



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Mountain-Prairie Region

Date: March 22, 2005

REGIONAL DIRECTOR'S ORDER NO. 1

Subject: Establishment of Regional Director's Orders in Region 6

Sec. 1. What is the purpose of this Order? To establish Regional Director's Orders (RDOs) as a formal written means to establish Regional policy, procedures, and guidance.

Sec. 2. To whom does this Order apply? This Order applies to all Region 6 employees.

Sec. 3. What are the authorities for taking this action? Fish and Wildlife Service Manual Series 100-900.

Sec. 4. Why are the Regional Director's Orders being implemented? To provide necessary Regional policy, procedures, and guidance that are consistent and accurate; and to ensure that all Region 6 employees receive Regional policy, procedures, and guidance.

Sec. 5. What are Regional policies, procedures, and guidance? Basically any information that needs to be implemented across the Region. The information may apply to all employees or only to a specific group; e.g., IT employees.

Sec. 6. What Regional office is responsible for administering Regional Director's Orders? The Office of Budget and Administration (ARD-BA) will issue and maintain RDOs. However, RDOs will be prepared by the office responsible for the specific policy, procedure, or guidance. For example, an RDO pertaining to "press releases" would be prepared by the External Affairs Office and submitted through ARD-BA for issuance and record keeping. A list of all RDOs issued will be maintained by ARD-BA on the Regional intranet. Offices should file issued RDOs in the appropriate office file for reference.

Sec. 7. How do I prepare a Regional Director's Order? All RDOs will follow the same format (see attached sample). All RDOs must be routed through appropriate channels for Regional Director's signature. Once signed, the RDO will be issued by the ARD-BA office either electronically or by paper copy.

Sec. 8. Who can sign a Regional Director's Order? Only the Regional Director.

Sec. 9. So all policies, procedures, and guidance pertaining to Region 6 employees or a specific group of Regional employees must be issued in the form of a Regional Director's Order? Yes. However, internal office guidance; e.g., who to call in the event of illness, leave approval, etc., does not need to be issued under an RDO.

Sec. 10. When is this Order effective? This Order is effective immediately. This Order does not expire, unless amended, superseded or rescinded.

/sdg/ Ralph O. Morgenweck
Regional Director

Attachment

ATTACHMENT to RD Order 1.

SAMPLE FOR PREPARING A REGIONAL DIRECTOR'S ORDER

BOLD text below means it is required information and text for all RDOs. Other information provided depends on the policy, procedure or guidance.

ITALIC text will be completed by the Budget and Administration Office.

All RDOs must be completed in WORD format.



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Mountain-Prairie Region

Date:

REGIONAL DIRECTOR'S ORDER NO. *(Number will be assigned by Budget and Administration)*

Subject: Fill in Subject of RDO

Sec. 1. What is the purpose of this Order? Self explanatory.

Sec. 2. To whom does this Order apply? Can range from a group of Regional employees to all Regional employees; similarly for organizational entities.

Sec. 3. What are the authorities for taking this action? List statutes, regulations, Executive Orders, etc., that apply to the RDO.

Sec. 4. The body of the RDO should explain what, why, and how the RDO is being implemented. For example, you might include in the body of the RDO, definitions, responsible office, why it is needed, how to implement, etc. Directional headings should begin as a Section and number; e.g., Sec. 12.

Sec. 5. When is this Order effective? *Budget and Administration will complete.*

(/sgd/ will be added to the signature by the Regional Directors Office)

Ralph O. Morgenweck
Regional Director

