Amendment

to Fish and Wildlife Service Manual Chapter
054 FW 1

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<th>Series: Planning and Management</th>
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<td>Part 054: Serious Incidents</td>
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<td>Chapter 1: Serious Incident Notification Procedures, published 10/14/2010</td>
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Purpose: This amendment removes the requirement for Office of Law Enforcement (OLE) employees to report serious incidents to an OLE Headquarters Duty Special Agent and updates and clarifies administrative reporting requirements.

Action 1:

Under section 1.8(A) “Immediate Telephone Reports,” change paragraph (1) by removing the parenthetical phrase as follows:

“(1) Call the National Serious Incident Reporting Line at 1-888-519-3606. (Note: Office of Law Enforcement employees must report serious incidents to the Headquarters Duty Special Agent at 1-800-409-3656. The Headquarters Duty Special Agent will immediately contact the Service Duty Officer.)”

to:

“(1) Call the National Serious Incident Reporting Line at 1-888-519-3606.”

Action 2:

Under section 1.8(A) “Immediate Telephone Reports,” change paragraph (2) by removing the first sentence as follows:

“(2) Leave a brief voice message describing the incident. Give your name and telephone number where the Service Duty Officer can return the call.”

to:

“(2) Give your name and telephone number where the Service Duty Officer can return the call.”

Action 3:

Under section 1.8(B) “Written Reports,” delete paragraph (2), and then renumber paragraph (3) as paragraph (2).
**Action 4:**

Under section 1.9 “To whom does the Service Duty Officer report incidents?,” change paragraph (C) as follows:

“(C) As soon as the Service Duty Officer receives an Incident Report documenting the incident, the officer submits it to the IOC.”

to:

“(C) As soon as the Service Duty Officer receives an Incident Report documenting the incident, the Service Duty Officer submits it to the IOC.”

/sgd/ Stephen Guertin  
DEPUTY DIRECTOR

Date: June 27, 2016