Memorandum

To: All U.S. Fish and Wildlife Service Employees
From: Director /sgd/ Stephen Guertin, Deputy Director 5/09/2016
Subject: Supervisory Review and Approval Responsibilities

The U.S. Fish and Wildlife Service (Service) is committed to maintaining a well-designed system of internal controls that operates efficiently and effectively while mitigating risk. Supervisors are a critical component of the Service’s internal control environment and, in most cases, are the first and last line of defense when it comes to preventing waste, fraud and abuse.

Service employees are an exceptional group of people with high ethical standards and outstanding character. Nonetheless, it is important we remain vigilant and provide sound stewardship of the resources we are entrusted to guard by our fellow taxpayers. It is for this reason I want to reaffirm expectations regarding Supervisory oversight and review/approval responsibilities.

In short, all Service Supervisors are expected to personally oversee and review/approve, where necessary, the work and activities of their direct reports (i.e., subordinate employees). Supervisors should understand the key controls in place to prevent waste, fraud and abuse specific to the job functions they oversee, and ensure these controls are operating effectively at all times. While Departmental and Service policy allow for certain authorities to be delegated, Supervisors retain ultimate responsibility for oversight and control of their subordinates.

With respect to business travel, all employees are reminded that in accordance with Service policy, approving employee travel (authorizations and vouchers) may only be delegated to a Supervisor at least one level above the traveler. The only exception is when the traveler has a Limited Open / Unlimited Open Travel Authorization. In this case, a management assistant or Travel Arranger (delegate approver) may approve travel authorizations for trips where all expenses are covered by the Limited Open / Unlimited Open Travel Authorization. In all other cases, the Approving Official must personally approve a travel authorization in Concur or hard copy, or issue supplemental approval prior to travel. Chapters 4.4 and 7.3 of the Service’s

With respect to time and attendance reporting, Supervisors are reminded of their responsibility for certifying the accuracy of their subordinates’ time and attendance reporting each pay period. If this responsibility is delegated, we are now requiring the QuickTime Certifier to be the same grade level or higher than the employee(s) being certified.

Finally, under no circumstances should system usernames and passwords be shared (this includes sharing with management assistants). We all acknowledge acceptance of this requirement by signing information technology “Rules of Behavior” during our annual Federal Information System Security Awareness (FISSA) training. To bolster this long standing requirement, I have tasked a team of headquarters subject matter experts with designing and implementing new internal control procedures for monitoring authorized use of employee usernames and passwords.

For more information or questions related to the policies listed above, please contact Mr. Michael Sciortino, Chief of the Division of Financial Management, at michael_sciortino@fws.gov or (703) 358-2054.