



OSP Procedure Approval

Agreement State Project Officers (ASPO) - SA-117

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NOTE

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



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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 Programs (OSP) staff person for their respective Agreement State.

III. BACKGROUND

The Office of State 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 OSP for each state to handle inquiries from that State and to be knowledgeable about their respective State programs.

IV. ROLES AND RESPONSIBILITIES

- A. The OSP Director provides Agreement States a specific ASPO point of contact through periodic Agreement State letters (approximately every twelve months, e.g., when an ASPO assignment changes). A listing of ASPO assignments shall be maintained and forwarded to Agreement States when any changes are made.
- B. The OSP Deputy Director coordinates with OSP and Regional Office staff, as necessary, the assignment of specific State ASPOs.
- C. The ASPO provides back-up support to the RSAC, 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 OSP point of contact for requests for technical or other assistance from Agreement State staff, as needed.
- G. Coordinates and requests assistance from Regional Office and Headquarters staff, as needed, to respond to State requests.
- H. 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.
- I. Reviews correspondence, event reports, and regulation promulgation to remain current on activities in assigned States.

VII. APPENDIX

No appendices required.

VIII. REFERENCES

1. OSP Procedure SA-117 supersedes OSP Procedure B.8, September 8, 1997.