



U.S. Fish & Wildlife Service

Service Manual Chapters

Division of Policy, Economics, Risk Management, and Analytics

Updated: August 31, 2021

Quick Search: [Go](#)

Full Text Search [Go](#)

Series 000 - SERVICE MANAGEMENT SERIES

Parts [10](#) [11](#) [12](#) [20](#) [21](#) [22](#) [24](#) [29](#) [30](#) [31](#) [32](#) [33](#) [34](#) [35](#) [36](#) [40](#) [41](#) [42](#) [50](#) [52](#) [54](#) [55](#) [56](#) [60](#) [61](#) [62](#) [63](#) [64](#) [65](#) [66](#) [90](#)

Citation	Release Date	FWM *	Subject	Text
Service Directives (Parts 010-019)				
The Service Directives System (Part 10)				
010 FW 1	06/29/2020	N/A	Requirements, Responsibilities, and Description of Service Directives	Text
The Fish And Wildlife Service Manual (Part 11)				
011 FW 1	06/29/2020	N/A	Description, Authority, and Responsibilities for the Service Manual	Text
011 FW 2	06/29/2020	N/A	Standards for Format and Text for Service Manual Chapters	Text
			Exhibit 1 (Template for Writing Manual Chapters)	06/29/2020 Text
			Exhibit 2 (Plain Language Principles)	06/29/2020 Text
			Exhibit 3 (Example of an Amendment to a Service Manual Chapter)	01/18/2018 Text
011 FW 3	06/29/2020	NA	Preparation, Clearance, and Publication of Service Manual Chapters	Text
			Exhibit 1 (Memorandum Templates for Requesting Directorate Review)	06/29/2020 Text
			Exhibit 2 (Template for Summary Table of Directorate Comments)	06/29/2020 Text
			Exhibit 3 (Sample Note to Reviewers)	06/29/2020 Text
011 FW 4	06/29/2020	N/A	Handbooks	Text
Director's Orders (Part 12)				
012 FW 1	06/15/2018	NA	Preparation and Issuance of Director's Orders	Text
			Amendment 1. (Updating chapter to use appropriate Joint Administrative Operations (JAO) titles)	06/04/2020 PDF
			Exhibit 1 (Template for Director's Orders)	06/15/2018 Text
Organization And History (Parts 020-029)				
Organizational Management (Part 20)				
020 FW 1	06/17/1996	258	Policy, Planning and Responsibilities	Text
020 FW 2	06/20/1995	198	Organization Standards and Codes	Text
			Exhibit 1 (Data Elements - Request for Assignment of Organization Codes)	04/29/1996 Text
020 FW 3	06/20/1995	198	Approval of Organization Changes	Text
			Exhibit 1 (Data Elements - Justification for Organizational Proposal)	06/20/1995 Text
Department Of The Interior (Part 21)				
021 FW 1	11/08/1991	3	Creation and Scope of Activities	Text
021 FW 2	06/30/1994	154	General Organization of the Department	Text
			Exhibit 1 (Organization Chart)	06/30/1994

U.S. Fish And Wildlife Service (Part 22)

022 FW 1	03/06/1998	327	Creation, Authority, and Functions	Text
022 FW 2	03/06/1998	327	Office Of The Director	Text
			Exhibit 1 (Organization Chart) 03/06/1998	Text

022 FW 3	03/06/1998	327	Assistant Director - Refuges And Wildlife	Text
022 FW 4	03/06/1998	327	Assistant Director - Fisheries	Text
022 FW 5	05/18/1994	139	Assistant Director - Ecological Services	Text
022 FW 6	03/06/1998	327	Assistant Director - External Affairs	Text
022 FW 7	05/18/1994	139	Assistant Director - International Affairs	Text
022 FW 8	03/06/1998	327	Assistant Director - Planning And Budget	Text
022 FW 9	03/06/1998	327	Assistant Director - Administration	Text
022 FW 10	03/06/1998	327	Field Organization	Text

Other Offices Reporting To The Director (Part 24)

024 FW 1	05/05/1998	329	National Conservation Training Center	Text
			Exhibit 1 (Organization Chart) 05/05/1998	PDF

History (Part 29)

029 FW 1	08/05/2009	N/A	History of the U.S. Fish And Wildlife Service	Text
029 FW 2		0	National Fish Hatchery System	
029 FW 3	12/13/1991	5	National Wildlife Refuge System	Text
029 FW 4	10/25/1995	223	Division Of Law Enforcement	Text
			Exhibit 1 (Chiefs of the Division of Law Enforcement) 10/25/1995	Text

029 FW 5	03/18/2010	N/A	Heritage Program	Text
			Amendment 1. (Changing NCTC collection to Fish and Wildlife Service Museum and Archives at NCTC (FWSMA))	04/06/2016 PDF

Delegations (Parts 030-039)**General Provisions (Part 30)**

030 FW 1	03/10/1993	74	Authority, Definitions and Responsibilities	Text
030 FW 2	03/10/1993	74	Criteria and Procedures For Delegating	Text

Director (Part 31)

031 FW 1	11/08/1991	3	General Program Delegation-Director, USFWS	Text
031 FW 2	07/08/1993	102	General Administrative Delegation	Text
031 FW 3	01/23/1996	232	Special Delegations	Text

General Program Redelegations (Part 32)

032 FW 1	04/19/1995	189	Fishery Resources	Text
032 FW 2	04/19/1995	189	Wildlife Resources	Text
032 FW 3	04/19/1995	189	Land And Water Management	Text
032 FW 4	04/19/1995	189	Law Enforcement Operations	Text
032 FW 5	04/19/1995	189	Ecological Services	Text
032 FW 6			Grant Programs (superseded by 516 FW 3)	
032 FW 7	04/19/1995	189	Fish And Wildlife Permits And Licenses	Text
			Amendment 1. (Amending section on permits for eagles) 09/08/2008	PDF

General Administrative Redelegations (Part 33)

033 FW 1	12/20/1996	283	Administrative Services	Text
033 FW 2	12/20/1996	283	Attendance At Meetings & Related Contributions	Text
033 FW 3	12/20/1996	283	Budget Functions	Text
033 FW 4	12/20/1996	283	Claims By And Against The U.S.	Text

033 FW 5	12/20/1996	283	Engineering Services	Text
033 FW 6	12/20/1996	283	Equal Opportunity Functions	Text
033 FW 7	12/20/1996	283	Ethics And Political Activity	Text
033 FW 8	12/20/1996	283	Financial Management	Text
033 FW 9	12/20/1996	283	Information Resources Management & Technology	Text
033 FW 10	12/20/1996	283	Personnel Management	Text
033 FW 11	12/20/1996	283	Procurement And Contracting	Text
033 FW 12	12/20/1996	283	Personal Property Management	Text
033 FW 13	06/11/1997	319	Real Property Management	Text
033 FW 14	12/20/1996	283	Training Management	Text
033 FW 15	08/30/2021	N/A	Travel And Transportation Delegations	Text
033 FW 16	02/13/2006	NA	Competitive Sourcing Official Duties	Text
Specific Redelegations To Asst. Dir. (Part 34)				
034 FW 1	12/19/1996	282	Ecological Services	Text
034 FW 2	12/19/1996	282	External Affairs	Text
034 FW 4	12/19/1996	282	International Affairs	Text
034 FW 5	12/19/1996	282	Policy, Budget And Administration	Text
034 FW 6	12/19/1996	282	Refuges And Wildlife	Text
Amendment 1. (Amending section on permits for eagles) 09/08/2008 PDF				
Specific Redelegations To Reg. Dir. (Part 35)				
035 FW 1	10/20/1993	122	Legacy Region 1 (Interior Region 10)	Text
035 FW 2	10/20/1993	122	Legacy Region 2 (Interior Region 6)	Text
035 FW 3	10/20/1993	122	Legacy Region 3 (Interior Region 3)	Text
035 FW 4	10/20/1993	122	Legacy Region 4 (Interior Regions 2 and 4)	Text
035 FW 5	10/20/1993	122	Legacy Region 5 (Interior Region 1)	Text
035 FW 6	10/20/1993	122	Legacy Region 6 (Interior Regions 5 and 7)	Text
035 FW 7	09/29/1995	217	Legacy Region 7 (Interior Region 11)	Text
Other Specific Redelegations (Part 36)				
036 FW 1	07/26/2001	372	Law Enforcement Authority	Text
036 FW 2	06/06/2016	N/A	Marine Mammal Protection Act Incidental Harassment Authorizations	Text
Amendment 1. (Redelegation authority to Assistant Regional Directors, Ecological Services) 06/08/2021 PDF				
Service Image (Parts 040-049)				
Names (Part 40)				
040 FW 1	12/31/1996	299	U.S. Fish And Wildlife Service	Text
040 FW 2	08/20/2020	N/A	Naming And Renaming Units and Sites	Text
Exhibit 1 (Glossary) 08/20/2020 Text				
Symbols (Part 41)				
041 FW 2	06/25/1999	339	Emblems	Text
041 FW 3	01/30/1992	11	Signs	Text
041 FW 4	05/15/2015	N/A	Service Uniform Policy	Text
Exhibit 1 (Condition of Employment Statement) 05/15/2015 Text				
Events (Part 42)				
042 FW 1	06/16/1999	337	Dedications And Special Events	Text
Planning And Management (Parts 050-059)				
Service Management Policies (Part 50)				
050 FW 1	03/27/1996	245	Directorate Roles and Relationships	Text
050 FW 2	03/27/1996	245	Management Meetings	Text

050 FW 3	08/21/2008	N/A	Management Communications	Text
050 FW 4		0	Customer Service	
Strategic Habitat Conservation (Part 52)				
052 FW 1	01/23/2017	N/A	Strategic Habitat Conservation (SHC)	Text
			Amendment 1. (Amendment adding references to 604 DM 1) 02/28/2017	PDF
Serious Incidents (Part 54)				
054 FW 1	10/14/2010	N/A	Serious Incident Notification Procedures	Text
			Amendment 1. (Amendment to streamline reporting procedures) 06/27/2016	PDF
054 FW 2			Rescinded: Workplace Violence - See DOI Personnel Bulletin No. 11-12	
Field Station Management (Part 55)				
055 FW 1		0	General Policies and Responsibilities	
055 FW 2		0	Station Profile	
055 FW 3		0	Reporting and Recordkeeping	
055 FW 4	12/13/1991	6	Personal Privileges	Text
055 FW 5		0	Administration of Specialized Uses	
055 FW 6	01/30/1992	12	Challenge Cost Share	Text
055 FW 7	10/23/1992	47	Public Relations	Text
Climate Change (Parts 056-059)				
Adaptation (Part 56)				
056 FW 1	07/22/2013	N/A	Climate Change Adaptation	Text
056 FW 2	06/20/2014	N/A	The Service Climate Change Adaptation Network	Text
Equal Opportunity (Parts 060-069)				
Equal Opportunity Program (Part 60)				
060 FW 1	04/03/2006	NA	Equal Employment Opportunities and Inclusion Policy and Authorities	Text
			Exhibit 1 (Summary of Relevant Equal Employment Opportunity Legislation, Regulations, and Management Directives)	04/03/2006 Text
060 FW 2	01/06/2006	NA	Diversity and Civil Rights Award Program	Text
060 FW 3	08/25/2005	463	*RESCINDED* -- Reasonable Accommodations for Individuals with Disabilities	PDF
060 FW 7			Anti-Harassment Policy and Procedures (rescinded and replaced by DOI Personnel Bulletin 18-01)	PDF
Complaint Processing And Adjudication (Part 61)				
061 FW 1	09/23/2008	N/A	Policy and Responsibilities for Equal Opportunity Complaints and Adjudication	Text
061 FW 2	09/23/2008	N/A	Pre-Complaints and Complaint Processing	Text
061 FW 3	09/23/2008	N/A	Alternative Dispute Resolution for EEO Complaints	Text
Affirmative Employment Program (Part 62)				
062 FW 1	09/30/1996	269	Affirmative Employment Program and Plans	Text
062 FW 2	09/30/1996	269	Special Emphasis Programs	Text
062 FW 3	09/30/1996	269	Program Evaluation	Text
Federally Assisted Programs (Part 63)				
063 FW 1	07/22/2009	N/A	Overview of the Public Access Civil Rights Program	Text
063 FW 2	07/22/2009	N/A	Complaint Processing in the Public Access Civil Rights Program	Text
			Exhibit 1 (Federal Financial Assistance Fact Sheet for the Public to File Civil Rights Complaints)	07/22/2009 Text
063 FW 3	07/22/2009	N/A	Public Access Civil Rights Program - Review Process	Text
			Exhibit 1 (Steps for Post-Award Civil Rights Compliance Reviews and Questions Asked)	07/22/2009 Text
Minority Higher Education (Part 64)				
064 FW 1	05/09/1996	255	Historically Black Colleges and Universities Program	Text

064 FW 2	05/09/1996	255	Hispanic Association of Colleges and Universities	Text
064 FW 3	05/09/1996	255	American Indian/Alaska Native Higher Ed Consortium	Text
Minority Business Enterprise (Part 65)				
065 FW 1	07/28/1993	106	Requirements and Reports	Text
			Amendment 1. (Amendment 1 to remove obsolete forms.) 11/22/2006	PDF
Federally Conducted Programs (Part 66)				
066 FW 1		0	Overview of Civil Rights and Federally Conducted Programs	
066 FW 2		0	Service Accessibility Program for Federally Conducted Activities	
066 FW 3		0	Complaint Processing for Federally Conducted Activities	
Emergency Operations (Parts 090-099)				
National Emergency Programs (Part 90)				
090 FW 1	01/23/2012	N/A	Continuity of Operations (COOP)	Text
090 FW 2	03/09/2010	N/A	Emergency Management	Text
			Exhibit 1 (Training Requirements for Emergency Management)	03/09/2010 PDF
			Exhibit 2 (Additional Recommended Emergency Management Training)	03/09/2010 PDF

* Publication of 011 FW 2 and 011 FW 3 on 11/03/2005 made FWM numbers obsolete.

If you have questions about the Directives pages, please contact [Krista Bibb](#), Policy and Regulations Branch (PRB), Division of Policy, Economics, Risk Management, and Analytics, via email or telephone at 703-358-1914. If you have questions about the specific content of a directive, please contact the originating office.

PRB Websites: [Centralized Library of Servicewide Policies](#) | [PRB Services](#)

[Privacy, Disclaimer and Copyright Information](#) | [Information Quality Act](#)

[U.S. Fish and Wildlife Service Home Page](#) | [Department of the Interior](#) | [USA.gov](#) | [About the U.S. Fish and Wildlife Service](#) | [Accessibility](#) | [Privacy](#) | [Notices](#) | [Disclaimer](#) | [FOIA](#)