



## STP Procedure Approval

### Agreement State Project Officers (ASPO)

### SA-117

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Issue Date: May 31, 2001

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#### **NOTE**

***The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.***



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***Agreement State Project Officers (ASPO)***  
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**05/31/01**

**I. INTRODUCTION**

This procedure describes the responsibilities and functions of the Agreement State Project Officers (ASPO).

**II. OBJECTIVE**

- A. Provide back-up staff support to Regional State Agreements Officers (RSAO), as requested, through the formal designation of ASPOs.
- B. Identify the ASPO who will be responsible for handling inquiries from specific States and Regional Offices.
- C. Ensure the ASPO is the most knowledgeable Office of State and Tribal Programs (STP) staff person for their respective Agreement State.

**III. BACKGROUND**

The Office of State and Tribal Programs has assigned a specific Agreement State Project Officer to each Agreement State and to each State filing a letter of intent to become an Agreement State. The purpose is to provide further backup and support to the Regional State Agreements Officer and to provide a specific point of contact in STP for each State to handle inquiries from that State and to be knowledgeable about their respective State programs.

**IV. ROLES AND RESPONSIBILITIES**

- A. The STP Director ensures Agreement States have a designated ASPO point of contact.
- B. The STP Deputy Director coordinates with STP staff, as necessary, in the assignment of specific State ASPOs. Regional Office staff (RSAOs and RSLOs) shall be informed of ASPO changes prior to forwarding the revised list of ASPO assignments to the Agreement States.
- C. The ASPO provides back-up support to the RSAO, handling inquiries from assigned States and Regional Offices.

**V. GUIDANCE**

- A. Participates in the Integrated Materials Performance Evaluation Program (IMPEP) reviews of assigned States if the RSAO for that State is not available.
- B. Conducts one-day periodic management meetings, together with the RSAO who serves as the lead, between IMPEP reviews.
- C. Responds to inquiries and requests from Agreement States when the RSAO and/or backup support personnel in the Regional Office are not available.
- D. Maintains channels of communication with the RSAO for the assigned Agreement State.
- E. Requests RSAOs to apprise them of activities in an Agreement State that are of a non-routine nature.
- F. Serves as the STP point of contact for requests for technical or other assistance from Agreement State staff, as needed.
- G. As needed, follows-up on requests for technical or other information from Agreement States, as requested via All Agreement States letters.
- H. Coordinates and requests assistance from Regional Office and Headquarters staff, as needed, to respond to State requests.
- I. Assumes lead responsibility (upon receipt of a letter of intent from the Governor) for negotiation activities for non-Agreement States having an active interest in negotiating an Agreement.
- J. Reviews correspondence, event reports, and regulation promulgation to remain current on activities in assigned States.

**VI. APPENDIX**

No appendices required.

**VII. REFERENCES**

Note applicable.