

****NOTE TO REVIEWERS****

Purpose: *Explain in one sentence, if possible, what you want the Director or Deputy Director to do. For example:* The purpose of this package is to request the Director's final approval on the new U.S. Fish and Wildlife Service (Service) Manual chapter 110 FW 1, the Urban Wildlife Conservation Program Policy.

Background: *Provide a brief description of the policy and any appropriate history. Keep it brief and use bullets, if possible. For example:* This chapter:

- Will supersede Director's Order No. 208, which established the program in September 2013 (<http://www.fws.gov/policy/do208.pdf>).
- Authorizes and encourages all Service programs to conduct cooperative fish and wildlife conservation, education, and outreach activities in urban communities.
- Describes the designation process for Urban Wildlife Refuge Partnerships, Urban Bird Treaty cities, and Urban Wildlife Refuges. It also describes the *Standards of Excellence* for designated National Wildlife Refuges located in urban areas (Urban Wildlife Refuges).
- Contributes to Recommendation 13 of *Conserving the Future: Wildlife Refuges and the Next Generation*.

Review Summary: *Describe who reviewed the draft. If it's a final draft that has been through Directorate review, state that and explain that you've included a Comments Summary in the package. For example:* The policy:

- Was developed in consultation with other Service programs to ensure relevancy to all of the Service's efforts to engage new audiences and create a connected conservation constituency.
- Was submitted for a 30-day Directorate review (see DCN #058801). All comments have been considered and addressed in the final policy, or in the responses to comments, which is included in this surname package.

**If the policy requires approval from the Office of the Solicitor (SOL), explain here who in SOL reviewed and approved it.*

Level of Controversy: *State the level of controversy. If it's higher than "None" or "Low," explain why. For example:* Medium. A small percentage of employees believe that publishing this policy could limit their flexibility in the field. We believe the benefits of providing Servicewide guidance and encouragement for this program far outweighs any potential limitations on field work.

CONTACT:

*Insert Program Contact/Author
Division or Branch of XXX
(List phone number and email address)*