



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
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Memorandum

To: Service Directorate

From: Assistant Director - Budget, Planning and Human Capital

Denise E. Sheehan

Subject: Fish and Wildlife Service Forms

The Division of Policy and Directives Management (PDM) maintains the forms website (<http://www.fws.gov/forms>). This site contains a fillable version of most Servicewide forms.

Forms for completion by the public must have Office of Management and Budget (OMB) approval and, with limited exceptions, be in a fillable format. We strongly recommend that new and revised internal Servicewide forms be available on the website in a fillable format. This saves time and money for the public and our employees.

Effective immediately, the originating office must provide a final version of the form in a fillable format, if appropriate. Fillable forms must comply with Section 508 of the Americans with Disabilities Act. Please see the attached instructions for approval and publication of forms.

PDM is revising the Fish and Wildlife Service Manual chapter on forms management (281 FW 2) to reflect this guidance. We will send the revised chapter for comment prior to publication. If you have any questions, contact Hope Grey (hope_grey@fws.gov; 703.358.2482).

Attachment

APPROVAL AND PUBLICATION OF SERVICEWIDE AND PUBLIC USE FORMS

To obtain a number for a new form or to revise an existing form, submit the following to Hope Grey, Division of Policy and Directives Management (hope_grey@fws.gov):

- Completed FWS Form 3-2196 (Form Processing Action Request), available online at <http://www.fws.gov/forms/3-2196.pdf>
- Final version of form. Forms for publication online should be in a pdf fillable format. There may be some instances when a Word or Excel version or a nonfillable pdf may be appropriate.

Form Design

- Use plain language.
- Keep layout simple and fields in logical order.
- Tabbing between fields must be in sequence; i.e., do not jump from top of form to bottom and back to top.
- Include Privacy Act statement if the form collects personally identifying information (e.g., name, address, telephone number, Social Security Number, etc.).
- Do not include any security or password on form.
- Proofread.

Form Accessibility - Forms must comply with Section 508 of the Americans with Disabilities Act. The "Guide to Creating Accessible Portable Document Files (pdf)" is available on the Intranet at https://intranet.fws.gov/region9/webpublish/Guide_for_Creating_Accessible_Documents.pdf. After you make the document a pdf, you must at a minimum:

- Enter title of document, author, and description (File>Properties>Description).
- Set Language to English (File>Properties>Advanced).