United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

FEB 14 2000

Memorandum

To: WO Service Directorate
Correspondence Control Unit

From: Director

Subject: Procedures for Acting Director

Attached is the revised listing of procedures for employees to follow when they are asked to serve in the capacity of Acting Director during the absence of the Director and Deputy Director.

Please ensure that a copy of the memorandum is given to your Deputies and secretaries.

Attachment

PROCEDURES FOR ACTING DIRECTOR

Notification

After the Director/Deputy Director determines who will be the Acting Director, the Director's Office will inform the Directorate and their secretaries.

Correspondence

The Acting Director shall review, surname, or sign documents in the D/DD's office. Support will be provided by the Director's Office staff. The ***following categories of documents will be held for D/DD signature***, except in an emergency situation (and after consultation with the D/DD):

Personnel Actions
Budget Documents
Policy Documents
Letters to Congressional Committee Chairs
Preliminary Project Proposals for National Wildlife Refuges
Federal Register Notices
Endangered Species Listing Packages
Declarations
Settlement Agreements
IG/GAO Audit Responses
Letters to the Solicitor concerning litigation positions

If there are any requests, questions, or concerns regarding the signing of a particular document, please discuss the matter with the Director/Deputy Director by phone.

Staff Meetings

The Acting Director will conduct D/DD staff meetings on each Monday and Thursday at 9:15 a.m. in Room 3241.

The Acting Director will attend the FWP Assistant Secretary's Staff Meeting on each Monday at noon in Room 3004.

The Acting Director will attend the Interior Policy Staff Meeting on each Wednesday at 8:45 a.m. in Room 6150.

Revised February 13, 2000