

Notes for Nancy in her Acting Assistant Director Detail

Meetings:

- Marcia had started to populated all the NR meetings on your calendar
 - There will be one quarterly all NR meeting in Portland during your detail. Work with Debbie and Marcia to develop agenda.
 - Directors brownbag every Monday 12:30-1:30
 - Bi-weekly all NR meetings from 1:30-2:00 every other Monday
 - Bi-weekly FPVEG section meeting from 1:30-2:00 every other Monday
- You will be acting Director when ML is away in May, July and September
 - Might have to cover for ML at Monday morning Director roundtable meetings 8:30-11:00
 - Might have to cover at morning stand-ups 8:30-8:45 (unless KJ is present)
 - Work with ML on any other types of coverage during her absence
- ML/Debbie/You need strategic time – we used to meet for at least a couple hours every other week to talk about things that were eating our lunch and try to get out ahead of it. You guys should get this going again.
- Quarterly NR Staff Officer Call – there will be one call while you are here (Marcia might have the date). Debbie coordinated the agenda for the last call, it is your turn this time and you can get that going. I have been too short to get it started!
- Federal Forest Working Group
 - You will miss their next meeting in Salem on May 21st, Maia Enzer will be there and she does try to make all of their meetings. Carpool with her if the meeting is in Salem (Maia is awesome)
 - Pete Dalke has you on his mailing list and will probably organize the next meeting in July, probably in Salem or PSU.
 - Pete has an office at PSU, it would be good for you to meet with him to get the run-down on FFWG.
- AFRC
 - There will not be another AFRC meeting until December
 - You might consider organizing an hour meeting with them and take Aly with you to just meet and greet/talk about issues important to them.
- Your calendar will fill up with plenty of meetings. You will be working with Marcia, Debbie and ML on upcoming meetings and making decisions about who will cover. I recommend you have Marcia do all of your scheduling and require folks to coordinate your time with her (unless you enjoy spending countless hours managing your own calendar like you probably do right now!)

Ongoing work that will need your attention:

- Final budget execution, you will be working very closely with Aly on this. With all new employees in B&F, it has been a very difficult budget cycle and there are still many unknowns that we are trying to resolve. Nothing that additional WO funding would not fix!
 - The MAL will hopefully be awarding task orders 3A and 3B while you are on detail, if they get the acres covered with successful NEPA (the decisions are under objection right now, so there is risk). Make sure to communicate their progress to ML, so she can keep the Execs informed.
 - The MAL is late getting the technical proposals together for task orders 3A and 3B (probably because of NEPA) and this puts them in a weak negotiating position with Iron Triangle (operator on the 10 year stewardship contract). The MAL told us last year that these task orders would be much more efficient this year and should at least break-even (we had to come up with \$millions extra to award the first two task orders). It will be a very stressful situation if Iron Triangle wants \$millions more dollars to take task orders 3A and 3B, you will earn your money! If this becomes the situation, I think we don't need to achieve target on the MAL and compete 3A and #B on the open market next year.
 - We still have a projected deficit in the RO, from the extra funding we sent to the MAL and the Eastside Restoration Team (Bill/Ayn/team). You, Aly and Laura Mayer will need to work together to cover that deficit if it still exists when you get here (we are currently working on that).
 - Make sure ML and the Execs keep abreast of all that is going on with the MAL. It will probably take periodic one-pagers to keep them informed.
 - Now for the rest of the Region! Aly knows what Forests are in potential deficit. You and Aly will need to make recommendations to ML and the Execs if we get additional NFTM funding in FY15 (this would need to cover additional target the WO needs and get us to 640 mmbf). It might come in WFHF and then you will need to work with Aly and Laura Mayer, to get that sent to the right Forests.
 - Continue to work with the NR Staff Officers on where they are at with budget execution. Things will change dramatically if we have a fire year that is being predicted, we do not want to leave any funds on-the-table. We can get work contracted and funds obligated putting the Region in a better future position.
 - You will be working with Aly and Jeanette on the FY16 initial budget.
 - Don't forget how important the WIL is!

Target Attainment

- Aly has a good handle on where we are at, which isn't good. We are looking at substantial 4th quarter accomplishment. Our target is 615 mmbf based on current funding. We are hoping for

- a 640 mmbf target with additional WO funding. Work with ML and Aly to implement a strategy to get the additional funding.
- Problems will come up, like Forests not getting the prep work done to meet their target. Sometimes you can work with Doc to find additional prep capacity to help a Forest out. FWI has helped the RRS in the past, OKW has helped the MBS in the past and the GP probably has some capacity to help others if needed.
- **The Forest is SOL if they can't get the NEPA done and they need to communicate early, no surprises.**
- **The WO will probably have continued asks for more volume, but they never have extra money late in the year. We have always held firm that our goal was 100% target attainment and we can't do more without funding.**

Personnel and Supervision

- All mid-years are done; you will not be here in October when the performance appraisals are due. You will need to determine how they will get done for FPVEG. Hopefully, the new Assistant Director will be here by then.
- You will probably be tasked with outreach/advertise/fill the Assistant Director position (if you don't put in!). I was hoping to have that well underway, but we are still waiting for the PD classification. I'll get as much as I can done, before I leave. You will probably be the lead for the review team. Involve Debbie and ML as much as possible.
- Leah has a position she is outreaching and will advertise soon. Make sure to discuss the position with her and help where you can with getting a really good employee. Leah will be all over it!
- I told Mike Barger to have weekly check-ins with you that both of you will need to organize and agree on. He has been in almost constant travel status so far this year. The first part of the year was to R5 helping the Klamath NF with a huge fire salvage effort, they paid the bill for salary and travel. Then he had SAHLI for the last two months. His priority for the remainder of the year is logging systems support to Lower Joseph EIS on the WAW (Ayn's team). I think he can do much of that work from here, but it will take a few trips. Then he has a few other Forest training/support trips planned. I told him he needs to be around here more often in the future (he hasn't even met ML yet!).
- Work with Robyn on Glenda's situation. We need to promote her to a GS-460-12 for 120 days now and set up for hiring the new Assistant Regional Silviculturist (to be here by January or February 2016), so that person can learn from Glenda.

Leadership

- We have been getting frequent "pilot proposals" from Forest to get mostly prep work done faster/better/cheaper. There is a real willingness from the top to try these new proposals. Keep Doc, Steve and Ed in the loop in reviewing and writing the letter from Jim to sign, either approving or not approving the proposal. You should schedule a trip to the FWI later in the summer to review how their pilot is being implemented.

- ML, Debbie and you should schedule at least one Forest visit (Jeff, Debbie and me used to visit two Forests/year). The point of the visit was to build relationships, take an integrated look at their NR programs and get to the field. I recommend the OKW (they have been going through major struggles and need attention with a new Forest Sup). If you go there, maybe you could pickup the OLY as well and make a week of it.
- RPM has been struggling with the Regional Forest Plan Revision Strategy. This is a real opportunity for you to dive in and help out with both on-going revisions (COL and the Blues) and the rest of the revisions. I'm pretty sure your help would be greatly appreciated by RPM. I haven't jumped in with both feet knowing my time here was limited. Talk with Debbie and ML about how NR can best engage.
- Farm Bill – Jim is less than impressed with how we have implemented all the new authorities in the 2014 Farm Bill. He is especially interested in the Good Neighbor Authorities with States, we have great relationships with OR and WA. This bill has been mostly in SPF and AQM, but you will need to be at the table to help get efforts and projects in under GNA. This will ramp up. Also, I don't know why Forests have been so hesitant in using the 3000 acre CE authority inside insect and disease designated areas. Seems like the COL and OKW would be perfect places to use this authority (RPM hasn't been real supportive of 3K acre CE's, not their call).
- CFLR – Bill Aney is the Regional Coordinator. All five CFLR projects in the Region have a go-to in the RO. You have NE Washington Vision 2020 and your contact will be Karen Honeycutt on the COL. Touch bases with her periodically to see how things are going and if they need any help. Also, Aly is pulling her hair out trying to get the WO to find all the prior year CFLN funds that need to go out to each of the projects.
- Tribal Forest Protection Act projects – we have two TFWA proposals (so far). Both are from the Colville Tribe with one proposal on the COL and the other on the OKW. Get involved with getting those implemented (I'd work with Kathleen on the COL and Stuart on the OKW). We will probably get another from the Yakima Tribe for the OKW and Klamath Tribe for the FWI, Jim will have to approve those. Doc and Waldo Walker coordinate Jim's letter.
- Whitebark Pine Restoration – this has been an issue between NR and Wilderness. Do what you can to move restoration in wilderness along, Vicky will appreciate your involvement. I saw that you will be attending a meeting that is coming up.
- Cle Elum RD on the OKW has I think four contracts that are being considered for cancellation, if so this will cost a lot of NFTM. Have Steve Nelson bring you up-to-date on where we are at with the Cle Elum sales. The OKW has found two other sales on different Districts that have the same problem, volume under contract with no NEPA! We will have to pay on Cle Elum sales this year, work with Aly/Jeanette and Donna to find extra funding in the Region to trade the WO for NFTM to pay our way out of the contracts. I remember Debbie Boggess found extra cost pool money once to trade for NFTM, so we could pay our way out of a sale on the MTH!
- Aly has requested 5 Year Restoration Plans from each Forest. Some don't have one (OKW), some don't have dates associated with completion of work and these are the Forests that are hand-to-mouth and consistently don't meet target. Aly will send the GP out as an example of a good 5 Year Restoration Plan where they continue to be out a head of the work and everything gets

done efficiently. We need to demand that all Forests have these plans and are held accountable to the dates they plug in. You might need to work with ML on how to get over this hurdle.

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