

**EXHIBIT 3: EXAMPLE OF AN AMENDMENT TO A
FISH AND WILDILFE SERVICE MANUAL CHAPTER**

Series: General Administration and Ethics
Part 212: Ethics
Chapter 11: Adjunct or Affiliate Faculty Status with Universities and Research Institutes, published 12/6/2012
Amendment Number: 1
Purpose: This amendment requires that employees who plan to serve in their <i>official</i> capacity as adjunct or affiliate faculty with a university or research institute complete FWS Form 3-2447, and not FWS Form 3-2441. The latter form is only appropriate for employees who are serving in such a status in their <i>personal</i> capacity.

Actions:

Under sections 11.5A and 11.5B replace the references to FWS Form 3-2441 to FWS Form 3-2447, SUPERVISOR'S APPROVAL - Serving in an Adjunct or Affiliate Status at a University or Research Institute in an Official Capacity.