 37
M17J: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species 37
Prevent, Manage and Control Invasive Species and Pests
7P3O: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants 38
7NY8: Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals 39
7PD8: Prevent, Manage and Control Invasive Aquatic Plants 40
7N9L: Prevent, Manage and Control Invasive Aquatic Animals 41
7Q6D: Control Native Pest Plants 42
7R2B: Control Native Pest Animals and Predators 42
X6W4: Implement Bi-national and Multinational Initiatives 43
Process Permits
7R6I: Process Migratory Bird Permits or Other Take Authorizations 43
Process and Monitor Permits, Agreements and Assurances for T&E Species
Ø69B: Process and Monitor HCP Permit Applications 44
Ø67Q: Process and Monitor Safe Harbor Permit Applications 45
Ø6P8: Process and Monitor Candidate Conservation Agreements with Assurances 45
Ø67S: Process and Monitor Recovery Permits for T&E Species 46
695B: Provide Litigation Support for Permitting Actions of T&E Species 46
1V9H: Process Permits for Rights of Way 47
Ø6O6: Process International Trade Permits, Domestic Permits and Special Use Permits 47
1RN3: Process Refuge Special Use/Recreation Commercial Permits 48
3E6U: Process Import and Export Licenses 48
3EK8: Process Designated Port Exception Permits 49
1P2Y: Process Special Recreation Use Permits 49
Conduct Law Enforcement for Non T&E
7R7T: Conduct and Assist with Law Enforcement for Non T&E Species 50
3EY3: Conduct Non T&E Import/Export Inspections 50
TØ5T: Conduct Refuge Patrol and Enforcement 51
T11C: Provide Forensics Support for Law Enforcement 52
Process 2: Protect and Manage Habitats
Develop Habitat Plans
Ø2X2: Develop Land Conservation Plans 52
Ø2X8: Develop Comprehensive Conservation Plans 52

Ø27K: Develop Strategic Landscape and Watershed Based Plans and Projects 53
Ø21T: Develop Aquatic Habitat Management Plans 54
Identify and Assess Habitats
L4L7: Inventory, Assess, and Monitor Wetlands 54
L41D: Inventory, Assess, and Monitor Marine/Coastal 55
L45U: Inventory, Assess, and Monitor Riparian 56
L4Q1: Inventory, Assess, and Monitor Uplands 56
Manage, Enhance and Protect Habitats
Manage Conservation and Mitigation Banks
Ø6G7: Develop and Monitor Conservation Banks 57
7G1X: Assist in the Development and Monitoring of Wetland Mitigation Banks 58
ØEZ9: Manage Special Designation Areas 58
Manage and Protect Lands
7QK2: Manage and Protect Uplands 59
7QT2: Manage and Protect Wetlands 59
7Q6K: Manage and Protect Riparian/Stream Habitats 60
7Q4S: Manage and Protect Marine and Coastal Habitats 60
7Q9K: Develop and Manage Co-Op Land Management Agreements 61
7Q5W: Acquire Easements 61
9V9E: Exchange or Dispose of Lands 62
9LM8: Acquire and Manage Real Estate 62
7QS3: Identify, Process and Defend Water Rights on Service Lands 63
Restore Habitats
7QJ5: Restore Wetlands 64
7Q4D: Restore Marine and Coastal Habitats 65
7Q1Y: Restore Uplands 65
7QZ6: Restore Riparian/Stream Habitats 66
Ensure Environmental Compliance
Ensure Environmental Quality and Safety
7G5O: Ensure Water Quality for On-Service Lands 66
3HP7: Evaluate and Audit Environmental Safety and Compliance 67
Ensure Environmental Quality
Ø26A: Conduct Contaminant Assessments 67
8WL9: Clean up Contaminants on Service Lands 68
B46V: Ensure Air Quality 68
Respond to Hazardous Waste Issues and Spills, NRDA
8WX3: Prepare for and Implement Spill Response Plans 69
J1S2: Review Hazardous Waste Actions 69
L65A: Conduct Natural Resource Damage Assessments 70
7K4G: Restore Natural Resources Damaged by Releases of Oil or Hazardous Substances 70
Conduct Environmental Reviews for External Customers
CØ6J: Review and Develop Environmental Provisions for Projects, Plans, and Permits 71
CØD7: Monitor and Report Performance of Projects, Plans and Permits 72
9U3Q: Process Hydropower Licensing/Re-Licensing 72
Manage Fire Operations
8QJ7: Prepare for Wildland Fires 73
Ø19T: Prepare Fire Management Plans 73
7A9N: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI) 74
7B9V: Mechanically Reduce Hazardous Fuels (Non-WUI) 75
7CP1: Reduce Hazardous Fuels - Other Methods (Non-WUI) 75
7D1P: Stabilize Burned Areas 76
7E1Z: Rehabilitate Lands Damaged by Wildland Fire 77
8R4P: Reduce Fuels - Prescribed Fire (WUI) 78
8S6L: Reduce Fuels - Mechanical (WUI) 78

8TL1: Suppress Wildland Fires 79
8U7E: Reduce Hazardous Fuels - Other (WUI) 80
Manage and Preserve Cultural Resources
R11G: Manage Cultural Resources 80
7YM3: Manage Museum Collections 81
Process 3: Provide Services, Outreach and Security
Inform and Educate
S3Q6: Develop and Provide Information and Educational Materials and Activities 81
S3B3: Communicate Directly with Media 82
Serve Recreation Visitors
8PB6: Provide and Manage Opportunities for Priority Public Uses 82
8P3L: Provide and Manage Opportunities for Non-Priority Public Uses 83
5ØJ6: Manage Volunteers and Work Programs 83
T7A5: Consult and Coordinate with Native American Tribes 83
5ØI8: Develop and Manage Partnerships 83
5ØE5: Coordinate Congressional Communications 84
Provide Security and Crime Prevention for Off-Service Lands
T3V4: Provide Emergency Response and Public Safety Operations 84
T1R8: Provide Non-Trust Resource Enforcement Activities 84
Process 4: Administer Grants
Ø62D: Administer Endangered Species Act Grants 85
X67U: Administer Federal Assistance Grants 85
7Q7G: Administer Bird Habitat Grants 86
7Q3V: Administer International Grants 87
7QU8: Administer Other Grants and Co-operative Agreements 87
Process 5: Construct and Manage Facilities and Equipment
64K3: Provide Services for Facilities and Space Management 88
Construct and Maintain Facilities and Equipment
5FY2: Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection 88
4DK5: Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection 89
4NS1: Construct Dams, Water Storage and Water Conveyance Facilities for Resource Protection 90
5AC2: Maintain Dams, Water Storage and Water Conveyance Facilities for Resource Protection 91
5RN9: Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation 92
5S3Z: Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation 93
5H5S: Maintain Equipment for Resource Protection 95
5Y2S: Maintain Equipment for Serving Communities 95
5Y7W: Maintain Structures and Facilities for Serving Communities 95
Process 6: Manage Budget and Administrative Functions
Manage Human Capital
611F: Administer Pay and Benefits 96
61C7: Administer Employee and Labor Relations 96
616S: Administer Recruitment, Staffing and Ensure Diversity 97
67R2: Analyze Organizational Structures and Classify Positions 97
67Q8: Conduct Workforce Planning 98
61X4: Evaluate and Counsel Personnel 98
Manage Information Resources
8Ø8L: Plan IT Investments 98
813W: Acquire IT Investments 99
82B1: Operate, Maintain and Manage IT Investments 100
683M: Review and Approve Policies and Directives 100
63C4: Manage Contracts and Acquisitions 101
Manage Budget, Finance and Performance

6Ø2T: Develop and Allocate Budgets 101
624F: Perform Financial Management Operations 102
68O5: Conduct Strategic Planning and Performance Management 102
62X5: Collect and Analyze Activity Based Costing Information 103
635R: Manage Competitive Sourcing Initiatives 103
62M9: Make Refuge Revenue Sharing Payments 103
Provide Other Administrative Support
665K: Provide Office Support 103
659Y: Manage Records, Files, Mailrooms and Libraries/Info. Services 104
656G: Process Information Quality, FOIA, Privacy Act and Liability Requests and Claims 104
669A: Attend Non-Program Specific Meetings 104
Manage and Attend Training
66Q4: Develop and Deliver Training 104
669D: Attend Training 105
68T8: Provide Directorate Leadership and Oversight 105

7ZE7: Implement Candidate Conservation Actions

Note: This activity EXCLUDES Candidate Conservation Agreements with Assurances, which are covered under permitting actions, work activity Ø6P8: Process and Monitor Candidate Conservation Agreements with Assurances.

Note: This excludes the grants management work that Federal Aid conducts and can be found under work activity X67U: Administer Federal Assistance Grants.

Work Activity Description: perform status surveys and status reviews; perform site visits; develop and implement contracts, cooperative agreements or grant agreements or funding memoranda, memoranda of understandings, conservation agreements, and candidate conservation agreements; research; provide technical assistance; manage habitat and species; prepare acquisition requests, for example, fencing; assist with population augmentation; conduct population monitoring; consult on conservation agreements; review materials; evaluate issues; correspondence; identify law enforcement issues and concerns; identify legal processes; conduct Office of the Solicitor reviews, identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure compliance with National Environmental Policy Act, Endangered Species Act, and National Historic Preservation Act; perform intra-service Section 7 consultation; compile, analyze, and report digital spatial data; update and maintain spatial database

Note: Voluntary conservation agreements between the Service and one or more private or public parties. The Service works with its partners to identify threats to candidate species, plan the measures needed to stabilize and conserve them, identify willing landowners, develop agreements, and implement the conservation measures and monitor their effectiveness.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Z1E: Evaluate Species for Candidate Status

Work Activity Description: prepare candidate forms; evaluate status of candidate and other species at risk; review candidate forms; enter information into Environmental Conservation Online System - Threatened and Endangered Species System database; conduct status survey; review and approve forms; prepare and process candidate notices of review; manage species of concern list; coordinate with partners on status of candidates and other species at risk; review, update, and approve recycled petition findings; compile relevant information; write, review and brief candidate forms; perform peer reviews; conduct and review status reviews, including requests for technical assistance from National Marine Fisheries Service; compile, analyze, and report digital spatial data; develop program policy and guidance

Note: A candidate form provides status details for a species for which the Service has sufficient information on biological vulnerability and threats to propose the species for listing, and for which the Director has approved its addition to the Service's Candidate list.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7ME1: Prepare and Process Initial List or Uplist Petition Response for US/Domestic Species

Note: This activity refers to domestic listings. Refer to work activity 7M1N: Prepare and Process Foreign and CITES listings.

Note: Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Work Activity Description: for US/domestic species, prepare 3Ø-day responses, 9Ø-day findings, and Federal Register Package; compile relevant information; write, review, and brief proposed and final finding, listing rules, and accompanying rulemaking documents; hold public hearings and take, assemble and respond to public comments; post legal notices; obtain and conduct peer reviews; coordinate with Office of the Solicitor; compile, analyze, and report digital spatial data

Note: The Service must make finding within 9Ø days of receiving a petition as to whether or not there is "substantial information" indicating that the petitioned listing may be warranted.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR424

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure

NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7M4B: Prepare and Process 12-Month Finding for List or Uplist Petition for US/Domestic Species

Note: This activity refers to domestic listings. Refer to work activity 7M1N: Prepare and Process Foreign and CITES listings.

Note: Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Work Activity Description: for US/domestic species, prepare 12-month findings and Federal Register Package; conduct status reviews; compile relevant information; write, review, and brief proposed and final listing rules, findings, and accompanying rulemaking documents; coordinate with Office of the Solicitor; hold public hearings and take, assemble and respond to public comment; post legal notices; obtain and conduct peer reviews; ensure National Environmental Policy Act compliance; compile, analyze, and report digital spatial data

Note: The Service must make finding within 9 months of the 9Ø-day finding that there is "substantial information" indicating that the petitioned listing may be warranted. There are two distinct actions for petition management. The first step in 3Ø/9Ø day finding; however, not all 9Ø-day findings will trigger a 12-month action. 9Ø-day findings that are substantial require 12-month findings that funded at a different level, and require public notice or status review. 12-month findings could result in listing a species.

Note: Publication in the Federal Register of a 12-month finding makes public the Service's decision on a petition to list a species as threatened or endangered under the Federal Endangered Species Act. That finding is based on a detailed assessment of the available information on the species, as detailed in the species' status review. One of three possible conclusions can be reached as part of the finding: that listing is warranted, not warranted, or warranted but presently precluded by other higher-priority listing activities involving other species.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR424

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7M9R: Prepare and Process Listing Rules for US/Domestic Species

Note: This activity refers to domestic listings. Refer to work activity 7M1N: Prepare and Process Foreign and CITES listings.

Note: Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Work Activity Description: for US/domestic species, compile relevant information; write, review and brief proposed and final listing rules and accompanying rulemaking documents; perform activities for revised listing packages; prepare and process special 4(d) rules that accompanies package; prepare and process 4(d) rules and critical habitat rules that are integral with listing package; conduct and review status reviews, including National Marine Fisheries Service technical assistance; provide technical assistance on listing issues; ensure National Environmental Policy act compliance; coordinate with Office of the Solicitor; post legal notices; hold public hearings and take, assemble and respond to public comments and legal notices; obtain and conduct peer reviews; compile, analyze, and report digital spatial data; compile record of compliance; provide program management and research; prepare and process policy and guidance documents

Note: Listing a species as threatened or endangered provides the species with protections under Endangered Species Act. These include restrictions on taking, transporting, or selling species; a requirement that federal agencies not fund, permit or undertake activities that would jeopardize the continued existence of the species; authorization for the Service to develop and carry out recovery plans; authority to purchase important habitat; and federal aid to state wildlife agencies that have cooperative agreements with the Service. This activity includes revisions and corrections to listing packages, as well as reclassifications from threatened to endangered.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR424, 5ØCFR17.11, 5ØCFR17.12, 5ØCFR17.4Ø-48, 5ØCFR17 subpart E

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7MC6: Prepare and Process Critical Habitat Rules for US/Domestic Species

Note: This activity refers to domestic listings. Refer to work activity 7M1N: Prepare and Process Foreign and CITES listings.

Note: Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Work Activity Description: for US/domestic species, compile relevant information; write, review, and brief proposed and final critical habitat rules and accompanying rulemaking documents; identify critical habitats; produce economic analyses of critical habitat designations; comply with other regulatory requirements, such as Small Business Regulatory Flexibility Act and Executive Order 12866, the Unfunded Mandates Reform Act and Executive Orders 1263Ø and 12988; develop maps; ensure National Environmental Policy Act compliance; coordinate with Office of the Solicitor; post legal notices; hold public hearings and take, assemble and respond to public comment; compile record of compliance; obtain and conduct peer reviews; compile, analyze, and report digital spatial data; provide program management; research, prepare, and process policy and guidance documents

Note: The law provides for designation of "critical habitat" for listed species when judged to be "prudent and determinable". Critical habitat includes geographic areas on which are found those physical or biological features essential to the conservation of the species and which may require special management considerations or protection. Critical habitats may include areas not occupied by the species at the time of listing but that are essential to the conservation of the species. Critical habitat designations affect only federal agency actions or federally funded or permitted activities. This activity includes revisions and corrections to critical habitat packages.

Laws, regulations: National Environmental Policy Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

69A2: Provide Litigation Support for Listing for US/Domestic Species

Note: This activity refers to domestic listings. Refer to work activity 7M1N: Prepare and Process Foreign and CITES listings.

Note: Unless you are authorized to charge your salary and other expenses to Subactivity 1111 or Subactivity 1117, please do not code time here. If you have any questions, please contact your Regional Threatened and Endangered Species Chief or ARD – Ecological Services.

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to

interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7M1N: Prepare and Process Foreign and CITES Listings

Work Activity Description: for foreign species, prepare 12-month findings; conduct status reviews; compile relevant information; write, review, and brief proposed and final listing/delisting/uplisting/downlisting rule and accompanying rulemaking documents; prepare and process 4(d) rule that accompanies rulemaking document; submit rulemaking documents to Office of the Solicitor for review; publish 12-month findings, proposed and final rules in Federal Register; hold public hearings and take, assemble and respond to public comments; obtain and conduct peer reviews; coordinate with Office of the Solicitor; ensure National Environmental Policy Act compliance; prepare outreach materials and conduct outreach.

Note: For U.S and foreign species, prepare listing proposals for submission at CITES Conferences of the Parties; evaluate listing proposals submitted by other countries at CITES Conferences of the Parties.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6O9: Develop Recovery Plans for T&E Species

Work Activity Description: develop and review draft and final outline; submit outline to Regional Office and major sub-regional office for review and concurrence; approve final outline at Washington Office; compile information for plans; consult species experts/stakeholders; hold

recovery team meetings; develop, award and administer contracts; write, review, and brief plans; develop draft and final recovery plans; contract or convene and run a recovery team of non-Service and/or Service staff; revise recovery plans; conduct peer review; submit plans to Regional Office and Major Sub-Regional Office for review and approval; print and distribute recovery plans; post plans on regional office website; publish Notice of Availability in Federal Register; hold public informational meetings; respond to public comments; involve stakeholders; publish final recovery plan as Notice of Availability in Federal Register; compile, analyze, and report digital spatial data

Note: The recovery outline is prepared concurrent with, or immediately following, the listing of a species, and guides recovery efforts until a recovery plan is prepared. The outline identifies urgent recovery actions and describes the process to be used to develop a recovery plan.

Note: This activity includes development of initial draft and final recovery plans, draft and final revised recovery plans, and recovery plan updates. It includes tasks associated with development of plans in house, through establishment of a recovery team, or under contract.

Laws, regulations: Endangered Species Act Section 4f

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6V7: Prepare and Process Special 4d and Experimental Population Rules

Work Activity Description: prepare proposed and final 4(d) special rules; submit rules to Regional Office and Major Sub-Regional Office for review; submit to Office of the Solicitor for review; transmit rules to Washington Office; publish rules in Federal Register; conduct briefings; obtain and conduct peer reviews; hold public informational meetings; take, assemble and respond to public comments; compile information; consult species experts, States, and partners; write, review, and brief proposed and final 4(d) rule and accompanying rulemaking documents; ensure National Environmental Policy Act compliance; compile information; consult species experts and stakeholders; hold public informational meetings; prepare and process proposed experimental 4(d) rules that accompany 1Ø(j) experimental population rule; publish rules in Federal Register; hold public hearings; take, assemble and respond to public comments; conduct briefings; obtain and conduct peer reviews; finalize rules; ensure National Environmental Policy Act compliance

Note: This activity includes preparing and processing stand-alone initial 4(d) rules as well as stand-alone revisions to existing 4(d) rules.

Note: Special 4(d) rules establish the section 9 prohibitions for threatened species enabling the Service to tailor Endangered Species Act protections to the conservation needs of the species.

Laws, regulations: Endangered Species Act Section 4d, 5ØCFR17 subpart E, H and J, and all required determinations

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø63N: Conduct 5-Year Reviews

Work Activity Description: develop process; prioritize species reviews; prepare and publish notice of initiating review in Federal Register; collect, analyze and review information; develop, review and brief classification recommendation; document process and determinations; develop, award, and administer contracts; obtain peer review

Note: The 5-year review is a review of a listed species to determine whether the species should be delisted, reclassified, or its listing status remain unchanged.

Laws, regulations: Endangered Species Act Section 4(c)2

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6T9: Prepare Initial Response to Delist or Downlist Petition

Work Activity Description: prepare review and concurrence petition for Field Office, Regional Office and Major Sub-Regional Office; prepare 3Ø-day response to petitioner; prepare and send 3Ø-day letter of receipt; compile available information; submit petition to Office of the Solicitor for review; transmit petition to Washington Office; write, review, and brief 9Ø-day finding and Federal

Register notice and accompanying documents; prepare and publish 9Ø-day finding in Federal Register; hold public hearings; take, assemble and respond to public comment; ensure National Environmental Policy Act compliance; obtain and conduct peer reviews

Note: The 9Ø-day finding is the Service's determination as to whether a petition provides "substantial information" indicating that the petitioned action may be warranted. The Service is required to make this determination, to the maximum extent practicable, within 9Ø days of receipt of the petition.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR424

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø65H: Prepare 12-Month Finding for Delist or Downlist Species

Work Activity Description: prepare, write, review, and brief 12-month finding and Federal Register notice; submit finding to Regional Office and Major Sub-Regional Office for review and concurrence; submit finding to Office of the Solicitor for review; transmit finding to Washington Office; publish finding in Federal Register; ensure National Environmental Policy Act compliance; hold public hearings; take, assemble and respond to public comment; obtain and conduct peer reviews

Note: A 12-month finding is the Service's determination as to whether the petitioned action is warranted. That finding is based on an assessment of the available information on the species, as detailed in the species' status review. There are three possible outcomes of the finding: that the petitioned action is warranted, not warranted, or warranted but precluded by other higher-priority activities involving other species. The Service must make the 12-month finding within 9 months of a 9Ø-day finding that there is "substantial information" indicating that the petitioned action may be warranted.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR424

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and

fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø65Q: Prepare and Process Downlisting and Delisting Draft and Final Rules

Work Activity Description: compile information; write, review, and brief proposed and final delisting/downlisting rule and accompanying rulemaking documents; prepare proposed downlisting (reclassification) or delisting rule; submit rules to Regional Office and Major Sub-Regional Office for review and concurrence; submit rules to Office of the Solicitor for review; transmit rules to Washington Office; publish rules in Federal Register; hold public hearings; take, assemble and respond to public comment; obtain and conduct peer reviews; finalize rules; develop plan for post-delisting monitoring; prepare outreach materials and conduct outreach; prepare and process 4(d) rule that accompanies a downlisting rule; ensure National Environmental Policy Act compliance

Note: This activity includes preparing and processing revisions to delisting and downlisting rules. Delisting a species removes the species from the Federal Lists of Threatened and Endangered Wildlife and Plants, and removes the protections provided to listed species under the Endangered Species Act. A species may be delisted due to extinction, recovery, or new information (including change in taxonomy, discovery of new populations, and error in original data used in listing). Species delisted due to recovery must be monitored for at least 5 years to ensure the species remains secure following removal of Endangered Species Act protections. Downlisting changes the classification of a species from endangered to threatened. Section 4(d) of the Endangered Species Act provides for the promulgation of special rules for threatened species enabling the section 9 prohibitions to be tailored to the conservation needs of the species.

Laws, regulations: Endangered Species Act Section 4, 5ØCFR17.11-12, 5ØCFR424

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

697R: Provide Litigation Support for Recovery Actions

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to

interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø64K: Implement Recovery Actions

Note: Recovery actions are wide-ranging and include controlled propagation, habitat protection and restoration, research, education, and monitoring. This would include all costs associated with operations and management of refuge and hatchery activities supporting threatened and endangered species.

Work Activity Description: carry out any recovery action that may or may not be listed in approved recovery plans, such as working with partners to plan, organize, and coordinate implementation of recovery plans; produce endangered fish in support of restoration and recovery programs; hold public informational meetings; prepare, award, and administer contracts; conduct environmental National Environmental Policy Act and Section 7 compliance reviews; obtain required Federal, State, and local permits; prepare outreach materials; conduct outreach; provide technical assistance; develop Safe Harbor and cooperative agreements; prepare and publish required Federal Register notices

Examples: Bosque del'apache refuge visitor center provides information, video and education materials related to endangered whooping cranes, refugia for threatened and endangered species.

Laws, regulations: Endangered Species Act Section 4(f)

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure

NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø68G: Implement Recovery Actions for Foreign and CITES Species

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

CØ7V: Conduct Resource Protection Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that provide for resource protection, including projects that improve the health of watersheds, landscapes, and marine resources that are managed or influenced by Department of Interior, as well as projects that sustain desired biological communities on Department of Interior managed and influenced lands and waters; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure

NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8KF3: Conduct Water Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that deliver water, consistent with applicable State and Federal law; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

9U4Z: Conduct Hydropower Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that generate hydropower, consistent with applicable State and Federal law; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8MN4: Conduct Forage Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of forage resources; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8N5Z: Conduct Forest Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of forest resources; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8LB2: Conduct Non-Energy Minerals Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of non-energy mineral resources; meet and communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide

program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8DS9: Conduct Energy Consultations with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: complete the Section 7 consultation process for projects that manage or influence resource use to enhance public benefit, promote responsible use, and ensure optimal value of energy resources; meet and communicating with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat; assess likely incidental take of listed species of implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions or letter of concurrence

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8XF1: Conduct Recreation Consultations

Note: All tasks related to completing the section 7 consultation process for projects that provide for a quality recreation experience, including access, and enjoyment of natural and cultural resources on DOI managed and partnered lands and waters.

Work Activity Description: meet and otherwise communicate with the action agency and any applicant to gather additional information necessary to conduct the consultation; assess the status of the species and critical habitat that may be affected by the project; verify the scope of the proposed action; analyze the effects of the action, including cumulative effects; develop reasonable and prudent alternatives to avoid jeopardy to listed species, and destruct or modify designated critical habitat, where appropriate; assess likely incidental take of listed species of

implementing the action; develop reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; develop conservation recommendations; prepare draft and final biological opinions (or letter of concurrence); develop program policy and guidance, outreach, and education, and the management and oversight of the program

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

742E: Provide Litigation Support for Section 7 Consultation with Other Federal Agencies

Note: When performing Section 7 consultations for programs within the Service, charge time to activities under subprocess Conduct Intra-Service (Section 7) Consultations.

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X6H9: Conduct Intra-Service Consultations on FWS Permits

Work Activity Description: all tasks related to completing the section 7 consultation process for permits issued by the FWS, including migratory bird depredation permits, migratory bird incidental take permits, permits associated with CCAAs and SHAs issued under the ESA, ESA section 1Ø(a)(1)(A) and 1Ø(a)(1)(B) permits, CITES permits, and Refuge special use permits. These tasks include meeting and otherwise communicating with the Service program issuing the permit and any applicant to gather additional information necessary to conduct the consultation; assessing the status of the species and critical habitat that may be affected by the permit; verifying the scope of the proposed action; analyzing the effects of the action, including cumulative effects; development of reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat, where appropriate; assessing likely incidental take of listed species of implementing the action; development of reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; development of conservation recommendations; and preparation of draft and final biological opinions (or letter of concurrence). Necessary tasks also include the development of program policy and guidance, outreach, and education, and the management and oversight of the program.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X63C: Conduct Intra-Service Consultations on FWS Enhancement and Restoration Projects

Work Activity Description: all tasks related to completing the section 7 consultation process for FWS projects that enhance, restore, and protect fish and wildlife and their habitat, including Refuge CCPs, wildlife and habitat management projects, fisheries projects, and Fish and Wildlife Management Assistance projects. These tasks include meeting and otherwise communicating with the Service program planning and implementing the project, and any applicant or partner in the project, to gather additional information necessary to conduct the consultation; assessing the status of the species and critical habitat that may be affected by the project; verifying the scope of the proposed action; analyzing the effects of the action, including cumulative effects; development of reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat, where appropriate; assessing likely incidental take of listed species of implementing the action; development of reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; development of conservation recommendations; and preparation of draft and final biological opinions (or letter of concurrence). Necessary tasks also include the development of program policy and guidance, outreach, and education, and the management and oversight of the program.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X6O7: Conduct Intra-Service Consultations on FWS Grants

Work Activity Description: all tasks related to completing the section 7 consultation process for grants issued and managed by the FWS, including grants issued under the CESCF, the Private Stewardship Grants Program, Sport Fish and Wildlife Grants, Partners for Fish and Wildlife grants, and any other FWS grant programs. These tasks include meeting and otherwise communicating with the Service program and the grant applicants to gather additional information necessary to conduct the consultation; assessing the status of the species and critical habitat that may be affected by the project; verifying the scope of the proposed action; analyzing the effects of the action, including cumulative effects; development of reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat, where appropriate; assessing likely incidental take of listed species of implementing the action; development of reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; development of conservation recommendations; and preparation of draft and final biological opinions (or letter of concurrence). Necessary tasks also include the development of program policy and guidance, outreach, and education, and the management and oversight of the program.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X64L: Conduct Intra-Service Consultation on FWS Construction, Operations, and Maintenance Activities

Work Activity Description: all tasks related to completing the section 7 consultation process for FWS construction, operations, and maintenance projects, including projects on National Wildlife Refuges and National Fish Hatcheries. These tasks include meeting and otherwise communicating with the involved FWS program to gather additional information necessary to conduct the consultation; assessing the status of the species and critical habitat that may be affected by the project; verifying the scope of the proposed action; analyzing the effects of the action, including cumulative effects; development of reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat, where appropriate; assessing likely incidental take of listed species of implementing the action; development of reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; development of conservation recommendations; and preparation of draft and final biological opinions (or letter of concurrence). Necessary tasks also include the development of program policy and guidance, outreach, and education, and the management and oversight of the program.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X6A1: Conduct Intra-Service Consultation on Other FWS Activities

Work Activity Description: all tasks related to completing the section 7 consultation process for other FWS projects (that is, projects that do not involve permits, grants, wildlife or habitat management or enhancement, or the construction, operations, and maintenance of FWS facilities), including, for example, regulation promulgation or other administrative actions. These tasks include meeting and otherwise communicating with the involved FWS program and, where appropriate, any applicant to gather additional information necessary to conduct the consultation; assessing the status of the species and critical habitat that may be affected by the project; verifying the scope of the proposed action; analyzing the effects of the action, including cumulative effects; development of reasonable and prudent alternatives to avoid jeopardy to listed species, and destruction or adverse modification of designated critical habitat, where appropriate; assessing likely incidental take of listed species of implementing the action; development of reasonable and prudent measures, and terms and conditions to implement these measures, to minimize the impacts of this incidental take; development of conservation recommendations; and preparation of draft and final biological opinions (or letter of concurrence). Necessary tasks also include the development of program policy and guidance, outreach, and education, and the management and oversight of the program.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6E2: Conduct and Assist with Law Enforcement Investigations for T&E and CITES Listed Species

Work Activity Description: collect and analyze information; identify endangered species violations or compliance; conduct interviews; conduct surveillance; develop and utilize informants and sources of information; query data systems; prepare affidavits; execute administrative and search warrants; execute arrests; collect, store and maintain seized items; execute Civil Asset Forfeiture Reform Act mandates; prepare reports and prosecution briefs; provide testimony; provide technical assistance on investigations; act as expert witness; support office of the Solicitor and Department of Justice; conduct field investigations; gather evidence, discovery, declarations and depositions; perform grand jury work; participate in settlement negotiations; perform case management; be custodians for evidence; manage special funds accounts; coordinate with foreign government and support endangered species recovery plans; collect, analyze, and query digital spatial data

Laws, regulations: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6G5: Conduct Import/Export Inspections for T&E and CITES Listed Species

Work Activity Description: query E-Doc subsystem; review hardcopy declarations and/or verbal declarations for individuals arriving or departing the United States, determine required

documents; examine and review document packages; conduct preliminary inquiries; schedule inspections; perform physical inspections; identify specimens; clear, detain or refuse movement of goods; execute Civil Asset Forfeiture Reform Act mandates; identify violations or compliance; collect and process fees; collect, store and maintain seized items; prepare reports; enter data; provide court testimony; respond to request for assistance from other federal inspection agencies, such as Customs, United States Department of Agriculture and Immigration and Naturalization Service

Laws, regulations: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6W2: Plan and Implement Post-Delisting Monitoring

Work Activity Description: compile information; consult species experts, states, partners, and statisticians; write, review, and brief proposed and final post-delisting monitoring plan; prepare and publish in Federal Register Notice of Availability; obtain peer review; assemble and prepare responses to public and peer review comments; develop, award, and administer contracts; print and distribute post-delisting monitoring plan; compile and evaluate monitoring results

Note: Post-delisting monitoring verifies that species delisted due to recovery remain secure after removal of Endangered Species Act protections and do not require relisting as threatened or endangered. Such species must be monitored for at least five years after delisting. Post-delisting monitoring is carried out in cooperation with the states.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8P6N: Produce and Reintroduce Fish for Recreation

Work Activity Description: transport and distribute fish; feed fish; manage non-captive and captive brood stock; produce fertilized eggs; produce juvenile fish; rear other aquatic species; conduct fry/fish disease treatment; pick morts; monitor and inventory; treat eggs for disease; pick eggs; spawn; collect brood stock; collect eggs; fertilize eggs; conduct other disease treatments; sort, monitor and keep records for brood stock; brood non-captive stock; drive trucks; load fish; release fish; acclimate; monitor; keep records; obtain transfer permits for fish; manage, monitor and manipulate water quantity and quality

Examples: trout, walleye, and bass

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R1H: Produce and Reintroduce Aquatic Species for Non T&E Species Conservation

Work Activity Description: transport and distribute fish and other aquatic species; feed fish; manage non-captive and captive brood stock; produce fertilized eggs; produce juvenile fish; rear other aquatic species; treat fry/fish disease; pick morts; monitor and inventory; treat eggs for disease; pick eggs; spawn; collect brood stock; collect eggs; fertilize eggs; treat for disease; sort, monitor and keep records for brood stock; spawn non-captive brood stock; participate in and assist with genetic characterization of brood stock; drive trucks; load fish; release fish; acclimate; obtain transfer permits for other aquatic species and fish; manage, monitor and manipulate water quantity and quality

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: paddlefish, lake trout, sauger, Atlantic salmon, and cutthroat trout

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues;

identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R4X: Develop New Aquatic Technologies for Non T&E Species

Work Activity Description: develop and conduct aquatic studies and investigations for production; conduct fish health diagnostic techniques; develop food for fish, implement NATURES rearing; develop culture methods; set up culture systems; set up and disassemble culture systems used seasonally; conduct studies and investigation for production; analyze fish and other aquatic species health; study density; control quality of fish food; collect, analyze, and query digital spatial data

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: PCR technology, PIT tag technology, DNA technology, cryopreservation, and acoustic sampling techniques

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R4V: Conduct Disease Monitoring and Treatment for Non T&E Species

Work Activity Description: monitor and diagnose causes of disease outbreaks; collect and dispose of diseased fish and wildlife; treat; collect fish and wildlife for disease diagnosis; diagnose diseases in wild fish; conduct analysis and report findings; perform disease control; collect, analyze, and query digital spatial data

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: Chronic Wasting Disease, Brucellosis, Avian Cholera, Avian Botulism, and Furunculosis

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative

Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R7F: Produce and Enhance Terrestrial Species

Work Activity Description: where nest sites are limited, build and erect artificial nest platforms and nest boxes; install predator guards and enclosures to enhance productivity; conduct predator control, where and if needed, to increase reproductive success; employ techniques such as decoys and recorded sounds or songs to lure potential breeding stock to suitable but unoccupied habitats; capture wild stock for transport and release into suitable but depleted habitats; for selected species, develop captive breeding facilities for the eventual restoration of populations by means such as cross-fostering eggs into nests of wild birds, hacking of young, or release of adults.

Examples: pheasants, prairie dogs, sharp tail grouse, sage grouse, etc.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø58S: Develop Aquatic Species Management Plans for Non T&E Species

Work Activity Description: develop plans; create, develop, or collect digital spatial data; compile, analyze, and report digital spatial data

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø6O9: Develop Recovery Plans for T&E Species.

Examples: harvest plans, hatchery and genetic management plans, comprehensive hatchery management plans, captive propagation management plans, fishery mitigation plans, fishery management plans, and marine mammal conservation plans

Laws, regulations: Marine Mammal Protection Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø58R: Develop Bird Conservation Plans for Non T&E Species

Work Activity Description: develop, review, and disseminate landbird, shorebird, waterbird, neotropical, and waterfowl plans; provide bird plan coordination and funding assistance; distribute information; provide bird plan technical expertise; conduct workshops; serve on committees; comply with Service and environmental requirements; provide justification statements and correspondence documenting compliance or need for additional coordination and consultation; compile, analyze, and report digital spatial data

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø6O9: Develop Recovery Plans for T&E Species.

Laws, regulations: National Environmental Policy Act, Endangered Species Act, National Historic Preservation Act, Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, Fish and Wildlife Coordination Act, 5ØCFR1Ø, 5ØCFR21, 5ØCFR22

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RH2: Implement Bird Conservation Plans

Work Activity Description: provide partnership development and coordination; conduct project development; review and rank; provide technical assistance; implement project; evaluate project; perform accomplishment tracking and reporting; work with federal and state organizations, non-governmental conservation organizations, corporations, and private individuals on a regional, national, and international basis to conserve, enhance, and restore migratory bird populations

Examples: Flight Landbird Conservation Plan, U.S. Shorebird Conservation Plan, North American Waterbird Conservation Plan, and North American Waterfowl Management Plan

Laws, regulations: North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, Alaska National Interest Lands Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RG1: Manage Bird Harvest

Work Activity Description: manage birds for hunting; develop hunting frameworks in cooperation with states, flyways and other countries, such as Canada and Mexico; develop refuge-specific regulations for the harvest of birds, including resident game; conduct studies and analyze data from population surveys, harvest surveys and migratory game bird banding

Laws, regulations: Migratory Bird Treaty Act, 5ØCFR1Ø, 5ØCFR2Ø, Alaska Migratory Bird Co-Management Council

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R2N: Manage Unintentional Take for Non T&E Migratory Birds

Work Activity Description: develop, refine and implement memoranda of understanding on unintentional take; provide technical assistance to industry on unintentional take

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: communications towers, wind turbines, power lines, and fishing unintentional take and cell towers

Laws and regulations include: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, National Environmental Policy Act, E.O. 13Ø86

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RW8: Manage Harvest for Fisheries

Work Activity Description: provide technical assistance to states, tribes, and regulatory agencies on harvest management; develop refuge-specific regulations for the harvest of fish

Note: This excludes Manage Alaska Subsistence Harvest Other Than Marine Mammals.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8PA4: Develop Refuge Harvest Regulations for Species Other than Birds and Fish

Work Activity Description: develop refuge-specific regulations for species other than birds and fish

Examples: trapping and hunting for resident game

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RT5: Manage Marine Mammal Incidental Take

Work Activity Description: prepare proposed and final rules; submit rules to Regional Office and Major Sub-Regional Office; submit to Office of the Solicitor for review; transmit rules to Washington Office; provide briefings as needed for review and concurrence; publish rules in Federal Register; respond to public comments; conduct peer reviews; hold public hearings; develop and implement final rules; provide litigation support

Laws, regulations: Marine Mammal Protection Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RP2: Manage Marine Mammal Harvests

Work Activity Description: work with Alaska Native Commissions to address subsistence harvest issues through Cooperative agreements under Section 119 of the Marine Mammal Protection Act and through implementation of the Service's Marking and Tagging program

Laws, regulations: Marine Mammal Protection Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RU7: Manage Alaska Subsistence Harvest Other Than Marine Mammals

Work Activity Description: harvest native fish, wildlife and plants; exclude marine mammals; manage subsistence harvest and monitor fish and wildlife; participate in the Alaska Migratory Bird Co-Management Council

Laws, regulations: Alaska National Interests Lands Conservation Act, Alaska National Interests Lands Conservation Act and Federal Advisory Committee Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7RJ8: Resolve Bird Resource Conflicts for Non T&E Species

Work Activity Description: write National Environmental Policy Act documents and management plans for bird species; facilitate use of alternative conflict resolution approaches, such as mediation and negotiation; develop memos of understanding to manage conflicts; work with industry, landowners, other federal agencies, and states to resolve migratory bird resource conflicts that do not involve permits

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: human health and safety, predation, crop damage, property damage, natural resource damage, aquaculture, superabundant species, such as Canada geese, snow geese, double-crested cormorants, terns, and gulls

Laws and regulations include: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

M1B8: Survey, Assess and Monitor Non T&E Aquatic Species

Work Activity Description: monitor aquatic species, including resident/interjurisdictional aquatic species, native aquatic species, and non-native aquatic species; mark and tag aquatic species; perform aquatic species population surveys; monitor harvest; survey fish health; conduct genetic monitoring; assess aquatic species quality and survival; analyze ecological interactions; sample biology; plan, design, conduct fisheries assessments; evaluate hatchery stocking programs and tagging studies to determine if management plan objectives are being met; conduct studies and investigations for species; study proposals; read peer review publications; develop technical publications; develop proposals; secure partners, funding and permits; conduct field work and analyses; regional research coordination; conduct literature reviews; respond to marine mammal and fish strandings, such as unusual mortality events; conduct periodic biological reviews; survey and assess Federal Trust species and their habitats; create, develop, or collect digital spatial data; compile, analyze, and report digital spatial data; update and maintain spatial database; report

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews

where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

M1Q7: Survey, Assess and Monitor Non T&E Migratory Birds

Work Activity Description: design, fund, and conduct surveys; collect, analyze, and disseminate demographic data used to assess the status of migratory birds that are local, national or international in scope and that use standardized protocols; conduct regional and national studies; coordinate interagency surveys; conduct, coordinate and fund migratory bird research and management studies; disseminate the results of the studies; develop and maintain birds of conservation concern list; conduct periodic reviews of monitoring and assessment programs; design, collect, analyze, report, and disseminate digital spatial data; provide technical assistance on population monitoring; analyze population trend and abundance data

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Examples: adaptive harvest management, special surveys, operational surveys, and special studies

Laws, regulations: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Cooperation Act, Fish and Wildlife Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

M17J: Survey, Assess, Monitor Non T&E Wildlife and Plants Other Than Aquatic and Migratory Bird Species

Work Activity Description: work with states, tribes and other partners to develop, coordinate, monitor and conduct wildlife and plant studies other than aquatic and bird species; develop technical and scientific publications and complete peer reviews; develop proposals and collaborative study plans; secure partners, funding, and permits; conduct field work and analyses; conduct regional research coordination; compile wildlife and plant species lists and databases; wildlife mark/recapture studies; analyze population viability; assess terrestrial species excluding birds; conduct periodic biological reviews; design, collect, analyze, and disseminate digital spatial data; report

Note: Allocate hours for this activity in support of threatened and endangered species under work activity Ø64K: Implement Recovery Actions.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7P3O: Prevent, Manage and Control Non-Native, Invasive, Terrestrial Plants

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and minimizing the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching and evaluating of pathways and vectors for international and trans-regional movement of invasive species; (3) developing treatment technologies and screening methodologies; (4) evaluating and regulating potentially injurious species, international coordination and information sharing; perform rapid response work to eradicate or contain both totally new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning, partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as control and monitoring actions to address the new infestation and monitor the success of the rapid response efforts; perform early detection and monitoring with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration activities with information management and information sharing activities, such as providing access to database or other forms of information on the Internet; perform control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (1) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (2) building partnerships, (3) developing strategic and program plans, (4) conducting internal and external program reviews, (5) assessing science and information needs and priorities, (6) coordinating crosscutting regional, national and international science planning efforts; prepare and evaluate proposals for pesticide by (1) preparing and evaluating pesticide use on service lands, (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (3) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Laws, regulations: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7NY8: Prevent, Manage and Control Non-Native, Invasive Terrestrial Animals

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and minimizing the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching and evaluating of pathways and vectors for international and trans-regional movement of invasive species; (3) developing treatment technologies and screening methodologies; (4) evaluating and regulating potentially injurious species, international coordination and information sharing; perform rapid response work to eradicate or contain both totally new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning, partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as control and monitoring actions to address the new infestation and monitor the success of the rapid response efforts; perform early detection and monitoring with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration activities with information management and information sharing activities, such as providing access to database or other forms of information on the Internet; perform control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (1) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (2) building partnerships, (3) developing strategic and program plans, (4) conducting internal and external program reviews, (5) assessing science and information needs and priorities, (6) coordinating crosscutting regional, national and international science planning efforts; prepare and evaluate proposals for pesticide by (1) preparing and evaluating pesticide use on service lands, (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (3) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Laws, regulations: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings;

evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7PD8: Prevent, Manage and Control Invasive Aquatic Plants

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and minimizing the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching and evaluating of pathways and vectors for international and trans-regional movement of invasive species; (3) developing treatment technologies and screening methodologies; (4) evaluating and regulating potentially injurious species, international coordination and information sharing; perform rapid response work to eradicate or contain both totally new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning, partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as control and monitoring actions to address the new infestation and monitor the success of the rapid response efforts; perform early detection and monitoring with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration activities with information management and information sharing activities, such as providing access to database or other forms of information on the Internet; perform control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (1) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (2) building partnerships, (3) developing strategic and program plans, (4) conducting internal and external program reviews, (5) assessing science and information needs and priorities, (6) coordinating crosscutting regional, national and international science planning efforts; prepare and evaluate proposals for pesticide by (1) preparing and evaluating pesticide use on service lands, (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (3) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Laws, regulations: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base

management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7N9L: Prevent, Manage and Control Invasive Aquatic Animals

Work Activity Description: prevent the introduction, establishment and spread of invasive species by (1) planning for and minimizing the risks of invasive species introductions on public and private lands and waters; (2) analyzing, monitoring, researching and evaluating of pathways and vectors for international and trans-regional movement of invasive species; (3) developing treatment technologies and screening methodologies; (4) evaluating and regulating potentially injurious species, international coordination and information sharing; perform rapid response work to eradicate or contain both totally new introductions into the United States or a previously established invasive species introduced into a new location while the infestation is still localized by planning, partnership coordination, detection, surveillance, assessment, and research activities necessary to determine how to respond to a new infestation, as well as control and monitoring actions to address the new infestation and monitor the success of the rapid response efforts; perform early detection and monitoring with inventories and ongoing surveys to track the presence and status of an invasive species over time and at varying landscape scales and to evaluate the effectiveness of prevention, control, and restoration activities with information management and information sharing activities, such as providing access to database or other forms of information on the Internet; perform control and management actions to restore habitats degraded due to invasives and to eradicate or prevent further spread of established invasive species with (1) project planning and management, research, procurement/contracting of equipment, supplies, and services, field operations to implement treatments, monitoring and evaluation, and implementation of activity or resource management plans that will maintain the improvements, (2) building partnerships, (3) developing strategic and program plans, (4) conducting internal and external program reviews, (5) assessing science and information needs and priorities, (6) coordinating crosscutting regional, national and international science planning efforts; prepare and evaluate proposals for pesticide by (1) preparing and evaluating pesticide use on service lands, (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy, and (3) providing Integrated Pest Management technical assistance; create, develop, or collect digital spatial data; maintain spatial and relational databases; compile, analyze, and report digital spatial data; update and maintain spatial database

Laws, regulations: Pest Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, Department Policy 517 DML, Fish and Wildlife 3Ø Acquisition Management Reviews and Refuge Policy

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses;

lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q6D: Control Native Pest Plants

Work Activity Description: ensure environmentally benign use; ensure National Environmental Policy Act compliance within the Service; prepare and evaluate proposals for pesticide by: (1) preparing and evaluating pesticide use on Service lands; (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy; and (3) providing Integrated Pest Management technical assistance

Note: Native species (other than as a result of a human-caused introduction) occur under natural conditions in the specific watershed or in a portion of a district. Native pest plants can be controlled by biological, mechanical, and chemical means.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R2B: Control Native Pest Animals and Predators

Work Activity Description: ensure environmentally benign use; use lethal removal methods, such as shooting and trapping; ensure Section 7 and National Environmental Policy Act compliance within the Service; prepare and evaluate proposals for pesticide by: (1) preparing and evaluating pesticide use on Service lands; (2) evaluating pesticide usage to ensure consistency with current Department of Interior and Service policy; and (3) providing Integrated Pest Management technical assistance

Note: All pests can be controlled using integrated pest management including physical/mechanical, biological, and/or chemical means.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses;

lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X6W4: Implement Bi-national and Multinational Initiatives

Work Activity Description: participate in international treaty negotiations related to migratory birds; coordinate and develop United States wildlife trade, wetlands, and other treaty-related policy, scientific assessments, and positions in consultation with other government agencies, states, tribes, and stakeholders; represent the United States and the North American region in international negotiations, consultations, conferences, and workshops; fulfill and meet responsibilities and obligations as required by the treaties and agreements; provide expertise and input into departmental trade initiatives, such as free trade agreements and on the World Trade Organization; liaise with other countries and international partners; provide technical assistance and training on treaty commitments and conservation in developing countries; under the Multinational Species Conservation Acts, assist in the conservation and protection of identified species by supporting and providing financial resources for conservation programs in nations within the range of these species and projects of persons with demonstrated expertise in identified species conservation

Laws, regulations: Convention on International Trade in Endangered Species of Wild Fauna and Flora, Ramsar Convention on Wetlands of International Importance, Pelly Amendment to the Fishermen's Protective Act, Multinational Species Conservation Act, Arctic Monitoring and Assessment Program

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7R6I: Process Migratory Bird Permits or Other Take Authorizations

Work Activity Description: perform document review of package by question document examination; perform background check; maintain files; issue or deny permit; and review permit status based on applicant history for potential revocations (due process activities up to and including review by the Regional Director), denials or suspensions based on criminal activity; prepare permit related documents such as Memoranda of Understandings; ensure National Environmental Policy Act compliance; prepare or review National Environmental Policy Act documents; conduct intra Service Section 7 consultation; conduct permit-related biological

reviews; enter, retrieve and edit permit information and the Service Permits Issuances and Tracking System; distribute and collect annual report forms; review for compliance; perform work for National Environmental Policy Act documents and management plans leading to regulations or permits authorizing take of bird species; evaluate and coordinate processing of permit applications; issue, amend, review, suspend, revoke, or deny permits; record and deposit permit fees

Laws, regulations: Migratory Bird Treaty Act, Bald and Gold Eagle Protection Act, 5ØCFR1Ø, 5ØCFR13, 5ØCFR2Ø, 5ØCFR21, 5ØCFR22, Fish and Wildlife Coordination Act, Fish and Wildlife Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø69B: Process and Monitor HCP Permit Applications

Work Activity Description: issue or deny permit; work with applicant; conduct site visits; conduct archeological reviews; develop and negotiate Habitat Conservation Plans, Implementation Agreements and associated legal documents; provide technical assistance; prepare and review National Environmental Policy Act documents; prepare and clear Federal Register notices and permit decision documents, such as findings, biological opinion, environmental action statement or finding of no significant impact or record of decision, and permit terms and conditions; reconsider permits; appeal requests; conduct Office of the Solicitor reviews; manage database; monitor for implementation and compliance; handle minor and major amendments and permit transfers; process permit violations and revocations; update and maintain spatial database

Laws, regulations: Section 7, Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, Privacy Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure

NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø67Q: Process and Monitor Safe Harbor Permit Applications

Work Activity Description: develop partnerships with non-federal landowners; serve as point of contact for landowner questions regarding species biology or Endangered Species Act regulation; establish species baseline or concur with baseline determination; conduct archeological reviews; negotiate terms of safe harbor agreement; develop agreement and coordinate review by Service and all partners; develop and publish Federal Register documents; respond to public input; develop outreach package; complete compliance for National Environmental Policy Act and intra-Service Section 7; draft set of findings document; process permit violations and revocations; monitor for implementation and compliance; handle minor and major amendments and permit transfers; develop terms and conditions for 1Ø(a)(1)(A) permit; implement actions on the ground

Note: Safe Harbor Agreements provide incentives for private and other non-federal landowners to implement conservation measure for listed species.

Laws and regulations include: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, Privacy Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6P8: Process and Monitor Candidate Conservation Agreements with Assurances

Work Activity Description: provide technical assistance; perform site visits; conduct archeological reviews; develop and negotiate agreements; process permit applications; prepare Federal Register notices; prepare permit application decision documents; monitor compliance; handle minor and major amendments and permit transfers; handle permit denials and requests for reconsideration and/or appeal; process permit violations and revocations; conduct yearly reviews; implement actions on the ground

Note: If processing a candidate conservation agreement without assurances, allocate time to work activity 7ZE7: Implement Candidate Conservation Actions.

Laws regulations: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Environmental Policy Act, National Historic Preservation Act, 5ØCFR4Ø2, and Privacy Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø67S: Process and Monitor Recovery Permits for T&E Species

Work Activity Description: review applications and qualifications; develop terms and conditions; coordinate efforts; ensure compliance with National Environmental Policy Act, intra-Service Section 7; issue or deny permits; publish Federal Register notice for endangered species permits; review annual reports; update Service Permits Information Tracking System database; handle minor and major amendments and permit transfers; work with Office of the Solicitor; conduct law enforcement reviews; process permit violations and revocations; update and maintain spatial database

Laws, regulations: Endangered Species Act Section 1Ø, 5ØCFR parts 13 and 17, National Historic Preservation Act, 5ØCFR4Ø2, and Privacy Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

695B: Provide Litigation Support for Permitting Actions of T&E Species

Work Activity Description: respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative record; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

1V9H: Process Permits for Rights of Way

Work Activity Description: review application, conduct compatibility determination and National Environmental Policy Act compliance; appraise value; issue grants; enforce permit

Laws, regulations: 5ØCFR29.21-22, Alaska Native Interest Lands Conservation Act, Fish and Wildlife Coordination Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6O6: Process International Trade Permits, Domestic Permits and Special Use Permits

Work Activity Description: review permit applications and qualifications of applicants; coordinate review of applications with appropriate experts, including publication in the Federal Register as required by Endangered Species Act, Wild Bird Conservation Act, and Marine Mammal Protection Act; make necessary findings as required by law, including intra-Service Section 7 biological opinions and National Environmental Protection Act; develop terms and conditions of the permit; issue or deny permits; administer and update the computer database Service Permits Issuance and Tracking System; consult with other parties and trading partners for Convention on International Trade in Endangered Species; maintain spatial and relational databases; update and maintain spatial database

Laws, regulations: Convention on International Trade in Endangered Species of Wild Fauna and Flora, Endangered Species Act, Wild Bird Conservation Act, Marine Mammal Protection Act, Injurious Wildlife Act, Lacey Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

1RN3: Process Refuge Special Use/Recreation Commercial Permits

Work Activity Description: review applications for appropriateness; determine compatibility; develop associated National Environmental Policy Act documents with environmental reviews, including the total review processes for requested uses on refuges and easements; review proposed action for impacts on subsistence users and resources

Laws, regulations: Refuge Administration Act, Refuge Recreation Act, National Wildlife Refuge Improvement Act of 1997, Alaska National Interest Lands Conservation Act, Section 81Ø

Note: Applications for use of Mineral Material from Refuge lands require an appraisal and appraisal review of the market value of the material to be sold authorized by Special Use Permit. Examples of materials are sand, gravel, timber and other refuge products.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

3E6U: Process Import and Export Licenses

Work Activity Description: perform document review of package by question document examination; perform background check; maintain files; issue or deny permit; review permit status

based on applicant history for potential revocations (may include due process activities up to and including review by the Director); deny or suspend licenses based on civil or criminal activity; review, process, and approve license applications; collect fees for license; conduct interviews prior to the issuance of the license, such as foreign company requests; log fees in a spreadsheet

Laws, regulations: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered), 5ØCFR23

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

3EK8: Process Designated Port Exception Permits

Work Activity Description: review application request as it relates to the regulatory criteria established for the qualifications to receive the exception permit and contrast to available inspection staff; perform background check; maintain files; issue or deny permit; review permit status based on applicant history for potential revocations (may include due process activities up to and including review by the Director); deny or suspend licenses based on criminal or civil activity; review, process, and approve license applications; collect fees for license

Laws, regulations: Endangered Species Act, 5ØCFR17, 5ØCFR14 (if threatened & endangered), 5ØCFR13 (if threatened & endangered)

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

1P2Y: Process Special Recreation Use Permits

7R7T: Conduct and Assist with Law Enforcement for Non T&E Species

Work Activity Description: collect and analyze information; identify violations or compliance; conduct interviews; conduct surveillance; develop and utilize informants and sources of information; query data systems; prepare affidavits; execute administrative and search warrants; execute arrests; collect, store and maintain seized, forfeited and/or abandoned items; execute Civil Asset Forfeiture Reform Act mandates; prepare reports; prepare prosecution briefs; provide testimony; provide technical assistance to Law Enforcement on investigations; act as expert witness; support Office of the Solicitor and Department of Justice; conduct field investigations; gather evidence; do discovery; assist with declarations and depositions for grand jury work; participate in settlement negotiations; perform case management; act as custodians for evidence; manage special funds accounts; coordinate with state, local, other federal and foreign law enforcement; collect, analyze, and query digital spatial data

Laws, regulations: Lacey Act, Eagle Protection Act, Migratory Bird Treaty Act, Marine Mammal Preservation Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Airborne Hunting Act, Archaeological Resource Protection Act , Wild Bird Conservation Act, National Wildlife Refuge Act, Duck Stamp Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR19, 5ØCFR2Ø, 5ØCFR21, 5ØCFR27, 5ØCFR28, 5ØCFR32, 5ØCFR33, 5ØCFR35. Non-Service statutes and regulations from other federal agencies including: Customs, US Department of Agriculture, Bureau of Alcohol, Tobacco and Firearms, Drug Enforcement Administration, Environmental Protection Agency, Immigration and Naturalization Service

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

3EY3: Conduct Non T&E Import/Export Inspections

Work Activity Description: query E-Doc subsystem; review hardcopy declarations and or verbal declarations for individuals arriving or departing the United States; determine required documents; examine/review document packages; conduct preliminary inquiries; schedule inspections; perform physical inspections; identify specimens; clear, detain or refuse movement of goods; execute Civil Asset Forfeiture Reform Act mandates; identify violations or compliance; collect and process fees; collect, store and maintain seized items; prepare reports; provide court testimony; respond to request for assistance from other federal inspection agencies, such as Customs, United States Department of Agriculture, Immigration and Naturalization Service

Laws, regulations: Lacey Act, Eagle Protection Act, Migratory Bird Treaty Act, Marine Mammal Protection Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Wild Bird Conservation Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR2Ø, 5ØCFR21, Non-Service statutes and regulations from other federal agencies including: Customs,

United States Department of Agriculture, Drug Enforcement Administration, Immigration and Naturalization Service

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

TØ5T: Conduct Refuge Patrol and Enforcement

Work Activity Description: provide public safety on service lands for natural, cultural and historic resource protection; protect facilities on refuges; conduct patrol; issue warnings and citations; provide dispatch; prepare reports and make arrests; testify in court; conduct checkpoints, respond to alarms; collect evidence; monitor hunting, trapping, and fishing activities for compliance, perform surveillance; investigate accidents; control crowds; protect crime scenes; obtain and execute warrants

Laws, regulations: Lacey Act, Eagle Protection Act, Endangered Species Act, Migratory Bird Treaty Act, Marine Mammal Preservation Act, Rhino and Tiger Conservation Act, African and Asian Elephant Conservation Acts, Airborne Hunting Act, Archaeological Resource Protection Act, Wild Bird Conservation Act, National Wildlife Refuge Act, Duck Stamp Act, 5ØCFR13, 5ØCFR14, 5ØCFR15, 5ØCFR16, 5ØCFR18, 5ØCFR19, 5ØCFR2Ø, 5ØCFR21, 5ØCFR27, 5ØCFR28, 5ØCFR32, 5ØCFR33, 5ØCFR35. Non-Service statutes and regulations from other federal agencies including: Customs, United States Department of Agriculture, Bureau of Alcohol, Tobacco and Firearms, Drug Enforcement Administration, Environmental Protection Agency, Immigration and Naturalization Service

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

T11C: Provide Forensics Support for Law Enforcement

Work Activity Description: identify the species or subspecies of pieces, parts or products of an animal; determine the cause-of-mortality of an animal; analyze forensic evidence; conduct crime scene investigations; testify as an expert witness in a court of law; write professional, scientific papers; conduct research to develop species identification protocols

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø2X2: Develop Land Conservation Plans

Work Activity Description: develop preliminary project proposals; determine Land Conservation Plan priorities; conduct pre-planning for Land Conservation Plans; write and publish plans; prepare Land Protection Plans; develop and maintain Land Acquisition Priority System; develop plan and compliance documents, including intra-Service Section 7 and National Environmental Policy Act; develop Land Conservation Plan maps; maintain records of proposed and approved station boundaries; develop protection and conservation plans for Service and non-Service lands; display digital spatial data; compile and analyze digital spatial data.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø2X8: Develop Comprehensive Conservation Plans

Work Activity Description: determine Comprehensive Conservation Plan priorities; conduct pre-planning for Comprehensive Conservation Plans; write and publish document to include developing vision, goals and strategies; write compliance documents such as economic, National Environmental Policy Act and intra-Service Section 7 analyses; develop Comprehensive Conservation Plan maps; maintain planning records; conduct periodic review of Comprehensive

Conservation Plans; display digital spatial data; compile, analyze, and report digital spatial data; hold public meetings; publish notices in the Federal Register announcing planning process and availability of draft and final plans; prepare or revise compatibility determinations for all activities and uses covered in the CCP; compile, analyze, and summarize public comments and prepare related revisions as necessary

Laws, regulations: Refuge Administration Act, National Environmental Policy Act, Alaska National Interest Lands Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø27K: Develop Strategic Landscape and Watershed Based Plans and Projects

Work Activity Description: participate with federal agencies, national governmental organizations, state, and local agencies on long term strategic conservation and land use planning; provide mapping and Geographic Information System; compile, analyze, and report digital spatial data; develop numerical models to simulate hydrologic conditions

Examples: Strategic Growth of the National Wildlife Refuge System Plan, Watershed Plans, Habitat Management Plans, and ecosystem landscape planning

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø21T: Develop Aquatic Habitat Management Plans

Work Activity Description: develop habitat restoration plans at multiple levels, for example, subbasin, riverbasin, watershed, ecosystem, at regional, state, or national levels; participate in partnership efforts, such as Watershed Councils; review plans; provide technical assistance to watershed groups; compile, analyze, and report digital spatial data

Examples: Aquatic Habitat Management Plans ranging from products of National Estuary programs to Riverine Restoration Plans to restore upstream passage for aquatic biota

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

L4L7: Inventory, Assess, and Monitor Wetlands

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, wetland locations and habitat classifications; verify wetland plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps, such as National Wetlands Inventory; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in wetland acreage and distribution over time; compile and interpret data; prepare reports

Laws, regulations: National Wildlife Refuge System Improvement Act, Emergency Wetlands Resource Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse

correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

L41D: Inventory, Assess, and Monitor Marine/Coastal

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, marine/coastal locations and habitat classifications; verify marine/coastal plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps, such as Coastal Barrier Resources Act; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in upland acreage and distribution over time; compile and interpret data; prepare reports

Laws, regulations: Coastal Barrier Resources Act, National Wildlife Refuge System Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

L45U: Inventory, Assess, and Monitor Riparian

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, riparian locations and habitat classifications; verify riparian plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or digital updating of maps; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in upland acreage and distribution over time; compile and interpret data; prepare reports

Laws, regulations: National Wildlife Refuge System Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

L4Q1: Inventory, Assess, and Monitor Uplands

Work Activity Description: inventory: locate and research sources of aerial photography and collateral data; organize contract and proposal administration; create, collect, manipulate Geographic Information System Data; create original data; store and distribute data; combine existing data from other sources; use existing data from other sources; coordinate management, habitat information and Geographic Information System information to improve decision-making capability; conduct fieldwork; generate, distribute, and archive maps; digitize and interpret photos; conduct quality control and quality assurance; print and upload photos to Internet for distribution; maintain and verify cartographic accuracy and integrity of Geographic Information System data sets; ensure data in the system is current and secure; produce Geographic Information System products, summary analyses and metadata, and other related Geographic Information System data reports; archive maps and source data; provide ground truth photo interpretation, upland locations and habitat classifications; verify upland plant and habitat distribution; develop mapping partnerships, cooperative and reimbursable agreements; conduct Geographic Information System modeling and analysis activities; provide technical assistance; identify and prioritize digitizing or

digital updating of maps; plan for future use of Geographic Information System data and systems; identify potential new data sets to create; evaluate and prioritize uses of systems; identify new users of system data; manage digital source data and imagery, metadata, and Geodatabase data sets and systems; assess: analyze imagery; compare imagery; monitor: analyze changes in upland acreage and distribution over time; compile and interpret data; prepare reports

Laws, regulations: National Wildlife Refuge System Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø6G7: Develop and Monitor Conservation Banks

Work Activity Description: provide technical assistance in the development of conservation banks for Endangered Species Act listed species and other species at risk; conduct site visits; negotiate and review bank agreements, easements, management plans, monitoring plans, and endowments; develop a species credit method; monitor compliance with bank agreements; compile, analyze, report, and disseminate digital spatial data; develop program policy and guidance; develop program outreach and education; manage and oversee program; process bank expansions; add habitat to the bank; track credits sold; review annual reports

Laws, regulations: Conservation Bank Policy

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7G1X: Assist in the Development and Monitoring of Wetland Mitigation Banks

Work Activity Description: establish a wetland mitigation bank; conduct site visits; negotiate and review bank agreements, easements, management plans, monitoring plans, and endowments; develop a credit method; conduct tasks related to monitoring an operative wetland mitigation bank, such as processing bank expansions, adding habitat to the bank, tracking credits sold, reviewing annual reports, and site visits; design, develop, and collect digital spatial data

Laws, regulations: 181 Mitigation Policy, NPI #89-Ø2 Mitigation Policy, Clean Water Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

ØEZ9: Manage Special Designation Areas

Work Activity Description: identify, plan, and manage special designation areas; compile and analyze digital spatial data

Note: All work associated with Comprehensive Conservation Plans is covered under work activity Ø2X8: Develop Comprehensive Conservation Plans.

Laws, regulations: Wilderness Act, Wild and Scenic Rivers Act, and other Executive Orders

Examples: designated wilderness, wild and scenic rivers, research natural areas, Ramsar site, shorebird reserves, and public use natural areas

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QK2: Manage and Protect Uplands

Work Activity Description: coordinate with partners; develop grants; develop and administer cooperative agreements; negotiate with farmers; conduct farming operations, that is, field preparation, plant, cultivate, and harvest; prepare and maintain habitat maps; plan habitat operations; monitor habitat conditions; report accomplishments; manage cropland activities by planning, preparing, planting, irrigating, harvesting, monitoring and maintaining croplands; develop documents and implement strategies for integrated pest management and pesticide use proposals; improve forest health; cut for regeneration, salvage, thin, or apply non-harvest forest management practices; monitor forests; spray for native forest insect and disease control and chemical tree injection for timber stand improvement; manage green tree reservoirs; assist partners and private landowners with habitat improvement and wildlife issues; oversee mowing and grazing operations; create, develop, or collect digital spatial data

Note: This includes force account and contract farming. Assist partners and private landowners with habitat improvement and wildlife issues.

Examples: forests, farming areas, and grass and shrublands

Laws, regulations: North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QT2: Manage and Protect Wetlands

Work Activity Description: manage water levels; manage soil moisture; manipulate soil; manage tidal systems; prepare and maintain habitat maps; plan habitat operations; monitor habitat conditions, report accomplishments; manage submerged lands, marshes, and shorelines on beaches, rivers, and lakes; assist partners and private landowners with habitat improvement and wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals

Note: This includes artificial and manmade wetlands.

Laws, regulations: Clean Water Act Section 4Ø4, Executive Orders 1199Ø and 11988, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Alaska National Interest Lands Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q6K: Manage and Protect Riparian/Stream Habitats

Work Activity Description: participate, assess data, provide analysis and appropriate flow schedules; participate, assist in, and provide flow studies; provide flow and spill recommendations; assist partners and private landowners with wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data

Laws, regulations: North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Alaska National Interest Lands Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q4S: Manage and Protect Marine and Coastal Habitats

Work Activity Description: this includes all tasks to protect the biological integrity, diversity, and environmental health of marine and coastal habitats, including but not limited to: partnering with or advising federal agencies, non-governmental organizations, state and local agencies, and private landowners regarding land use planning, habitat protection, zoning, and regulating uses of coastal and marine habitats; providing mapping and Geographic Information System and associated analysis to support resource protection; reducing or eliminating various sources of pollutants; posting areas to identify restricted use zones; controlling erosion, shore nourishment or re-vegetation projects; removing shipwrecks or debris; installing artificial reefs; developing and

conducting public outreach for coastal and marine habitat conservation; responding to public inquiries; preparing management plans, data analyses, and accomplishment reporting regarding coastal and marine habitat conservation

Laws, regulations: Coastal Zone Management Act, Fish and Wildlife Act, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuge Improvement Act, Executive Order 13158, Executive Order 13089 on Coral Reefs

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q9K: Develop and Manage Co-Op Land Management Agreements

Work Activity Description: negotiate, write and administer co-op land management agreements

Examples: overlay refuges with Corps of Engineers, state lands, military, and National Aeronautics and Space Administration

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q5W: Acquire Easements

Work Activity Description: develop or write conservation easements, conduct site visits and landowner contacts; prepare documents; create and maintain easement or refuge boundary digital spatial data; conduct landowner negotiations, appraisals, title curative, and negotiations;

contaminant surveys, certificate of possession and inspection, closings, issue just compensation statements, and baseline inventories

Laws, regulations: Refuge Administration Act, Alaska Native Claims Settlement Act, Alaska National Interest Lands Conservation Act, Refuge Systems Improvement Act, Migratory Bird Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

9V9E: Exchange or Dispose of Lands

Work Activity Description: appraisal, preacquistion contaminants surveys, ensure internal NEPA compliance, marketing, and closing. Excludes disposal of facilities where the Service retains the land; create and maintain easement or refuge boundary digital spatial data

Laws and regulations include: Comprehensive Environmental Response Compensation and Liability Act of 198Ø, Resource Conservation and Recovery Act, Clean Water Act, Departmental regulations, Alaska Native Claims Settlement Act, Alaska National Interest Lands Conservation Act, Refuge Administration Act, Endangered Species Act, Migratory Bird Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

9LM8: Acquire and Manage Real Estate

Work Activity Description: acquire legal interests in fee real estate. Negotiations, land surveys, preacquistion contaminants surveys, title and closings, maps and records notation, relocation assistance, and perform records management; create and maintain easement or refuge boundary digital spatial data; issue just compensation statements, closings; complete cadastral surveys of

boundaries; post boundaries; manage oil, gas, and mineral rights; manage submerged land issues; and manage title disputes, create maps, provide program support. Maintain Boundaries: survey, relocate, post, fence, map, enforce, and otherwise maintain station and special area boundaries. Examples include closure areas to protect wildlife, channel marking, special designation areas, external boundaries, and hunting areas; create and maintain easement or refuge boundary digital spatial data. This includes acquisition of less than fee interests (leasing in support of Service activities), appraisal review, RPMIS, property utilization surveys

Other tasks include:
(1) Ensure that real property accounts are reconciled and inventories are documented;
(2) Maintain all records related to real property, including records of financial transactions related to real property;
(3) Reconcile official real property subsidiary data to the accounting system data at least monthly;
(4) Perform physical inventories. The inventory must be reconciled with financial and property records, and the accuracy of the results must be certified by the accountable officer or designee. These physical inventories must be coordinated with the OIG and other auditors;
(5) Maintain documentation of physical inventories. This documentation must be available for review by auditors; and
(6) Maintain close liaison with Chief Financial Officers and other personnel involved with real property to provide assurance that values reported are accurate. Track policies, procedures and responsibilities governing the receipt of personal property and services; and accountability, record keeping, management and survey of personal property in the Department of the Interior.
Laws and regulations include: CERCLA, RCRA, CWA and Departmental regulations.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QS3: Identify, Process and Defend Water Rights on Service Lands

Work Activity Description: identify existing water rights; prepare water right maps; conduct water use and water right surveys; prepare and file water right applications and claims; participate in water right hearings; review new water use applications and challenge as needed; develop and implement water monitoring plans; design, install, and maintain water measuring systems; collect and analyze hydrologic data; prepare and submit water use reports; maintain water use records; monitor water rights; document water use; design, develop, collect, compile, analyze, report, and disseminate digital spatial data; provide technical assistance to land managers; develop numerical models to simulate hydrologic and hydro geologic conditions; assert Federal Reserved Water Rights; acquire instream flow water rights under State law; ensure and maintain instream flows

Laws, regulations: National Wildlife Refuge System Improvement Act, Alaska National Interest Lands Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QJ5: Restore Wetlands

Work Activity Description: ensure National Environmental Policy Act compliance; assist partners and private landowners with habitat improvement and wildlife issues; provide funding, such as grants and contracts; give management advice, planning and compliance assistance, water level manipulation, water purchase, nesting structures, fencing, plant and animal control; use prescribed burns to restore to desired habitat conditions; assist partners and private landowners with habitat improvement and wildlife issues; develop documents and implement strategies for integrated pest management and pesticide use proposals; fill drainage ditches; break drainage tiles; alter topography, soils, and existing vegetation

Note: This includes bottomland forest restoration.

Laws, regulations: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q4D: Restore Marine and Coastal Habitats

Work Activity Description: coordinate with partners and private landowners; provide funding as grants and contracts; ensure National Environmental Policy Act compliance; plan and conduct compliance; alter topography, soils, and existing vegetation; replant native species; prepare restoration plans; monitor restoration actions; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data

Laws, regulations: 181 Mitigation Policy, NPI #89-Ø2 Mitigation Policy, North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q1Y: Restore Uplands

Work Activity Description: ensure National Environmental Policy Act compliance; prepare seedbed; replant grassland; harvest seeds; prepare restoration plans; monitor restoration actions; use prescribed burns to restore to desired habitat conditions; work with partners and private landowners; provide funding as grants and contracts; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data

Laws, regulations: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues;

identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QZ6: Restore Riparian/Stream Habitats

Work Activity Description: mechanical, physical, qualitative restoration of the stream; includes in-stream habitat; ensure National Environmental Policy Act compliance; prepare seedbed; replant grassland; harvest seeds; prepare restoration plans; monitor restoration actions; control planting and erosion; work with partners and private landowners; provide funding as grants and contracts; develop documents and implement strategies for integrated pest management and pesticide use proposals; design, develop, collect, compile, analyze, report, and disseminate digital spatial data; remove fish barriers; offer training in instream riverine restoration techniques; assess the need and appropriate riverine contours to restore channelized streams; recommend changes in the instream benthic environment to improve flow characteristics and fisheries habitat

Laws, regulations: Fish and Wildlife Coordination Act Section 1 16USC661, Fish and Wildlife Act Section 7 16USC742(f)(a)(4), North American Waterfowl Management Plan, North American Wetlands Conservation Act, Migratory Bird Treaty Act, Fish and Wildlife Coordination Act, Neotropical Migratory Bird Act, National Environmental Policy Act, National Historic Preservation Act, National Wildlife Refuges Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7G5O: Ensure Water Quality for On-Service Lands

Work Activity Description: review water quality criteria, water standards, total maximum daily load, and Section 4Ø2 permits (National Pollutant Discharge Elimination System); measure, monitor, manage, manipulate and document water quality on facilities; work with other organizations to develop and coordinate water quality standards

Note: This category covers all national, regional, and field activities identified in the Memorandum of Agreement Between the Environmental Protection Agency, Fish and Wildlife Service and National Marine Fisheries Service Regarding Enhanced Coordination Under the Clean Water Act and Endangered Species Act.

Laws, regulations: Clean Water Act, 192 Memorandum of Agreement, Endangered Species Act, National Environmental Protection Act, Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, Alaska National Interest Lands Conservation Act, National Wildlife Refuge Improvement Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

3HP7: Evaluate and Audit Environmental Safety and Compliance

Work Activity Description: review plans; evaluate environmental compliance; document findings; provide technical assistance with resolving compliance issues; track audit finding compliance and abatement through centralized environmental auditing database; test, identify, and abate, where necessary, lead-based paint and asbestos

Examples: spill prevention control, countermeasure plans, field station asbestos survey inventories, and residential lead-based paint inventories

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø26A: Conduct Contaminant Assessments

Work Activity Description: complete contamination assessment process for National Wildlife Refuge lands; investigate contaminant effects on species and habitats on and off National Wildlife Refuge lands; identify contaminant sources and pathways potentially affecting National Wildlife Refuge; collect and analyze contaminant-related information on and off-refuges; provide Environmental Protection Agency review and assessments for toxics, such as metals and pesticides; compile, analyze, and report digital spatial data; operate National Pollution Discharge Elimination System; conduct Cooperative Agreements Program

Note: Charge time for preacquisition contaminant surveys to work activity 9LM8: Acquire and Manage Real Estate.

Laws, regulations: Regulatory Impact Analyses, Clean Water Act, Comprehensive Environmental Response Compensation and Liability Act, Migratory Bird Treaty Act and Endangered Species Act, Resource Conservation and Recovery Act, Fish and Wildlife Coordination Act, Cooperative Agreements Program

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8WL9: Clean up Contaminants on Service Lands

Work Activity Description: plan, review, develop and conduct contaminant cleanups, such as soil remediation, hazardous site identifications, planning, and technical evaluations

Laws, regulations: Resource Conservation and Recovery Act, Comprehensive Environmental Response Compensation and Liability Act, Clean Water Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

B46V: Ensure Air Quality

Work Activity Description: monitor air quality and document impacts; review permitted activities; develop and coordinate standards; monitor air quality in Class 1 wilderness areas; review applications for activities that may impact Class 1 wilderness areas; work with other federal organizations to develop and coordinate quality standards

Laws, regulations: Regional Haze Standards and National Environmental Policy Act, Wilderness Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8WX3: Prepare for and Implement Spill Response Plans

Work Activity Description: develop spill response plans, including spill prevention, control, countermeasures (Spill Prevention Control and Countermeasure Plans), and assistance in the development of Coast Guard and Environmental Protection Agency spill response plans per the Oil Pollution Act Memorandum of Agreement; respond to oil and hazardous materials spills through the Incident Command System; participate in regional response team meetings; prepare cost documentation to submit to the Coast Guard or Estuary Protection Act for reimbursement of funds

Laws, regulations: Oil Pollution Act, Clean Water Act and Comprehensive Environmental Response Compensation and Liability Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

J1S2: Review Hazardous Waste Actions

Work Activity Description: provide technical assistance to states, tribes and other agencies, especially the Environmental Protection Agency, the Department of Defense and the Department of Energy regarding effects to natural resources from hazardous waste; assist in cleanups; participate in Biological Technical Assistance Groups and Engineering Technical Assistance Groups

Laws, regulations: Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, Fish and Wildlife Coordination Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

L65A: Conduct Natural Resource Damage Assessments

Work Activity Description: identify and quantify potential injuries and damages to trust resources; attend court in coordination with other governmental agencies, state, and tribal co-trustees; respond to Notice(s) of Intent; provide input for responding to complaints or drafting declarations; assist with legal briefs; compile administrative records; provide input into negotiations; assist with settlement memos and discoveries; respond to interrogatories and depositions; provide expert testimony; conduct court hearings and negotiations; provide policy review and guidance; develop litigation strategy with the Office of the Solicitor; maintain litigation database; compile, analyze, and report digital spatial data

Laws, regulations: Comprehensive Environmental Response Compensation and Liability Act, Oil Pollution Act and Clean Water Act, Resource Conservation and Recovery Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7K4G: Restore Natural Resources Damaged by Releases of Oil or Hazardous Substances

Work Activity Description: plan, conduct and monitor restoration actions in accordance with the settlement judgment or agreement with the responsible parties, other governmental agencies,

state, tribal co-trustees and the public; monitor and follow up if remedy/restoration is not successful

Note: This includes early involvement with regional restoration planning efforts.

Laws, regulations: Comprehensive Environmental Response Compensation and Liability Act, Clean Water Act, Oil Pollution Act, Resource Conservation and Recovery Act, National Environmental Policy Act, Endangered Species Act and Departmental Policies, Oil Pollution Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

CØ6J: Review and Develop Environmental Provisions for Projects, Plans, and Permits

Work Activity Description: conduct investigations; assess impacts; participate early and throughout the planning process for projects, plans, and permits; make recommendations; review documents and proposals, such as environmental reviews for completeness and environmental compliance; prepare Fish and Wildlife Coordination Act reports and planning aid letters; offer other environmental technical assistance; review and comment on publications about effects on wetlands, other habitats, and associated fish, wildlife, and plants from Army Corps of Engineers, Environmental Protection Agency, National Oceanographic and Atmospheric Administration, Natural Resources Conservation Service, Congress, and Department of Interior; review and comment on external drafts, proposed and final technical/scientific habitat related publications, rulemakings, legislation or guidelines for accuracy and national standards, such as the Cowardin wetland and deep water habitat classification system; analyze digital spatial data

Note: This activity does NOT include actions related to hydropower licensing. This category DOES include reviews related to oil and gas pipelines, mineral leasing, farm bill, wind energy, and other relevant actions.

Examples: projects, permits, and/or plans related to the Corps of Engineers; tribal governments; Department of Transportation; Bureau of Reclamation; Bureau of Land Management; Department of Defense; Integrated Natural Resource Management Plans; Forest Service; and other federal organizations, state, and local partners

Laws, regulations: Clean Water Act Sections 4Ø4, 312 and 316; Migratory Bird Treaty Act, National Environmental Policy Act, Endangered Species Act, Coastal Barrier Resources Act, Federal Power Act, Wild and Scenic Rivers Act Section 7(a), Rivers and Harbors Act Section 1Ø, Fish and Wildlife Coordination Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

CØD7: Monitor and Report Performance of Projects, Plans and Permits

Work Activity Description: track projects, plans, and permits; identify whether environmental recommendations were adopted; assess the amount habitat impacts avoided and/or minimized, and the amount of habitat enhanced and/or restored; compile and report accomplishments data; develop tools to effectively report; share information; compile, analyze, and report digital spatial data

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

9U3Q: Process Hydropower Licensing/Re-Licensing

Work Activity Description: participate in the licensing processes (Traditional, Alternative, Integrated) for Federal Energy Regulatory Commission; participate in hydropower settlement negotiations; conduct investigations; assess impacts; participate early and throughout the licensing and re-licensing process; participate in the Mandatory Conditions Review Process, making recommendations; complete fishway prescriptions; complete flow prescriptions; participate in post licensing activities and monitoring licenses; analyze digital spatial data

Laws and regulations include: Federal Power Act, Fish and Wildlife Coordination Act, and Clean Water Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative

Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8QJ7: Prepare for Wildland Fires

Work Activity Description: all work associated with preparing for wildland fires. Preparedness includes: all labor and operational costs of planned and predictable wildland fire management elements (except fuels reduction treatments, suppression, and rehabilitation); first eight (8) hours of regular time up to 4Ø hours per week of all employees coding their regular time to this activity that are assigned to wildland fire duties; recruiting, hiring and training personnel; purchase of and contracting for equipment, supplies, support, planning and coordination; policy development and oversight; interagency coordination and direction; funding of research projects by Universities and other scientific organizations, including administrative and support costs; detection devices; severity (escalated preparedness costs) required due to abnormally high or extreme fire danger, or fire seasons that start earlier than planned in the fire management plan or last longer than planned in the fire management plan.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

Ø19T: Prepare Fire Management Plans

Work Activity Description: A fire management plan is a strategic plan designed to specifically guide the full range of fire management activities in a unit or area. Fire management plans are a subset of broader resource management plans for parks, refuges, reservations, and other public lands managed by Interior. Fire management plans include documentation of resource management objectives and activities such as restoring or maintaining forest or rangeland health, protecting communities and public safety. New plans should be developed and implemented across agency boundaries. The activity includes all costs associated with the preparation of fire management plans, including, but not limited to: personnel costs for preparation; collaboration (outreach, meetings, public meetings, etc.) with other entities and the public; consultation with tribes; NEPA analysis; ESA consultation and review; coordination and cross-walking with other

existing implementation plans; third party contracting; costs associated with document preparation such as printing, collating and distribution; training associated with preparing staff to complete the plans; research and data searches; GIS queries

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7A9N: Reduce Hazardous Fuels - Prescribed Fire (Non-WUI)

Work Activity Description: Treatments to reduce the buildup of hazardous fuels outside the wildland urban interface to support land/resource management plan goals and objectives to restore or maintain healthy forests and rangelands using prescribed fire. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and reported to the specific work activity. Costs for this activity include: - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments outside the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross walking with other existing implementation plans, compliance with state (e.g. smoke), other federal, and local laws, third party contracting, burn plans, etc. - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, aircraft flight time, and initial construction of fuel breaks designed to protect the WUI - training in fuels treatment methods and techniques - costs associated with developing fuels treatment methods and techniques- costs associated with document preparation such as printing, collating, and distribution, - training associated with preparing staff to complete plans, research and data searches and GIS associated activities. - training associated with developing and attending NWCG certified prescribed fire curriculum Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses;

lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7B9V: Mechanically Reduce Hazardous Fuels (Non-WUI)

Work Activity Description: Treatments to reduce the buildup of hazardous fuels outside the wildland urban interface to support land/resource management plan goals and objectives to restore or maintain forest and rangeland health using manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity. Costs for this activity include: - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments outside the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state, other federal, and local laws, third party contracting, etc. - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments outside the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time - training in fuels treatment methods and techniques -costs associated with developing fuels treatment methods and techniques- costs associated with document preparation such as printing, collating, and distribution, -training associated with preparing staff to complete plans, research and data searches and GIS associated activities. Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7CP1: Reduce Hazardous Fuels - Other Methods (Non-WUI)

Work Activity Description: Other fuels reduction treatments (WUI) are specific fuels treatments undertaken using chemical or biological agents with the defined objective of mitigating the risk to a community for wildland fire on federal lands. Each project is undertaken within the guidance outlined in a project specific plan compliant with all applicable Federal, Tribal, State, and local

law. Where multiple treatments are necessary to meet fuel treatment objectives, each treatment is counted individually and charged to the specific work activity. Costs for this activity include:- salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, chemical prescriptions, compliance with state, other federal, and local laws, third party contracting, etc.- salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time - training in fuels treatment methods and techniques - costs associated with developing fuels treatment methods and techniques - costs associated with document preparation such as printing, collating, and distribution, - training associated with preparing staff to complete plans, research and data searches and GIS associated activities. Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7D1P: Stabilize Burned Areas

Work Activity Description: planned actions within one year of a wildland fire to stabilize and prevent unacceptable degradation of natural and cultural resources, to minimize threats to life or property resulting from the effects of a fire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Costs associated with emergency stabilization of burned areas include: - work to prevent land degradation, resource losses, other measures necessary to stabilize erodible soils, structures, or other conditions or damage caused by wildfires - planning, collaboration (outreach, meetings, public meetings, etc.) with other entities and the public - consultation with tribes - NEPA analysis - ESA section 7 threatened and endangered species consultation and review - coordination and cross-walking with other existing implementation plans - third party contracting, cultural clearances, condition class assessments - compliance with other Federal, state, and local laws - identification of treatment - seeding/mulching to prevent erosion- seeding to prevent permanent impairment of critical habitat for Federal and state listed, proposed or candidate threatened and endangered species.- seeding to prevent establishment of invasive plants- direct treatment of invasive plants- structural measures to slow soil & water movement- stabilize critical heritage resources- protective fences or barriers to protect treated or recovering area- replacing/repairing (minor) facilities essential to public health and safety- conducting assessments of habitat and significant heritage sites in those areas affected by emergency stabilization treatments- patrolling, camouflaging, burying significant heritage sites to prevent looting- increasing road drainage frequency and/or capacity to handle additional post-fire runoff - document preparation such as printing, collating, and distribution -

training associated with preparing staff to complete these plans - research and data searches - GIS associated activities Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7E1Z: Rehabilitate Lands Damaged by Wildland Fire

Work Activity Description: includes labor and other costs associated with the rehabilitation of burned areas and damage caused by wildfires. Emergency rehabilitation costs for any one fire shall not exceed three years or two full growing seasons to repair or improve lands unlikely to recover to a management approved condition from wildland fire damage, or to repair or replace minor facilities damaged by fire. Costs associated with rehabilitation include: - tree planting to establish burned habitat, reestablish native tree species lost in fire, regenerating Indian trust commercial timberland- repair damage to minor facilities (campgrounds, exhibits, fences, guzzlers, etc.) - habitat restoration- invasive plant treatment- road/trail maintenance- heritage site restoration- fence replacement- work to prevent land degradation or resource losses - fencing of areas to prevent animals or humans from entering sensitive areas - felling damaged trees posing threats to human safety - costs to plan, survey, design emergency measures to ensure rehabilitation of lands damaged by wildfire - all costs associated with the preparation of activity plans - staff time for prep, collaboration (outreach, meetings, etc.) with other entities and the public - cultural clearances - consultation with tribes - NEPA analysis - condition class assessments - Section 7 ESA threatened and endangered species consultation and review - coordination and cross-walking with other existing implementation plans - third party contracting - compliance with other federal, state, and local laws - document preparation such as printing, collating, and distribution - training associated with preparing staff to complete these plans - research and data searches and GIS associated activities - all costs of preparing post-burn supplements to Normal Fire Rehabilitation Plans (NFPR) and the costs of preparing Emergency Fire Rehabilitation Plans where no NFPR exists Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys. Costs of restoring burned areas to full natural or pre-fire productivity are to be funded from the resource programs benefiting activities.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses;

lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8R4P: Reduce Fuels - Prescribed Fire (WUI)

Work Activity Description: Treatments to reduce the buildup of hazardous fuels in the wildland urban interface to provide for firefighter and public safety and support land/resource management plan goals and objectives using prescribed fire. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity. Costs for this activity include: - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state (e.g. smoke), burn plans, other federal, and local laws, third party contracting, etc. - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, aircraft flight time, and initial construction of fuel breaks designed to protect the WUI - training in prescribed fire fuels treatment methods and techniques - costs associated with developing fuels treatment methods and techniques - costs associated with document preparation such as printing, collating, and distribution- training associated with preparing staff to complete plans, research and data searches and GIS associated activities. Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8S6L: Reduce Fuels - Mechanical (WUI)

Work Activity Description: treatments to reduce the buildup of hazardous fuels in the wildland urban interface to provide for firefighter and public safety and support land/resource management plan goals and objectives using manual or mechanical methods. Mechanical treatments include hand or mechanical thinning, pruning, crushing, chopping, lop and scatter, piling, brush cutting, chipping, etc. to reduce wildland fuels hazards. Where multiple treatments are necessary to meet fuel treatment objectives, such as mechanical treatment followed by prescribed fire, each treatment is counted individually and charged to the specific work activity. Costs for this activity

include: - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, compliance with state, other federal, and local laws, third party contracting, etc. - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time - training in fuels treatment methods and techniques - costs associated with developing fuels treatment methods and techniques - costs associated with document preparation such as printing, collating, and distribution, - training associated with preparing staff to complete plans, research and data searches and GIS associated activities. Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8TL1: Suppress Wildland Fires

Work Activity Description: Responding to unwanted and unplanned wild fires with the intention of controlling them to avoid loss of life and property, natural resources, and social and economic values. Suppression responses are consistent with the direction outlined in approved fire management plans. Labor and other costs associated with the suppression of unplanned and unwanted wildland fires include: - salaries and benefits of firefighting and support personnel (excluding the base 8 hours of regular time each day up to 4Ø hours per week for fire personnel and including base 8 for non-fire personnel who are working on a fire suppression operation) - aircraft operations, logistical and subsistence support costs for all employees assigned to the fire, - supplies and equipment (including replacement of lost or destroyed capitalized and expendable equipment covered by a board of survey action), - contracts for goods and services, rental of equipment and facilities, associated logistical support, and measures taken to correct damages resulting from actions taken to suppress the wildfire. - costs associated with investigation and review activities related to specific wildland fires - costs of returning suppression equipment to a serviceable condition. - costs associated with escalated preparedness (severity) that is required due to abnormally high or extreme fire danger, or fire seasons that start earlier than planned in the fire management plan or last longer than planned in the fire management plan.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and

partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

8U7E: Reduce Hazardous Fuels - Other (WUI)

Work Activity Description: other fuels reduction treatments (WUI) are specific fuels treatments undertaken using chemical or biological agents with the defined objective of mitigating the risk to a community for wildland fire on federal lands. Each project is undertaken within the guidance outlined in a project specific plan compliant with all applicable Federal, Tribal, State, and local law. Where multiple treatments are necessary to meet fuel treatment objectives, each treatment is counted individually and charged to the specific work activity. Costs for this activity include: - salaries, benefits, travel and supplies for personnel directly involved in planning fuels management treatments within the WUI including: staff time for collaboration (outreach, community workshops, meetings, public meetings, etc.) with other entities and the public, consultation with tribes, risk assessments, NEPA and ESA analyses, mitigation planning, condition class assessments, identification of treatment needs, coordination and cross-walking with other existing implementation plans, chemical prescriptions, compliance with state, other federal, and local laws, third party contracting, etc. - salaries, benefits, travel and supplies for personnel directly involved in preparing and implementing fuels management treatments within the WUI including: on-the-ground manipulation of vegetation and soil, contracts, equipment, equipment rental, initial treatment effects monitoring, plot establishment, and aircraft flight time - training in fuels treatment methods and techniques - costs associated with developing fuels treatment methods and techniques- costs associated with document preparation such as printing, collating, and distribution,- training associated with preparing staff to complete plans, research and data searches and GIS associated activities. Certain costs are excluded from this activity including cultural and historical surveys, T&E species surveys, and archeological surveys

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

R11G: Manage Cultural Resources

Work Activity Description: write step-down plans, site restoration and maintenance; conduct non-compliance related coordination; prepare memoranda of understanding; conduct surveys; maintain inventories; prepare Geographic Information System analysis and mapping; research

and excavate repatriate property, museum property, and national historic sites; identify and mitigate historic properties; manage, compile, analyze, and report digital spatial data

Laws, regulations: National Historic Preservation Act, Archeological Resources Protection Act, Native American Graves Protection and Repatriation Act, Executive Order 13ØØ7

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7YM3: Manage Museum Collections

Work Activity Description: inventory and curate museum collections; manage museum agreements; manage historical photographs, including museum photographs; acquire, label, catalog, store, maintain, inventory, conserve, and secure collections; maintain records, including catalog and inventory lists, photographs/images, locational information, condition information, loan information, monitoring records, records on lost or damaged/destroyed objects, and records on de-accessions; inspect collections

Laws, regulations: National Historic Preservation Act, Archeological Resources Protection Act, Native American Graves Protection and Repatriation Act, Antiquities Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

S3Q6: Develop and Provide Information and Educational Materials and Activities

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and

Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: develop educational materials and conduct activities, such as Shorebird Sister Schools, Jr. Duck Stamp, International Migratory Bird Day, National Wildlife Refuge Week, Earth Stewards, workshops and seminars, environmental education programming, distance learning and Elderhostel programs; plan and provide education programs reflective of Service resource priorities and tailored to local education needs; operate the Duck Stamp Office; perform Duck Stamp activities; develop graphic displays and exhibits using digital spatial data to provide communication to an audience; develop publications, exhibits and public displays for on-site and off-site use; provide off-site visitor services; manage special projects; create newsletters, brochures and respond to public inquiries; design and maintain website; provide content; maintain Service forms on website; oversee digital image and publications libraries; provide conservation education programs for national youth groups, including 4-H, Girl Scouts, and Boy Scouts of America; plan, design, develop, implement and evaluate educational training courses. National Extension Program; promote local and regional conservation awareness; communicate and exchange information among communities, institutions and countries

Note: This excludes coordination with media, which is covered under S3B3: Communicate Directly with Media.

S3B3: Communicate Directly with Media

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide press releases and other information to the media; undertake interviews; track and evaluate news coverage; develop relationships with the media; respond to media information requests; provide any relevant training to media; develop outreach material, such as speeches, news releases, questions and answers, contact matrix, briefing papers, audiovisuals, artwork, photos; conduct special events and employee training; develop graphic displays and exhibits using digital spatial data to provide communication to an audience

8PB6: Provide and Manage Opportunities for Priority Public Uses

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide opportunities for hunting, fishing, environmental education, wildlife observations or photography, and interpretation; plan and develop programs; administer fee program, collect and account for fees; issue and administer concessions; operate and maintain visitor centers; provide public access; assess and review visitor service programs; develop visitor services and other step-down plans

Laws, regulations: Fish and Wildlife Act of 1956, Refuge Recreation Act, Refuge Administration Act

8P3L: Provide and Manage Opportunities for Non-Priority Public Uses

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide and manage recreational opportunities other than for priority public uses; collect fees; conduct planning and compliance; develop and conduct programs; issue and administer concessions

Laws, regulations: Refuge Improvement Act of 1997

5ØJ6: Manage Volunteers and Work Programs

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: recruit, train, supervise, and manage volunteers and volunteer programs, such as Youth Conservation Corps, Friends Groups and Cooperating Associations and special work programs for prisoners; plan and conduct recognition events; plan for supplies, equipment, and events; recruit workers

Laws, regulations: Fish and Wildlife Act of 1956 (16 U.S.C. 742), as amended by the Fish and Wildlife Improvement Act of 1978 (Pub. L. 95616) and the National Wildlife Refuge System Volunteer and Community Partnership Enhancement Act of 1998 (Pub. L. 1Ø5242)

T7A5: Consult and Coordinate with Native American Tribes

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide technical assistance, consultation and coordination to Native American tribes; counsel Directorate concerning Native American issues; liaise with tribal governments for fish and wildlife and habitat conservation; develop tribal guidance materials and memoranda; lead Departmental tribal initiatives; consult and coordinate with Native American tribes on cultural issues, place/people names and language issues while designing Service products and publications; negotiate joint press releases/statements with disparate partner groups

Note: This includes the Eagle Repository.

5ØI8: Develop and Manage Partnerships

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: identify partners; build coalitions; coordinate local and international conservation partnerships; organize and conduct Conservation Forums and other partnership conferences and meetings; support cost share funding; provide information exchange and point of contact role; develop memoranda of understandings, memorandum of agreements and other agreements; coordinate Service support for Sport Fishing and Boating Partnership Council; develop partnership tools; provide partnership benefits reports; manage costs associated with facilitating partnerships using the Refuge Challenge Costs Share and Cooperative Conservation Initiative Programs; coordinate the acquisition and management of the National Wildlife Refuge System with State Fish and Wildlife agencies

5ØE5: Coordinate Congressional Communications

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: develop and prepare for clearance-controlled correspondence; prepare hearing and testimony; manage information requests

T3V4: Provide Emergency Response and Public Safety Operations

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: conduct emergency security assignments; prepare operational plans; execute operational plans and logistics; assess, prepare, maintain and utilize specialized equipment; prepare reports; gather intelligence; identify threats; make arrests or detain suspects

Laws, regulations: May require United States Marshals Deputization

T1R8: Provide Non-Trust Resource Enforcement Activities

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide assistance to other federal, state, local and foreign organizations for off-Service lands; prepare enforcement plans; participate in joint task forces such as HIDA, United States Attorneys Environmental Crimes Task Forces, and Counter Terrorism; execute enforcement plans; identify violations or compliance; collect, store and maintain seized items; prepare reports; send employees on detail to protect Service and other Department of Interior icons, such as Mount Rushmore, dam protection, special events security and other monuments

Laws, regulations: May require United States Marshals Deputization

Ø62D: Administer Endangered Species Act Grants

Work Activity Description: process and improve Endangered Species Act grant applications for non-Federal parties; develop new grant programs; develop and execute grant and administration budgets; provide technical assistance for grant proposal preparation; evaluate grant proposals; make funding recommendations for competitive grants; process grant for pre-award; monitor and evaluate pre-award grants both programmatically and for each specific grant; award assistance agreements; maintain Federal Assistance Information Management System for financial management; monitor existing grants both programmatically and financially; close out grants; audit grants; review project reports and provide updates to Regional Office and Washington Office; support review groups; develop cooperative agreements; maintain spatial relational databases; identify Catalog of Federal Domestic Assistance code for each grant; review documents for compliance; track grants, electronically report grants

Examples: Cooperative Endangered Species Conservation Fund [Section 6 of Endangered Species Act] Grants, and Private Stewardship Grants

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

X67U: Administer Federal Assistance Grants

Work Activity Description: develop new grant programs; develop and execute budgets; provide technical assistance for grant proposal preparation; process grant proposals for pre-award review, evaluation, and other pre-award activities (including regulatory compliance); monitor and evaluate open (awarded) grants both programmatically and grant specifically; close out grants; audit grants and grantees; develop grant policies and regulations; assure compliance with applicable laws and regulations (post award); make funding recommendations for competitive grants; maintain Federal Assistance Information Management System for financial management; maintain spatial and relational databases

Examples: Wildlife Restoration Grants, Multistate Grants, Brown Tree Snake Grants, Wildlife Conservation and Appreciation Program Fund Grants, National Outreach and Community Grants, Boating Infrastructure Grants, LIP Program Grants, National Wildlife Conservation Grants, State and Tribal Wildlife Grants, Fish Screen Program Grant, Hunter Education Grants, Wildlife Conservation and Restoration Grant Program Grants, Coastal Wetland Grants, Clean Vessel Grants, Partnerships for Wildlife Grant and Sport Fish Restoration Grants, Multi-National Species Grants

Laws, regulations: Federal Aid in Wildlife Restoration Act; Federal Aid in Sport Fish Restoration Act; Federal Aid to States in Fish and Wildlife Restoration - Administrative Requirements, 5ØCFR Part 8Ø; Section 6 of the Endangered Species Act; The Wildlife and Sport Fish Restoration Programs Improvement Act; Conservation of Endangered and Threatened Species of Fish,

Wildlife, and Plants - Cooperation with the States, 5ØCFR Part 81; Partnerships for Wildlife Act; Clean Vessel Act and 5ØCFR Part 85; Boating Infrastructure Grant Program - Section 74Ø4 of the Sport fishing and Boating Safety Act of 1998; Wildlife Conservation and Restoration Program; State and Tribal Wildlife Grant Program; State and Tribal Landowner Incentive Grant Program; 43CFR Part 12; National Environmental Policy Act; Endangered Species Act; Animal Welfare Act; Farmland Protection Policy Act; National Invasive Species Act; National Historic Preservation Act; Americans with Disabilities Act; Civil Rights Act; Coast Guard Authorization Act; Transportation Quality Act; Wallop-Breaux Act; Coastal Wetlands Planning, Protection, and Restoration Act; Sport fishing and Boating Safety Act; P.L. 1Ø6-553, Title IX; P.L 1Ø7-63 Title I; African Elephant and Asian Elephant Conservation Act; Great Apes Conservation Act; Rhinoceros and Tiger Conservation Act, Foreign Assistance Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q7G: Administer Bird Habitat Grants

Work Activity Description: develop new grant program; develop and execute budgets; provide technical assistance for grant proposal preparation; process grant for pre-award; monitor and evaluate post award grants both programmatically and grant specific; close out grants; audit grants; develop partner capacity; develop grant policies and regulations; assure compliance with applicable laws and regulations; make funding recommendations for competitive grants; evaluate grant proposals; monitor existing grants; and maintain Federal Aid Information Management System for financial management; maintain spatial and relational databases

Examples: North American Wetland Conservation Act and Neotropical Migratory Bird Conservation Act

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7Q3V: Administer International Grants

Work Activity Description: develop new grant program; develop and execute budgets; provide technical assistance for grant proposal preparation; process grant for pre-award; monitor and evaluate post award grants both programmatically and grant specific; close out grants; audit grants; develop partner capacity; develop grant policies and regulations; assure compliance with applicable laws and regulations; make funding recommendations for competitive grants; evaluate grant proposals; monitor existing grants; and maintain Federal Aid Information Management System for financial management; review documents for compliance; track grants; electronically report grants

Examples: Multinational Species and Wildlife Without Borders Grants. CFDA code should be identified for each.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

7QU8: Administer Other Grants and Co-operative Agreements

Work Activity Description: develop new grant program; develop and execute budgets; provide technical assistance for grant proposal preparation; process grant for pre-award; monitor and evaluate post award grants both programmatically and grant specific; close out grants; audit grants; develop partner capacity; develop grant policies and regulations; assure compliance with applicable laws and regulations; make funding recommendations for competitive grants; evaluate grant proposals; monitor existing grants; and maintain Federal Aid Information Management System for financial management; review documents for compliance; track grants; electronically report grants

Examples: Everglades grants for the Office of the Secretary, Challenge Cost Share grants; administer grants, cooperative agreements, grant agreements, interagency agreements and memoranda of understanding, and research work orders for universities, non-governmental organizations, states and other federal agencies

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and

fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

64K3: Provide Services for Facilities and Space Management

Work Activity Description: rent, utilities, security, and facility & grounds maintenance that cannot be charged to a mission-related goal. Includes real property and space management. This does not include the labor charges when these functions are performed internally. Note: This does not include the cost of employee salaries and benefits or direct costs related to the administration of fixed overhead costs. These should be charged to the property management procurement.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5FY2: Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection

Work Activity Description: This activity entails construction of new or expanded facilities (such as, but not limited to, roads, bridges, tunnels, etc.), and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort needed to construct these type facilities. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, contract and project supervision; prepare site plans and engineering design

Capital Improvement is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Tasks also include demolishing structures.

Methods of accomplishing Capital Improvements are:
* New Construction: The erection, installation, or assembly of a new facility. * Alteration (for change of function, without expansion): Work to change the function of an existing facility or any of its components.

* Expansion: Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: Although listed under "improve health of watersheds and landscapes", this activity is not limited to that End Outcome Goal but is used for all roads/bridges/tunnels construction related to any of the End Outcome Goals under Resource Protection

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

4DK5: Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Resource Protection

Work Activity Description: This activity entails performing Maintenance or Deferred Maintenance on existing facilities (such as, but not limited to, roads, bridges, tunnels, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair these type facilities. These costs include material, labor, contract services, preparing site plans and engineering design, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, renovation, signage, accessibility retrofits and enhancements, energy conservation, inspections, facility condition assessments, corrective actions in response to facility audits, equipment rental, contract and project supervision.

Tasks also include demolishing structures.

Conduct safety inspections; conduct safety program evaluations; provide technical assistance and consultation; develop and update accident prevention policies and guidance; provide training; investigate and report accidents using the Safety Management Information System; develop and implement emergency action plan activities; administer provisions of the Occupational Safety and Health Act.

Examples: COOP, OEP, Risk Management Plan, Emergency Action Plan. Laws, regulations: 29CFR, 42CFR, Consensus Standards.

Maintenance is the "scheduled or unscheduled" upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets.

Methods of accomplishing Maintenance are:

1. Annual Maintenance is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Preventive Maintenance: Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment.
* Cyclic Maintenance: Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. Deferred Maintenance is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements.
Deferred Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Rehabilitation (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
* Replacement: Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
* Demolition: Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: Although listed under "improve health of watersheds and landscapes", this activity is not limited to that End Outcome Goal but is used for all building maintenance related to any of the End Outcome Goals under Resource Protection

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

4NS1: Construct Dams, Water Storage and Water Conveyance Facilities for Resource Protection

Work Activity Description: This activity entails construction of new or expanded facilities, (such as, but not limited to, water storage, water conveyances, water diversions, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct these type facilities. These costs include material, labor, contract services; preparing site plans and engineering design; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility

retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, contract and project supervision.

Capital Improvement is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs.

Methods of accomplishing Capital Improvements are:
* New Construction: The erection, installation, or assembly of a new facility. * Alteration (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
* Expansion: Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: Although listed under "improve health of watersheds and landscapes", this activity is not limited to that End Outcome Goal but is used for all dams, water storage and water conveyance facilities construction related to any of the End Outcome Goals under Resource Protection

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5AC2: Maintain Dams, Water Storage and Water Conveyance Facilities for Resource Protection

Work Activity Description: This activity entails performing Maintenance or Deferred Maintenance on existing facilities (such as, but not limited to, water storage, water conveyances, water diversions, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair these type facilities. These costs include material, labor, contract services, preparing site plans and engineering design, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, contract and supervision.

Conduct safety inspections; conduct safety program evaluations; provide technical assistance and consultation; develop and update accident prevention policies and guidance; provide training; investigate and report accidents using the Safety Management Information System; develop and implement emergency action plan activities; administer provisions of the Occupational Safety and Health Act. Examples: COOP, OEP, Risk Management Plan, Emergency Action Plan. Laws, regulations: 29CFR, 42CFR, Consensus Standards.

Maintenance is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets.

Methods of accomplishing Maintenance are:

1. Annual Maintenance is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Preventive Maintenance: Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment.
* Cyclic Maintenance: Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. Deferred Maintenance is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements.
Deferred Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Rehabilitation (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
* Replacement: Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
* Demolition: Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: Although listed under "Improve health of watersheds and landscapes", this activity is not limited to that End Outcome Goal but is used for all dams, water storage and water conveyance facilities maintenance related to any of the End Outcome Goals under Resource Protection

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5RN9: Construct Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation

Work Activity Description: this activity entails construction of new or expanded facilities (such as, but not limited to, roads, bridges, tunnels, office buildings, warehouse facilities, fire facilities,

trails, kiosks, observation decks and blinds, etc.), and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct these type facilities. These costs include material, labor, contract services; preparing site plans and engineering design; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, contract and project supervision.

Tasks also include demolishing structures.

Capital Improvement is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs.

Methods of accomplishing Capital Improvements are:
* New Construction: The erection, installation, or assembly of a new facility. * Alteration (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
* Expansion: Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5S3Z: Maintain Buildings, Roads, Bridges, Tunnels, and Grounds for Recreation

Work Activity Description: This activity entails performing Maintenance or Deferred Maintenance on existing facilities (such as, but not limited to, roads, bridges, tunnels, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair these type facilities. These costs include material, labor, contract services, preparing site plans and engineering design, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, contract and project supervision.

Tasks also include demolishing structures.

Conduct safety inspections; conduct safety program evaluations; provide technical assistance and consultation; develop and update accident prevention policies and guidance; provide training;

investigate and report accidents using the Safety Management Information System; develop and implement emergency action plan activities; administer provisions of the Occupational Safety and Health Act. Examples: COOP, OEP, Risk Management Plan, Emergency Action Plan. Laws, regulations: 29CFR, 42CFR, Consensus Standards.

Maintenance is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets.

Methods of accomplishing Maintenance are:

1. Annual Maintenance is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Preventive Maintenance: Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment.
* Cyclic Maintenance: Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. Deferred Maintenance is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements.
Deferred Maintenance can be preformed through:
* Repair: Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition. * Rehabilitation (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
* Replacement: Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
* Demolition: Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: Although listed under "improve health of watersheds and landscapes", this activity is not limited to that End Outcome Goal but is used for all building maintenance related to any of the End Outcome Goals under Resource Protection

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5H5S: Maintain Equipment for Resource Protection

Work Activity Description: maintain equipment such as vessels, fleet, refuge fire equipment, pumps/water control devices, tractors, airplanes, heavy equipment, and other equipment; perform maintenance and paperwork.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5Y2S: Maintain Equipment for Serving Communities

Work Activity Description: maintain equipment such as vessels, fleet, refuge fire equipment, other equipment; and perform maintenance and paperwork.

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

5Y7W: Maintain Structures and Facilities for Serving Communities

Reduce safety risks to prevent loss of human life.

Work Activity Description: This activity entails construction of new or expanded facilities (not already covered, as well as landscaping), and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Maintenance is the scheduled and unscheduled upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets.

Methods of accomplishing Capital Improvements are:
* New Construction: The erection, installation, or assembly of a new facility.· * Alteration (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
* Expansion: Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Although listed under Protect Lives, Resources and Property, this activity is not limited to that End Outcome Goal but is used for all other structures/facilities construction related to any of the End Outcome Goals under Serving Communities

Supporting tasks: develop and provide program policy and guidance; respond to local, state and federal congressional communications; develop and implement contracts, Cooperative Agreements, grant agreements or funding memoranda, such as Memoranda of Understandings; evaluate program results; provide outreach; write proposals to receive funding; write and disperse correspondence; coordinate with local governments, states, tribes, other stakeholders and partners; provide archaeological support; post information on website; provide IT and data base management support, such as ECOS, SPITS and HABITS; develop and allocate budget; provide program management and regional oversight; manage and supervise personnel; respond to and fulfill requests for FOIA and Information Quality Act; attend internal or external training courses; lead training; correspondence; review materials; prepare briefings and reports; evaluate issues; identify law enforcement issues and concerns; identify legal processes; conduct Solicitor reviews where appropriate; identify implications and ramifications; coordinate legal and permit reviews and briefings for regulatory notices; hold public hearings for comments and responses; ensure NEPA, ESA, and NHPA compliance where applicable. Ensure coordination with other FWS divisions.

611F: Administer Pay and Benefits

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide guidance and assistance to management and employees regarding all work associated with the bi-weekly payroll, such as time and attendance processing, work schedules, premium pay, overtime, comp time, Sunday pay, and night pay; administer pay, leave, benefits, retirement, Employee Express and work/life programs, and workers compensation

Laws, regulations: 5CFR, 29CFR

61C7: Administer Employee and Labor Relations

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: Provide guidance and assistance to management and employees regarding all work associated with ER/LR issues including grievances, disciplinary and performance-based actions, unfair labor practices and negotiations, Inspector General and other

administrative investigations; process incentive awards; conduct personnel security; conduct EEO counseling; determine employee suitability; manage the employee assistance program, ethics program and performance management system; conduct Equal Employment Opportunity counseling; process formal Equal Employment Opportunity complaints, including administration, investigation, and adjudication; track complaints; utilize Alternative Dispute Resolution to resolve issues; provide guidance concerning reasonable accommodations; review and approve settlement agreements

Laws, regulations: 5CFR

616S: Administer Recruitment, Staffing and Ensure Diversity

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide guidance and assistance to management and employees regarding and all work associated with the full range of personnel actions from accessions and placements through separations; develop vacancy announcements and evaluation methods; determine job qualifications; prepare and issue certificates; interview candidates; conducting reference checks; make job offers; handle Delegated Examining Unit activities; conduct Federal Personnel/Payroll System and Conservation Applicant Referral and Evaluation System management and work force planning; maintain employee records, including appointment forms, SF-5Øs, employee performance records, and medical files; conduct reductions in force, including determination of competitive areas/competitive levels; participate on panel selection for employees; increase workforce diversity; identify, target, and assist applicants; interface with universities, colleges and women, minority, and individuals with disabilities organizations; conduct student employment programs (Student Temporary Employment Program, Student Career Experience Program); provide guidance on non-traditional recruitment methods; develop policy and program guidance or direction for employment outreach and recruiting; administer the Federal Equal Opportunity Recruitment Program; develop series-specific targeted recruitment plans; prepare other related reports; manage Affirmative Employment Plans for women, minorities, individuals with disabilities, and disabled veterans; conduct analyses to identify systemic barriers; develop action items to overcome barriers; prepare workforce profiles and statistical reports; conduct special observances; conduct special emphasis educational activities to increase the cultural and historical understanding of women, minorities, individuals with disabilities, and alternative lifestyles

Laws, regulations: 5CFR

67R2: Analyze Organizational Structures and Classify Positions

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide guidance and assistance to management and employees regarding all work associated with the following tasks: analyze organization structure; prepare organization charts; develop position descriptions; classify position descriptions; prepare evaluation statements; determine Fair Labor Standards Act status; manage QuickClass; obtaining

position coverage under the special retirement provisions for firefighters and law enforcement officers

Laws, regulations: 5CFR

67Q8: Conduct Workforce Planning

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: Compile information about the existing workforce(measure your current supply), predict future demands on the workforce, identify gaps between the supply and the demand, develop solutions that address the gaps, implement those solutions, and evaluate the impact and adjust accordingly.

Laws, regulations: 5CFR

61X4: Evaluate and Counsel Personnel

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide general supervision not related to mission driven work activities; conduct team building; develop employees; counsel, such as Individual Development Plan development; coach; mentor; prepare performance plans; conduct progress reviews and appraisals

Laws, regulations: 5CFR

8Ø8L: Plan IT Investments

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Note: Costs assigned to this activity will be principally used by IT professionals.

Examples/Notes: IT investment planning costs supporting a specific program/function are recorded against the specific work activity for the program/function supported.

Work Activity Description: Plan IT Investments is to be used when preparing, developing, or acquiring the information used in acquisition or major enhancement of an IT investment. Related costs include the following:
1) needs assessment, project planning, management, and budgeting· coordination with users
2) evaluating user requirements to determine changes
3) planning for data administration including necessary policy and procedures· determining project feasibility
4) evaluation of hardware and software options and methods
5) determining organizational impacts
6) performing life cycle costs and planning
7) designing the investment

8) assessing the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions·
establishing realistic cost, schedule, and performance goals before either proceeding to full acquisition of an IT investment or useful segment or terminating the investment or a legacy system.

Planning includes all activities committed to achieving specific goals through an acquisition. Information gathering activities may include market research of available solutions, engineering and design studies, and prototypes. Depending on the nature of an investment, one or more planning segments may be necessary.

Use Plan IT Investments (8Ø) to report dollars for IT investments that support strategic management of IT operations (e.g., business process redesign efforts that are not part of an individual investment or initiative, enterprise architecture development, capital planning and investment control processes, procurement management, IT Security and privacy planning, IT Infrastructure Planning, Architecture compliance planning, Telecommunications planning, Office Automation planning, and IT policy development and implementation).

813W: Acquire IT Investments

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Note: Costs assigned to this activity will be principally used by IT professionals.

Examples/Notes: IT investment acquisition costs supporting a specific program/function are recorded against the specific ABC/M work activity for the program/function supported.

Work Activity Description: Acquire IT Investments is used to report on an IT investment's full acquisition. Related costs include the procurement and implementation of an IT investment or useful segment/module. Reporting for this activity occurs after initial planning activities are complete, bureau and DOI Capital Planning and Investment Control (CPIC) processes select and approve the proposed technical approach, project (investment) plan and establish the baseline cost, schedule and performance goals for this phase of an IT investment. Use Acquire IT Investments (81) for reporting costs associated with:
1) Integrated Project Team (IPT) costs directly related to acquisition, development and installation of this investment
2) Development, modernization and enhancement (D/M/E) costs as defined by OMB for capital asset planning are reported here, including purchasing of a development platform
3) Development of a software application and incremental reviews
4) Creating system and user documentation, IT Hardware procurement and installation, and major hardware/software upgrades/enhancements, developing implementation procedures
5) Drafting and reviewing user documentation; scheduling training
6) Purchasing/acquiring needed equipment and materials
7) Developing and testing training procedures
8) Producing and distributing copies of all documentation
9) Procuring system hardware and software
1Ø) Installing hardware and software needed to implement system
11) Training new system users
12) Data conversion into new systems
13) Analyzing applications
14) Performing automation studies and assessments when upgrading software/hardware, when performing system or database administration, and when conducting architecture analysis.

82B1: Operate, Maintain and Manage IT Investments

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Note: Costs assigned to this activity will be principally used by IT professionals.

Examples/Notes: IT investment operations, maintenance, and management costs supporting a specific program/function are recorded against the specific ABC/M work activity for the program/function supported

Work Activity Description: Operate, Maintain and Manage IT Investments is to be used when an IT investment is operational (steady state). This means the IT investment or useful segment/module of an IT investment has been delivered and is performing the mission. Tasks required to manage an investment are reported under this activity, including monitoring and reporting. This activity includes retirement/disposal costs of the investment, which is the final phase in the life cycle of the investment.

Operate, Maintain and Manage IT Investments includes government and contractor personnel costs, supervision and management of these functions for a particular program alternative/IT investment over the time period corresponding to the life of the program, including direct and indirect periodic or continuing costs of operation, maintenance, and management. Reporting under this activity correlates to IT investment reporting under the OMB Exhibit 53 Part 2. Enterprise Architecture and Planning. Should monitoring identify the requirement for a major enhancement, the planning, acquisition, and Operate, Maintain and Manage IT investments cycles take place for the enhancement. Non-major enhancements are included in this activity.

Use Operate, Maintain and Manage IT Investments (82) to report:
1) Conducting any functions directly related to operation of the IT investment, including data capture
2) Operations Center functions
3) Administrative and technical support personnel, product and service (both federal and contractor) costs that are in direct support of the IT investment
4) Planning, coordinating, scheduling, or conducting recurring training for operation and maintenance
5) Project management functions that ensure the IT investment is still performing according to established cost/financial and performance metrics including gathering, analysis and reporting of those metrics
6) Ongoing costs such as IT security, FOIA, and privacy
7) System support services and maintenance
8) Customer support and services (evaluating change requests, Help Desk or similar support)
9) System backups and database backups
1Ø) Determining costs of and prioritizing system change requests· Monitoring systems and tuning for efficiency
11) COTR and contract functions

683M: Review and Approve Policies and Directives

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: manage regulatory process for alternative dispute results; internal controls process, such as Management Control Review, patents and inventions, and Federal Advisory Committee Act; review proposed Delegations of Authority; manage Intergovernmental Review Process; review policy proposals for other program areas and agencies; ensure adherence to Federal Accounting Regulations; serve as liaison with the Interior Department's Office of Regulatory Affairs, the Office of the Federal Register, and the Office of Management and Budget; oversee the Service's regulatory program to ensure compliance with Title 1 of the Code of Federal Regulations and Part 318 of the Departmental Manual; coordinate and reviews rulemaking documents, such as Federal Register notices or records of compliance for adherence to the Administrative Procedure Act, Regulatory Flexibility Act, Small Business and Regulatory Enforcement and Fairness Act, Unfunded Mandates Act, and several Executive Orders governing issuance of regulations; provide training and assistance to program offices with the preparation of regulations

63C4: Manage Contracts and Acquisitions

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: provide acquisition and procurement guidance; manage contracts; manage procurement procedures; maintain IDEAS-PD, including reconciliation, training, database management, maintenance, and update; purchase computer hardware and software, supplies and services; conduct market research; purchase General Printing Office orders; administer contracts; document files; advertise projects; encourage small businesses; attend mandatory warrant training; implement and supplement the Federal Acquisition Regulation; implement departmental policies; assist with the replacement of the Department of the Interior Acquisition Regulation dated 1986; comply with United States Fish and Wildlife Service Manual; ensure uniform implementation of all statutes, executive orders, policies, procedures, and regulations issued by the Office of Management and Budget, Department of the Treasury, and other federal agencies which govern the conduct of Federal acquisition program activities within the Department; purchase and track motor vehicles through AutoChoice

Laws and regulations include: Federal Acquisition Regulation, Department Acquisition Regulation, Federal Property Management Regulation, Department of Interior Acquisition Regulation

6Ø2T: Develop and Allocate Budgets

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: develop budget needs; justify current and out year budget needs to external entities including Washington Office, Department of Interior, Council on Environmental Quality, General Accounting Office, Inspector General, and Office of Management and Budget; execute budgets; track and monitor office budgets; provide analysis and reports to regional decision makers; develop Service's budget requests, including program submissions and revisions to Office of the Secretary, Office of Management and Budget, and Congress; prescribe policies, procedures, and controls for developing the budget, preparing budget justifications, and preparing supplementary budget requests and reprogramming requests; participate in and coordinate budgetary determinations and examines budget proposals for compliance with (a) the Administration's budgetary policies, (b) Departmental goals and objectives, and (c) statutory and regulatory requirements; review bureau budget justifications and appropriations language for

consistency with policy, adequacy, accuracy, and required format; review all proposals for supplementary budget requests and reprogramming reports for substance, need, and conformity with Administration and Departmental policies and commitments; maintain liaison on all matters dealing with budget formulation and presentation with the Office of Management and Budget, the House and Senate Appropriations Committees, and other Federal agencies; prepare statistical analyses, and special reports on budget proposals and related matters for the Secretariat, the Office of Management and Budget, and Congress; prepare program capability and effect statements responses to Appropriations staff requests; review in-depth selected Departmental functions and programs, examining program objectives, policies, procedures, standards, performance, progress, work operations, costs, and staffing to improve budget review and execution, improve bases for formulating or reformulating budgets and program management; and develops procedures for monitoring program effectiveness and control, and conducts independent cost review; develop Exhibit 53 and 3ØØ for Circular A11; prepare apportionments, allotments and allocation documents and adjustments to Budget Allocation System; fund target allocations in the core accounting system to field offices; develop and deliver training on the Budget Tracking System; work on Congressional District Reports; administering the Budget Tracking System (BTS)

624F: Perform Financial Management Operations

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Note: This activity includes all financial activities that support the organization as a whole.

Work Activity Description: pay bills; collect receivables; compile and analyze financial data; prepare internal reports; maintain general ledger; plan, develop, implement and account for mixed financial systems; report financial results and comply with Chief Financial Officer's Act, Prompt Payment Act and other related statutes; perform and support audit activities; review and process invoices, charge cards, interagency charges and travel claims; administer Permanent Change of Station moves for employees; process budgetary transactions; review and process reimbursables

Note: This activity may include costs for Permanent Change of Station moves, such as house hunting trips and household good storage and delivery.

Laws, regulations: Chief Financial Officer Act, Federal Managers Financial Integrity Act

68O5: Conduct Strategic Planning and Performance Management

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: develop and report for Government Performance and Results Act requirements; develop program performance plans, service operational plans, and service strategic plans; develop performance measures; report performance accomplishment; integrate employee performance agreements; process re-engineering assessments; analyze best practices for Most Efficient Organization and benchmarking

62X5: Collect and Analyze Activity Based Costing Information

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: collect and analyze data for Activity Based Costing

Note: This excludes time and attendance Activity Based Costing reporting.

635R: Manage Competitive Sourcing Initiatives

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: identify job series for A-76 inventory

Laws, regulations: Fairness and Accuracy in Reporting Act

62M9: Make Refuge Revenue Sharing Payments

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: appraisal, record keeping, and payments; create and maintain easement or refuge boundary digital spatial data

Note: Refuges is required to survey the land every five years as part of the revenue sharing statute.

Laws, regulations: Refuge Revenue Sharing Act

665K: Provide Office Support

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: answer phones; make copies; update supervisors calendars; schedule meetings; travel, conference calls, and conference rooms; handle correspondence; mail letters and packages using Postal Service and FedEx; provide office coverage; support other administrative and secretarial positions; manage special projects, for example, Combined Federal Campaign and savings bonds; track due dates and action items; take meeting notes

659Y: Manage Records, Files, Mailrooms and Libraries/Info. Services

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Note: This activity includes labor and operations costs that support the organization as a whole.

Work Activity Description: maintain forms and directives and official correspondence file systems; operate central file; archive; provide guidance and quality control records management systems; perform centralized mailroom functions & mail delivery; maintain library and information services (Libraries, Online Research Databases and Geographic Information Services); maintain spatial and relational databases; organize, maintain and upgrade audiovisual libraries

Note: Excludes postage activities that can be directly related to mission goals, for example mail services related to royalty receipts.

656G: Process Information Quality, FOIA, Privacy Act and Liability Requests and Claims

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: draft Freedom of Information Act policy; provide guidance to programs; train personnel in proper handling; coordinate with Office of the Solicitor; track Freedom of Information Act responses; prepare annual reports; provide information on required software and compile information to meet Freedom of Information Act requests; coordinate Privacy Act requests; prepare Privacy Act reports on behalf of the Service; coordinate the establishment of new systems of records and the revisions to existing systems; review Privacy Act systems within the Service; respond to challenges to information disseminated by the Service as required by Office of Management and Budget under the Information Quality Act; process claims, for example tort claims, personal property and third party; review, investigate and process all claims and coordinate with Office of the Solicitor

Laws, regulations: Federal Tort Claims Act, Claims Collection Act, Military and Civilian Personal Property Claims Act, Treasury Appropriations Bill for 2ØØ1

669A: Attend Non-Program Specific Meetings

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Examples: general staff meetings and management meetings.

66Q4: Develop and Deliver Training

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and

Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: conduct training development by analyzing, designing, developing, and evaluating a non-specific program course or curriculum; deliver training by instructing, teaching, or leading the delivery of training to students; support training by designing and producing audio/video and other training materials; operate a Learning Management System; support Registrar functions; prepare SF 182s; maintain audio/video equipment; administer training by technical and supervisory activities directly in support of training development and delivery; deliver training in field and Regional Office locations

669D: Attend Training

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

Work Activity Description: attend non-specific activity courses or curricula in order to increase the knowledge, proficiencies, abilities, skills, and qualifications of employees in the performance of official duties

Note: Training may be delivered in many different ways including traditional classroom training, distance learning via the web, correspondence courses, videotapes, or instructional television. Training may also include workshops, detail assignments, and college courses when these events are part of a structured approach designed to improve employees' ability to accomplish Service missions.

68T8: Provide Directorate Leadership and Oversight

Code to this activity ONLY if you are unable to code to the mission related activity or activities that you are supporting (see Process 1: Protect and Manage Species; Process 2: Protect and Manage Habitats; Process 4: Administer Grants; and Process 5: Construct and Manage Facilities and Equipment).

This work activity is restricted for use only by the Director, the Deputy Directors, their Special Assistants, the Regional Directors, the Assistant Directors, the Deputy Regional Directors, and the Deputy Assistant Directors whose purview over programs is global and may not be specific.