

Exhibit 1: Memorandum Templates for Requesting Directorate Review

Memorandum for New Chapter

In Response Reply to:
FWS/*insert office abbreviation/insert DCN number*

Memorandum

To: Service Directorate

From: Deputy Director

Subject: Review of New Service Manual Chapter on *insert title* (XXX FW X)
(Comments due: **within 30 days from the date of this memorandum**)

This memorandum asks for your review of a draft new Fish and Wildlife Service Manual chapter on *insert topic* (XXX FW X).

This chapter includes policy on:

- (1) *Insert summary of policy / use bullets*
- (2) *Insert summary of policy / use bullets*

Please post comments in DTS record #XXXXXX. If you have any questions, call *insert contact name and office* at (703) XXX-XXXX.

Attachment

Memorandum for a Revised Chapter

In Response Reply to:
FWS/*insert office abbreviation/insert DCN number*

Memorandum

To: Service Directorate

From: Deputy Director

Subject: Review of a Revised Service Manual Chapter on *insert title* (XXX FW X)
(Comments due: within 30 days from the date of this memorandum)

This memorandum asks for your review of a draft revised Fish and Wildlife Service Manual chapter on *insert topic*.

This chapter will replace XXX FW X, dated XX/XX/XX.

Major changes to the chapter include:

- (1) *Insert summary of changes / use bullets*
- (2) *Insert summary of changes / use bullets*

Please post comments in DTS record #XXXXXX. If you have any questions, call *insert contact name and office* at (703) XXX-XXXX.

Attachment