

U.S. Fish & Wildlife Service

# Employee Pocket Guide

*Conserving the  
Nature of America  
2005*



Employee Pocket Guide 2005

## Director's Message



After working for more than three years with the professionals of the Fish and Wildlife Service, I remain impressed and inspired by the work you do and your dedication to the Service's mission.

I am pleased at the progress I've seen in rebuilding relationships with our traditional partners, and in establishing new ones. Our partners are vital to the success of this agency, and to the success of conservation. As we nurture partnerships, both old and new, I think it is imperative that we pursue as balanced an approach as possible to our many missions, from conserving fisheries and migratory birds—the hunted species—to the continued protection of endangered species and the land base that all of the Nation's fish and wildlife depend upon.

Already, the year is proving to be a very busy one and I am proud of the reputation Service employees have earned for responsiveness and high quality work—even under the often difficult challenges we face on many fronts. The efforts we are putting into the science excellence initiative, “Scaling Up,” the 50th anniversary of the annual aerial waterfowl surveys that is one of the pillars of our migratory bird program, our law enforcement strategic and workforce planning effort; and completion of our refuge policies will provide benefits for years to come.

Thank you all for your commitment to the Fish and Wildlife Service and our mutual cause of conservation.

A handwritten signature in cursive script that reads "Steve Williams".

# Employee Pocket Guide

*Conserving the Nature of America, January–December 2005*

The U.S. Fish & Wildlife Service *Employee Pocket Guide* was prepared by the National Outreach Team as a tool for every employee. It provides useful information to help you spread the word about America's natural resources and the Service's role in conserving them. If you would like to view and print a larger version of the Pocket Guide, go to the Service Intranet page <[sii.fws.gov/Outreach/PocketGuide.htm](http://sii.fws.gov/Outreach/PocketGuide.htm)> for the pdf file or <[info.fws.gov/pocketguide](http://info.fws.gov/pocketguide)> for the Internet version.

## Table of Contents

Introduction to FWS	1	State Fish & Wildlife Agency Contacts	80
FWS Fundamentals	3	Monthly Calendar	91
Chronology	5	Frequently Asked Questions (FAQs)	121
Science Excellence Initiative	9	Frequently Used Acronyms	124
Fire Management	11	Frequently Used Laws, Regulations & Service Manuals	
Refuge Law Enforcement <b>NEW</b>	13	Major Events Dates	130
Activity Based Costing & Management	15	Travel Tips and Outreach Messages	133
Permits Programs	20	Guidance on Lobbying, Advertising, Donations, & Photography Rights	135
Invasive Species	21	FWS Literature Search Service	136
Celebrating Habitat <b>NEW</b>	24	Customer Service Center	137
Organization Chart	25	Office of Workers' Compensation Program & SCEP/STEP Phone Numbers	139
Division Information	27		
Regional Map	53		
Regional Contacts	55		
Field Locations	65		

# Introduction

## **Past and Present**

Over a hundred years ago, America's fish and wildlife resources were declining at an alarming rate. Concerned scientists, hunting and angling groups, and citizens joined together to restore and sustain our national wildlife heritage. This was the genesis of the U.S. Fish and Wildlife Service, the principal Federal agency responsible for conserving, protecting, and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Today, the Service enforces Federal wildlife laws, manages migratory bird populations, restores nationally significant fisheries, conserves and restores vital wildlife habitat, protects and recovers endangered species, and helps other governments with conservation efforts. It also administers a Federal Assistance program that distributes hundreds of millions of dollars annually to States for fish and wildlife restoration, boating access, hunter education, and related projects across America. The funds come from Federal excise taxes on fishing, hunting, and boating equipment.

## **Conserving Healthy Habitats**

Habitat loss is the major reason for the decline of most of the world's fish, wildlife, and plant species. The Service helps conserve habitat through the National Wildlife Refuge System. In addition, the agency works with other public and private landowners to help conserve plant and wildlife ecosystems outside Service lands. To ensure the health of wildlife habitat, employees examine the effects of Federal activities on fish and wildlife species and their habitats, as well as monitor environmental contaminants affecting fish and wildlife.

## **Restoring Declining Species**

The Service seeks to restore declining species through wildlife conservation and management, enforcing fish and wildlife laws, controlling exotic nuisance species, and informing citizens about how they can help. National wildlife refuges and national fish hatcheries play a critical role in protecting and restoring depleted species.

## **Working With Others**

Sustaining our Nation's fish and wildlife resources is a task that can be accomplished only through the combined efforts of governments, businesses, and private citizens. The Service works with State and Federal agencies and Tribal Governments, helps corporate and private landowners conserve habitat, cooperates with other nations to halt illegal wildlife trade, and works with volunteers at national wildlife refuges and other locations across the country.

## **Education and Training**

A highly trained workforce and an informed public are critical to the future of America's fish and wildlife. The Service conducts conservation training for its employees and natural resource organizations both in the United States and around the world. The Service provides scientific, policy, and education information to the public.

## **Places for Wildlife and People**

People and nature are linked through spiritual, recreational, and cultural ties. Wildlife and wild places give people special opportunities to have fun, relax, and appreciate our natural world. Whether through birdwatching, fishing, hunting, photography, or other wildlife pursuits, wildlife recreation contributes millions of dollars to local economies. Our fish and wildlife heritage contributes to the quality of our lives and is an integral part of our Nation's greatness. As citizens of our global community, we can all work together to conserve the nature of our world.

# FWS Fundamentals

## **Mission Statement**

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

## **Secretary Norton's "4-Cs"**

Communication, Consultation, and Cooperation, all in the service of Conservation.

## **Customer Service Standards\***

In fulfilling the Service's mission, we will provide you with the best possible service so you can enjoy these natural resources now and in the future.

We are committed to the following standards of service:

- Treating you with courtesy.
- Responding to you in a timely and professional manner.
- Maintaining a professional appearance and positive attitude.
- Helping you understand who we are and what we do.
- Keeping public facilities safe, clean, and accessible.
- Working in partnership with you to conserve fish and wildlife resources.

*\*(National Policy Issuance #96-02 8/6/96)*

## **Strategic Planning**

The U.S. Fish and Wildlife Service is developing a new Operational Plan that directly aligns all program activities and objectives with the Department of the Interior's four Strategic Plan mission components: Resource Protection, Resource Use, Recreation, and Serving Communities. The Service's Operational Plan will contain new long-term and annual performance goals and measures to guide the delivery of Service program implementation, management reform, and budget formulation. The Service anticipates completion of a new Operational Plan by early FY 2005.

## Chronology of the U.S. Fish and Wildlife Service

Visit <[training.fws.gov/history/index.html](http://training.fws.gov/history/index.html)>

The Service traces its origins to the U.S. Commission on Fish and Fisheries in the Department of Commerce and the Division of Economic Ornithology and Mammalogy in the Department of Agriculture. Both programs were created to help stem the dramatic decline of the Nation's fish and wildlife resources during the last quarter of the 19th century. The Service's history has closely mirrored the American public's growing concern with conservation and environmental issues for over 125 years.

**1871** The U.S. Commission on Fish and Fisheries is created by Congress and charged with studying and recommending solutions to the decline in food fishes and to promote fish culture. Spencer Fullerton Baird is appointed the first Commissioner. A year later, the Commission's Baird Station in northern California is used to collect, fertilize, and ship salmon eggs by rail to the East Coast.

**1885** The Division of Economic Ornithology and Mammalogy is established in the Department of Agriculture. With Clinton Hart Merriam appointed its first Chief, much of the Division's early work focuses on studying the positive effects of birds in controlling agricultural pests and defining the geographic distribution of animals and plants throughout the country. The Division later expands and is renamed the Bureau of Biological Survey.

**1900** The Lacey Act becomes the first Federal law protecting wildlife, prohibiting the interstate shipment of illegally taken game and importation of injurious species.

**1903** The first Federal Bird Reservation is established by President Theodore Roosevelt on Pelican Island, Florida, and placed under the jurisdiction of the Biological Survey. Pelican Island and other early Federal wildlife reservations are re-designated "National Wildlife Refuges" in 1942.

**1918** The Migratory Bird Treaty Act is passed, implementing the Convention Between the U.S. and Great Britain (for Canada) for the Protection of Migratory Birds. The Act, a landmark in wildlife legislation, provides for the regulation of migratory bird hunting.

**1933–41** Thousands of workers employed by the Civilian Conservation Corps and Works Progress Administration improve habitat and build the infrastructure of more than 50 wildlife refuges and fish hatcheries.

**1934** The Migratory Bird Hunting Stamp Act, popularly known as the “Duck Stamp Act,” is passed by Congress. The Act requires the purchase of a stamp by waterfowl hunters. Revenue generated by the stamp is used to acquire important wetlands. Since its inception, the program has helped protect more than 5 million acres of waterfowl habitat.

**1934** Jay Norwood (“Ding”) Darling is appointed Chief of the Bureau of Biological Survey. Darling’s brief tenure results in a new ambitious course for the agency to acquire and protect vital wetlands and other habitat throughout the country.

**1936** Rachel Carson is hired as a marine biologist by Bureau of Fisheries, rises to become chief editor of publications of FWS and writes groundbreaking work *Silent Spring* in 1962.

**1937** The Federal Aid in Wildlife Restoration Act (a.k.a. Pittman-Robertson Act) is passed by Congress to provide funding to States to help restore and manage wild birds and mammals and their habitat, and to educate hunters in safe, ethical hunting practices.

**1939** The Bureaus of Fisheries and Biological Survey are moved to the Department of the Interior and the following year combined to create the U.S. Fish and Wildlife Service.

**1946** In response to amendments to the Fish and Wildlife Coordination Act, the Service creates a River Basins Study program to help minimize and prevent damage to fish and wildlife resulting from Federal water projects.

**1947** The Service officially establishes a program recognizing North America's four migratory bird flyways in an effort to improve management of migratory waterfowl hunting.

**1950** The Federal Aid in Sport Fish Restoration Act (a.k.a. Dingell-Johnson Act) is passed to create a program for helping States restore and improve America's fishery resources. It is patterned after the 1937 Federal Aid in Wildlife Restoration Act.

**1964** The Wilderness Act is signed into law. Today FWS manages more than 70 wilderness areas on more than 20 million acres.

**1966** The first piece of comprehensive legislation addressing the management of refuges, the National Wildlife Refuge System Administration Act, is passed. The Act provides new guidance for administering the System and requires that proposed uses on refuges must be "compatible" with refuge purposes.

**1970** The Bureau of Commercial Fisheries, an arm of the Service, is transferred to the Department of Commerce and renamed the National Marine Fisheries Service.

**1973** The Endangered Species Act is passed by Congress to protect endangered plants and animals. Building upon legislation passed in 1966 and 1969, the new law expands and strengthens efforts to protect species domestically and internationally. The Service and the National Marine Fisheries Service (Commerce) assume responsibility for administering the Act.

**1975** Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) becomes effective with 80 countries participating. Currently, 167 nations participate in CITES.

**1980** Passage of the Alaska National Interest Lands Conservation Act dramatically expands the size of the National Wildlife Refuge System, adding nine new refuges, expanding seven existing refuges, adding more than 53 million acres of land, and designating numerous wilderness areas.

**1997** Passage of the National Wildlife Refuge System Improvement Act provides the first “organic” legislation for management of the Refuge System. The Act amends the 1966 Act and strengthens the mission of the Refuge System, clarifies the compatibility standard for public uses of refuges, and requires the completion of comprehensive plans for every refuge.

**2001** Detroit River International Wildlife Refuge, the first international wildlife refuge in North America, is created.

**2003** The National Wildlife Refuge System celebrates its Centennial. On November 21, 2001, the National Wildlife Refuge Centennial Act was passed to recognize a century of wildlife conservation on our Nation’s refuges. The act calls for improved public use programs and facilities on refuges, long-term planning to meet priority needs, and creation of a Centennial Commission to promote public awareness of the mission of the National Wildlife Refuge System.

## Service Emblems—Past and Present

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*c. 1946*



*c. 1950*



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*1963–1974*



*1978–present*



## Science Excellence Initiative

**Visit** <[sii.fws.gov/scienceadvisory](http://sii.fws.gov/scienceadvisory)>

The ever-escalating complexity of natural resource conservation demands scientific information that is rigorous, timely, and relevant. With that in mind, the U.S. Fish and Wildlife Service has set a course to strengthen its tradition of scientific excellence—The Science Excellence Initiative.

When we are committed to scientific excellence and strict adherence to science in the decisions we make, our integrity as a professional organization is enhanced. Therefore, we are taking many steps, both big and small, to strengthen the U.S. Fish and Wildlife Service tradition of scientific excellence. Among many, these steps include:

### **USGS Partnership**

USGS and the Service have joined forces in an effort to address future challenges in the management of our natural resources. The Future Challenges Project is an important vehicle that will help both bureaus identify ways they can generate or acquire the scientific knowledge, capabilities, and tools needed to address emerging challenges that will define our ability to protect ecosystem function and conserve biological diversity. <[sii.fws.gov/scienceadvisory/FutureChallenges.htm](http://sii.fws.gov/scienceadvisory/FutureChallenges.htm)>

## Literature Search Service

Service scientists and natural resource managers can access more than 150 electronic journals with the full text of each article available at the “search result” screen or browse list. An alert service also provides an e-mail message when particular authors or topics are featured.

This enhancement supports the underpinnings of good science, promotes good decision-making, and supports continuous learning and professional development, as well as stronger partnerships with other Federal and state natural resource agencies, professional societies and other non-profit organizations, and private industry. A better-informed workforce, well-versed in current scientific research is critical to accomplish the Service’s mission.

Links to the searchable databases and full text are available from the NCTC Conservation Library’s new digital desktop library website at <[sii.fws.gov/library](http://sii.fws.gov/library)>.

The Science Excellence Initiative also promotes active involvement of the Service and its employees in the larger scientific community to take steps to grow the next generation of Service scientists.

To keep abreast of the Science Excellence Initiative, read the Science Advisory page in the *Fish & Wildlife News* and visit <[sii.fws.gov/scienceadvisory](http://sii.fws.gov/scienceadvisory)>.

Sign up for the Science Advisory listserv at <[scienceadvisory-request@lists.fws.gov](mailto:scienceadvisory-request@lists.fws.gov)>. Type “subscribe” in the subject line.

## Fire Management

**Visit** <[fire.fws.gov](http://fire.fws.gov)>

Managing wildland fire on Service lands has expanded in scope in recent years due to the threat of uncontrolled wildfire to rapidly growing neighboring communities. An initiative is under way to reduce hazardous conditions in wildland-urban interface areas adjacent to Federal lands while maintaining and restoring natural ecosystems. Continuing development and a growing number of urban refuges makes fire management an increasingly complex issue.

As noted by Aldo Leopold in 1933, fire is a critical tool in management of wildlife habitat. A leader since the 1930s in the use of prescribed fire, the Service manages fire to benefit wildlife habitat while protecting facilities and surrounding communities. These goals are synergistic and support the National Fire Plan.

Fire management in the Service involves technical expertise in both fire suppression and prescribed burning, as well as an understanding of fire ecology. Arguably the most physically arduous and dangerous natural resource profession, wildland fire management involves a combination of hazardous fuels reduction, firefighting, and fire use, depending on conditions and resource objectives. Fire Management Plans are developed and maintained for refuges as part of the Comprehensive Conservation Planning process.

The Service plays a key role as an equal partner among the five Federal agencies that manage fire. The Service Director is a member of the innovative Wildland Fire Leadership Council, providing senior leadership guidance and oversight of the National Fire Plan and Federal wildland fire policy.

Part of the National Wildlife Refuge System, the Service's Fire Management Program is headquartered at the National Interagency Fire Center in Boise, Idaho. This location provides an excellent forum for coordinating and communicating closely with other fire management organizations. Service fire managers are strategically positioned on many refuges, interagency regional coordination centers, and other locations across the Nation. The Service fire program provides mutual aid to other agencies and rural fire departments and assists partner organizations with burning on non-Service lands.

### **Fire Management Coordinators**

<b>Region</b>	<b>Telephone</b>	<b>Fax</b>
Region 1	503/231 6147	503/231 2354
California/Nevada	916/414 6525	916/414 6486
Region 2	505/248 6474	505/248 6475
Region 3	612/713 5366	612/713 5286
Region 4	404/679 7191	404/679 7272
Region 5	757/986 3409	757/986 3932
Region 6	303/236 8125	303/236 4792
Region 7	907/786 3497	907/786 3932
Region 9/WO	208/387 5596	208/387 5668

## Refuge Law Enforcement

The National Wildlife Refuge System is responsible for protecting refuge resources and for ensuring the safety of visitors and employees. The refuge law enforcement program is a vital management tool in carrying out this mission.

After September 11, 2001, the National Wildlife Refuge System reformed its refuge law enforcement program. Adding to its existing refuge-specific law enforcement officers, the NWRS created the Division of Refuge Law Enforcement (DRLE). The Office of Refuge Law Enforcement is comprised of: National Chief DRLE (CDRLE) for national oversight, Regional Chiefs (RCDRLE) for regional oversight, and Zone Law Enforcement Officers (ZLEO) for area/zone-specific oversight. This reform has improved the quality and professionalism of the program nationwide.

Refuge Law Enforcement Officers have Federal jurisdiction to enforce Federal conservation laws throughout the United States. The officer's primary enforcement activities are conducted on Service lands. Each officer receives the highest quality law enforcement training during a 17 to 20-week Natural Resource Police Training Academy held at the Federal Law Enforcement Training Center in Glynco, Georgia. Upon completing the academy, officers must pass a 2-week Refuge Officer Basic Course and are assigned to a field training officer. They are evaluated and must pass an additional 10-week field training program.

Officers perform a wide variety of law enforcement duties and responsibilities. They conduct patrols, surveillance, short-term investigations, apprehensions, detentions, seizures, and arrests and interact with the judicial system. Officers also deal with a wide variety of crimes, including but not limited to; natural resource violations, traffic violations, crimes against persons, crimes against property, homeland security issues, alien and drug smuggling.

Through memoranda of understanding agreement nationwide, the program provides law enforcement assistance to other Federal and local law enforcement agencies. Officers participate in joint routine law enforcement patrol work, investigations, and intelligence.

### **Office of Refuge Law Enforcement Contacts**

<b>Region/Chief</b>	<b>Telephone</b>	<b>Fax</b>
National Chief	703/358 2178	703/358 2518
FLETC/Training	912/267 2912	912/267 2925
Region 1 Chief	503/872 2709	503/231 2364
Region 2 Chief	505/248 6816	505/248 6874
Region 3 Chief	608/783 8407	608/783 8452
Region 4 Chief	404/649 7213	404/679 7254
Region 5 Chief	413/253 8517	413/253 8468
Region 6 Chief	303/236 4309	303/236 4792
Region 7 Chief	907/786 3310	907/786 3445

## Activity Based Costing & Management (ABC/M)

**Visit** <[planning.fws.gov/abc](http://planning.fws.gov/abc)>

The FWS and all other Department of the Interior (DOI) bureaus, are implementing Activity Based Costing and Management (ABC/M) to manage costs and make management decisions based on program performance.

FWS is expected to use ABC/M information extensively to formulate and justify budgets, measure performance, and improve the processes by which we administer and manage our bureau.

ABC/M is the cornerstone of the President's Management Agenda for integrating Federal Department budgets and performance and is critical for accomplishing all other President's Management Agenda initiatives: competitive sourcing, expanding electronic government, managing human capital, and improving financial performance.

ABC/M is a simple concept. Resources are consumed by activities resulting in products or services to achieve program outcomes. ABC/M information captures general ledger financial information (e.g., pay and benefits, travel, contracts) according to work activity. By displaying the full costs of our work, we have accounting information to provide FWS leadership and program and field managers with valuable new insight into the costs of the work performed to accomplish our mission in support of DOI goals.

An important employee responsibility is coding your time sheets biweekly to accurately reflect the activities worked on, and to code all expenditures (e.g. contracts, charge card purchases, training, and travel) to the activities they support. This is required to ensure our accounting information is valid and reliable.

For the 2005 version of the *Employee Pocket Guide*, we are providing the core process activities (below) you may use on your time sheets. Although continued refinements to these activities can be expected, the present list should not change substantially.

For the entire list of activities, assistance, or additional information, you can go to the Planning link on the Service's homepage: <[planning.fws.gov/abc](http://planning.fws.gov/abc)>.

**Protect and Manage Species  
(Core Process)**

- Protect and Manage Candidate, T&E and CITES Species
- Prevent Listing of Species
- List Endangered Species
- Develop Recovery Plans or Special Rules for Endangered Species
- Conduct Recovery Actions
- Conduct ESA (Section 7) Consultations with Other Federal Agencies
- Conduct Intra-Service (Section 7) Consultations
- Conduct Law Enforcement for T&E and CITES species
- Reintroduce or Enhance Non-T&E Species
- Plan Resources for Non-T&E Species
- Manage Harvest and Incidental/Unintentional Take for Non-T&E Species
- Monitor Status of Non-T&E Species
- Prevent, Manage, and Control Invasive Species and Pests
- Implement Bi-National & Multinational Initiatives
- Process Permits
- Process and Monitor Permits, Agreements, and Assurances for T&E Species
- Conduct Law Enforcement for Non-T&E species

*Continued*

## **ACB/M** *Continued*

### **Protect and Manage Habitats (Core Process)**

- Develop Habitat Plans
- Identify and Assess Habitats
- Manage, Enhance and Protect Habitats
- Manage Conservation and Mitigation Banks
- Manage and Protect Lands
- Restore Habitats
- Ensure Environmental Compliance
- Ensure Environmental Quality and Safety
- Respond to Hazardous Waste Issues and Spills, NRDA
- Conduct Environmental Reviews for External Customers
- Manage Fire Operations
- Manage and Preserve Cultural Resources

### **Provide Services, Outreach and Security (Core Process)**

- Inform and Educate
- Serve Recreation Visitors

- Manage Volunteers and Work Programs
- Consult and Coordinate with Native American Tribes
- Coordinate Congressional Communications
- Provide Security and Crime Prevention for Off-Service Lands

### **Administer Grants (Core Process)**

- Administer Grants

### **Manage Facilities (Core Process)**

- Build and Maintain Facilities and Equipment

### **Manage General and Administrative Functions (Core Process)**

- Manage Human Capital
- Manage Information Resources
- Review and Approve Policies and Directives
- Manage Contracts and Acquisitions
- Manage Budget, Finance and Performance
- Provide Other Administrative Support
- Manage and Attend Training

**Visit** <[permits.fws.gov](http://permits.fws.gov)>

During the past 100 years, the United States has enacted numerous wildlife laws to protect its heritage of wild animals and plants and their habitats. Four Service programs—Endangered Species, Law Enforcement, Migratory Bird Management, and Management Authority—issue permits under these laws at the national, regional, and wildlife port levels. This is a cross-program initiative to help the public receive clear, consistent permit information. The following laws use permits to help conserve these protected resources.

### Conservation Laws

**Bald and Golden Eagle Protection Act** Permits issued to take, possess, and transport bald and golden eagles for scientific, educational, and Indian religious purposes; depredation; and falconry. *Contact: Migratory Bird Management.*

**Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** Permits issued to import, export, and re-export listed species for commercial and noncommercial purposes. *Contact: Management Authority and Law Enforcement* (Contact LE for exportation of certain fur species and re-exportation of Appendix-II or -III wildlife).

**Endangered Species Act** Permits issued for take, interstate and foreign commerce, importation, and exportation of listed species for scientific research and enhancement activities; incidental take; and conservation activities on private lands; also for zoological, horticultural, or botanical exhibition purposes for threatened species. *Contact: Endangered Species* (for native species, except for importation or exportation) or *Management Authority* (for foreign species and for import/export of native and foreign species).

**Lacey Act** Permits issued to import, transport, and acquire injurious wildlife for zoological, educational, medical, or scientific purposes. *Contact: Management Authority.*

**Marine Mammal Protection Act** Permits issued to take and import marine mammals for scientific research, public display, enhancing the survival or recovery of a species or stock, educational or commercial photography, and importation of personal sport-hunted polar bears. *Contact: Management Authority.*

**Migratory Bird Treaty Act** Permits issued to take, possess, transport, sell, purchase, barter, import, and export migratory birds for scientific collecting, banding and marking, falconry, raptor propagation, depredation, taxidermy, waterfowl sale and disposal, and special purposes. *Contact: Migratory Bird Management.*

**National Wildlife Refuge System Improvement Act** Special use permits issued when uses of NWRs are compatible with the purpose(s) for which the refuge was established and the mission of the National Wildlife Refuge System. *Contact: Each National Wildlife Refuge.*

**Wild Bird Conservation Act (WBCA)** Permits issued to import exotic bird species for scientific research, zoological breeding or display, cooperative breeding, and personal pet purposes. *Contact: Management Authority.*

**All wildlife** Import/export licenses and designated port exception permits. *Contact: Law Enforcement.*

**Federal Subsistence Management Program (Alaska only)** Authorized under ANILCA, this program's fish and wildlife management activities include issuing permits, developing regulations, taking special management actions; intergovernmental coordination among five DOI agencies as well as U.S. Forest Service, State, Tribal, and rural organizations; and administering a major public review and advisory process.

## Programs Contact Offices

<b>Region 1</b>	<b>Telephone</b>	<b>Fax</b>
Endangered Species	503/231 2063	503/231 6243
Law Enforcement	503/231 6125	503/231 619
Migratory Bird	503/872 2715	503/231 2019
<b>Region 2</b>		
Endangered Species	505/248 6649	505/248 6922
Law Enforcement	505/248 6663	505/248 7901
Migratory Bird	505/248 7882	505/248 7885
<b>Region 3</b>		
Endangered Species	612/713 5343	612/713 5292
Law Enforcement	612/713 5320	612/713 5283
Migratory Bird	612/713 5436	612/713 5393
<b>Region 4</b>		
Endangered Species	404/679 4176	404/679 7081
Law Enforcement	404/679 7195	404/679 7065
Migratory Bird	404/679 7070	404/679 4180
<b>Region 5</b>		
Endangered Species	413/253 8628	413/253 8482
Law Enforcement	516/825 3950	516/825 1929
Migratory Bird	413/253 8643	413/253 8424
<b>Region 6</b>		
Endangered Species	303/236 7400 x227	303/236 0027
Law Enforcement	303/286 7540	303/287 1570
Migratory Bird	303/236 8171	303/236 8017
<b>Region 7</b>		
Endangered Species	907/786 3868	907/786 3350
Law Enforcement	907/786 3311	907/786 3313
Migratory Bird	907/786 3693	907/786 3641
Subsistence Mgmt.	800/478 1456	907/786 3898
<b>Region 9</b>		
Management Authority	800/358 2104	703/358 2281

## **Invasive Species**

An “invasive species” is defined as a species that is not native (i.e. exotic or alien) to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm or harm to human health. Invasive species can be plants, animals, and other organisms (e.g., microbes). Human actions are the primary means of invasive species introductions.

### **The National Invasive Species Act (NISA) and the Service**

The Service’s Fisheries and Habitat Conservation Program, through its Division of Environmental Quality, Branch of Invasive Species, supports implementation of the Act through its Invasive Species Program. This program provides national leadership in preventing, eradicating, and controlling aquatic invasive species.

The program provides funding to support the Aquatic Nuisance Species (ANS) Task Force and numerous activities to implement the Act on a national level. It also funds seven FWS regional coordinators and their respective invasive species activities. These coordinators work closely with the public and private sector to develop and implement invasive species activities. Many of the Service’s fishery resources offices also provide support for invasive species activities.

### **Invasive Species Management on National Wildlife Refuges**

Under the guidelines of the “Fulfilling the Promise” document, a National Strategy for Invasive Species Management in the Refuge System was developed. The strategy helps refuges focus their activities and coordinate with internal and external groups, including Friends Groups and volunteers, to build an effective program to manage invasive species.

As refuges increase their activities against invasive plants and animals, a strong coalition of organized citizen volunteers will be used to strengthen the invasive species management program. By linking an early detection network of professionals and volunteers to Service efforts for rapid response (control and eradication), efficient and effective invasive species management can be achieved. The NWRS has also established Rapid Response Strike Teams to quickly control or eradicate new invasive plant infestations on refuges. In addition, the NWRS is working with USGS to create a nationwide map of invasive species to facilitate predictive modeling of infestations that will help prevent the spread of invasives

### **Working with Others**

The Service is working with other agencies and Departments to coordinate national and local-level invasive species management activities and share information and new techniques for fighting invasive species. Prevention, early detection, rapid response, and control and management are key components of the National Invasive Species Management Plan and other interagency/interdepartmental programs. The need for stronger coordination and cooperation between Federal resource managers and the private sector, particularly in local communities, is essential. The Service plans to work closely with States, Tribes, refuge Friends Groups, and volunteers to address these goals because outreach and education are critical components in preventing invasive species.

### **For more information, contact:**

NWRS National Invasive Species Coordinator	703/358 2110
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Aquatic Nuisance Species, Branch Chief, Invasive Species	703/358 2148
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## **Web Links**

*Federal Interagency Committee for the  
Management of Noxious and Exotic Weeds*

<[ficmnew.fws.gov](http://ficmnew.fws.gov)>

*FWS List of Injurious Wildlife*

<[contaminants.fws.gov/Issues/InvasiveSpecies.cfm](http://contaminants.fws.gov/Issues/InvasiveSpecies.cfm)>

*Aquatic Nuisance Species Task Force*

<[anstaskforce.gov](http://anstaskforce.gov)>

*Stop Aquatic Hitchhikers!*

*National Public Awareness Campaign*

<[www.protectyourwaters.net](http://www.protectyourwaters.net)>

*NWRS Invasive Species Survey*

<[www.nwrinvasives.com](http://www.nwrinvasives.com)>

*100th Meridian Initiative*

<[ww.100thmeridian.org](http://ww.100thmeridian.org)>

*National Invasive Species Council*

<[invasivespecies.gov](http://invasivespecies.gov)>

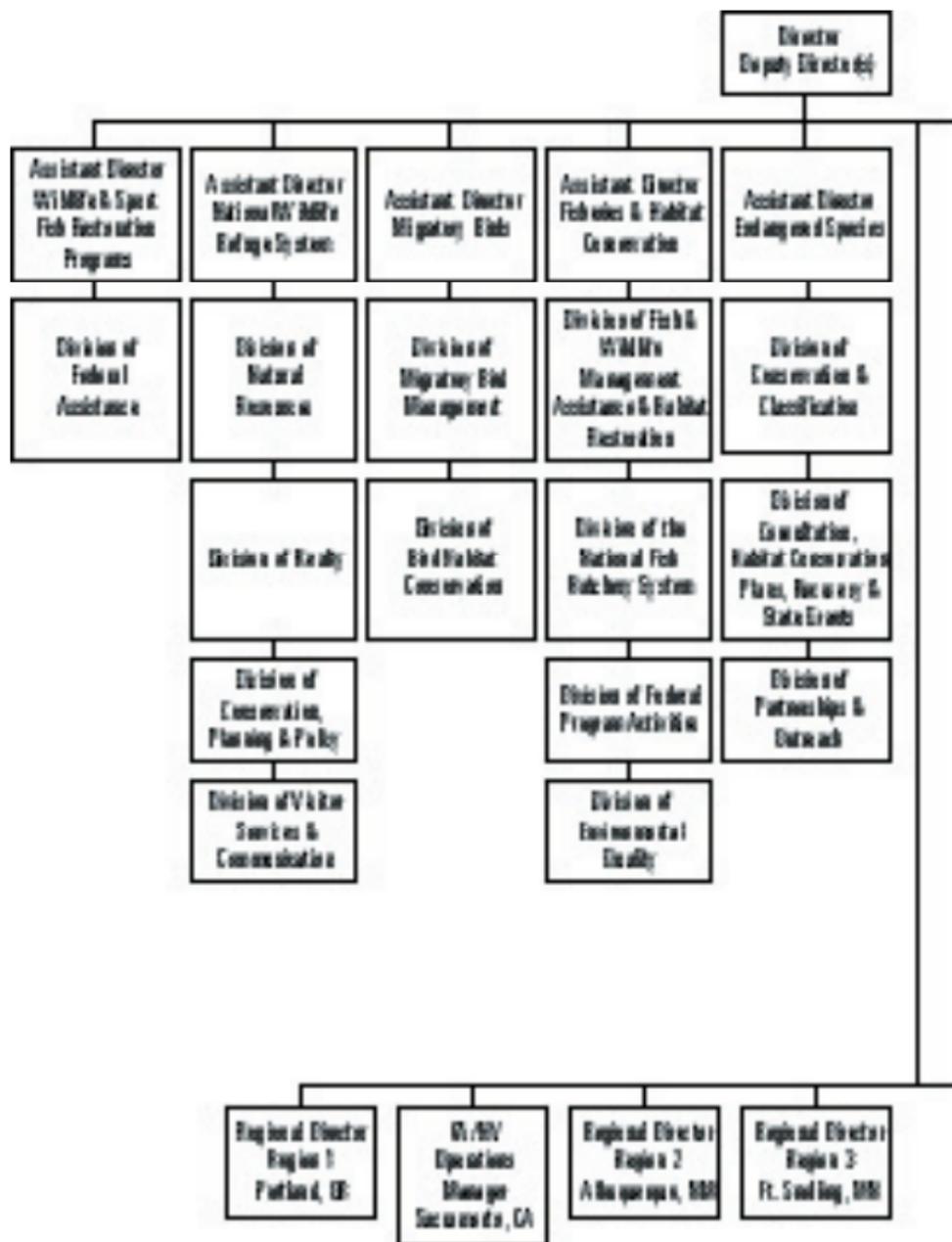
## Celebrating Habit...A Healthy Legacy

Fisheries and Habitat Conservation (FHC) is proud to announce 2005 as the year of habitat! “Celebrating Habitat...A Healthy Legacy” is an initiative that will highlight the outstanding habitat protection and restoration efforts currently under way within FHC, increasing the awareness of partners, colleagues and Congress of the significant contributions FHC employees and their partners make every day to improve the quality of life of the American people.

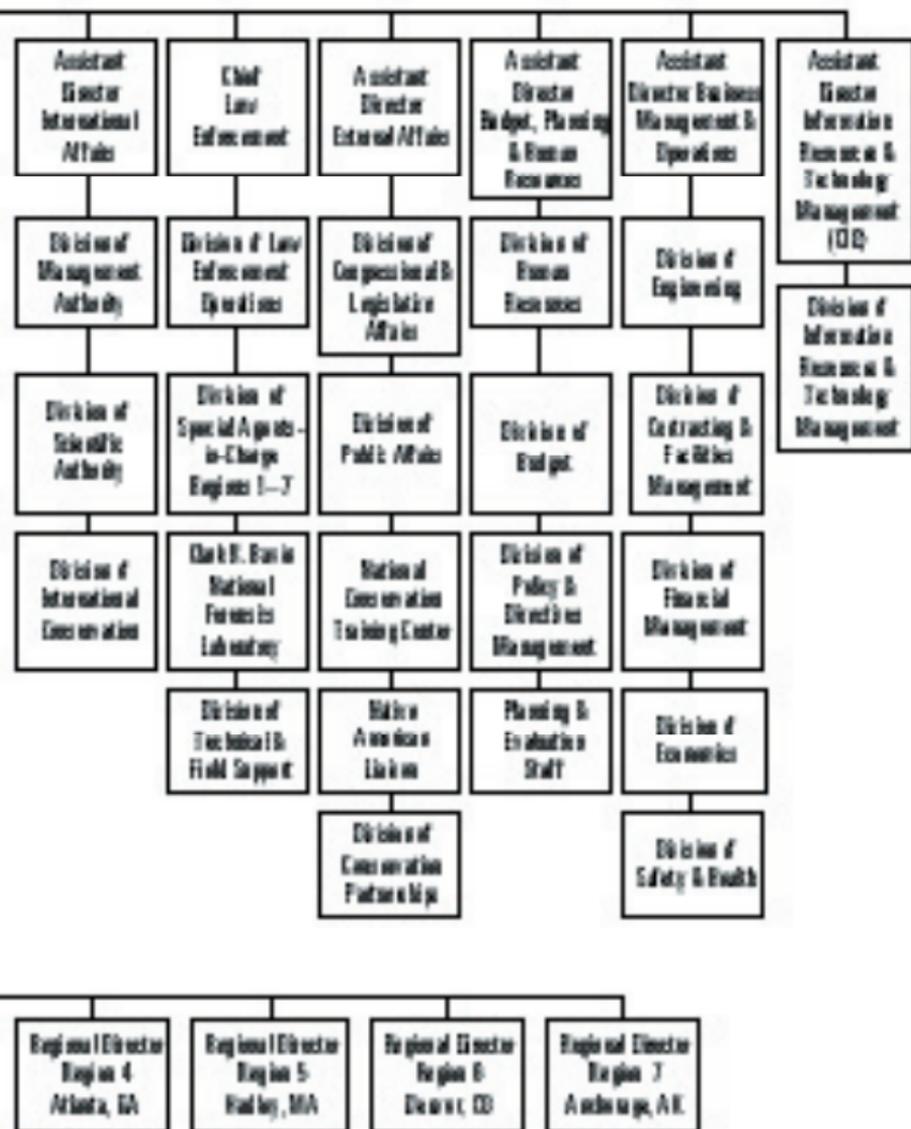
A Schedule of Events highlighting habitat-related activities within FHC will be released in early FY05. It will include opportunities for volunteers to participate in local habitat restoration projects, site visits to successful habitat restoration projects, presentations at professional society meetings, and workshops that introduce participants to grants and services provided by FHC programs. To get the latest information on the celebration, e-mail <Carol\_Pollio@fws.gov> or call 703/358 2467.

# Organization Chart

Visit [offices.fws.gov/orgcht.html](http://offices.fws.gov/orgcht.html)



# Organization Chart



## Division Information

### Bird Habitat Conservation

4401 N. Fairfax Drive,  
Mail Stop: 4075  
Arlington, VA 22203

Phone: 703/358 1784  
Fax: 703/358 2282  
<birdhabitat.fws.gov>

The Division of Bird Habitat Conservation administers two multimillion-dollar grant programs, supports migratory bird conservation plans and partnerships, and manages the Migratory Bird Hunting and Conservation Stamp (Duck Stamp) program.

### Roles & Responsibilities

Located within Migratory Birds, the Division

- administers the North American Wetlands Conservation Act's grants program, affecting habitat in the United States, Canada, and Mexico;
- provides staff to the North American Wetlands Conservation Council;
- administers the Neotropical Migratory Bird Conservation Act's grants program in the United States, Latin America and the Caribbean;
- provides national leadership in the U.S. for the North American Waterfowl Management Plan and staff support to the Plan Committee and the Plan Committee's Science Support Team;
- provides liaison staff for joint venture coordinators and joint venture management boards;
- supports conservation work conducted under Partners in Flight, U.S. Shorebird Conservation Plan, and North American Waterbird Conservation Plan, and provides staff support for the North American Bird Conservation Initiative; and
- administers the Migratory Bird Hunting and Conservation Stamp (Duck Stamp) program. <duckstamps.fws.gov>.

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## Budget, Planning and Human Resources

4401 N. Fairfax Drive,  
Mail Stop: ABHR-5000  
Arlington, VA 22203

Phone: 703/358 2400  
Fax: 703/358 1981  
<budget.fws.gov>

Budget, Planning and Human Resources has the authority and responsibility to develop policy directives; budget formulation and execution; and resource allocation and analyses, as well as forecasting workforce requirements and facilitating compliance with legal, regulatory, and Departmental policies in all functional areas.

### Roles & Responsibilities of Divisions

**Human Resources** Develops and administers human resources policies and programs, workforce and strategic planning, and automation for the most effective management of human resources. HR develops and administers equal opportunity and civil rights policies and programs and is responsible for Affirmative Employment and Diversity, alternative dispute resolution and discrimination complaints, educational partnerships, and accessibility for individuals with disabilities. <hr.fws.gov>

**Budget** Directs and manages the budget formulation process prescribing policies, procedures, and controls, and ensures compliance with Administration objectives and conformance to statutory authorities. Budget maintains control of the budget process and the limitation of funds imposed by Congress and OMB. <budget.fws.gov>

**Policy and Directives Management** Develops, administers, and reviews Servicewide policies, systems, and procedures for activities such as directives; information collection; advisory committees; records, reports, and forms management; patents and inventions; FOIA/ Privacy Acts; Alternative Dispute Resolution; FAIR Act Inventory; Competitive Sourcing; and OIG and GAO audits. <pdm.fws.gov>

**Planning and Evaluation Staff** Administers GPRA, coordinating the development and maintenance of the Service's portion of the DOI Strategic Plan, the Secretary's MBOs, the FWS Operational Plan, the performance section of the FWS Budget, the FWS Performance Accountability Report, the OMB Program Assessment Rating Tool, and Activity Based Cost Management. <planning.fws.gov>

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## **Business Management and Operations**

4401 N. Fairfax Drive,  
Mail Stop: 7003-43 Arl.  
Arlington, VA 22203

Phone: 703/358 1822  
Fax: 703/358 2160

Business Management and Operations is an integral part of the Service's day-to-day operations, providing a foundation and the necessary tools for all natural resource programs to accomplish their mission. Functional areas include financial management, engineering, contracting and facilities management, Servicewide occupational safety and health, and economic analysis.

### **Roles & Responsibilities of Divisions**

**Financial Management** Directs accounting and financial operations focusing on accounting policies, fund control, travel, cash management, debt collection, cost recovery activities, investment program, and internal/external financial reporting. <[finance.fws.gov](http://finance.fws.gov)>

**Engineering** Directs the Service's engineering, construction, dam safety, bridge safety, seismic safety, energy management, and environmental and facilities compliance activities. <[sii.fws.gov/r9eng](http://sii.fws.gov/r9eng)>

**Contracting & Facilities Management** Develops policy and manages programs for Federal acquisition and financial assistance, purchase cards, personal property, Government quarters, space leasing, and the motor vehicle fleet. Also manages office facilities at the Washington Headquarters and at most Regional Offices. <[sii.fws.gov/r9cgs](http://sii.fws.gov/r9cgs)>

**Safety and Health** Develops and administers safety and occupational health and policies and procedures to prevent and reduce employee injuries and work-related illnesses. <[www.fws.gov/r9osh](http://www.fws.gov/r9osh)>

**Economics** Conducts economic analyses to meet legislative requirements and Executive Orders and provides programs with technical assistance during the decision-making process on critical habitat designations and natural resource valuations.

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## **Congressional and Legislative Affairs**

1849 C Street, NW,  
Mail Stop: MIB 3038  
Washington, DC 20240

Phone: 202/208 5403  
Fax: 202/208 7059  
<laws.fws.gov>

The Division of Congressional and Legislative Affairs serves as the Service's main representatives with Congress and is responsible for the Service's legislative agenda and Congressional relations program. Located within External Affairs, Congressional and Legislative Affairs also coordinates Congressional and Legislative activities with regional Congressional Liaisons.

Through November 2004, the Congressional and Legislative Affairs conducted 322 meetings and briefings to educate Members of Congress, Senators, and their staffs about USFWS programs. Staff also helped prepare for 40 Congressional hearings and assisted in hundreds of meetings and briefings held by Service regional staff in Washington, DC. In 2004, the office handled more than 5,000 Congressional and legislative inquiries.

### **Roles & Responsibilities**

Congressional and Legislative Affairs staff:

- are responsible for the Service's legislative agenda and Congressional relations activities and for making recommendations for initiatives to the Service Directorate;
- prepare legislative priorities, review and report on legislation referred by the Department of the Interior, and coordinate the Service view with other bureaus and offices to achieve Service objectives;
- serve as central contacts for the Office of Congressional and Intergovernmental Affairs and individual Members and Committees of the Congress; and
- provide information and materials in response to Congressional inquiries and other assistance as required by Members of Congress.

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## Conservation Partnerships

4401 N. Fairfax Drive,  
Mail Stop: 3103  
Arlington, VA 22203

Phone: 703/358 1711  
Fax: 703/358 2548  
<partnerships.fws.gov>

Located within External Affairs, the Division of Conservation Partnerships provides strategic leadership to enhance Service partnerships by identifying needs, improving cross-agency relationships, streamlining methods of developing partnership agreements, and providing a central repository for partnership-related information.

### Roles & Responsibilities

Conservation Partnerships works with all Service programs by:

- Serving as the liaison with the Regions, Programs, and outside entities to develop new partnerships and assist current ones. DCP maintains a database of major partnership agreements and the Partnerships web portal.
- Managing Service support for the Federally chartered Sport Fishing and Boating Partnership Council. The SPFBC was established in 1993 to advise the Director and the Secretary of the Interior on sport fishing and boating issues.
- Managing Service support for the Recreational Boating and Fishing Foundation. The RBFF, a non-profit organization created in 1998, works under a cooperative agreement with the Service to carry out a Congressionally mandated communication effort to increase boating and fishing participation and promote conservation and the responsible use of aquatic resources.
- Supporting the National Outreach Coordinator, who enhances communications techniques and promotes and facilitates outreach and inreach by Service employees and volunteers. The Coordinator produces the annual *Employee Pocket Guide*.
- Overseeing the Customer Service Center, providing improved public access to Service information through 1-800/344-WILD and <contact@fws.gov>.
- Working with NCTC to plan conservation forums designed to engage partners in strategic planning sessions leading to collaborative actions on behalf of conservation.

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## Endangered Species Program

4401 N. Fairfax Drive,  
Mail Stop: 420  
Arlington, VA 22203

Phone: 703/358 2171  
Fax: 703/358 1735  
<endangered.fws.gov>

The Endangered Species Act of 1973 recognizes that fish, wildlife, and plants “are of esthetic, ecological, educational, historical, recreational, and scientific value to the Nation and its people.” The Endangered Species Program, supported by the Divisions of Conservation and Classification; Consultation, Habitat Conservation Plans, Recovery and State Grants; and Partnerships and Outreach; and the Office of Program Support, helps protect and recover our country’s threatened or endangered species through technical assistance and support to the Service, other Federal agencies, States, private landowners, and other partners. Endangered Species has reintroduced species to their former ranges, including the gray wolf, the black-footed ferret, and the California condor. Recent successes include the delisting of the American peregrine falcon, Aleutian Canada goose, Robbin’s cinquefoil, Hoover’s woolly-star, the Tinian monarch, and Columbian white-tailed deer in Douglas, Oregon.

### Roles & Responsibilities

Protecting endangered and threatened species and restoring them to a secure status in the wild is the main objective of the Endangered Species Program. Responsibilities include:

- listing, reclassifying, or delisting species;
- implementing actions for candidate species and others at risk;
- consulting with Federal agencies whose activities may affect listed species, and issuing biological opinions;
- partnering on recovery activities for listed species; and
- funding State, local, and private efforts for the conservation of imperiled species through grants to States and individuals.

ES works to conserve species at risk in order to make listing under the ESA unnecessary. We strive to make the Act work better and increase the flexibility and certainty for private landowners with endangered species on their property through the use of Candidate Conservation Agreements with Assurances, Safe Harbor Agreements, and Habitat Conservation Plans.

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## Environmental Quality

4401 N. Fairfax Drive,  
Mail Stop: 322  
Arlington, VA 22203

Phone: 703/358 2148  
Fax: 703/358 1800  
<contaminants.fws.gov>

Concerns for pollution impacts on fish and wildlife began in the early 1900s when water quality was studied as part of the fisheries research program. In the late 1940s, Service researchers made important strides by studying the effects of pesticides such as DDT on fish and wildlife.

National attention focused on the ecological effects of toxic chemicals after former Service employee Rachel Carson published *Silent Spring* in 1962. Today, the Division of Environmental Quality is the only Federal program that investigates the effects of pollution, pesticides, and other contaminants on fish and wildlife.

Each year, more than 7 billion pounds of toxic substances are released into the land, air, water, and underground and more than 4.5 billion pounds of pesticides are used in the U.S. alone. The division's goal is to prevent further degradation and to correct the effects of contaminants.

### Roles & Responsibilities

Located within Fisheries and Habitat Conservation, the Division of Environmental Quality works with other agencies and the private sector to prevent, investigate, and mitigate the adverse impacts of environmental contaminants on fish and wildlife by:

**prevention** reviewing pending environmental legislation, consulting with other Federal agencies on their construction projects, and reviewing Clean Water permits and pesticide use permits;

**investigations** evaluating contaminant exposure and effects on fish and wildlife resources, as well as evaluating contaminant impacts on the National Wildlife Refuge System; and

**Natural Resource Damage Assessment and Restoration** determining the effects of oil spills and hazardous substances releases on fish and wildlife and ensuring damages to those resources are restored.

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## Federal Assistance

4401 North Fairfax Drive,  
Mail Stop: 4020  
Arlington, Virginia 22203

Phone: 703/358 2156  
Fax: 703/358 1837  
<federalaid.fws.gov>

Two of the cornerstone conservation programs in the U.S. are the Federal Aid in Wildlife and Sport Fish Restoration programs, which are administered by the Division of Federal Assistance. For more than 50 years these programs have played key roles in conserving fish and wildlife. The Federal Aid in Wildlife Restoration Act, also known as the Pittman-Robertson Act, was passed in 1937. The Act created a partnership among State and Federal governments, hunters, shooters and their industries. The Act directed a Federal excise tax on firearms and ammunition to fund State wildlife projects to conserve wildlife resources. The Act and subsequent grant program are based on the “user pay-user benefit” philosophy. Today, more than \$4.5 billion has been used to restore white-tailed deer, wild turkey, other wildlife, and habitat and to provide hunter safety education.

The Federal Aid in Sport Fish Restoration Act was passed in 1950 and is also based on the “user pay-user benefit” philosophy. The Act and subsequent amendments (known as Wallop-Breaux) direct Federal excise taxes on fishing equipment and motorboat fuels to be used for sport fishery conservation and boating access projects. The Act brought State and Federal agencies, anglers and boaters together to form conservation partnerships. Striped bass, American shad, largemouth bass and many other species have benefited significantly from the Act and the subsequent funding program. In addition, the Sport Fish Restoration Program has funded research on whirling disease in trout species and taught more than 4.7 million Americans about fishing and the aquatic environment. To date, more than \$4.4 billion has been used for sport fishery conservation and boating access opportunities throughout the country.

## **Roles & Responsibilities**

Located under the Wildlife and Sport Fish Restoration Programs, the Division of Federal Assistance manages the following initiatives:

**Pittman-Robertson Federal Aid in Wildlife Restoration** Funds bird, mammal, and habitat restoration and management, and hunter safety education providing opportunities to hunt and shoot nationwide.

**Dingell-Johnson, Wallop-Breaux Federal Aid in Sport Fish Restoration** Funds sport fish management, boating access, and aquatic education.

**Multistate Conservation Grants** Funds sport fishery and wildlife research projects, boating access development, hunter safety, aquatic education, habitat improvement and other projects that benefit at least 26 States, or a majority of the States in a region of the Fish and Wildlife Service, or a regional association of State fish and game departments.

**Clean Vessel Act** Funds construction of pumpout and dump stations to keep boater sewage from our waters.

**Boating Infrastructure Grant Program** Funds tie-up facilities for transient boaters, connecting them to important destinations.

**Coastal Wetlands** Funds coastal wetland conservation projects.

**Landowner Incentive Program** Funds habitat restoration and protection activities on private lands.

**State Wildlife Grants Program** Funds wildlife and wildlife habitat activities focused on species with the greatest conservation need.

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## Fish and Wildlife Management and Habitat Restoration

4401 N. Fairfax Drive,  
Mail Stop: 840  
Arlington, VA 22203

Phone: 703/358 1718  
Fax: 703/358 2044  
<fisheries.fws.gov/FWSMA>

The Division of Fish and Wildlife Management and Habitat Restoration, located under Fisheries and Habitat Conservation, supports various activities, programs, and cooperative ventures involving States, Tribes, other Federal agencies, and private and international interests to help curb further loss.

### Roles & Responsibilities

**Fish and Wildlife Management Assistance** Provides scientific leadership and technical assistance in the management and restoration of the Nation's aquatic resources and habitats, working in partnership with private entities as well as Federal, State, and Tribal governments. Priorities include conservation of native interjurisdictional and imperiled fishes; providing technical assistance on Tribal, Federal, and military lands; restoring fish passage; and conserving and recovering of aquatic and terrestrial species. The program maintains 60 Fishery Resources Offices, two Sea Lamprey Control Offices, a Marine Mammals Management Office, and a state-of-the-art Conservation Genetics Laboratory.

**The Coastal Program** Identifies coastal resource problems and solutions, seeks partnerships to carry out habitat restoration and protection projects, and encourages public action in 16 of the Nation's highest priority coastal areas. Since 1994, the Program has restored 93,922 acres of coastal wetlands, 24,624 acres of coastal uplands, and 961 miles of coastal streamside habitat and opened 3,660 miles of stream for spawning fish. <[www.fws.gov/cep/cepcode.html](http://www.fws.gov/cep/cepcode.html)>

**The Partners for Fish and Wildlife Program** Offers technical and financial assistance to private landowners for voluntary habitat restoration. The program emphasizes wetland, stream, and riparian restoration and the reestablishment of native habitats. Selected projects meet both landowner and fish and wildlife needs. From 1987 to 2003, the Partners Program worked with 30,789 private landowners to restore 2.26 million acres of wetland and native grasslands and 7,020 miles of riparian and in-stream habitat and to remove 255 fish passage barriers. <[partners.fws.gov](http://partners.fws.gov)>

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## Habitat and Resource Conservation

4401 N. Fairfax Drive,  
Mail Stop: 400  
Arlington, VA 22203

Phone: 703/358 2161  
Fax: 703/358 1869  
<habitat.fws.gov>

The Division of Habitat and Resource Conservation, located within Fisheries and Habitat Conservation, plays a key role in preventing adverse impacts to wetlands and other sensitive habitats. This is accomplished primarily by recommending habitat enhancement, protection, and/or conservation measures during the planning and implementation of development projects that are Federally funded, permitted, or licensed. The division is also responsible for updating wetlands maps; evaluating wetlands status and trends, maintaining the wetland plant list; and implementing the Coastal Barrier Resources, Marine Mammal Protection, and Sikes Act.

### Roles & Responsibilities

**Project Planning** Assists Federal agencies and other parties needing permits and approval to develop land and water resources projects in an environmentally sensitive manner. These projects may include navigation, flood control, hydroelectric power, highways, irrigation projects, wind power, etc. Project Planning advocates environmental approaches that balance natural resource concerns while considering project goals and coordinates NEPA review.

**Coastal Barrier Program** Administers provisions of the Coastal Barrier Resources Act and works with Congress to maintain the official Coastal Barrier Resources System maps.

**Sikes Act** Works with the military, states, and other organizations to help the military develop integrated natural resource management plans for over 25 million acres on about 400 military installations, protecting ecosystems while meeting the needs of military operations.

**National Wetlands Inventory** Produces resource maps, digital data, and reports on characteristics, extent, and status of the Nation's wetland, riparian, and deepwater habitats.

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## **Information Resources and Technology Management**

4401 N. Fairfax Drive,  
Mail Stop: 340  
Arlington, Virginia 22203

Phone: 703/358 1729  
Fax: 703/358 2251

The Office of the Assistant Director for IRTM directs the implementation of technological advances within the Service, bringing state-of-the-art applications to an array of natural resource and business management operating systems. Functional areas include technology management, telecommunications management, automated system security management, inventory and asset management, information project management, information system strategic and long-term planning, and IM career development programs and activities. The Assistant Director serves as the FWS Chief Information Officer.

### **Roles & Responsibilities of Division(s)**

The Division of Information Resources and Technology Management is responsible for developing, implementing, administering, and reviewing Servicewide policies, systems, and procedures for information technology management (enterprise architecture, IT capital planning and investment control processes, and information technology acquisition); security management (system accreditation and certification, access control, and compliance); information management (records management, Freedom of Information Act, information quality, Privacy Act, and the Government Paperwork Elimination Act); telecommunications management (network security and optimization, bill auditing and analysis, radio spectrum management, and wireless communication); inventory and asset management (tracking and accounting of information resources and equipment); strategic planning (development and redesign of the Service's information technology work processes); project management (monitoring the project scope, schedule, and budget targets); and information technology career/skills management (developing standards and training requirements for IT professionals). The Division Chief serves as the Deputy Chief Information Officer and the Chief Technology Officer for FWS.

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## **International Affairs**

4401 N. Fairfax Drive,  
Mail Stop: 700  
Arlington, VA 22203  
<international.fws.gov>

Phone: 703/358 2093  
Fax: 703/358 1855  
CITES Permits: 800/358 2104

The Service has various international responsibilities under some 40 conventions, treaties, and agreements. Located within International Affairs, the Divisions of International Conservation, Management Authority, and Scientific Authority implement these authorities for the benefit of wildlife. International Affairs provides leadership and assistance to other nations for wildlife management, conservation, and protection of global biodiversity. The divisions work with other governments and a variety of NGOs, scientific and conservation organizations, industry groups, and hobbyists to ensure the effective implementation of treaties and laws and the global conservation of species.

### **Roles & Responsibilities of Divisions**

Working with partners around the world to conserve species and their ecosystems, International Affairs:

- provides technical assistance to fish and wildlife managers in other countries;
- conserves species at risk by regulating trade and implements policies with a broad impact on conservation;
- works closely with States and Native American Tribes to help ensure conservation of U.S. species in trade;
- helps conserve wildlife of concern to Americans through matching grants that support research, education, and conservation for such species as African and Asian elephants, tigers, great apes, neotropical migratory birds and rhinos;
- works with the scientific community to assess the conservation status of foreign species and ensure the conservation of species in international trade; and
- regulates imports and exports to ensure species protection and sustainability.

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## Law Enforcement

4401 N. Fairfax Drive,  
Mail Stop: LE 3000  
Arlington, VA 22203

Phone: 703/358 1949  
Fax: 703/358 2271  
<[www.le.fws.gov](http://www.le.fws.gov)> and <[www.lab.fws.gov](http://www.lab.fws.gov)>

In 1900, Congress passed the Lacey Act, the first Federal law to protect wildlife. Additional wildlife conservation laws followed, including the Migratory Bird Treaty Act, the Bald Eagle Protection Act, and the Endangered Species Act. All are upheld by Service law enforcement professionals.

Today, Service Law Enforcement contributes to virtually every aspect of wildlife conservation, from protecting endangered species to preserving opportunities for hunting and fishing. Enforcement efforts target potentially devastating threats—illegal trade, habitat destruction, and environmental contaminants. Innovative partnerships with industry groups are improving compliance with wildlife laws and eliminating hazards to wildlife.

Law Enforcement consists of seven regional offices that conduct investigations and inspections throughout the country; a headquarters operation that oversees training, conducts special investigations, and provides policy, intelligence, and administrative support; the Clark R. Bavin National Fish and Wildlife Forensics Laboratory; and the National Eagle and Wildlife Property Repositories.

### Roles & Responsibilities

Law Enforcement investigates wildlife crimes, monitors a \$1.4 billion annual trade in wildlife and wildlife products, and helps Americans obey wildlife protection laws. This work includes:

- infiltrating smuggling rings that target imperiled animals;
- preventing commercial exploitation of protected U.S. species;
- protecting wildlife from environmental hazards and safeguarding habitat;
- inspecting wildlife shipments to ensure compliance with laws and treaties and detecting illegal trade; and
- using forensic science to analyze evidence and solve wildlife crimes.

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## **Migratory Bird Management**

4401 N. Fairfax Drive,  
Mail Stop: MBSP 4107  
Arlington, Virginia 22203

Phone: 703/358 1714  
Fax: 703/358 2217  
<migratorybirds.fws.gov> or  
<birds.fws.gov>

Migratory birds cross the boundaries of nations, watersheds, and ecosystems. The first law calling for international cooperation to conserve migratory birds was passed in 1918. Far-reaching for its time, the Migratory Bird Treaty Act guides the work of the Division of Migratory Bird Management today.

Through the Partners in Flight network and other consortiums, this division develops many projects to conserve and monitor a variety of species throughout the Western Hemisphere. Located within Migratory Bird and State Programs, Migratory Bird Management also works closely with the Division of Bird Habitat Conservation to support the North American Waterfowl Management Plan, the most important initiative to conserve waterfowl in the second half of the 20th century.

In the spring of 2005 the Division will mark the 50th Anniversary of the North American Waterfowl Population Survey Program. These surveys, performed by the Service, the Canadian Wildlife Service, state and provincial biologists, and non-governmental cooperators, are widely-recognized as the largest and most reliable wildlife survey effort in the world. Flying more than 80,000 miles, pilot-biologists, along with observers on the ground, count ducks, geese, and swans, and assess the quality and quantity of waterfowl breeding habitats. Survey results determine the status of North America's waterfowl populations, play an important role in setting annual waterfowl hunting regulations, and help guide the decisions of waterfowl managers throughout North America.

## **Roles & Responsibilities**

The Division of Migratory Bird Management works to:

- conserve migratory bird populations and their habitats, through careful monitoring and effective management, to prevent them from being considered as threatened or endangered; and
- ensure continued opportunities for hunting, bird-watching, feeding, photography, and other outdoor-related experiences; and
- increase awareness of the value of migratory birds for their ecological, recreational and economic significance. It is estimated that 63 million Americans are bird watchers, generating more than \$20 billion annually for the economy.

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## National Conservation Training Center (NCTC)

698 Conservation Way  
Shepherdstown, WV 25443  
<training.fws.gov>

Phone: 304/876 1600  
Fax: 304/876 7218  
Lodging Reservations: 304/876 7900

The National Conservation Training Center was established in 1997 as a “home” for the Service to provide training and education services to employees, ensuring they have the skills and tools to accomplish our conservation mission. That mission begins with the words, “working with others,” so NCTC encourages the participation of other government agencies, businesses, and non-government organizations as both instructors and students in NCTC courses. On campus, people from all sectors come together to learn skills, share perspectives, establish networks, and build bridges for conservation based on respect and mutual interest.

NCTC works with Service offices to develop education/outreach materials designed to reach the public as resource conservation partners, providing Servicewide coordination for Shorebird Sister Schools (304/876 7783); Girl Scouts of the USA (304/358 7314); and Boy Scouts of America, 4-H, and Extension Education (304/876 7495). NCTC also has the ability to develop video, print, computer, and broadcast-based materials for training and education.

NCTC preserves the heritage of the Service and its predecessor agencies by collecting, interpreting, and disseminating the history of the Service and American conservation. Here, in the Service’s national archive, you’ll find everything from Rachel Carson’s magnifying glass to the original surveys for Pelican Island—America’s first national wildlife refuge.

### **Roles & Responsibilities**

NCTC advances conservation of fish, wildlife, plants and their habitats with:

- training for the Service and America’s conservation and resource management community, conservation education for the public, and alliances among diverse resource interests,
- conservation education for the public; and
- alliances among diverse resource interests.

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## National Fish Hatcheries

4401 N. Fairfax Drive,  
Mail Stop: 810  
Arlington, VA 22203

Phone: 703/358 1715  
Fax: 703/358 2487  
<fisheries.fws.gov>

Fish have long been important to our Nation, so much so that in 1871, Congress established an agency to study the decline of fish stocks. This agency, the predecessor of today's U.S. Fish and Wildlife Service and its fisheries program, also propagated fish and built hatcheries to improve dwindling stocks.

Today, the National Fish Hatchery System, composed of 69 Fish Hatcheries, seven Fish Technology Centers, nine Fish Health Centers, and one Historic National Fish Hatchery, conserves and protects fish and other aquatic species and protects and restores the habitats these species need. The NFHS, located within Fisheries and Habitat Conservation, has a unique responsibility in helping to recover species listed under the Endangered Species Act, restoring native aquatic populations, mitigating for fisheries lost as a result of Federal water projects, and providing healthy fish to benefit Tribes and national wildlife refuges.

### Roles & Responsibilities

Through its nationwide network, the NFHS addresses

**Migratory Fish** When fish cross domestic and international boundaries, the Service and other Federal, Tribal, and State fishery managers work together to monitor populations, set sustainable harvest levels, and boost troubled stocks. Hatcheries propagate and release fish for restoration and recovery.

**The Threat of Extinction** There are 216 threatened or endangered aquatic species in the U.S. Hatcheries contribute to the recovery of fishes, mussels, and toads through propagation and refugia technology and health centers, as well as genetic and health protection.

**Federal Fishery Obligations** When Federal dams and other projects disturb fisheries, this program steps in to help mitigate adverse effects on aquatic species, and to ensure angling opportunities. Hatcheries support angling on national wildlife refuges, provide support for fishery and wildlife management to Native American Tribes, and work to control exotic and aquatic nuisance species.

**New Aquatic Animal Drug Approvals** FDA approval of new aquatic animal drugs is essential to meet critical current and future fisheries management needs of Federal, Tribal, and State fishery managers, and private aquaculture. The Aquatic Animal Drug Program leads a cooperative effort with these partners to obtain approval of these drugs.

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## National Wildlife Refuge System

4401 N. Fairfax Drive,

Phone: 703/358 1744

Mail Stop: 670

Fax: 703/358 2248

Arlington, VA 22203

<refuges.fws.gov>

Accomplishment Reporting System: <ars.fws.gov>

The National Wildlife Refuge System began when President Theodore Roosevelt established Pelican Island, a 3-acre island off Florida's coast, as the first national wildlife refuge in 1903. The Refuge System, supported by the Divisions of Natural Resources, Realty, Visitor Services & Communication, and Conservation Planning & Policy, under the Chief, National Wildlife Refuge System, has grown to about 100 million acres of strategically located habitats in all 50 States and U.S. territories, including 545 refuges and thousands of small prairie wetlands.

The Refuge System stretches from the volcanic cliffs of the Hawaiian islands to the vast deserts of the Southwest, from the rich prairie heartland to Florida's peaceful coastal backwaters. Refuges teem with millions of migratory birds, serve as a haven to hundreds of endangered species, support premier fisheries, and host a tremendous array of other plants and animals.

### **Roles & Responsibilities**

Made up of 545 refuges and thousands of waterfowl production areas, the Refuge System is the only network of Federal lands devoted specifically to wildlife. Refuges and waterfowl production areas are managed by experts in wildlife and habitat management and restoration.

The National Wildlife Refuge System provides habitat for threatened and endangered species, migratory birds, and some of the Nation's most important fishery resources. About 60 refuges have been established specifically to protect endangered species.

The National Wildlife Refuge System offers outstanding wildlife-dependent recreational opportunities, including fishing, hunting, wildlife observation and photography, and environmental education and interpretation. Around 38 million people visit the Refuge System annually.

**The Division of Natural Resources** comprises three branches: Wildlife Resources, Air Quality, and Fire Management. The Branch of Wildlife Resources oversees wilderness policy and refuge-specific issues such as invasive species and pest management; biological support; water rights, management, and use; marine resources; contaminants; migratory birds and endangered species; and comprehensive conservation planning. The Branch of Air Quality supports air quality monitoring, regulation development and initiatives; and training and planning. The Fire Management Branch provides policy, oversight, and scientific/technical support for managing fire on Service lands. This includes fire preparedness; wildland fire use; fire suppression and emergency fire rehabilitation; hazardous fuels reduction; rural fire assistance; policy, procedures, and standards development; and coordination of the Service's interagency fire involvement, including serving as the contact for the Department's Office of Wildland Fire Coordination.

**The Division of Realty** acquires land interests for the NWRS and the National Fish Hatchery System using primarily the Land and Water Conservation Fund and the Migratory Bird Conservation Fund. Nationally, Realty develops policy guidance, performs management oversight, and issues annual reports on the acquisition, utilization, and disposition of the Service's land interests. Overall responsibilities include Acquisition Management, Real Estate Operations, Appraisal, Cartography and Land Surveying. <[realty.fws.gov](http://realty.fws.gov)>

**The Division of Visitor Services & Communications** is responsible for leading national programs to: promote the highest quality visitor experiences on refuges; foster the Refuge Support Group Program nationwide; and lead a strategic, coordinated, and integrated communications program that builds long-term relationships and support for the NWRS.

**The Division of Conservation Planning & Policy** provides leadership in NWRS policy development and implementation; oversees the development and codification of refuge-specific information; provides technical assistance and oversight in the development of Comprehensive Conservation Plans and step-down management plans; reviews proposals to create new or expand existing refuges; provides products, materials, and training courses to facilitate the consistent implementation and application of policy; and provides budgetary information on refuge planning and policy issues.

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## Native American Liaison

1849 C Street, NW,  
Mail Stop: MIB 3359  
Washington, DC 20240

Phone: 202/208 4133  
Fax: 202/208 7407  
<nativeamerican.fws.gov>

Working together with Regional Native American Liaison officials and leaders from 557 Federally recognized Tribes nationwide, the Native American Liaison, located under External Affairs, identifies areas where both Federal and Tribal conservation efforts can most effectively conserve fish, wildlife, plants, and their habitats. The Regional Native American Desks and the Native American Liaison combine their backgrounds in wildlife biology, conservation, and Indian law and policy to achieve the best possible conservation scenario in Indian Country.

### Roles & Responsibilities

Responsibilities of the Native American Liaison include:

- providing counsel to the Directorate concerning Native American issues that impact Service operations;
- serving as point-of-contact for Tribal conservation issues;
- serving as liaison to Tribal governments for wildlife conservation issues that impact Federal and Tribal resources; and
- developing guidance materials, such as handbooks, Director's and Secretarial Orders, as well as legal and policy memoranda regarding Tribal/Service issues.

### Native American Liaisons

Washington Office	Pat Durham	202/208 4133
Region 1	Scott Aikin	503/231 6123
Region 2	John Antonio	505/248 6810
Region 3	John Leonard	612/713 5108
Region 4	James Brown	404/679 7125
Region 5	D.J. Monette	413/253 8662
Region 6	David Redhorse	303/236 7905
Region 7	Tony DeGange	907/786 3492

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## Public Affairs

1849 C Street, NW, Phone: 202/208-5634 Fax: 202/208-2428; or  
Mail Stop: MIB 3359 Phone: 202/208-4131 Fax: 202/208-7407  
Washington, DC 20240 <[www.fws.gov/r9extaff](http://www.fws.gov/r9extaff)> and <[news.fws.gov](http://news.fws.gov)>

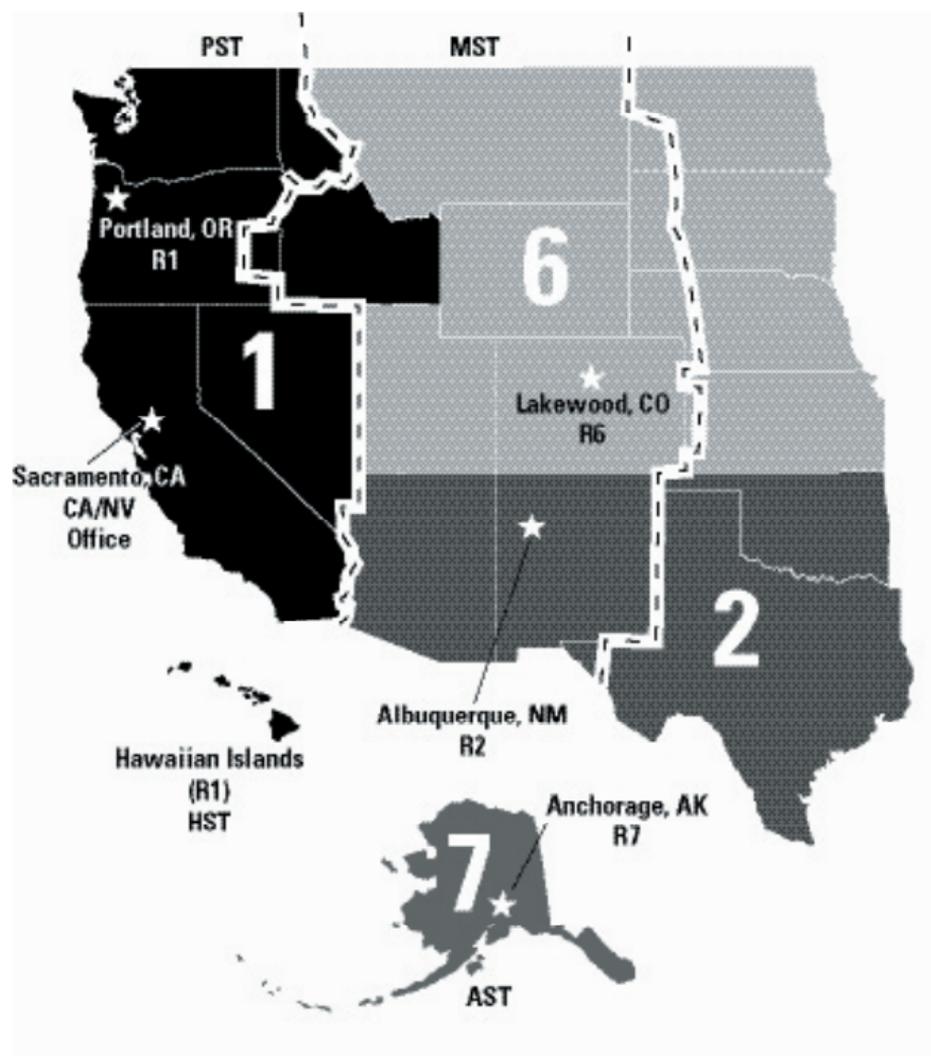
The Public Affairs Office works to ensure that information about Service activities is provided to the public in a timely way and in formats that the public can easily access, use, and understand. The office works with the news media and publishes “Fish and Wildlife News.” It also maintains the Service home page on the world-wide web, manages a library of Service still photos, provides video footage to the news media, and provides technical and policy assistance on printing and publishing. In addition, the office plays a major role in developing speeches and other written material for the Director’s use as well as assisting with other constituent relations and communications needs. Finally, the Public Affairs Office is responsible for ensuring that Service activities comply with Departmental and other Federal requirements for public information, printing, and audiovisual production.

### Roles & Responsibilities

Public Affairs consists of three branches: Media Services, Broadcasting and Audio-Visual, and Printing and Publications. Public Affairs staff:

- respond to inquiries from the news media, constituent groups, and the public;
- keep other program areas aware of developments with the media and stakeholder groups;
- help develop communications and outreach strategies for emerging issues and crisis events;
- work with Service divisions to continually enhance communications techniques and improve current methods; and
- develop news releases, publications, videos, and displays that inform others how the Service is “Conserving the Nature of America.”

# Regional Map



## Regional Map



## Regional Contacts

### USFWS Region 1—Pacific

911 NE 11th Avenue  
Portland, Oregon 97232-4181  
<pacific.fws.gov>

AS, CM, HI, ID,  
OR, WA, GU

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	503/231 6118	503/872 2716
Deputy RD	503/231 6122	503/872 2716
Columbia River Basin	503/872 2761	503/231 6863
Budget/Administration	503/231 6115	503/872 2811
Ecological Services	503/231 6151	503/231 2240
External Affairs	503/231 6120	503/231 2122
Fisheries	503/872 2763	503/231 2062
Human Resources	503/231 6136	503/231 2373
Law Enforcement	503/231 6125	503/231 6197
Migratory Birds and State Programs	503/231 6159	503/231 2019
National Wildlife Refuge System	503/231 6214	503/231 6837

### Notes

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <[www.frsso.us/](http://www.frsso.us/)>*

## **USFWS Region 1—California/Nevada Operations Office**

2800 Cottage Way, Suite W-2606  
Sacramento, California 95825-1846  
<[pacific.fws.gov/cno.htm](http://pacific.fws.gov/cno.htm)>

CA, NV

	<b>Telephone</b>	<b>Fax</b>
Operations Manager	916/414 6464	916/414 6486
Deputy CNO Manager		
Nevada Supervisor/Refuge Supervisor—So. California		
Refuge Supervisor—Klamath/Central Valley/San Francisco Bay		
Supervisor—Klamath Fish and Wildlife Offices		
Fisheries Supervisor		
Endangered Species Program Manager		
Assistant Manager—Ecological Services		
External Affairs		
Administrative Officer		

### **Notes**

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <[www.frsso.us/](http://www.frsso.us/)>*

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## USFWS Region 2—Southwest

500 Gold Avenue, SW, Rm 8210  
Albuquerque, New Mexico 87102  
<southwest.fws.gov>

AZ, NM, OK, TX

### *Mailing Address:*

P.O. Box 1306  
Albuquerque, NM 87103-1306

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	505/248 6282	505/248 6910
Deputy RD	505/248 6283	505/248 6287
Executive Director—SWS	505/248 6914	505/248 6883
Budget/Administration	505/248 6925	505/248 6459
Ecological Services	505/248 6920	505/248 6788
External Affairs	505/248 6911	505/248 6915
Fisheries	505/248 6865	505/248 6845
Human Resources	505/248 6861	505/248 6856
Law Enforcement	505/248 7889	505/248 7899
Migratory Birds and State Programs	505/248 6453	505/248 6621
National Wildlife Refuge System	505/248 6804	505/248 6803

### **Notes**

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <www.frs.o.us/>*

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## USFWS Region 3—Great Lakes-Big Rivers

Federal Building  
1 Federal Drive  
Fort Snelling, Minnesota 55111-4056  
<midwest.fws.gov >

IL, IN, IA, MI,  
MN, MO, OH, WI

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	612/713 5301	612/713 5284
Deputy RD	612/713 5201	612/713 5284
Special Assistant	612/713 5423	612/713 5284
Budget/Administration	612/713 5306	612/713 5308
Ecological Services	612/713 5350	612/713 5292
External Affairs	612/713 5360	612/713 5280
Fisheries	612/713 5111	612/713 5289
Human Resources	612/713 5230	612/713 5281
Law Enforcement	612/713 5320	612/713 5283
Migratory Birds and State Programs	612/713 5354	612/713 5183
National Wildlife Refuge System	612/713 5400	612/713 5288

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <[www.frsso.us/](http://www.frsso.us/)>*

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## USFWS Region 4—Southeast

1875 Century Boulevard, NE Suite 400  
Atlanta, Georgia 30345  
<[southeast.fws.gov](http://southeast.fws.gov)>

AL, AR, FL, GA, KY,  
LA, MS, NC, SC,  
TN, PR, VI

	Telephone	Fax
Regional Director (RD)	404/679 4000	404/679 4006
Deputy RD	404/679 4000	404/679 4006
Special Assistant/Fisheries Councils & Commission	404/679 4143	404/679 7194
Budget/Administration	404/679 4086	404/679 4102
Ecological Services	404/679 7140	404/679 7081
External Affairs	404/679 7282	404/679 7286
Fisheries	404/679 4157	404/679 4141
Human Resources	404/679 4014	404/679 4051
Law Enforcement	404/679 7057	404/679 7065
Migratory Birds and State Programs	404/679 7206	404/679 4180
National Wildlife Refuge System	404/679 7154	404/679 7259

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <[www.frsso.us/](http://www.frsso.us/)>*

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## USFWS Region 5—Northeast

300 Westgate Center Drive  
Hadley, Massachusetts 01035-9589  
<northeast.fws.gov>

CT, DE, DC, ME, MD,  
MA, NH, NJ, NY, PA,  
RI, VT, VA, WV

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	413/253 8300	413/253 8308
Deputy RD	413/253 8301	413/253 8308
Special Assistant	413/253 8305	413/253 8293
Budget/Administration	413/253 8306	413/253 8293
Ecological Services	413/253 8304	413/253 8293
External Affairs	413/253 8274	413/253 8456
Fisheries	413/253 8304	413/253 8293
Human Resources	413/253 8251	413/253 8461
Law Enforcement	413/253 8274	413/253 8459
Migratory Birds and State Programs	413/253 8273	413/253 8293
National Wildlife Refuge System	413/253 8302	413/253 8293

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or online at <[www.frsso.us/](http://www.frsso.us/)>*

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## USFWS Region 6—Mountain-Prairie

134 Union Boulevard  
Lakewood, Colorado 80228  
<mountain-prairie.fws.gov>

CO, KS, MT, NE,  
ND, SD, UT, WY

*Mailing Address:*  
P.O. Box 25486 DFC  
Denver, Colorado 80225

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	303/236 7920	303/236 8295
Deputy RD	303/236 7920	303/236 8295
Budget/Administration	303/236 7917	303/236 6958
Ecological Services	303/236 7400	303/236 0027
External Affairs	303/236 7905	303/236 3815
Fisheries	303/236 4517	303/236 8163
Human Resources	303/236 5414	303/236 5775
Law Enforcement	303/236 4500	303/236 7901
Migratory Birds and State Programs	303/236 8155	303/236 8101
National Wildlife Refuge System	303/236 4305	303/236 4792

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*\*TTY users may use the Federal Relay Service at 800/877 8330  
or online at <www.frsos.us/>*

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## USFWS Region 7—Alaska

1011 East Tudor Road  
Anchorage, Alaska 99503  
<alaska.fws.gov>

AK

	<b>Telephone</b>	<b>Fax</b>
Regional Director (RD)	907/786 3542	907/786 3306
Deputy RD	907/786 3536	907/786 3306
Budget/Administration	907/786 3543	907/786 3306
External Affairs	907/786 3309	907/786 3495
Fisheries & Ecological Services	907/786 3544	907/786 3848
Human Resources	907/786 3301	907/786 3841
Law Enforcement	907/786 3311	907/786 3313
Migratory Birds and State Programs	907/786 3545	907/786 3640
National Wildlife Refuge System	907/786 3354	907/786 3976
Subsistence Management	907/786 3403	907/786 3333

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*\*TTY users may use the Federal Relay Service at 800/877 8330 or online at <[www.frsso.us/](http://www.frsso.us/)>*

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**USFWS Region 9—Headquarters** DOI Locator: 202/208 3100

1849 C Street, NW.  
Washington, DC 20240  
<[www.fws.gov](http://www.fws.gov)>

	<b>Telephone</b>	<b>Fax</b>
Director	202/208 4717	202/208 6965
Special Assistant	202/208 4717	202/208 6965
Special Assistant	202/208 4717	202/208 6965
Deputy Director Admin.	202/208 4545	202/208 6965
Special Assistant	202/208 4545	202/208 6965
Deputy Director Policy	202/208 4545	202/208 6965
Chief, Law Enforcement	202/208 3809	202/482 3716
Chief, NWRS	202/208 5333	202/208 3082
AD-Business Management	703/358 1822	703/358 2160
AD-Budget, Planning, HR	703/358 2400	703/358 1981
AD-Endangered Species	202/208 4646	202/208 6916
AD-External Affairs	202/208 6541	202/501 6589
AD-Fisheries & Habitat Consv.	202/208 6394	202/208 4674
AD-Information Resources & Technology Mgmt. (CIO)	703/358 1729	703/358 2251
AD-International Affairs	202/208 6393	202/208 4674
AD-Migratory Birds	202/208 1050	202/482 3716
AD-Wildlife and Sport Fish	202/208 7337	202/482 3716
Bird Habitat Conservation	703/358 1784	703/358 2282
Budget	703/358 2501	703/358 1997
Congressional & Legisl. Affairs	202/208 5403	202/208 7059
Consrv. Partnership Liason	703/358 1711	703/358 2548
Consrv. Planning & Policy	703/358 2036	703/358 2154
Contracting & Facilities Mgmt.	703/358 1901	703/358 2264
Correspondence Control Unit	202/208 7535	202/219 2415
Customer Service Center	703/358 2297	703/358 2245
Diversity & Civil Rights	703/358 1724	703/358 2030

Economics	703/358 2082	703/358 2319
Endangered Species	703/358 2171	703/358 1735
Engineering	303/984 6870	303/969 5444
Environmental Quality	703/358 2148	703/358 1800
Federal Assistance	703/358 2156	703/358 1837
Federal Duck Stamp	703/358 2000	703/358 2009
Federal Program Activities	703/358 2161	703/358 1869
Financial Management	703/358 1742	703/358 2265
Finance (Denver)	303/984 6800	303/969 5757
Fish & Wildlife Mgmt. Assistance & Habitat Restoration	703/358 1718	703/358 2044
Human Resources	703/358 1743	703/358 1739
Information Technology Mgmt.	703/358 1729	703/358 2251
International Conservation	703/358 1754	703/358 2115
Law Enforcement Ops.	703/358 1949	703/358 2271
Management Authority	703/358 2093	703/358 2280
Migratory Bird Mgmt.	703/358 1714	703/358 2272
Nat'l. Fish Hatchery System	703/358 1715	703/358 2487
Nat'l. Communications Cntr.	303/275 2400	303/275 2417
Nat'l. Consrv. Training Cntr.	304/876 7263	304/876 7227
Nat'l. Forensics Lab	541/482 4191	541/482 4989
Nat'l. Wildlife Refuge System	703/358 1744	703/358 2248
Natural Resources	703/358 2043	703/358 1929
Planning and Evaluation/GPRA	703/358 2088	703/358 2057
Policy Directives Management	703/358 1730	703/358 2269
Printing and Publishing	703/358 2196	703/358 2245
Public Affairs	202/208 5634	202/219 2428
Realty	703/358 1713	703/358 2223
Safety and Health	703/358 2255	703/358 2227
Scientific Authority	703/358 1708	703/358 2276
Visitor Services and Comm.	703/358 2029	703/358 2248

## Field Locations

Partial list of Refuges (including Refuge Complexes and Wetlands Management Districts), Fishery Locations, Ecological Services (ES) Field Offices and Law Enforcement Resident Agents-in-Charge (RAC).

### Key

\* = Fishery Locations

*Italic* = ES Field Offices

**Bold** = (RACs)

Name	City	Phone
<b>ALABAMA</b>		
Auburn Mig. Bird FO	Auburn	334/844 4796
Bon Secour	Gulf Shores	251/540 7720
Choctaw	Jackson	251/246 3583
<i>Daphne ES</i>	<i>Daphne</i>	<i>251/441 5181</i>
Eufaula	Eufaula	334/687 4065
Mountain Longleaf	Ft. McLellan	256/848 6833
Wheeler	Decatur	256/353 7243
<b>ALASKA</b>		
Alaska Maritime	Homer	907/235 6546
Alaska Peninsula/Becharof	King Salmon	907/246 3339
<i>Anchorage FWFO</i>	<i>Anchorage</i>	<i>907/271 2888</i>
Arctic	Fairbanks	907/456 0250
Conservation Genetics Lab	Anchorage	907/786 3318
<i>Fairbanks FWFO</i>	<i>Fairbanks</i>	<i>907/456 0203</i>
Fisheries Genetics Lab*	Anchorage	907/786 3858
Innoko	McGrath	907/524 3251
Izembek	Cold Bay	907/532 2445
<i>Juneau FWFO</i>	<i>Juneau</i>	<i>907/586 7240</i>
Kanuti	Fairbanks	907/456 0329
Kenai	Soldotna	907/262 7021
Kenai FWFO	Kenai	907/262 9863
<i>Ketchikan ES</i>	<i>Ketchikan</i>	<i>907/225 9691</i>
King Salmon FWFO*	King Salmon	907/246 3442
Kodiak	Kodiak	907/487 2600
Koyukuk/Nowitna	Galena	907/656 1231
Marine Mammals Mgmt. Office	Anchorage	907/786 3800
Selawik	Kotzebue	907/442 3799

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**ALASKA** *cont'd*

<b>RAC</b>	<b>Anchorage</b>	<b>907/271 2828</b>
<b>RAC</b>	<b>Fairbanks</b>	<b>907/456 0255</b>
Tetlin	Tok	907/883 5312
Togiak	Dillingham	907/842 1063
Yukon Delta	Bethel	907/543 3151
Yukon Flats	Fairbanks	907/456 0440

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**ARIZONA**

Alchesay NFH*	Whiteriver	928/338 4901
<i>Arizona ES</i>	<i>Flagstaff</i>	<i>928/226 0614</i>
<i>Arizona ES</i>	<i>Phoenix</i>	<i>602/242 0210</i>
<i>Arizona ES</i>	<i>Tucson</i>	<i>520/670 4777</i>
Arizona FRO*	Flagstaff	928/226 1289
Arizona FRO*	Pinetop	928/367 1953
Arizona FRO*	Parker	928/667 4785
Arizona FRO*	San Carlos	928/475 2554
Bill Williams River	Parker	928/667 4144
Buenos Aires	Sasabe	520/823 4251
Cabeza Prieta	Ajo	520/387 6483
Cibola	Ehrenberg	928/857 3253
Havasu	Needles	760/326 3853
Imperial	Yuma	928/783 3371
Kofa	Yuma	928/783 7861
Lower CO River NWRC	Yuma	928/343 8112
Lower CO River Fire	Yuma	928/317 3205
Mojave Valley Fire	Mojave Valley	928/346 2600
Pinetop FHC*	Pinetop	928/367 1902
San Bernardino	Douglas	520/364 2104
<b>RAC</b>	<b>Mesa</b>	<b>480/967 7900</b>
Williams Creek NFH*	Whiteriver	928/338 4901
Willow Beach NFH*	Willow Beach	928/767 3456

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**ARKANSAS**

<i>Arkansas ES</i>	<i>Conway</i>	<i>501/513 4470</i>
Cache River	Augusta	870/347 2614
Big Lake	Manila	870/564 2429
Felsenthal	Crossett	870/364 3167
Greers Ferry NFH*	Heber Springs	501/362 3615

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**ARKANSAS** *cont'd*

Hazen Mig. Bird FO	Hazen	870/255 3812
Holla Bend	Dardanelle	479/299 4300
Mammoth Spring NFH*	Mammoth Spring	870/625 3912
Norfork NFH*	Mountain Home	870/499 5255
Pond Creek NWR	Lockesburg	870/289 2126
Wapanocca	Turrell	870/343 2595
White River	DeWitt	870/282 8200

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**CALIFORNIA**

<i>Arcata ES &amp; FWO*</i>	<i>Arcata</i>	<i>707/822 7201</i>
California/Nevada FHC*	Anderson	530/365 4271
<i>Carlsbad ES</i>	<i>Carlsbad</i>	<i>760/431 9440</i>
Castle Rock	Loleta	707/733 5406
Coleman NFH*	Anderson	530/365 8622
Coachella Valley	Thousand Palms	760/348 5278
Guadalupe-Nipomo Dunes	Guadalupe	805/343 9151
Havasu	Needles	760/326 3853
Hopper Mountain NWRC	Ventura	805/644 5185
Humboldt Bay	Loleta	707/733 5406
Kern	Delano	661/725 2767
Klamath Basin NWRC	Tulelake	530/667 2231
Livingston Stone NFH*	Shasta Lake	530/275 0549
Modoc	Alturas	530/233 3572
<i>Red Bluff FWO*</i>	<i>Red Bluff</i>	<i>530/527 3043</i>
<i>Sacramento ES</i>	<i>Sacramento</i>	<i>916/414 6600</i>
Sacramento NWRC	Willows	530/934 2801
Sacramento/San Joaquin Estuary FRO*	Stockton	209/946 6400
San Diego NWRC	Carlsbad	760/930 0168
San Diego	Jamul	619/669 7295
San Francisco Bay NWRC	Fremont	510/792 0222
San Luis NWRC	Los Banos	209/826 3508
San Pablo Bay	Mare Island	707/562 3000
Sonny Bono Salton Sea NWRC	Calipatria	760/348 5278
Sweetwater Marsh	Imperial Beach	619/575 2704
<b>RAC</b>	<b>Torrance</b>	<b>310/328 1516</b>
<b>RAC</b>	<b>Sacramento</b>	<b>916/414 6660</b>

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**CALIFORNIA** *cont'd*

Stone Lakes	Elk Grove	916/775 4421
Tehama-Colusa FF*	Red Bluff	530/527 3043
<i>Ventura ES</i>	<i>Ventura</i>	805/644 1766
<i>Yreka ES</i>	<i>Yreka</i>	530/842 5763
<i>Yreka FWO*</i>	<i>Yreka</i>	530/842 5763

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**COLORADO**

Alamosa/Monte Vista	Alamosa	719/589 4021
Arapaho	Walden	970/723 8202
Colorado FWMAO*	Golden	303/275 2392
Colorado River Fishery Project*	Grand Junction	970/245 9319
Browns Park	Maybell	970/365 3613
<i>Colorado ES</i>	<i>Lakewood</i>	303/275 2370
<i>Colorado River ES</i>	<i>Denver</i>	303/969 7322
Hotchkiss NFH*	Hotchkiss	970/872 3170
Leadville NFH*	Leadville	719/486 0189
National Eagle & Wildlife Repository	Commerce City	303/287 2110
Rocky Mt. Arsenal	Commerce City	303/289 0232
Rocky Mt. Fire	Lakewood	303/445 4369
<b>RAC</b>	<b>Lakewood</b>	<b>303/274 3560</b>
<i>Western CO ES</i>	<i>Grand Junction</i>	970/243 2778

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**CONNECTICUT**

Stewart B. McKinney	Westbrook	860/399 2513
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**DELAWARE**

Bombay Hook	Smyrna	302/653 9345
<i>Delaware Bay ES*</i>	<i>Smyrna</i>	302/653 9152
Prime Hook	Milton	302/684 8419

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**FLORIDA**

A.R.M. Loxahatchee	Boynton Beach	561/732 3684
Chassahowitzka	Crystal River	352/563 2088
FL Panther/10,000 Islands	Naples	239/353 8442
<i>Jacksonville ES</i>	<i>Jacksonville</i>	<i>904/232 2580</i>
J.N. Ding Darling	Sanibel	239/472 1100
Lake Woodruff	DeLeon Springs	386/985 4673
Lower Suwannee	Chiefland	352/493 0238
Merritt Island	Titusville	321/861 0667
National Key Deer	Big Pine Key	305/872 2239
<i>Panama City ES &amp; FRO*</i>	<i>Panama City</i>	<i>850/769 0552</i>
Pelican Island & Archie Carr	Vero Beach	772/562 3909
Prescribed Fire Training	Tallahassee	850/521 2083
<i>South Florida ES &amp; Vero Beach</i>	<i>Vero Beach</i>	<i>772/562 3909</i>
<i>FRO*</i>	St. Marks	850/925 6121
St. Marks	Apalachicola	850/653 8808
St. Vincent	<b>Miami</b>	<b>305/526 2610</b>
<b>RAC</b>	<b>St. Petersburg</b>	<b>727/570 5398</b>
<b>RAC</b>	Tallahassee	850/893
Tall Timbers Research Station	Welaka	4153x341
Welaka NFH*		904/467 2374

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**GEORGIA**

Chattahoochee Forest NFH*	Suches	706/838 4723
Coastal GA ES Suboffice	<i>Brunswick</i>	<i>912/265 9336</i>
Georgia ES	<i>Athens</i>	<i>706/613 9493</i>
Okefenokee	Folkston	912/496 7366
Piedmont	Round Oak	478/986 5441
Savannah Coastal	Savannah	912/652 4415
Southern Area Fire	Atlanta	770/458 2464
<b>RAC</b>	<b>Atlanta</b>	<b>404/763 7959</b>
Warm Springs NFH & TC*	Warm Springs	706/655 3382
<i>West Georgia ES Suboffice</i>	<i>Fort Benning</i>	<i>706/544 6422</i>

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**HAWAII & THE PACIFIC ISLANDS**

Guam	Yigo	671/355 5096
<i>Guam ES</i>	<i>Yigo</i>	<i>671/689 9323</i>
Big Island NWRC	Hilo	808/933 6915
Hawaii & Pacific Islands NWRC	Honolulu	808/792 9540
Oahu NWRC	Haleiwa	808/637 6330
Johnston Atoll	Honolulu	808/421 0011
Maui NWRC	Kihei	808/875 1582
Kauai NWRC	Kilauea	808/828 1413
Midway Atoll	Honolulu	808/674 8237
Pacific Remote Islands NWRC	Honolulu	808/792 9550
<i>Pacific Islands ES</i>	<i>Honolulu</i>	<i>808/792 9400</i>
<b>RAC</b>	<b>Honolulu</b>	<b>808/541 2681</b>

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**IDAHO**

Bear Lake	Montpelier	208/847 1757
Camas	Hamer	208/662 5423
<i>Central Idaho FO</i>	<i>Salmon</i>	<i>208/756 6493</i>
Deer Flat	Nampa	208/467 9278
Dworshak NFH*	Ahsahka	208/476 4591
<i>Eastern Idaho FO</i>	<i>Chubbuck</i>	<i>208/237 6975</i>
Grays Lake	Wayan	208/574 2755
Hagerman NFH*	Hagerman	208/837 4896
Idaho FWO/FRO*	Ahsahka	208/476 7242
Idaho FHC*	Ahsahka	208/476 9500
Kooskia NFH*	Kooskia	208/926 4272
Kootenai	Bonnors Ferry	208/267 3888
Lower Snake River Compensation Plan*	Boise	208/378 5321
Minidoka	Rupert	208/436 3589
SE Idaho NWRC	Chubbuck	208/237 6615
<i>Snake River FWO</i>	<i>Boise</i>	<i>208/378 5243</i>
<b>RAC</b>	<b>Boise</b>	<b>208/378 5333</b>

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**ILLINOIS**

Cartersville FRO*	Marion	618/997 6869
<i>Chicago ES</i>	<i>Barrington</i>	<i>847/381 2253</i>
Great River	Annada	573/847 2333
Crab Orchard	Marion	618/997 3344
Cypress Creek	Ullin	618/634 2231
Illinois River NWRC	Havana	309/535 2290
Large Rivers Fisheries Coordinators Office*	Rock Island	309/793 5811
<i>Marion ES</i>	<i>Marion</i>	<i>618/997 3344</i>
Mark Twain	Quincy	217/224 8580
Middle Mississippi River	Marion	618/997 1069
Upper Miss. River NW&FR	Thomson	815/273 2732
<b>RAC</b>	<b>Springfield</b>	<b>217/793 9554</b>
<i>Rock Island ES &amp; Illinois PLO</i>	<i>Rock Island</i>	<i>309/793 5800</i>

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**INDIANA**

Big Oaks	Madison	812/273 0783
<i>Bloomington ES Indiana PLO</i>	<i>Bloomington</i>	<i>812/334 4261</i>
Muscatatuck	Seymour	812/522 4352
<i>N. Indiana ES</i>	<i>Chesterton</i>	<i>219/983 9753</i>
Patoka River	Oakland City	812/749 3199

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**IOWA**

DeSoto	Missouri Valley	712/642 4121
Driftless Area	McGregor	563/873 3423
Iowa WMD	Titonka	515/928 2523
Neal Smith & Iowa PLO	Prairie City	515/994 3400
Union Slough	Titonka	515/928 2523
Upper Miss. River NW&FR	McGregor	563/873 3423

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**KANSAS**

Flint Hills	Hartford	316/392 5553
Great Plains Nature Center	Wichita	316/683 5499
<i>Kansas ES</i>	<i>Manhattan</i>	<i>785/539 3474</i>
Kirwin	Kirwin	785/543 6673
Marais des Cygnes	Pleasanton	913/352 8956
Quivira	Stafford	620/486 2393
<b>RAC</b>	<b>Derby</b>	<b>316/788 4474</b>

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**KENTUCKY**

Clarks River	Benton	270/527 5770
<i>Kentucky FO</i>	<i>Frankfort</i>	<i>502/695 0468</i>
Wolf Creek NFH*	Jamestown	270/343 3797

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**LOUISIANA**

Baton Rouge FRO*	Baton Rouge	225/578 4243
Bayou Cocodrie	Ferriday	318/336 7119
Bayou Teche	Franklin	337/828 0092
Cameron Prairie	Bell City	337/598 2216
Catahoula	Rhinehart	318/992 5261
Cat Island	St. Francisville	225/635 4753
Lacassine	Lake Arthur	337/774 5923
<i>Lafayette ES</i>	<i>Lafayette</i>	<i>337/291 3100</i>
Lake Ophelia NWRC	Marksville	318/253 4238
Mandalay	Houma	985/853 1078
N. Louisiana NWRC	Farmerville	318/726 4222
Natchitoches NFH*	Natchitoches	318/352 5324
Sabine	Hackberry	337/762 3816
Southeast LA NWRC (Atchafalaya, Bayou Sauvage, Big Branch Marsh, Bogue Chitto, Bremonton, Delta & Shell Keys)	Lacombe	985/882 2000

<b>RAC</b>	<b>Slidell</b>	<b>985/641 6209</b>
<b>RAC</b>	<b>Denham Springs</b>	<b>225/664 9663</b>
Tensas River	Tallulah	318/574 2664

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**MAINE**

Anadromous Fish Coordinators Office*	East Orland	207/469 6701
Aroostook	Limestone	207/328 4634
Craig Brook NFH* & MFC	East Orland	207/469 7300
Green Lake NFH*	Ellsworth	207/667 9531
Gulf of Maine Coastal Program	Falmouth	207/781 8364
Maine Coastal Islands NWRC	Milbridge	207/546 2124
<i>Maine ES</i>	<i>Old Town</i>	<i>207/827 5938</i>
Moosehorn	Baring	207/454 7161
Rachel Carson	Wells	207/646 9226
Sunkhaze Meadows	Old Town	207/827 6138

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**MARYLAND**

Chesapeake Marshlands NWRC	Cambridge	410/228 2692
<i>Chesapeake Bay ES</i>	Annapolis	410/573 4500
Eastern Neck	Rock Hall	410/639 7056
Maryland FRO*	Annapolis	410/263 2604
Patuxent Research	Laurel	301/497 5580
<b>RAC</b>	<b>Baltimore</b>	<b>410/962 7980</b>

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**MASSACHUSETTS**

Connecticut River	Sunderland	413/548 9138
Coordinators Office*		
E. Massachusetts NWRC	Sudbury	978/443 4661
Monomoy	Chatham	508/945 0594
North Attleboro NFH*	North Attleboro	598/695 5002
Sunderland FRO*	Sunderland	413/548 8002
Parker River	Newburyport	978/465 5753
Richard Cronin National Salmon Station*	Sunderland	413/548 9010
Silvio O. Conte NFWRC	Turner Falls	413/863 0209
<b>RAC</b>	<b>Chelsea</b>	<b>617/889 6616</b>

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**MICHIGAN**

Alpena FRO*	Alpena	989/356 5102
<i>Detroit River ES</i>	<i>Grosse Ile</i>	<i>734/692 7628</i>
<i>E. Lansing ES</i>	<i>East Lansing</i>	<i>517/351 2555</i>
Great Lakes*	Ann Arbor	734/662 3209
Jordan River NFH*	Elmira	231/584 2461
Ludington Biological Station*	Ludington	231/845 6205
Marquette Biological Station*	Marquette	906/226 6571
Michigan PLO	East Lansing	517/351 4230
Pendills Creek NFH*	Brimley	906/437 5231
Seney	Seney	906/586 9851
Shiawassee	Saginaw	517/777 5930
Sullivan Creek NFH*	Brimley	906/437 5231
<b>RAC</b>	<b>Ann Arbor</b>	<b>734/971 9755</b>
<i>Upper Peninsula ES</i>	<i>Marquette</i>	<i>906/226 1240</i>

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**MINNESOTA**

Agassiz	Middle River	218/449 4115
Big Stone	Odessa	320/273 2191
Crane Meadows	Little Falls	320/632 1575
Detroit Lakes WMD	Detroit Lakes	218/847 4431
Fergus Falls WMD and WAO	Fergus Falls	218/739 2291
Hamden Slough	Audubon	218/439 6319
Litchfield WAO	Litchfield	320/593 4600
Litchfield WMD	Litchfield	320/693 2849
Minnesota Fire	Grand Rapids	218/327 4558
Minnesota PLO Station	St. Cloud	320/253 4682
Minnesota Valley	Bloomington	952/854 5900
Morris WMD	Morris	320/589 1001
Prairie Wetlands Learning Center	Fergus Falls	218/736 0938 218/768 2402
Rice Lake	McGregor	218/687 2229
Rydell	Erskine	612/389 3323
Sherburne	Zimmerman	218/847 2641
Tamarac	Rochert	612/725 3548
<i>Twin Cities ES</i>	<i>Bloomington</i>	507/452 4232
Upper Mississippi River Headquarters	Winona	507/454 7351 <b>651/778 8360</b>
Upper Mississippi River NW&FR	Winona	507/831 2220
<b>SRA</b>	<b>St. Paul</b>	651/778 4699
Windom WMD	Windom	507/831 2220

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**MISSISSIPPI**

Gulf Coast FCO*	Ocean Springs	228/875 9387
Hillside	Cruger	662/235 4989
<i>Jackson ES</i>	<i>Jackson</i>	601/965 4900
Jackson Mig. Bird FO	Jackson	601/965 4903
Lower Mississippi River*	Vicksburg	601/629 6602
LMV Joint Venture Office	Vicksburg	601/629 6619
Mississippi Sandhill Crane	Gautier	228/497 6322
N. Mississippi NWRC	Grenada	662/226 8286
Noxubee	Brooksville	662/323 5548
Panther Swamp	Yazoo City	662/746 5060
Private John Allen NFH*	Tupelo	662/842 1341

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**MISSISSIPPI** *cont'd*

<b>RAC</b>	<b>Jackson</b>	<b>601/965 4699</b>
St. Catherine Creek	Sibley	601/442 6696
Yazoo Theodore Roosevelt	Hollandale	662/839 2617
NWRC		

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**MISSOURI**

Big Muddy	Columbia	573/876 1826
<i>Columbia ES &amp; FRO* &amp; Missouri PLO</i>	<i>Columbia</i>	<i>573/234 2132</i>
Great River/Clarence Cannon	Annada	573/847 2333
Mingo	Puxico	573/222 3589
Neosho NFH*	Neosho	417/451 0554
<b>RAC</b>	<b>Jefferson City</b>	<b>573/636 7815</b>
Squaw Creek	Mound City	660/442 3187
Swan Lake	Sumner	660/856 3323

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**MONTANA**

Benton Lake & WMD	Great Falls	406/727 7400
<i>Billings ES</i>	<i>Billings</i>	<i>406/247 7366</i>
Bowdoin & WMD	Malta	406/654 2863
Bozeman FTC*	Bozeman	406/582 8656
Bozeman FHC*	Bozeman	406/587 9265
Charles M. Russell & WMD	Lewistown	406/538 8706
Creston NFH*	Kalispell	406/758 6868
Ennis NFH*	Ennis	406/682 4847
<i>Grizzly Bear Recovery ES</i>	<i>Missoula</i>	<i>406/243 4903</i>
<i>Kalispell ES</i>	<i>Kalispell</i>	<i>406/758 6868</i>
Lee Metcalf	Stevensville	406/777 5552
Medicine Lake	Medicine Lake	406/789 2305
Missoula Aerial Fire	Missoula	406/329 4965
<i>Montana ES</i>	<i>Helena</i>	<i>406/449 5225</i>
Montana FWMAO*	Bozeman	406/585 9010
National Bison Range	Moiese	406/644 2211
NE Montana WMD	Medicine Lake	406/789 2305
NW Montana WMD	Moiese	406/644 2111
Red Rock Lakes	Lima	406/276 3536
Swan River	Marion	406/858 2216
<b>RAC</b>	<b>Billings</b>	<b>406/247 7355</b>

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**NEBRASKA**

Boyer Chute	Ft. Calhoun	402/468 4313
Crescent Lake	Ellsworth	308/762 4893
Fort Niobrara	Valentine	402/376 3789
<i>Nebraska ES</i>	<i>Grand Island</i>	<i>308/382 6468</i>
North Platte	Scottsbluff	308/635 7851
Rainwater Basin WMD	Kearney	308/236 5015

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**NEVADA**

Desert NWRC (Ash Meadow, Desert, Pahranagat & Moapa Valley)	Las Vegas	702/515 5450
Lahontan NFH*	Gardnerville	775/265 2425
<i>Las Vegas ES</i>	<i>Las Vegas</i>	<i>702/515 5230</i>
Marble Bluff Fish*	Nixon	775/574 0187
<i>Nevada ES</i>	<i>Reno</i>	<i>775/861 6300</i>
Ruby Lake	Ruby Valley	775/779 2237
<b>RAC</b>	<b>Reno</b>	<b>775/861 6360</b>
Stillwater NWRC	Fallon	775/423 5128

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**NEW HAMPSHIRE**

Central New England FRO*	Nashua	603/595 0957
Great Bay	Newington	603/431 7511
Lake Umbagog	Errol	603/482 3415
Nashua NFH*	Nashua	603/595 0891
<i>New England ES</i>	<i>Concord</i>	<i>603/223 2541</i>
Laconia OFA*	Laconia	603/528 8750
Silvio O. Conte NFWRC— Pondicherry	Jefferson	413 863 0209

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**NEW JERSEY**

Cape May	Cape May	609/463 0994
Edwin B Forsythe-Brigantine	Oceanville	609/652 1665
Edwin B Forsythe-Barnegat	Barnegat	609/698 1387
Great Swamp	Basking Ridge	973/425 1222
<i>New Jersey ES</i>	<i>Pleasantville</i>	<i>609/646 9310</i>
<b>RAC</b>	<b>Newark</b>	<b>973/645 5910</b>
Supawna Meadows	Pennsville	856/935 1487
Wallkill River	Sussex	973/702 7266

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**NEW MEXICO**

Bitter Lake	Roswell	505/622 6755
Bosque del Apache	Socorro	505/835 1828
Dexter NFH & TC*	Dexter	505/734 5910
Las Vegas	Las Vegas	505/425 3581
Maxwell	Maxwell	505/375 2331
Mescalero NFH*	Mescalero	505/671 4401
Mora NFH & TC*	Mora	505/387 6022
New Mexico FRO*	Albuquerque	505/761 4538
<i>New Mexico ES</i>	<i>Albuquerque</i>	<i>505/346 2525</i>
Sevilleta	Socorro	505/864 4021
San Andres	Las Cruces	505/382 5047
<b>RAC</b>	<b>Albuquerque</b>	<b>505/883 7828</b>

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**NEW YORK**

Iroquois	Basom	585/948 5445
Long Island NWRC	Shirley	631/286 0485
<i>Long Island ES</i>	<i>Islip</i>	<i>631/581 2941</i>
Lower Great Lakes FRO*	Amherst	716/691 5456
Montezuma	Seneca Falls	315/568 5987
<i>New York ES</i>	<i>Cortland</i>	<i>607/753 9334</i>
<b>RAC</b>	<b>Valley Stream</b>	<b>516/825 3950</b>
St. Lawrence WMD	Richville	315/287 9093

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**NORTH CAROLINA**

Alligator River	Manteo	252/473 1131
<i>Asheville ES</i>	<i>Asheville</i>	<i>828/258 3939</i>
Asheville Mig. Bird FO	Asheville	828/350 8228
Cedar Island	Swanquarter	252/225 2511
Edenton NFH*	Edenton	252/482 4118
Mackay Island & Currituck	Knotts Island	252/429 3100
Manteo Mig. Bird FO	Manteo	252/473 6983
Mattamuskeet	Swanquarter	252/926 4021
Pea Island	Hatteras	252/473 1131
Pee Dee	Wadesboro	704/694 4424
Pocosin Lakes	Columbia	252/796 3004
<i>Raleigh ES &amp; WMD</i>	<i>Raleigh</i>	<i>919/856 4520</i>
Roanoke River	Windsor	252/794 3808

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**NORTH CAROLINA** *cont'd*

<b>RAC</b>	<b>Raleigh</b>	<b>919/856 4786</b>
S. Atlantic Fisheries Coord.*	Morehead City	252/726 7021
South Atlantic Fisheries	Raleigh	919/515 5019

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**NORTH DAKOTA**

Arrowwood & WMD	Pingree	701/285 3341
Audubon & WMD	Coleharbor	701/442 5474
Bismarck WAO	Bismarck	701/250 4415
Bismarck WHO	Bismarck	701/250 4418
Chase Lake	Woodworth	701/752 4218
Crosby WMD	Crosby	701/965 6488
Des Lacs	Kenmare	701/385 4046
Devils Lake WMD	Devils Lake	701/662 8611
Garrison Dam NFH*	Riverdale	701/654 7451
J. Clark Salyer & WMD	Upham	701/768 2548
Kulm Lake WMD	Kulm	701/647 2866
Lake Alice	Devils Lake	701/662 8611
Lake Ilo	Dunn Center	701/548 8110
Lake Zahl	Crosby	701/965 6488
Long Lake & WMD	Moffit	701/387 4397
Lostwood	Kenmare	701/848 2722
Minot WAO	Minot	701/852 0318
Missouri R. FWMAO*	Bismarck	701/250 4419
<i>N. Dakota ES</i>	<i>Bismarck</i>	<i>701/250 4481</i>
Tewaukon & WMD	Cayuga	701/724 3598
Upper Souris	Berthold	701/468 5467
Valley City NFH*	Valley City	701/845 3464
Valley City WMD	Valley City	701/845 3466

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**OHIO**

Ottawa	Oak Harbor	419/898 0014
<i>Reynoldsburg ES Ohio PLO</i>	<i>Reynoldsburg</i>	<i>614/469 6923</i>

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**OKLAHOMA**

Deep Fork	Okmulgee	918/756 0815
Little River	Broken Bow	580/584 6211
<i>Oklahoma ES</i>	<i>Tulsa</i>	<i>918/581 7458</i>
Salt Plains	Jet	580/626 4794
<b>RAC</b>	<b>Edmond</b>	<b>405/715 0617</b>
Sequoyah	Vian	918/773 5251
Tishomingo NFH*	Tishomingo	580/384 5463
Tishomingo	Tishomingo	580/371 2402
Washita	Butler	580/664 2205
Wichita Mountains	Indianapolis	580/429 3221
Oklahoma FRO*	Tishomingo	580/384 5710

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**OREGON**

Ankeny	Jefferson	503/588 2701
Baskett Slough	Dallas	503/623 2749
<i>Central Oregon ES</i>	<i>Bend</i>	<i>541/383 7146</i>
Eagle Creek NFH*	Estacada	503/630 6270
Forensics Lab	Ashland	541/482 4191
<i>Klamath Falls FWO</i>	<i>Klamath Falls</i>	<i>541/885 8481</i>
Klamath Marsh	Chiloquin	541/783 3380
<i>La Grande FO</i>	<i>La Grande</i>	<i>541/962 8597</i>
Malheur	Princeton	541/493 2612
Mid-Columbia River	Umatilla	541/922 3232
<i>Oregon FWO</i>	<i>Portland</i>	<i>503/231 6179</i>
Oregon Coast NWRC	Newport	541/867 4550
Sheldon/Hart Mountain NWRC	Lakeview	541/947 3315
<b>RAC</b>	<b>Wilsonville</b>	<b>503/682 6131</b>
<i>SW Oregon ES</i>	<i>Roseburg</i>	<i>541/957 3474</i>
Tualatin River	Sherwood	503/590 5811
Warm Springs NFH*	Warm Springs	541/553 1692
Willamette Valley NWRC	Corvallis	541/757 7236

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**PENNSYLVANIA**

Allegheny*	Warren	814/726 0890
<i>E. Pennsylvania ES</i>	<i>Tobyhanna</i>	<i>570/894 1275</i>
Erie	Guys Mills	814/789 3585
John Heinz at Tincum	Philadelphia	215/365 3118
Lamar FHU*	Lamar	570/726 6611
Lamar NFH & TC*	Lamar	570/726 4247
<i>Pennsylvania ES</i>	<i>State College</i>	<i>814/234 4090</i>
Susquehanna River*	Harrisburg	717/238 6425

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**PUERTO RICO & THE  
U.S. VIRGIN ISLANDS**

<i>Boqueron ES</i>	<i>Boqueron, PR</i>	<i>787/851 7297</i>
Buck Island	Christiansted, VI	340/773 4554
Culebra	Culebra, PR	787/742 0115
Caribbean Islands	Boqueron, PR	787/851 7258
<b>Guaynabo LE</b>	<b>Guaynabo, PR</b>	<b>787/749 4338</b>
<i>Rio Grande ES</i>	<i>Rio Grande, PR</i>	<i>787/887 8769</i>
Vieques	Vieques	787/741 2138

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**RHODE ISLAND**

Rhode Island NWRC	Charlestown	401/364 9124
<i>S. New England ES</i>	<i>Charlestown</i>	<i>401/364 9124</i>

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**SOUTH CAROLINA**

ACE Basin	Hollywood	843/889 3084
Bears Bluff NFH*	Wadmalaw Island	843/559 2315
Cape Romain	Awendaw	843/928 3264
Carolina Sandhills	McBee	843/335 8401
<i>Charleston ES</i>	<i>Charleston</i>	<i>843/727 4707</i>
<i>Clemson ES</i>	<i>Clemon</i>	<i>864/656 2432</i>
Orangeburg NFH*	Summerton	803/534 4828
Santee	Summerton	803/478 2217
Waccamaw	Awendaw	843/527 8069

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**SOUTH DAKOTA**

Aberdeen WAO	Aberdeen	605/352 7014
D.C. Booth HNFH*	Spearfish	605/642 7730
Gavins Point NFH*	Yankton	605/665 3352
Huron WAO	Huron	605/352 7014
Huron WMD	Huron	605/352 5894
Lacreek	Martin	605/685 6508
Lake Andes & WMD	Lake Andes	605/487 7603
Madison WMD	Madison	605/256 2974
<i>S. Dakota ES &amp;</i>	<i>Pierre</i>	<i>605/224 8693</i>
Great Plains <i>FWMAO*</i>		
Sand Lake & WMD	Columbia	605/885 6320
<b>RAC</b>	<b>Pierre</b>	<b>605/224 1001</b>
Waubay & WMD	Waubay	605/947 4521

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**TENNESSEE**

Chickasaw	Ripley	731/635 7621
<i>Cookeville ES</i>	<i>Cookeville</i>	<i>931/528 6481</i>
Cross Creeks	Dover	931/232 7477
Dale Hollow NFH*	Celina	931/243 2443
Erwin NFH*	Erwin	423/743 4712
Hatchie	Brownsville	731/772 0501
Lower Hatchie	Henning	731/738 2296
Memphis Mig. Bird FO	Memphis	901/327 7631
Reelfoot	Union City	731/538 2481
<b>RAC</b>	<b>Nashville</b>	<b>615/736 5532</b>
Tennessee	Paris	731/642 2091
West Tennessee NWRC	Dyersburg	731/287 0650

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**TEXAS**

Aransas/Matagorda Island NWRC	Austwell	361/286 3559
<i>Arlington ES &amp; FRO*</i>	<i>Arlington</i>	<i>817/277 1100</i>
Attwater Prairie Chicken	Eagle Lake	979/234 3021
<i>Austin ES</i>	<i>Austin</i>	<i>512/490 0057</i>
Balcones Canyonlands	Austin	512/339 9432
Brazoria NWRC	Angleton	979/849 7771
Buffalo Lake	Umbarger	806/499 3382
<i>Houston ES</i>	<i>Houston</i>	<i>281/286 8282</i>
<i>Corpus Christi ES</i>	<i>Corpus Christi</i>	<i>361/994 9005</i>
Hagerman	Sherman	903/786 2826
Inks Dam NFH*	Burnet	512/793 2474
Laguna Atascosa	Rio Hondo	956/748 3607
L. Rio Grande Valley/ Santa Ana NWRC	Alamo	956/784 7500
McFaddin	Sabine Pass	409/971 2909
Muleshoe	Muleshoe	806/946 3341
San Bernard	Angleton	979/964 3639
San Marcos NFH & TC*	San Marcos	512/353 0011
<b>RAC</b>	<b>Fort Worth</b>	<b>817/334 5202</b>
<b>RAC</b>	<b>Houston</b>	<b>281/442 4066</b>
Texas Chenier Plain Anahuac NWRC	Anahuac	409/267 3337
Texas Fire	Lufkin	936/875 4786
Trinity River	Liberty	936/336 9786
Uvalde NFH*	Uvalde	830/278 2419

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**UTAH**

Bear River	Brigham City	435/723 5887
CO River Fish Project*	Vernal	435/789 0354
Fish Springs	Ibapah	435/831 5353
Jones Hole NFH*	Vernal	435/789 0366
Ouray NFH*	Vernal	435/789 0351
Ouray	Randlett	435/545 2522
Utah FWMAO*	Vernal	435/789 4078
<b>RAC</b>	<b>Ogden</b>	<b>801/625 5570</b>
<i>Utah ES</i>	<i>West Valley City</i>	<i>801/975 3330</i>

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**VERMONT**

Lake Champlain FWRO*	Essex Junction	802/872 0629
Missisquoi	Swanton	802/868 4781
Pittsford NFH*	N. Chittendon	802/483 6618
Silvio O. Conte NFWRC- Nulhegan	Brunswick	802/962 5240
White River NFH*	Bethel	802/234 5400

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**VIRGINIA**

Back Bay	Virginia Beach	757/721 2412
Chincoteague	Chincoteague	757/336 6122
Eastern Shore of VA	Cape Charles	757/331 2760
Eastern VA Rivers NWRC	Warsaw	804/333 1470
Gloucester OFA*	Gloucester	804/693 7118
Great Dismal Swamp	Suffolk	757/986 3705
Harrison Lake NFH*	Charles City	804/829 2421
Northeast Fire	Suffolk	757/986 3409 x102

Potomac River NWRC	Woodbridge	703/490 4979
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**RAC**

<i>SW Virginia ES</i>	<b>Richmond</b>	<b>804/771 2883</b>
<i>Virginia ES</i>	<i>Abingdon</i>	<i>276/623 1233</i>
	<i>Gloucester</i>	<i>804/693 6694</i>

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**WASHINGTON**

Abernathy FTC*	Longview	360/425 6072
Carson NFH*	Carson	509/427 5905
<i>Central Washington FO</i>	<i>Wenatchee</i>	<i>509/665 3508</i>
Columbia	Othello	509/488 2668
Columbia River FPO*	Vancouver	360/604 2500
Conboy Lake	Glenwood	509/364 3410
Entiat NFH*	Entiat	509/784 1131
Hanford Reach NWRC	Richland	509/371 1801
Julia Butler Hansen	Cathlamet	360/795 3915
Leavenworth NFH*	Leavenworth	509/548 7641
Little Pend Oreille	Colville	509/684 8384
Little White Salmon/ Willard NFH*	Cook	509/538 2755

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**WASHINGTON** *cont'd*

Lower Columbia River FHC*	Underwood	509/493 3156
Makah NFH*	Neah Bay	360/645 2521
Mid-Columbia River FRO*	Leavenworth	509/548 7573
Mid-Columbia River NWRC	Pasco	509/545 8588
Nisqually	Olympia	360/753 9467
Quilcene NFH*	Quilcene	360/765 3334
Quinault*	Humptulips	360/288 2508
Olympia FHC	Olympia	360/753 9046
Pierce	Stevenson	509/427 5208
Ridgefield	Ridgefield	360/887 4106
Spring Creek NFH*	Underwood	509/493 1730
Steigerwald Lake	Stevenson	360/887 4106
<b>RAC</b>	<b>Redmond</b>	<b>425/883 8122</b>
Turnbull	Cheney	509/235 4723
<i>Upper Columbia River ES</i>	<i>Spokane</i>	<i>509/891 6839</i>
<i>W. Washington FWO</i>	<i>Lacey</i>	<i>360/753 9440</i>
Washington Maritime NWRC	Port Angeles	360/457 8451
Willapa	Ilwaco	360/484 3482
Winthrop NFH*	Winthrop	509/996 2424
Yakima Suboffice*	Yakima	509/575 5848

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**WEST VIRGINIA**

Canaan Valley	Davis	304/866 3858
Ohio River Islands	Parkersburg	304/422 0752
<i>W. Virginia ES</i>	<i>Elkins</i>	<i>304/636 6586</i>
White Sulphur Springs NFH*	White Sulphur Springs	304/536 1361

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**WISCONSIN**

Ashland FRO*	Ashland	715/682 6185
Genoa NFH*	Genoa	608/689 2605
<i>Green Bay ES &amp; FRO*</i>	<i>Green Bay</i>	<i>920/866 1717</i>
Green Bay NWR	Green Bay	920/866 1739
Horicon	Mayville	920/387 2658
Iron River NFH*	Iron River	715/372 8510
La Crosse FHC*	Onalaska	608/783 8444
La Crosse FRO*	Onalaska	608/783 8431
Leopold WMD	Portage	608/742 7100
Necedah	Necedah	608/565 2551
St. Croix WMD	New Richmond	715/246 7784
Trempealeau	Trempealeau	608/539 2311
Wisconsin PLO	Madison	608/221 1206
Whittlesey Creek	Ashland	715/682 6185
Upper Mississippi River NW&FR	Onalaska	608/783 8405

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**WYOMING**

Arapaho Complex	Walden (CO)	970/723 8202
<i>Cheyenne ES</i>	<i>Cheyenne</i>	<i>307/772 2374</i>
Jackson NFH*	Jackson	307/733 2510
Lander FWMAO*	Lander	307/332 2159
<i>Nat'l Black-Footed Ferret ES</i>	<i>Laramie</i>	<i>307/721 8805</i>
National Elk Refuge	Jackson	307/733 9212
Saratoga NFH*	Saratoga	307/326 5662
Seedskadee	Green River	307/875 2187
<b>RAC</b>	<b>Casper</b>	<b>307/261 6365</b>

# State Fish and Wildlife Agencies

## (IAFWA Members List)

<[www.IAFWA.org](http://www.IAFWA.org)> or <[offices.fws.gov](http://offices.fws.gov)>

### Alabama

Division of Wildlife and  
Freshwater Fisheries  
Montgomery: 334/242 3465  
<[www.dcnr.state.al.us/agfd](http://www.dcnr.state.al.us/agfd)>

### Alaska

Department of Fish and Game  
Juneau: 907/465 4100  
<[www.adfg.state.ak.us](http://www.adfg.state.ak.us)>

### Arizona

Game and Fish Department  
Phoenix: 602/942 3000  
<[www.gf.state.az.us](http://www.gf.state.az.us)>

### Arkansas

Game and Fish Commission  
Little Rock: 501/223 6300  
<[www.agfc.state.ar.us](http://www.agfc.state.ar.us)>

### California

Department of Fish and Game  
Sacramento: 916/445 0411  
<[www.dfg.ca.gov](http://www.dfg.ca.gov)>

### Colorado

Division of Wildlife  
Denver: 303/297 1192  
<[wildlife.state.co.us](http://wildlife.state.co.us)>

### Connecticut

Department of  
Environmental Protection  
Hartford: 860/424 3000  
<[dep.state.ct.us/index.htm](http://dep.state.ct.us/index.htm)>

### Delaware

Division of Fish and Wildlife  
Dover: 302/739 4431  
<[www.dnrec.state.de.us/fw](http://www.dnrec.state.de.us/fw)>

### District of Columbia

Fisheries and Wildlife Division  
Washington, DC: 202/535 2266  
<[www.dchealth.dc.gov/  
services/administration\\_offices/  
environmental/services2/fisheries\\_  
wildlife/index.shtm](http://www.dchealth.dc.gov/services/administration_offices/environmental/services2/fisheries_wildlife/index.shtm)>

### Florida

Fish and Wildlife Conservation  
Commission  
Tallahassee: 850/488 4676  
<[myfwc.com](http://myfwc.com)>

### Georgia

Department of Natural Resources,  
Wildlife Resources Division  
Social Circle: 770/918 6400  
<[georgiawildlife.dnr.state.ga.us/](http://georgiawildlife.dnr.state.ga.us/)>

### Hawaii

Department of Land and  
Natural Resources  
Honolulu: 808/587 0400  
<[www.hawaii.gov/dlnr](http://www.hawaii.gov/dlnr)>

### Idaho

Fish and Game Department  
Boise: 208/334 3700  
<[fishandgame.idaho.gov/](http://fishandgame.idaho.gov/)>

**Illinois**

Department of Natural  
Resources  
Springfield: 217/782 6302  
<dnr.state.il.us>

**Indiana**

Department of Natural  
Resources  
Indianapolis: 317/232 4080  
<www.in.gov/dnr/fishwild/>

**Iowa**

Wildlife Bureau  
Des Moines: 515/281 5918  
<www.iowadnr.com/wildlife/  
index.html>

**Kansas**

Department of Wildlife  
and Parks  
Pratt: 620/672 5911  
<www.kdwp.state.ks.us>

**Kentucky**

Department of Fish and Wildlife  
Resources  
Frankfort: 800/858 1549  
<fw.ky.gov>

**Louisiana**

Department of Wildlife and  
Fisheries  
Baton Rouge: 225/765 2500  
<www.wlf.state.la.us>

**Maine**

Department of Inland  
Fisheries and Wildlife  
Augusta: 207/287 8000  
<www.state.me.us/ifw>

**Maryland**

Department of  
Natural Resources  
Annapolis: 877/620 8367  
<www.dnr.state.md.us>

**Massachusetts**

Division of Fisheries  
and Wildlife  
Westborough: 508/792 7270  
<www.mass.gov/dfwele/dfw>

**Michigan**

Department of  
Natural Resources  
Lansing: 517/373 1263  
<www.michigan.gov/dnr>

**Minnesota**

Department of  
Natural Resources  
St Paul: 651/296 6157  
<www.dnr.state.mn.us/index.  
html>

**Mississippi**

Department of Wildlife,  
Fisheries and Parks  
Jackson: 601/432-2400  
<www.mdwfp.com>

**Missouri**

Department of Conservation  
Jefferson City: 573/751 4115  
<www.conservation.  
state.mo.us>

**Montana**

Department of Fish,  
Wildlife and Parks  
Helena: 406/444 2535  
<www.fwp.state.mt.us>

**Nebraska**

Game and Parks Commission  
Lincoln: 402/471-0641  
<[www.ngpc.state.ne.us](http://www.ngpc.state.ne.us)>

**Nevada**

Department of Wildlife  
Reno: 775/688 1500  
<[ndow.org](http://ndow.org)>

**New Hampshire**

Fish and Game Department  
Concord: 603/271 3421  
<[www.wildlife.state.nh.us](http://www.wildlife.state.nh.us)>

**New Jersey**

Division of Fish and Wildlife  
Trenton: 609/292 2965  
<[state.nj.us/dep/fgw](http://state.nj.us/dep/fgw)>

**New Mexico**

Game and Fish Department  
Santa Fe: 505/476 8000  
<[www.wildlife.state.nm.us](http://www.wildlife.state.nm.us)>

**New York**

Department of Environmental  
Conservation  
Albany: 518/402 8924  
<[www.dec.state.ny.us/index.html](http://www.dec.state.ny.us/index.html)>

**North Carolina**

Wildlife Resources Commission  
Raleigh: 919/733 3391  
<[www.newwildlife.org](http://www.newwildlife.org)>

**North Dakota**

Game and Fish Department  
Bismarck: 701/328 6300  
<[www.state.nd.us/gnf](http://www.state.nd.us/gnf)>

**Ohio**

Department of Natural  
Resources, Division of Wildlife  
Columbus: 614/265 6300  
<[www.dnr.state.oh.us/wildlife](http://www.dnr.state.oh.us/wildlife)>

**Oklahoma**

Department of Wildlife  
Conservation  
Oklahoma City: 405/521 2739  
<[www.wildlifedepartment.com](http://www.wildlifedepartment.com)>

**Oregon**

Department of Fish and Wildlife  
Salem: 503/947 6000  
<[www.dfw.state.or.us](http://www.dfw.state.or.us)>

**Pennsylvania**

Fish and Boat Commission  
Harrisburg: 717/705 7800  
<[www.fish.state.pa.us](http://www.fish.state.pa.us)>

Pennsylvania Game Commission  
Harrisburg: 717/787 4250  
<[www.pgc.state.pa.us](http://www.pgc.state.pa.us)>

**Rhode Island**

Division of Fish and Wildlife  
Wakefield: 401/789 3094  
<[www.state.ri.us/dem/programs/bnatres/fishwild/index.htm](http://www.state.ri.us/dem/programs/bnatres/fishwild/index.htm)>

**South Carolina**

Department of Natural  
Resources  
Columbia: 803/734 3886  
<[water.dnr.state.sc.us](http://water.dnr.state.sc.us)>

**South Dakota**

Game, Fish and Parks  
Department  
Pierre: 605/773 3381  
<[www.sdgifp.info/Index.htm](http://www.sdgifp.info/Index.htm)>

**Tennessee**

Wildlife Resources Agency  
Nashville: 615/781 6500  
<[www.state.tn.us/twra](http://www.state.tn.us/twra)>

**Texas**

Parks and Wildlife Department  
Austin: 512/389 4800  
<[www.tpwd.state.tx.us](http://www.tpwd.state.tx.us)>

**Utah**

Division of Wildlife Resources  
Salt Lake City: 801/538 4700  
<[www.wildlife.utah.gov](http://www.wildlife.utah.gov)>

**Vermont**

Department of Fish and Wildlife  
Waterbury: 802/241 3700  
<[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)>

**Virginia**

Department of Game and  
Inland Fisheries  
Richmond: 804/367 1000  
<[www.dgif.state.va.us](http://www.dgif.state.va.us)>

**Washington**

Department of Fish and Wildlife  
Olympia: 360/902 2200  
<[wdfw.wa.gov](http://wdfw.wa.gov)>

**West Virginia**

Division of Natural Resources  
Charleston: 304/558 3380  
<[www.wvdnr.gov](http://www.wvdnr.gov)>

**Wisconsin**

Department of Natural  
Resources  
Madison: 608/266 2621  
<[www.dnr.state.wi.us](http://www.dnr.state.wi.us)>

**Wyoming**

Game and Fish Department  
Cheyenne: 307/777 4600  
<[gf.state.wy.us](http://gf.state.wy.us)>



# January 2005

PP=Pay Period

	Sunday	Monday	Tuesday
<b>December 2004</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	26	27	28
<b>January 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2 <small>2/363</small>	3  <small>3/362</small>	4 \$ <small>4/361</small>
<b>February 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	9 <small>9/356</small>	10 ● <small>10/355</small>	11 <small>11/354</small>
<b>March 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	16 <small>16/349</small>	17  <small>17/348</small> Birthday of Martin Luther King Jr.	18 \$ <small>18/347</small>
<b>April 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	23 <small>23/342</small>	24 <small>24/341</small>	25 ○ <small>25/340</small>
	30 <small>30/335</small>	31 <small>31/334</small>	

# January 2005

Wednesday	Thursday	Friday	Saturday
29	30	31	<b>1</b> <small>1/364 New Year's Day</small>
<b>5</b> <small>5/360</small>	<b>6</b> <small>6/359</small>	<b>7</b> <small>7/358</small>	<b>8</b> <small>End PP2</small>
<b>12</b> <small>12/353</small>	<b>13</b> <small>13/352</small>	<b>14</b> <small>14/351</small>	<b>15</b> <small>15/350</small>
<b>19</b> <small>19/346</small>	<b>20</b> <small>20/345</small>	<b>21</b> <small>21/344</small>	<b>22</b> <small>End PP3</small>
<b>26</b> <small>26/339</small>	<b>27</b> <small>27/338</small>	<b>28</b> <small>28/337</small>	<b>29</b> <small>29/336</small>

# February 2005

African-American History Month

	Sunday	Monday	Tuesday
<b>January 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	30	31	1 \$ 32/333
<b>February 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	6 37/328	7 38/327	8 ● 39/326
<b>March 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	13 44/321	14 45/320	15 \$ 46/319
<b>April 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	20 51/314	21 52/313 Washington's Birthday	22 53/312
<b>May 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	27 58/307	28 59/306	1

## February 2005

Wednesday	Thursday	Friday	Saturday
<b>2</b> ● 33/332	<b>3</b> 34/331	<b>4</b> 35/330	<b>5</b> End PP4
<b>9</b> 40/325	<b>10</b> 41/324	<b>11</b> 42/323	<b>12</b> 43/322
<b>16</b> ● 47/318	<b>17</b> 48/317	<b>18</b> 49/316	<b>19</b> End PP5
<b>23</b> 54/311	<b>24</b> ○ 55/310	<b>25</b> 56/309	<b>26</b> 57/308
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

# March 2005

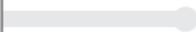
Women's History Month

	Sunday	Monday	Tuesday
<b>February 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	27	28	1 \$ 60/305
<b>March 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	6 65/300	7 66/299	8 67/298
<b>April 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	13 72/293	<b>14</b> 73/292 National Wildlife Refuge System Birthday	15 \$ 74/291
<b>May 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	20 79/286 First Day of Spring	21 80/285	22 81/284
<b>June 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	27 86/279	28 87/278	29 \$ 88/277

# March 2005

Wednesday	Thursday	Friday	Saturday
<b>2</b> 61/304	<b>3</b> ☾ 62/303	<b>4</b> 63/302	<b>5</b> End PP6
<b>9</b> 68/297	<b>10</b> ● 69/296	<b>11</b> 70/295	<b>12</b> 71/294
<b>16</b> 75/290	<b>17</b> ☾ 76/289	<b>18</b> 77/288	<b>19</b> End PP7
<b>23</b> 82/283	<b>24</b> 83/282	<b>25</b> ○ 84/281	<b>26</b> 85/280
<b>30</b> 89/276	<b>31</b> 90/275	<b>1</b>	<b>2</b>

# April 2005

	Sunday	Monday	Tuesday
<b>March 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	27	28	29
<b>April 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>3</b> 93/272 Daylight Savings Time Begins	<b>4</b> 94/271	<b>5</b> 95/270
<b>May 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>10</b> 100/265	<b>11</b> 101/264	<b>12</b> \$ 102/263
<b>June 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>17</b> 107/258	<b>18</b> 108/257 <b>National Wildlife Week</b>	<b>19</b> 109/256 
<b>July 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>24</b> ☉ 114/251 	<b>25</b> 115/250	<b>26</b> \$ 116/249

# April 2005

Wednesday	Thursday	Friday	Saturday
30	31	1 <small>91/274</small>	2 <small>End PP8</small>
6 <small>96/269</small>	7 <small>97/268</small>	8 <small>● 98/267</small>	9 <small>◐ 99/266</small>
13 <small>103/262</small>	14 <small>104/261</small>	15 <small>105/260 TSP Open Season Begins</small>	16 <small>◑ End PP9</small>
20 <small>110/255</small>	21 <small>111/254</small>	22 <small>112/253 Earth Day</small>	23 <small>113/252 Junior Duck Stamp Contest</small>
			
27 <small>117/248</small>	28 <small>118/247</small>	29 <small>119/246</small>	30 <small>End PP10</small>

# May 2005

Asian/Pacific American Islander Month

	Sunday	Monday	Tuesday
<b>April 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>1</b> ☉ 121/244	<b>2</b> 122/243	<b>3</b> 123/242
<b>May 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>8</b> ● 128/237	<b>9</b> 129/236	<b>10</b> \$ 130/235
<b>June 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>15</b> 135/230	<b>16</b> ☾ 136/229	<b>17</b> 137/228
<b>July 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>22</b> 142/223	<b>23</b> ☽ 143/222	<b>24</b> \$ 144/221
<b>August 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>29</b> 149/216	<b>30</b> ☾ 149/215 Memorial Day	<b>31</b> 151/214

Wednesday	Thursday	Friday	Saturday
<b>4</b> 124/241	<b>5</b> 125/240	<b>6</b> 126/239	<b>7</b> 127/238
<b>11</b> 131/234	<b>12</b> 132/233	<b>13</b> 133/232	<b>14</b> End PP11 International Migratory Bird Day
<b>18</b> 138/227	<b>19</b> 139/226	<b>20</b> 140/225	<b>21</b> 141/224
<b>25</b> 145/220	<b>26</b> 146/219	<b>27</b> 147/218	<b>28</b> End PP12
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# June 2005

## Gay and Lesbian Pride Month

	Sunday	Monday	Tuesday
<b>May 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	29	30	31
<b>June 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>5</b> 156/209	<b>6</b> ● 157/208	<b>7</b> \$ 158/207
<b>July 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>12</b> 163/201	<b>13</b> 164/201	<b>14</b> 165/200
<b>August 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>19</b> 170/195	<b>20</b> 171/194	<b>21</b> \$ 172/193 First Day of Summer
<b>September 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>26</b> 177/188	<b>27</b> 178/187	<b>28</b> ● 179/186

Wednesday	Thursday	Friday	Saturday
<b>1</b> 152/213	<b>2</b> 153/212	<b>3</b> 154/211	<b>4</b> 155/210 National Fishing and Boating Week 
<b>8</b> 159/206	<b>9</b> 160/205	<b>10</b> 161/204	<b>11</b> End PP13 
<b>15</b> ☾ 166/199	<b>16</b> 167/198	<b>17</b> 168/197	<b>18</b> 169/196
<b>22</b> ○ 173/192	<b>23</b> 174/191	<b>24</b> 175/190	<b>25</b> End PP14
<b>29</b> 180/185	<b>30</b> 181/184 TSP Open Season Ends	<b>1</b>	<b>2</b>

# July 2005

	Sunday	Monday	Tuesday
<b>June 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	26	27	28
<b>July 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>3</b> 184/181	<b>4</b> 185/180 Independence Day	<b>5</b> \$ 186/179
<b>August 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>10</b> 191/174	<b>11</b> 192/173	<b>12</b> 193/172
<b>September 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>17</b> 198/167	<b>18</b> 199/166	<b>19</b> \$ 200/165
<b>October 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>24</b> 205/160          <b>31</b> 212/153	<b>25</b> 206/159	<b>26</b> 207/158

# July 2005

Wednesday	Thursday	Friday	Saturday
29	30	1 182/183 Federal Duck Stamp First Day of Sale	2 183/182
6 ● 187/178	7 188/177	8 189/176	9 End PP15
13 194/171	14 ☾ 195/170	15 196/169	16 197/168
20 201/164	21 202/163	22 ○ 203/162	23 End PP16
27 208/157	28 209/156	29 ☾ 210/155	30 211/154

# August 2005

	Sunday	Monday	Tuesday
<b>July 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>31</b>	<b>1</b> 213/152	<b>2</b> \$ 214/151
<b>August 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>7</b> 219/146	<b>8</b> 220/144	<b>9</b> 221/143
<b>September 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>14</b> 226/138	<b>15</b> 227/137	<b>16</b> \$ 228/136
<b>October 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>21</b> 233/132	<b>22</b> 234/131	<b>23</b> 235/130
<b>November 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>28</b> 240/125	<b>29</b> 241/124	<b>30</b> \$ 242/123

# August 2005

Wednesday	Thursday	Friday	Saturday
<b>3</b> 215/150	<b>4</b> 216/149	<b>5</b> ● 217/148	<b>6</b> End PP17
<b>10</b> 222/142	<b>11</b> 223/141	<b>12</b> 224/140	<b>13</b> ◐ 225/139
<b>17</b> \$ 229/135	<b>18</b> 230/134	<b>19</b> ○ 231/133	<b>20</b> End PP18
<b>24</b> 236/129	<b>25</b> 237/128	<b>26</b> ◑ 238/127	<b>27</b> 239/126
<b>31</b> 243/122	<b>1</b>	<b>2</b>	<b>3</b>

# September 2005

Hispanic Heritage Month (Sept. 15–Oct. 15)

	Sunday	Monday	Tuesday
<b>August 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	28	29	30
<b>September 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	4 247/118	5 248/117 Labor Day	6 249/116
<b>October 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	11 ☉ 254/111	12 255/110	13 \$ 256/109
<b>November 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	18 ☉ 261/104	19 262/103	20 263/102
<b>December 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	25 ☉ 268/97	26 269/96	27 \$ 270/95

## September 2005

Wednesday	Thursday	Friday	Saturday
31	1 <small>244/121</small>	2 <small>245/120</small>	3 ● End PP19
7 <small>250/115</small>	8 <small>251/114</small>	9 <small>252/113</small>	10 <small>253/112</small>
14 <small>257/108</small>	15 <small>258/107</small>	16 <small>259/106</small>	17 End PP20
21 <small>264/101</small>	22 <small>265/100</small> First Day of Autumn	23 <small>266/99</small>	24 <small>267/98</small> National Hunting and Fishing Day  National Public Lands Day
28 <small>271/94</small>	29 <small>272/93</small>	30 <small>273/92</small>	1

# October 2005

## Disability Employment Awareness Month

	Sunday	Monday	Tuesday
<b>September 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	25	26	27
<b>October 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2 275/90	3 ● 276/89	4 277/88
<b>November 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	9 282/83 National Wildlife Refuge Week	10 ◐ 283/82 Columbus Day	11 \$ 284/81
<b>December 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	16 289/76	17 ○ 290/75	18 291/74
<b>January 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	23 266/69	24 297/68	25 \$ ● 298/67
	30 303/62 Daylight Savings Time Ends	31 304/61	

# October 2005

Wednesday	Thursday	Friday	Saturday
28	29	30	1 <b>End PP21</b>
5 <small>278/87</small>	6 <small>279/86</small>	7 <small>280/85</small>	8 <small>281/84</small>
12 <small>285/80</small>	13 <small>286/79</small>	14 <small>287/78</small>	15 <b>End PP22</b> <b>TSP</b> <b>Open Season</b> <b>Begins</b>
19 <small>292/73</small>	20 <small>293/72</small>	21 <small>294/71</small> Don't forget to schedule Annual Leave. Use or lose.	22 <small>295/70</small>
26 <small>299/66</small>	27 <small>300/65</small>	28 <small>301/64</small>	29 <b>End PP23</b>

# November 2005

National American Indian and  
Alaska Native Heritage Month

	Sunday	Monday	Tuesday
<p><b>October 2005</b></p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p><b>30</b></p>	<p><b>31</b></p>	<p><b>1</b> 305/60</p>
<p><b>November 2005</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p><b>6</b> 310/55</p>	<p><b>7</b> 311/54  <b>Health Benefits                      and Flexible                      Spending                      Accounts                      Open Season                      Begins</b></p>	<p><b>8</b> \$ 312/53</p>
<p><b>December 2005</b></p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p><b>13</b> 317/48</p>	<p><b>14</b> 318/47</p>	<p><b>15</b> 319/46</p>
<p><b>January 2006</b></p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p><b>20</b> 324/41</p>	<p><b>21</b> 325/40</p>	<p><b>22</b> \$ 326/39</p>
<p><b>February 2006</b></p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28</p>	<p><b>27</b> 331/34</p>	<p><b>28</b> 332/33</p>	<p><b>29</b> 333/32</p>

# November 2005

Wednesday	Thursday	Friday	Saturday
<b>2</b> ● 306/59	<b>3</b> 307/58	<b>4</b> 308/57	<b>5</b> 309/56
<b>9</b> ◐ 313/52	<b>10</b> 314/51	<b>11</b> 315/50 Veterans Day	<b>12</b> End PP24
<b>16</b> ○ 320/45	<b>17</b> 321/44	<b>18</b> 322/43	<b>19</b> 323/42
<b>23</b> ◑ 327/38	<b>24</b> 328/37 Thanksgiving Day	<b>25</b> 329/36	<b>26</b> End PP25 Last Day to Schedule Annual Leave. Subject to Forfeiture.
<b>30</b> 334/31	<b>1</b>	<b>2</b>	<b>3</b>

# December 2005

	Sunday	Monday	Tuesday
<b>November 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	27	28	29
<b>December 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	4 338/27	5 339/26	6 \$ 340/25
<b>January 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	11 345/20	12 346/19 <b>Health Benefits            and Flexible            Spending            Accounts Open            Season Ends</b>	13 347/18
<b>February 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	18 352/13	19 353/12	20 \$ 354/11
<b>March 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	25 359/6 Christmas Day	26 360/5 Christmas Day Observed	27 361/4

## December 2005

Wednesday	Thursday	Friday	Saturday
30	1 ● 335/30	2 336/29	3 337/28
7 341/24	8 ◐ 342/23	9 343/22	10 End PP26
14 348/17	15 ○ 349/16	16 350/15	17 351/14
21 355/10 First Day of Winter	22 356/9	23 ◑ 357/8	24 End PP1
28 362/3	29 353/2	30 364/1	31 ● 365/0 TSP Open Season Ends

# January 2006

	Sunday	Monday	Tuesday
<b>December 2005</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>1</b> 1/364	<b>2</b> 2/363 New Year's Day Observed	<b>3</b> \$ 3/362
<b>January 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>8</b> 14/351	<b>9</b> 9/356	<b>10</b> 10/355
<b>February 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>15</b> 15/350	<b>16</b> 16/349 Birthday of Martin Luther King Jr.	<b>17</b> \$ 17/348
<b>March 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>22</b> ☾ 22/343	<b>23</b> 23/342	<b>24</b> 24/341
<b>April 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>29</b> ● 29/336	<b>30</b> 30/335	<b>31</b> \$ 31/334

Wednesday	Thursday	Friday	Saturday
<b>4</b> 4/361	<b>5</b> 5/360	<b>6</b> ☾ 6/359	<b>7</b> End PP2
<b>11</b> 11/354	<b>12</b> 12/353	<b>13</b> 13/352	<b>14</b> ○ 14/351
<b>18</b> 18/347	<b>19</b> 19/346	<b>20</b> 20/345	<b>21</b> End PP3
<b>25</b> 25/340	<b>26</b> 26/339	<b>27</b> 27/338	<b>28</b> 28/337
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# February 2006

African-American History Month

	Sunday	Monday	Tuesday
<b>January 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	29	30	31
<b>February 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	5 ☾ 36/329	6 37/328	7 38/327
<b>March 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	12 43/322	13 ☉ 44/321	14 \$ 45/320
<b>April 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	19 50/315	20 51/314 Washington's Birthday	21 ☾ 52/313
<b>May 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	26 57/308	27 58/307	28 \$ 59/306 ●

## February 2006

Wednesday	Thursday	Friday	Saturday
<b>1</b> 32/333	<b>2</b> 33/332	<b>3</b> 34/331	<b>4</b> End PP4
<b>8</b> 39/326	<b>9</b> 40/325	<b>10</b> 41/324	<b>11</b> 42/323
<b>15</b> 46/319	<b>16</b> 47/318	<b>17</b> 48/317	<b>18</b> End PP5
<b>22</b> 53/312	<b>23</b> 54/311	<b>24</b> 55/310	<b>25</b> 56/309
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# March 2006

Women's History Month

	Sunday	Monday	Tuesday
<b>February 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	26	27	28
<b>March 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	5 64/301	6  65/300	7 66/299
<b>April 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	12 71/294	13 72/293	<b>14</b> \$  73/292 <b>National Wildlife Refuge System Birthday</b>
<b>May 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	19 78/287	20 79/286 First Day of Spring	21 80/285
<b>June 2006</b> <b>S M T W T F S</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	26 85/280	27 86/279	28 \$ 87/278

# March 2006

Wednesday	Thursday	Friday	Saturday
<b>1</b> 60/305	<b>2</b> 61/304	<b>3</b> 62/303	<b>4</b> End PP6
<b>8</b> 67/298	<b>9</b> 68/297	<b>10</b> 69/296	<b>11</b> 70/295
<b>15</b> 74/291	<b>16</b> 75/290	<b>17</b> 76/289	<b>18</b> End PP7
<b>22</b> ☾ 81/284	<b>23</b> 82/283	<b>24</b> 83/282	<b>25</b> 84/281
<b>29</b> ● 88/277	<b>30</b> 89/276	<b>31</b> 90/275	<b>1</b>

## Frequently Asked Questions (FAQs)

### **How can I get Service publications or information on fish, wildlife, and plant species?**

To obtain a publication or information on wildlife species, employees should call the Service's Fulfillment Center at 304/876 7203 or fax a request to 304/876 7689. The general public should be advised to use 800/344-WILD. Electronic files of many publications are available on the Web at <library.fws.gov>. USFWS also has individual fact sheets on many species at <species.fws.gov>.

### **Where can I get visitor information about refuges?**

You can get visitor information directly from the individual refuges. For information about the Refuge System call 800/344-WILD or 703/358 1744, or on the Web at <refuges.fws.gov>.

### **Where can I get visitor information about fish hatcheries?**

You can get visitor information directly from individual hatcheries. The "Federal & State Listing of Fishery Offices" has hatchery addresses and phone numbers, and can be obtained by calling 304/876 7203 or 703/358 1715. Hatchery addresses are also available at <fisheries.fws.gov> or <offices.fws.gov>.

### **Where can I get information about bird houses and feeders?**

Receive information about bird houses and feeders by calling 800/344-WILD, Migratory Bird Management at 703/358 1714, or on the Web at <birds.fws.gov>.

### **How do I find Golden Eagle & Golden Age Passports?**

Call 1-888-GO-PARKS or go to website <www.recreation.gov>.

### **Where do I go for hunting and fishing licenses?**

Hunting and fishing regulations and licenses are issued by STATE fish and wildlife or natural resources agencies and are available at most places where hunting and fishing gear are sold. If you want to hunt migratory birds (ducks, geese, etc.), you will

also need a Federal Duck Stamp. For State contacts, see State Fish and Wildlife Agencies in this guide or at <[offices.fws.gov](http://offices.fws.gov)>.

### **Where can I purchase a Federal Duck Stamp?**

Duck stamps are available at U.S. Post Offices, WalMarts, Kmart, sporting goods stores, and many national wildlife refuges. Stamps can be ordered and sent overnight by calling either 800/DUCK499 or 800/STAMP24.

### **How do I report bird bands?**

Call 800/327-BAND (2263) or e-mail <[bbl@usgs.gov](mailto:bbl@usgs.gov)>. You can also visit USGS' Bird Banding Lab on the Web at <[www.pwrc.nbs.gov/bbl](http://www.pwrc.nbs.gov/bbl)>.

### **Where can I find information about contracting, purchase cards, and personal property management?**

Go to <[sii.fws.gov/r9egs](http://sii.fws.gov/r9egs)> for specific information from the Division of Contracting and Facilities Management.

### **What kind of grants and other financial assistance are available from the Service?**

For information about wetlands conservation grants through Bird Habitat Conservation, contact 703/358 1784.

- For information about assistance to restore a variety of habitat on private land through the Partners for Fish and Wildlife program, contact Fish and Wildlife Management and Habitat Restoration at 703/358 1718.
- For information about coastal wetlands conservation grants, contact Federal Assistance at 703/358 2156.
- For information about grants available through International Conservation, call 703/358 1754 or visit <[grants.fws.gov](http://grants.fws.gov)>.
- For a wide variety of information visit <[sii.fws.gov/r9egs/financial\\_assistance.htm](http://sii.fws.gov/r9egs/financial_assistance.htm)>.
- For information about financial assistance for endangered and imperiled species and their habitats, contact Endangered Species at 703/358 2171 or visit <[endangered.fws.gov/grants/index.html](http://endangered.fws.gov/grants/index.html)>.

**How do I get a job with the U.S. Fish and Wildlife Service?**

Jobs can be found at <[www.usajobs.opm.gov/a9fws.htm](http://www.usajobs.opm.gov/a9fws.htm)>. This will display the vacancies currently open. New vacancies appear frequently, so check periodically. For career and other employment information, visit <[hr.fws.gov](http://hr.fws.gov)>.

**Are there opportunities to volunteer with the Service?**

Yes. You can receive volunteer information by calling 800/344 WILD, or visit the Web at <[volunteers.fws.gov](http://volunteers.fws.gov)>.

**Where can I get more information about the Department's Financial and Business Management System (FBMS)?**

The Department of the Interior is implementing FBMS, an integrated suite of software applications to help program and administrative staff manage a variety of business functions in all Bureaus. FBMS features include Budget Formulation and Execution, Core Financials, Acquisition, Financial Assistance, Travel, Personal, Real and Fleet Property, and Enterprise Management Information. More information can be found at <[www.doi.gov/fbms/](http://www.doi.gov/fbms/)>.

**Where can I get additional information about research, technical assistance and education support through the Cooperative Ecosystem Study Units (CESU) Network?**

The CESU is a network of universities, Federal agencies, and others providing resource managers with high-quality scientific research, technical assistance, and education. Information about the CESU program and Service-specific guidance can be found at <[sii.fws.gov/r9cgs/CESU.htm](http://sii.fws.gov/r9cgs/CESU.htm)>.

## Frequently Used Acronyms

Acronyms are found frequently in Service documents and if you are a new employee, you may require some assistance to decipher the internal language. For a more comprehensive list go to <[www.doiu.nbc.gov/orientation/acronyms.html](http://www.doiu.nbc.gov/orientation/acronyms.html)>.

<b>A/S</b>	Assistant Secretary	<b>BBA</b>	Black Bass Act
<b>AD</b>	Assistant Director	<b>BEA</b>	Bald Eagle Act
<b>ADMS</b>	Accessibility Data Mgmt. Systems	<b>BES</b>	Branch of Engineering Services
<b>ADP</b>	Automated Data Processing	<b>BHC</b>	Bird Habitat Conservation
<b>AFS</b>	American Fisheries Society	<b>BHR</b>	Budget, Planning & Human Resources
<b>AL</b>	Annual Leave	<b>BIA</b>	Bureau of Indian Affairs
<b>ANS</b>	Aquatic Nuisance Species	<b>BLHP</b>	Bicentennial Land Heritage Program
<b>APHIS</b>	Animal & Plant Health Inspection Service	<b>BLM</b>	Bureau of Land Mgmt.
<b>AR</b>	Acquisition Request	<b>BMO</b>	Business Mgmt. & Operations
<b>ARD</b>	Assistant Regional Director	<b>BO or BiOp</b>	Biological Opinion
<b>AST</b>	Alaska Standard Time	<b>BOR or BR</b>	Bureau of Reclamation
<b>ATF</b>	Alcohol, Tobacco & Firearms	<b>BPA</b>	Blanket Purchase Agreement
<b>ATV</b>	All-Terrain-Vehicle	<b>BPN</b>	Business Partner Network
<b>AWP</b>	Annual Work Plan	<b>BRD</b>	Biological Resources Division, USGS
<b>BGEPA</b>	Bald & Golden Eagle Protection Act		

<b>CARES</b>	Conservation Applicant Referral & Evaluation System	<b>DARD</b>	Deputy Assistant Regional Director
<b>CCA</b>	Candidate Conservation Agreement	<b>DB</b>	Division of Budget
<b>CCC</b>	Civilian Conservation Corps	<b>DCPP</b>	Division of Conservation Planning & Policy
<b>CCP</b>	Comprehensive Conservation Plan	<b>DCHRS</b>	Division of Consultation, HCPs & Recovery & State Programs
<b>CCR</b>	Central Contractor Registration Number	<b>DCP</b>	Division of Conservation Partnerships
<b>CCU</b>	Correspondence Control Unit	<b>DCR</b>	Diversity & Civil Rights
<b>CFC</b>	Combined Federal Campaign	<b>DD</b>	Deputy Director
<b>CFM</b>	Contracting & Facilities Mgmt.	<b>DFM</b>	Financial Mgmt./ Payroll
<b>CFR</b>	Code of Federal Regulations	<b>DIC</b>	Division of International Conservation
<b>CH</b>	Critical Habitat	<b>D-J</b>	Dingell-Johnson Act
<b>CITES</b>	Convention on International Trade in Endangered Species of Wild Fauna & Flora	<b>DMA</b>	Division of Mgmt. Authority
<b>CLA</b>	Congressional & Legislative Affairs	<b>DNR</b>	Division of Natural Resources (FWS) or Dept. of Natural Resources (States)
<b>COE or The Corps</b>	Army Corps of Engineers	<b>DOB</b>	Division of NWRS Budget
<b>CST</b>	Central Standard Time	<b>DOE</b>	Dept. of Energy
<b>D</b>	Director	<b>DOI</b>	Dept. of the Interior
		<b>DOT</b>	Dept. of Transportation

<b>DRD</b>	Deputy Regional Director	<b>EST</b>	Eastern Standard Time
<b>DS</b>	Deputy Secretary	<b>EQ</b>	Environmental Quality
<b>DSA</b>	Division of Safety & Aviation or Division of Scientific Authority	<b>FWMAO</b>	Fish & Wildlife Mgmt. Assistance Office
<b>DUNS</b>	Data Universal Numbering System	<b>FA</b>	Federal Aid
<b>DVSC</b>	Division of Visitor Services & Communications	<b>FAO</b>	Fisheries Assistance Office
<b>EA</b>	Environmental Assessment or External Affairs	<b>FDS</b>	Federal Duck Stamp
<b>EAP</b>	Employee Assistance Program	<b>FHC</b>	Fisheries & Habitat Conservation
<b>EC</b>	Environmental Contaminants or Electronic Clearance	<b>FHS</b>	Fish Hatchery System
<b>ECN</b>	Economics	<b>FLETC</b>	Federal Law Enforcement Training Center
<b>ECOS</b>	Environmental Conservation Online System	<b>FMO</b>	Fire Mgmt. Officer
<b>EEO</b>	Equal Employment Opportunity	<b>FOIA</b>	Freedom of Information Act
<b>EIS</b>	Environmental Impact Statement	<b>FPA</b>	Federal Program Activities
<b>EPA</b>	Environmental Protection Agency	<b>FPPS</b>	Federal Personnel & Payroll System
<b>ES</b>	Ecological Services or Endangered Species	<b>FR</b>	Federal Register
<b>ESA</b>	Endangered Species Act	<b>FRO</b>	Fisheries Resource Office
		<b>FTE</b>	Full-Time Equivalent
		<b>FWS</b>	U.S. Fish & Wildlife Service
		<b>FY</b>	Fiscal Year
		<b>GAO</b>	General Accounting Office

<b>GIS</b>	Geographic Information System	<b>LANDSAT</b>	Land Satellite
<b>GPO</b>	Government Printing Office	<b>LE</b>	Law Enforcement
<b>GPS</b>	Global Positioning System	<b>LWCF</b>	Land & Water Conservation Fund
<b>GSA</b>	General Services Administration	<b>LWOP</b>	Leave Without Pay
<b>HC</b>	Habitat Conservation	<b>MAHR</b>	Fish & Wildlife Mgmt. & Habitat Restoration
<b>HCP</b>	Habitat Conservation Plan	<b>MB</b>	Migratory Birds
<b>HEP</b>	Habitat Evaluation Procedures	<b>MBCA</b>	Migratory Bird Conservation Act
<b>HAPET</b>	Habitat & Population Evaluation Team	<b>MBCC</b>	Migratory Bird Conservation Commission
<b>HR</b>	Human Resources	<b>MBM</b>	Migratory Bird Mgmt.
<b>HST</b>	Hawaii Standard Time	<b>MBR</b>	Migratory Bird Refuge
<b>I&amp;E</b>	Information & Education	<b>MBS</b>	Migratory Birds & State Programs
<b>IA</b>	International Affairs	<b>MBTA</b>	Migratory Bird Treaty Act
<b>IAFWA</b>	International Association of Fish & Wildlife Agencies	<b>MMPA</b>	Marine Mammal Protection Act
<b>IDEAS</b>	Interior Dept. Electronic Acquisition System	<b>MMS</b>	Minerals Mgmt. Service
<b>IMBD</b>	International Migratory Bird Day	<b>MOA</b>	Memorandum of Agreement
<b>ITM</b>	Information Technology Mgmt.	<b>MOU</b>	Memorandum of Understanding
<b>JCC</b>	Job Corps Center	<b>NAL</b>	Native American Liaison
<b>LAN</b>	Local Area Network	<b>NBC</b>	National Business Center

<b>NCC</b>	National Communication Center	<b>NWRS</b>	National Wildlife Refuge System
<b>NCTC</b>	National Conservation Training Center	<b>OIG</b>	Office of Inspector General
<b>NEPA</b>	National Environmental Policy Act	<b>OMA</b>	Office of Mgmt. Authority
<b>NFH</b>	National Fish Hatchery	<b>OMB</b>	Office of Mgmt. & Budget
<b>NFWF</b>	National Fish & Wildlife Foundation	<b>OPO</b>	Office of Partnerships & Outreach
<b>NGO</b>	Non-Governmental Organization	<b>OPS</b>	Office of Program Support
<b>NISC</b>	National Invasive Species Council	<b>ORV</b>	Off-Road Vehicle
<b>NMFS</b>	National Marine Fisheries Service	<b>OSHA</b>	Occupational Safety & Health Admin.
<b>NOAA</b>	National Oceanic & Atmospheric Administration	<b>OTM</b>	Office of Technology & Mgmt.
<b>NPS</b>	National Park Service	<b>P-R</b>	Pittman-Robertson Act
<b>NRCS</b>	Natural Resources Conservation Service	<b>PA</b>	Public Affairs
<b>NRDA</b>	Natural Resource Damage Assessment	<b>PDM</b>	Policy & Directives Mgmt.
<b>NWF</b>	National Wildlife Federation	<b>PES</b>	Planning & Evaluation Staff
<b>NWI</b>	National Wetlands Inventory	<b>PIN</b>	Plant Information Network
<b>NWR</b>	National Wildlife Refuge	<b>PL</b>	Private Lands
		<b>POV</b>	Privately Owned Vehicle
		<b>PPMS</b>	Personal Property Mgmt. System
		<b>PSA</b>	Public Service Announcement

<b>PST</b>	Pacific Standard Time	<b>TA</b>	Travel Authorization
<b>RD</b>	Regional Director	<b>T&amp;A</b>	Time & Attendance
<b>RAC</b>	Resident Agent- in-Charge	<b>T&amp;E</b>	Threatened & Endangered
<b>RE</b>	Realty	<b>TNC</b>	The Nature Conservancy
<b>RFO</b>	Refuge Operations	<b>USDA</b>	U.S. Dept. of Agriculture
<b>RIF</b>	Reduction in Force	<b>USFS</b> <b>or FS</b>	U.S. Forest Service
<b>RMIS</b>	Refuge Mgmt. Information System	<b>USFWS</b>	U.S. Fish & Wildlife Service
<b>RO</b>	Regional Office	<b>USGS</b> <b>or GS</b>	U.S. Geological Survey
<b>ROD</b>	Record of Decision	<b>WA</b>	Wildlife Area
<b>RONS</b>	Refuge Operating Needs System	<b>WAO</b>	Wetlands Acquisition Office
<b>ROW</b>	Right-of-Way	<b>WHO</b>	Wetlands Habitat Office
<b>RW</b>	Refuges & Wildlife	<b>WM</b>	Workforce Mgmt. (FWS)
<b>S</b>	Secretary	<b>WMA</b>	Wildlife Mgmt. Area
<b>SA</b>	Special Agent	<b>WMD</b>	Wetlands Mgmt. District
<b>SES</b>	Senior Executive Service	<b>WO</b>	Washington Office
<b>SF-182</b>	Training Request Form	<b>WPA</b>	Waterfowl Production Area
<b>SF-50</b>	Notification of Personnel Action Form	<b>YACC</b>	Young Adult Conservation Corps
<b>SF-52</b>	Request for Personnel Action	<b>YCC</b>	Youth Conservation Corps
<b>SHA</b>	Safe Harbor Agreement		
<b>SL</b>	Sick Leave		
<b>SOL</b>	Office of the Solicitor		
<b>SWAN</b>	Service Wide Area Network		

## Frequently Used Laws, Regulations & Manuals

Laws	U.S. Code	Regulations	FWS Manual
Migratory Bird Treaty Act	16 US C 703-712	50 CFR 10.13 & 21	720-729 FW
Bald and Golden Eagle Protection Act	16 USC 668a	50 CFR 22	
The Endangered Species Act of 1973	16 USC 1532 et seq.	50 CFR 17-§4 & 402-§7, 81-§6	730-739 FW
Marine Mammal Protection Act of 1972	16 USC 1361-1407	50 CFR 18	740-749 FW
The Fish and Wildlife Coordination Act	16 USC 661-667e	draft regs never ratified	502 FW 1-7
The National Environmental Policy Act EO 11990-Wetlands EO 11988-Floodplains EO 12114-Environmental Effects Abroad of Major Federal Actions EO 12898-Environmental Justice EO 13007-Indian Sacred Sites EO 13112-Invasive Species SO 3206-American Indian Tribal Rights, Federal-Tribal Trust Responsibilities, and the Endangered Species Act	42 USC 4321 et seq. (4321-4347)	FWS 40 CFR 1502 CEQ 40 CFR 1500-1508 EPA 40 CFR 6, grants for environmental protection 40 CFR 35 USBR 40 CFR 1500-1508	550 FW 1-3; 30 AM ; 516 DM; Environmental Compliance Memorandum No. PEP ECM95-3. Office of the Secretary. May 30, 1995.
The Clean Water Act, aka Federal Water Pollution Control Act	33 USC 1251 et seq.	EPA, Ocean Dumping: 40 CFR 220-238 ACOE, Section 404:	
The Lacey Act	16 USC 3371-3378	50 CFR 14 & 16 & 10	440-469 FW & 720-739 FW
CITES	27 U.S.T. 1087	50 CFR 81	
Wild Bird Conservation Act of 1992	16 USC 4901-4916	50 CFR 15	

*References: The Habitat Conservation Planning Handbook, U.S. Fish & Wildlife Service, State Wildlife Laws Handbook: U.S. Fish & Wildlife Service, Fish and Wildlife Service NEPA Reference Handbook, Correspondence Handbook; U.S. Fish & Wildlife Service, <[policy.fws.gov/manual.html](http://policy.fws.gov/manual.html)>.*

## Major Events Dates

National Wildlife Refuge System Birthday	March 14, 2005
National Wildlife Week	April 18–24, 2005
Earth Day	April 22, 2005
Junior Duck Stamp Contest	April 23, 2005
International Migratory Bird Day	May 14, 2005
National Fishing and Boating Week	June 4–12, 2005
Federal Duck Stamp First Day of Sale	July 1, 2005
National Hunting and Fishing Day	September 24, 2005
National Public Lands Day	September 24, 2005
Federal Duck Stamp Contest	TBD
National Wildlife Refuge Week	October 9–15, 2005

### Special Events Calendar

Check the Service Intranet page on <[sii.fws.gov](http://sii.fws.gov)> for detailed event information under Refuges and Wildlife Service-wide Special Events Calendar

## Travel Tips and Outreach Messages

### Employee Travel Tips

It is mandatory to use the government travel charge card for official travel

- Never use your personal credit card or cash to purchase airline tickets.
- File vouchers within five days of the trip.
- Always have your trip approved by your supervisor.
- Always have your travel voucher signed by your supervisor.
- Pay your Government-issued credit card statement upon receipt. Per diem rates can be found at <[www.gsa.gov](http://www.gsa.gov)> and at the DOI Travel site listed below.
- Use your MCI WORLDCOM FTS 2001 long-distance telephone calling card on travel.

For complete travel information, visit both the DOI Travel website at <[www.doi.gov/pfm/travel.html](http://www.doi.gov/pfm/travel.html)> and the Service's website with up-to-date manual chapters at <[policy.fws.gov/ser200.html#265](http://policy.fws.gov/ser200.html#265)>.

### Outreach Definition

(from the National Outreach Strategy)

Outreach is two-way communication between the U.S. Fish & Wildlife Service and the public to establish mutual understanding, promote involvement, and influence attitudes and actions, with the goal of improving joint stewardship of our natural resources.

To see the complete version of the National Outreach Strategy document, go to the Intranet at <[sii.fws.gov/Outreach/Strategy.htm](http://sii.fws.gov/Outreach/Strategy.htm)>.

## **Outreach Basics**

- You need to plan for your communication needs just as you plan fish and wildlife management activities. The National Outreach Strategy has basics to help you do that.
- Outreach plans are now required for all significant Service actions. Check the back of the National Outreach Strategy for tips on doing an outreach plan.

## **Outreach Message Statements**

Building outreach activities and products around consistent and simple themes will ensure the information presented to the public is relevant and comprehensive.

A concise message that describes the Service is, “Conserving the Nature of America.” We suggest you use this message in appropriate outreach material.

- All Service programs and activities can be explained by incorporating one or more of the following themes:
- The U.S. Fish & Wildlife Service is a Federal agency whose mission, working with others, is to conserve fish, wildlife, and plants and their habitats.
- The Service helps protect a healthy environment for people, fish, and wildlife.
- The Service helps Americans conserve and enjoy the outdoors.

## Guidance on Lobbying, Advertising, Donations & Photography Rights

### Lobbying

The Service has encouraged all employees to initiate contacts with Members of Congress or their staffs to provide information about the Service's programs or to answer questions. This is particularly important following elections, when many Congressional offices will experience staff turnover even if the member is reelected. There are two principles governing these contacts—always alert your regional Congressional Affairs Specialist and never lobby. Go to the Service Intranet for more information at [sii.fws.gov/r9cla](http://sii.fws.gov/r9cla).

### Paid Advertising

Paying for print, broadcast, or online advertising is not allowed with the exception of notices to encourage participation in the development of Environmental Impact Statements, Comprehensive Conservation Plans, and other formal public processes. You need prior written approval from the Service's Office of Public Affairs and from the Department of the Interior's Office of Communications before paying for advertising space. Go to the Service Intranet for more information at [sii.fws.gov/outreach/Advertising.htm](http://sii.fws.gov/outreach/Advertising.htm).

### Donation Activity Guidelines

Congress has authorized the Service to accept donations that further the mission of the agency or for more limited purposes, but has not provided the Service with authority to solicit such donations. Employees are restricted to only educating the public about the existence of our authority to accept gifts and the specific gift needs of the Service. Avoid actions that would be construed as a serious request for money or in-kind goods and services.

Congress has chartered the National Fish and Wildlife Foundation to accept and solicit donations, and Service employees may facilitate the Foundation's efforts to solicit donations. Go to <[www.NFWF.org](http://www.NFWF.org)> for more information. For Departmental guidance, go <[www.doi.gov/ethics](http://www.doi.gov/ethics)>.

## **Photography Rights**

**Government Photos** Photographs taken by employees in the conduct of official agency business are considered official government records, even if taken using the employee's personal camera and/or film. Camera originals should be sent with accompanying metadata to the regional External Affairs office for cataloging and storage.

**Personal Photos** Photographs taken by the employee with his/her own equipment, on personal time, and not in the conduct of official agency business, that are segregated from government records and are not used to effect a government decision are considered personal property. Employees who provide personal photos to the U.S. Fish and Wildlife Service (for example, photos of wildlife taken using a personal camera, on personal time, and not in the conduct of agency business) should clearly specify the terms and conditions of the use of such photos. For more information about photo usage issues, donations, and release form requirements, go to <[sii.fws.gov/r9bav](http://sii.fws.gov/r9bav)>.

## FWS Literature Search Service

The Fish and Wildlife Service literature search service includes Internet access from your office via the NCTC conservation library website at <[library.fws.gov/litsearch](http://library.fws.gov/litsearch)>. You will find searchable databases for application to science-based mgmt. decisions throughout the Service. Access to more than 150 electronic journals is available through an “A-to-Z” browse list and directly from your search results. These journals include The Wildlife Society and American Fisheries Society journals, as well as a full selection of ecology and toxicology titles.

Service-wide access to the following databases from Cambridge Scientific Abstracts include: Aquatic Science and Fisheries Abstracts, Environmental Sciences and Pollution Management, Biological Sciences Collection, and Zoological Record Plus 1997–2003. Plant Science, Conference Papers Abstracts, MEDLINE, and TOXLINE also are available through Cambridge Scientific Abstracts. The National Information Service Corporation provides Service-wide access to Wildlife and Ecology Studies Worldwide and to Fish and Fisheries Worldwide.

Contact the NCTC conservation library at <[library.fws.gov](http://library.fws.gov)> or at 304/876 7399 with questions about this new resource for science-based decision-making in the Fish and Wildlife Service.

## Customer Service Center

Phone: 800/344 WILD

E-mail: [contact2@fws.gov](mailto:contact2@fws.gov)

Citizens are increasingly demanding a level of customer service from government that many Federal agencies are not equipped to provide. The Federal Government operates in an environment in which each agency is focused on its own operations rather than the total citizen experience across agencies. As a result, citizens transacting business with the government are forced to deal with multiple, distinct organizations and often receive inconsistent and conflicting information from agency contacts.

On July 1, 2003, the U.S. Fish and Wildlife Service launched the Customer Service Center, joining with DOI in a 4-month call center pilot project financed and led by GSA and its E-Gov initiative, USA Services. The Service continued the successful project after completion of the pilot. Using the existing 1-800-344-WILD toll-free brochure line, the CSC currently averages 8,300 phone calls and 400 e-mails per month.

Depending on volume requirements, anywhere from three to 20 contracted agents (Tier I) are online Monday through Friday 8 am to 8 pm, handling frequently asked questions received on the toll-free line, and escalating the more complex phone calls to trained Service employees in Arlington, VA (Tier II). The Arlington staff also handles all the web-reply e-mail coming through the main FWS web gateway. Other products offered by the CSC are Service brochures and printed materials mailed from the Pueblo, Colorado, clearinghouse and the National Conservation Training Center in WV.

In September 2003, a customer satisfaction survey was launched and the public response remains very favorable and complimentary. The data collected show people from California, Pennsylvania, Florida, Ohio, and Texas call most frequently. Although the top subject matter categories vary from month to month with the seasons, they include:

- Hunting and Fishing
- Nuisance/Injured Wildlife
- Permits
- Employment
- Refuges
- Endangered Species
- Law Enforcement and
- Wildlife/Habitat

The Customer Service Center is continually working to improve public service, in support of the President's Management Initiatives, by providing greater access to people seeking information about our mission and recreational opportunities on Service lands.

## Office of Workers' Compensation Program and SCEP/STEP Phone numbers

	Telephone	Fax
<b>Region 1</b>		
OWCP	503/872 2788	503/231 6260
SCEP/STEP	503/736 4787	
<b>Region 2</b>		
OWCP	505/248 6936	505/248 6924
SCEP/STEP	505/248 6612 or 6614	
<b>Region 3</b>		
OWCP	612/713 5232	612/713 5282
SCEP/STEP	612/713 5228	
<b>Region 4</b>		
OWCP	404/679 4188	404/679 4183
SCEP/STEP	404/679 7078	
<b>Region 5</b>		
OWCP	413/253 8313	413/253 8461
SCEP/STEP	413/253 8259	
<b>Region 6</b>		
OWCP	303/236 4741	303/236 5775
SCEP/STEP	303/236 4460 or 4458	
<b>Region 7</b>		
OWCP	907/786 3588	907/786 3370
SCEP/STEP	907/786 3510 or 3328	
<b>Region 9</b>		
OWCP	703/358 1756	703/358 2224
SCEP/STEP	703/358 2571	

**Department of the Interior  
U.S. Fish & Wildlife Service  
1849 C Street, NW  
Washington, DC 20240**

**[www.fws.gov](http://www.fws.gov)**

**February 2005**

