



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington D.C. 20240



DIRECTOR'S ORDER NO.: 223

Subject: Delegating the Director's Digital Signature on *Federal Register* (FR) Packages Using His/Her Surname

Sec. 1 What is the purpose of this Order? This Order delegates the U.S. Fish and Wildlife Service (Service) Director's digital signature on final *Federal Register* (FR) packages when he/she has surnamed the packages in the Data Tracking System (DTS) to indicate approval.

Sec. 2 What is the scope of this Order? This Order applies to all documents that Service employees prepare for publication in the FR that require the Director's signature and that are uploaded to DTS for his/her review and approval.

Sec. 3 What is the legal authority for this Order?

- a. [318 Departmental Manual \(DM\) 1, Promulgating Regulations.](#)
- b. [Reorganization Plan No. 3 of 1950 \(64 Stat. 1262\).](#)

Sec. 4 What is the overall policy? Under the circumstances and following the protocols this Order describes, the Director may delegate authority to digitally sign an FR document to the Chief, Policy and Regulations Branch (PRB) (or his/her Acting), in the Division of Policy, Economics, Risk Management, and Analytics (PERMA). When the Chief, PRB, is not available, the Chief, PRB may delegate the authority to PRB's FR Liaison (or his/her Acting), but no further.

Sec. 5 When can the Director's digital signature be delegated? The Director's digital signature of an FR document is only delegated when the Director applies his/her electronic surname to the final FR document record in DTS.

Sec. 6 What does the Director's electronic surname in DTS mean?

- a. The Director enters his/her surname in a DTS record to indicate that he/she approves the document and it is ready to go to the Office of the Federal Register (OFR) for publication.
- b. The surname eliminates the requirement for the Director to apply a wet ink signature to a hard copy of the final FR document and streamlines the FR publication process.
- c. The Director's DTS surname of the final FR document is an official electronic authorization that is saved, stored, and searchable.

Sec. 7 Does language in the FR document need to change if the Director’s digital signature of the FR document is delegated? The OFR requires that a “Signing Authority” subsection be included at the end of the Supplementary Information section of the FR document when the digital signature of an FR document is delegated. PRB will add the language required by OFR to the FR document when the Director’s digital signature of the FR document is delegated.

Sec. 8 When is this Order effective, and when does it expire?

- a. This Order is effective immediately. We will include the contents of this Order in the U.S. Fish and Wildlife Service Manual in 202 FW 1 and 2 and the associated handbook, which are under development.
- b. This Order remains in effect until incorporated into the Service Manual or until amended, extended, superseded, or revoked, whichever comes first.

7/21/2020

X Aurelia Skipwith

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Director

Signed by: AURELIA SKIPWITH