

**FISH AND WILDLIFE SERVICE
SERVICE DIRECTIVES**

Service Directives	Part 010 The Service Directives System
Chapter 1 Requirements, Responsibilities, and Description	010 FW 1

1.1 What is the purpose of this chapter? This chapter describes the Fish and Wildlife Service (Service) directives system.

1.2 What are the authorities and legal requirements for the Service's directives system?

- A. Administrative Procedure Act (5 U.S.C. 552).
- B. Federal Records Act (44 U.S.C. 3101-3102).
- C. Federal Property Management Regulations (41 CFR 101-11).
- D. 381 Departmental Manual (DM) 1, Directives Management.

1.3 Who is responsible for Servicewide directives?

A. The **Director** prescribes policies and procedures, assigns functions, and makes delegations using the Service directives system.

B. The **Assistant Director – Budget, Planning and Human Capital** is responsible for managing the Service directives system. The Division of Policy and Directives Management (PDM) assists the Assistant Director in carrying out this responsibility.

C. Assistant Directors of the program offices in Washington are responsible for:

- (1) Writing policy and procedures for their respective areas of responsibility,
- (2) Working with PDM and the Directorate to refine them, and
- (3) Seeking the Director's approval on them.

1.4 Who must comply with Servicewide directives?

A. Service divisions, offices, and employees must follow Servicewide directives that apply to them.

(1) Employees seeking waivers of Servicewide policy must request them in writing through their chain of command from the Director.

(2) The Director will consider waivers on a case-by-case basis. A waiver in one instance does not necessarily mean the same directive will be waived in the future.

B. Servicewide directives are intended only to improve the internal management of the U.S. Fish and Wildlife Service. They are not intended to, and do not, create any right or benefit, substantive or procedural, enforceable at law or equity by a party against the United States, its departments, agencies, instrumentalities or entities, its officers or employees, or any other person.

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1.5 What are the components of the Service directives system?

A. The Fish and Wildlife Service Manual.

(1) The Service Manual:

- (a) Contains the Service directives with which employees must comply,
- (b) Puts into place standards for complying with statutes, Executive Orders, Departmental directives, and other agencies' regulations.

(2) You can find detailed information and instructions for developing chapters for the Service Manual in 011 FW 1 through 3.

B. Director's Orders. Director's Orders are limited to temporary delegations of authority, emergency directives, special assignments, and initial policy or guidance for evolving activities. Originating offices must convert Director's Orders as soon as possible into the Service Manual. You can find additional information about preparing Director's Orders in 012 FW 1.

C. Memorandums. We may promulgate directives in memorandums, but we should limit their use to operational, incident-specific, project-related, or one-time (non-continuing) matters. Originating offices should not use memorandums to convey instructions that have general and continuing applicability to Service activities—they should use the Service Manual instead. PDM tracks these memorandums by their issue date and maintains them on the Internet.

D. Handbooks. We use handbooks to explain how to comply with directives; they are procedural in nature. The originating office writes a handbook, when necessary, and cross-references it in an accompanying Service Manual chapter. When the Director approves the chapter, he/she is also requiring affected employees to use the handbook. PDM posts handbooks on the Internet. You can find more information about preparing handbooks in 011 FW 4.

E. Regional Directives and Law Enforcement Directives. Regional Directors and the Chief, Office of Law Enforcement have the authority to issue directives that supplement the Service Manual, Director's Orders, memorandums, and handbooks, or that pertain to matters that they do not cover. Regional and Law Enforcement directives must be consistent with the Service Manual and other Servicewide directives.

1.6 Where can I find the documents that make up the Service directives system? Most of our directives are available in PDM's Centralized Library on the Internet.

/sgd/ Rowan W. Gould
DEPUTY DIRECTOR

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