

U.S. Fish & Wildlife Service

Employee Pocket Guide

*Conserving the
Nature of America
2002*



Director's Message



It is truly a privilege to work with dedicated professionals in the field I have chosen for my career: fish and wildlife conservation. During my first year as Fish and Wildlife Service Director, I hope to meet as many of you as I can. It will take some time for me to get to know the organization, the people, and the culture of the Service. While I do, I ask for your help. I value the opinions and advice of

the staff. It is all of you who make the Service strong. In all programs, at all levels, Service employees hold a wealth of knowledge, experience, and expertise. I hope to receive the benefit of your input, especially during my first year.

There is much for me to learn before I finalize my goals as Director; but one thing is clear from my own professional experience and from the Service's history: partnerships are the cornerstone of fish and wildlife conservation success. During my tenure as Director, I would like to see the Service strengthen its existing partnerships, restore those that have become strained, and forge new innovative ones that will hold promise for the future of fish and wildlife conservation. I look forward to meeting you and working with you to make that happen.

Steve Williams

Employee Pocket Guide

*Conserving the Nature of America
January–December 2002*

The U.S. Fish and Wildlife Service *Employee Pocket Guide* was prepared by the National Outreach Team as a tool for every employee. It provides useful information to help you spread the word about America's natural resources and the Service's role in conserving them. If you would like to view and print a larger version of The U.S. Fish and Wildlife Service *Employee Pocket Guide*, go to the Service Intranet page <sii.fws.gov/Outreach/PocketGuide.htm> for the pdf file.

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Introduction

Past and Present

Over a hundred years ago, America's fish and wildlife resources were declining at an alarming rate. Concerned scientists, hunting and angling groups, and citizens joined together to restore and sustain our national wildlife heritage. This was the genesis of the U.S. Fish and Wildlife Service, the principal Federal agency responsible for conserving, protecting and enhancing fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Today, the Service enforces Federal wildlife laws, manages migratory bird populations, restores nationally significant fisheries, conserves and restores vital wildlife habitat, protects and recovers endangered species, and helps other governments with conservation efforts. It also administers a Federal Aid program that distributes hundreds of millions of dollars annually to States for fish and wildlife restoration, boating access, hunter education, and related projects across America. The funds come from Federal excise taxes on fishing, hunting and boating equipment.

Conserving Healthy Habitats

Habitat loss is the major reason for the decline of most of the world's fish, wildlife, and plant species. The Service helps conserve habitat through the National Wildlife Refuge System. In addition, the agency partners with other public and private landowners to help conserve plant and wildlife ecosystems outside Service lands. To ensure the health of wildlife habitat, employees examine the effects of Federal activities on fish and wildlife species and their habitats, as well as monitor environmental contaminants affecting fish and wildlife.

Restoring Declining Species

The Service seeks to restore declining species through wildlife conservation and management, enforcing fish and wildlife laws, control of exotic nuisance species, and informing citizens how they can help. National wildlife refuges and national fish hatcheries play a critical role in protecting and restoring depleted species.

Working With Others

Sustaining our nation's fish and wildlife resources is a task that can be accomplished only through the combined efforts of governments, businesses, and private citizens. The Service works with State and Federal agencies and Tribal governments, helps corporate and private landowners conserve habitat, cooperates with other nations to halt illegal wildlife trade, and partners with volunteers at national wildlife refuges and other locations across the country.

Education and Training

A highly trained workforce and an informed public are critical to the future of America's fish and wildlife. The Service conducts conservation training for its employees and natural resource organizations both in the United States and around the world. The Service provides scientific, policy and education information to the public.

Places for Wildlife and People

People and nature are linked through spiritual, recreational, and cultural ties. Wildlife and wild places give people special opportunities to have fun, relax and appreciate our natural world. Whether through birdwatching, fishing, hunting, photography, or other wildlife pursuits, wildlife recreation contributes millions of dollars to local economies. Our fish and wildlife heritage contributes to the quality of our lives and is an integral part of our nation's greatness. As citizens of our global community, we can all work together to conserve the nature of our world.

FWS Fundamentals

Mission Statement

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.

Customer Service Standards*

In fulfilling the Service's mission, we will provide you with the best possible service so you can enjoy these natural resources now and in the future.

We are committed to the following standards of service:

- Treating you with courtesy.
- Responding to you in a timely and professional manner.
- Maintaining a professional appearance and positive attitude.
- Helping you understand who we are and what we do.
- Keeping public facilities safe, clean and accessible.
- Working in partnership with you to conserve fish and wildlife resources.

**(National Policy Issuance #96-02 8/6/96)*

Diversity Statement

The U.S. Fish and Wildlife Service strives for a work force that reflects the cultural, ethnic, and gender diversity of the Nation, including people with disabilities.

Principles of Performance (Strategic Plan, 2000–2005)

- Sound fish and wildlife biology.
- Collaborative approaches in stewardship.
- Build and strengthen conservation partnerships.
- Education, information and communication.
- Workforce excellence.
- Stakeholder participation.
- Maintaining fish and wildlife laws.
- Ecosystem health.

Chronology of the U.S. Fish & Wildlife Service

[<training.fws.gov/history/index.html>](http://training.fws.gov/history/index.html)

The Service traces its origins to the U.S. Commission on Fish and Fisheries in the Department of Commerce and the Division of Economic Ornithology and Mammalogy in the Department of Agriculture. Both programs were created to help stem the dramatic decline of the nation's fish and wildlife resources during the last quarter of the 19th century. The Service's history has closely mirrored the American public's growing concern with conservation and environmental issues for over 125 years.

1871 The U.S. Commission on Fish and Fisheries is created by Congress and charged with studying and recommending solutions to the decline in food fishes and to promote fish culture. Spencer Fullerton Baird is appointed as the first Commissioner. A year later, the Commission's Baird Station in northern California is used to collect, fertilize and ship salmon eggs by rail to the East Coast.

1885 The Division of Economic Ornithology and Mammalogy is established in the Department of Agriculture. With Clinton Hart Merriam appointed as its first Chief, much of the Division's early work focuses on studying the positive effects of birds in controlling agricultural pests and defining the geographical distribution of animals and plants throughout the country. The Division later expands and is renamed the Bureau of Biological Survey.

1900 The Lacey Act becomes the first Federal law protecting wildlife, prohibiting the interstate shipment of illegally taken game and importation of injurious species.

1903 The first Federal Bird Reservation is established by President Theodore Roosevelt on Pelican Island, Florida, and placed under the jurisdiction of the Biological Survey. Pelican Island and other early Federal wildlife reservations are re-designated as "National Wildlife Refuges" in 1942.

1918 The Migratory Bird Treaty Act is passed implementing the Convention Between the U.S. and Great Britain (for Canada) for the Protection of Migratory Birds. The Act, a landmark in wildlife legislation, provides for the regulation of migratory bird hunting.

1933–41 Thousands of workers employed by the Civilian Conservation Corps and Works Progress Administration improve habitat and build the infrastructure of over 50 wildlife refuges and fish hatcheries.

1934 The Migratory Bird Hunting Stamp Act, popularly known as the "Duck Stamp Act," is passed by Congress. The Act requires the purchase of a stamp by waterfowl hunters. Revenue generated by the stamp is used to acquire important wetlands. Since its inception, the program has helped protect approximately 4.5 million acres of waterfowl habitat.

1934 Jay Norwood ("Ding") Darling is appointed Chief of the Bureau of Biological Survey. Darling's brief tenure results in a new ambitious course for the agency to acquire and protect vital wetlands and other habitat throughout the country.

1937 The Federal Aid in Wildlife Restoration Act (a.k.a. Pittman-Robertson Act) is passed by Congress to provide funding to State to help restore and manage wild birds and mammals and their habitat, and to educate hunters in safe, ethical hunting practices.

1939 The Bureaus of Fisheries and Biological Survey are moved to the Department of the Interior and the following year combined to create the Service.

1946 In response to amendments to the Fish and Wildlife Coordination Act, the Service establishes a River Basins Study program to help minimize and prevent damage to fish and wildlife resulting from Federal water projects.

1947 The Service officially establishes a program recognizing North America's four migratory bird flyways in an effort to improve the management of migratory waterfowl hunting.

Chronology *continued*

1950 The Service's Federal Aid in Sport Fish Restoration Act (a.k.a. Dingell-Johnson Act) is passed to create a program for helping States restore and improve America's fishery resources. It is patterned after the 1937 Federal Aid in Wildlife Restoration Act.

1966 The first piece of comprehensive legislation addressing the management of refuges, the National Wildlife Refuge System Administration Act, is passed. The Act provides new guidance for administering the System and requires that proposed uses on refuges must be "compatible" with refuge purposes.

1970 The Bureau of Commercial Fisheries, an arm of the Service, is transferred to the Department of Commerce and renamed the National Marine Fisheries Service.

1973 The Endangered Species Act is passed by Congress to protect endangered plants and animals. Building upon legislation passed in 1966 and 1969, the new law expands and strengthens efforts to protect species domestically and internationally. The Service and the National Marine Fisheries Service (Commerce) assume responsibility for administering the Act.

1980 Passage of the Alaska National Interest Lands Conservation Act dramatically expands the size of the National Wildlife Refuge System, adding nine new refuges, expanding seven existing refuges, adding over 53 million acres of land and designating numerous wilderness areas.

1997 Passage of the National Wildlife Refuge System Improvement Act provides the first "organic" legislation for the management of the Refuge System. The Act amends the 1966 Act and strengthens the mission of the Refuge System, clarifies the compatibility standard for public uses of refuges, and requires the completion of comprehensive plans for every refuge.

2000 On November 21 the National Wildlife Refuge Centennial Act was passed to recognize a century of wildlife conservation on our nation's refuges. The act calls for improved public use programs and facilities on refuges long-term planning to meet priority needs, and the creation of a Centennial Commission to promote public awareness of the mission of the National Wildlife Refuge System.

Service Emblems—Past and Present

c. 1946



c. 1950



1963–1974



1978–present



The National Wildlife Refuge System 1903–2003



President Theodore Roosevelt established the first refuge, 3-acre Pelican Island Bird Reservation in Florida's Indian River Lagoon, in 1903. Roosevelt went on to create 55 more refuges before he left office in 1909.

The refuge system continued to expand and today it encompasses more than 530 units spread over nearly 94 million acres. The system's upcoming 100th anniversary in 2003 represents an opportunity to build upon growing interest and support from Congress, partners and the American people, making the National Wildlife Refuge System stronger that it has ever been.

Momentum for the Centennial really got rolling when the National Wildlife Refuge System Centennial Act of 2000 was signed, paving the way for the Service's efforts to increase awareness and understanding of the refuge system and bolster stewardship and visitor programs and facilities.

The act also called for a Centennial Commission, a group of distinguished private-sector individuals, to oversee special Centennial activities. The group will hold its first meeting in early 2002 and begin planning an international refuge system conference for 2003, and initiating corporate partnerships.

The Centennial Campaign, an extensive national campaign of special projects, partnerships and events, is the cornerstone of the centennial outreach effort. Activities already underway include:

- The Service and numerous partners are working together to make significant habitat and visitor facilities improvements at Pelican Island NWR.
- The Smithsonian Institution's National Museum of Natural History in Washington, D.C., will host a major exhibit on the National Wildlife Refuge System. Design of this interactive exhibit is already underway.
- More than 20 "focus refuges"—3 in each region for 2001, 2002 and 2003—will serve as showcase sites for the refuge system, holding special events involving community partners and the public.
- History will be preserved as all refuges gather materials of local significance and place ceremonial time capsules on a specified day in 2003.
- The refuge system has launched a significant partnership with the American Zoo and Aquarium Association, which includes nearly 200 member organizations and reaches 150 million visitors each year. Refuges nationwide will work with local zoos and aquaria, and a special exhibit at the National Zoo in Washington, D.C., is being planned.

These are just a few of the special events and projects that will happen between now and 2003...and beyond. The Centennial Web site is full of information on these activities and more... Point your browser to <refuges.fws.gov/centennial> to find out more.

Region 1 503/231 6121	Region 2 505/248 6635	Region 3 612/713 5313
Region 4 404/679 7287	Region 5 413/253 8527	Region 6 303/236 8145 x649
Region 7 907/786 3351	Washington Office Dennis Prichard, Centennial Projects Coordinator 703/358 1744	

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

<www.fws.gov/r9gpra/>

The Government Performance and Results Act (GPRA), enacted in 1993, requires Federal agencies to establish standards measuring their performance and effectiveness. The law requires Federal agencies to develop strategic plans describing their overall goals and objectives, annual performance plans containing quantifiable measures of their progress, and performance reports describing their success in meeting those standards and measures.

The Service is guided by four principal mission goals and 14 long-term goals that will conserve America's fish, wildlife and plant populations, ensure habitats for these populations, increase opportunities for the public to enjoy these resources, and support and strengthen partnerships with Tribal Governments, states, and local governments. We are committed to the accomplishment of the 14 long-term goals by 2005, and will report annually to the American people on our success in meeting these goals.

Goal 1. Sustainability of Fish and Wildlife Populations

Conserve, protect, restore, and enhance fish, wildlife, and plant populations entrusted to our care. Through 2005:

1.1 Migratory Bird Populations 20% (5) of migratory bird populations demonstrate improvements in their population status.

1.2 Imperiled Species 371 species listed under the Endangered Species Act as endangered or threatened a decade or more are either stable or improving, 15 species are delisted due to recovery, and listing of 12 species at risk is made unnecessary due to conservation agreements.

1.3 Interjurisdictional Fish 12 depressed interjurisdictional native fish populations are restored to self-sustaining or, where appropriate, harvestable levels.

1.4 Marine Mammals Three marine mammal stocks will have current censuses available to maintain populations at optimum sustainable levels; harvest guidelines for all marine mammal stocks will be in place, through cooperative management agreements, for continued subsistence uses.

1.5 Species of International Concern 40 priority species of international concern will be conserved.

1.6 Invasive Species The Service will prevent importation and expansion, or reduce the range (or population density) of aquatic and terrestrial invasive species on and off Service lands by controlling them on 13,450 acres off Service lands and on 850,000 acres within the National Wildlife Refuge System, conducting risk assessments on 20 high risk invasive species for possible amendment of the injurious wildlife list, and developing 5 additional cooperative prevention and/or control programs for aquatic invasive species (coordinated through the ANS Task Force).

Goal 2. Habitat Conservation: A Network of Lands & Waters

Cooperating with others, we will conserve an ecologically diverse network of lands and waters—of various ownerships—providing habitat for fish, wildlife and resources. Through 2005:

2.1 Habitat Conservation On-Service Lands Meet the identified habitat needs of Service lands by supporting fish and wildlife species population objectives through the restoration of 600,000 acres, and annual management/enhancement of 3.2 million acres of habitats, and the addition of 1.275 million acres within Refuge boundaries.

2.2 Infrastructure Stewardship On Service Lands 23% of mission critical water management and public use facilities will be in fair or good condition as measured by the Facilities Condition Index.

2.3 Habitat Conservation Off Service Lands Improve fish and wildlife populations focusing on trust resources, threatened and endangered species, and species of special concern by enhancing, restoring and establishing 280,000 acres of wetlands habitat; restoring 524,000 acres of upland habitats; and enhancing and/or restoring 4,150 riparian or stream miles of habitat off Service land through partnerships and other identified conservation strategies.

Goal 3. Public Use and Enjoyment

Provide opportunities to the public to enjoy, understand, and participate in the use and conservation of fish and wildlife resources. Through 2005:

3.1 Public Use On Service Lands Compatible, wildlife- dependent recreational visits to National Wildlife Refuges and National Fish Hatcheries have increased by 20 % from the 1997 levels.

3.2 Opportunities for Participating in Conservation On Service Lands Volunteer participation hours in Service programs increased by 7% and refuges and hatcheries have 155 new friends groups from the 1997 levels.

Goal 4. Partnerships in Natural Resources

Support and strengthen partnerships with Tribal, state, and local governments and others in their efforts to conserve and enjoy fish, wildlife, and plants and habitats. Through 2005:

4.1 Tribal Governments Improve fish and wildlife populations and their habitats by increasing the annual Service fish and wildlife assistance to Native American tribes in furtherance of the Native American policy to 8 training sessions, 75 tribal participants, 20 technical assistance projects, 10 new cooperative agreements, and 20 tribal consultations.

4.2 Sport Fish and Wildlife Restoration Grants Management Service will improve grants management through automation for 80% of the states' and territories' grant proposals.

4.3 Partnerships in Accountability Service will have in place processes and procedures to assure accuracy, consistency, and integrity in all its Federal Aid internal and external financial programs.

Permits Programs

[<permits.fws.gov>](http://permits.fws.gov)

Leaving a Lasting Legacy: The mission of the Permits Programs is to administer programs that promote long term conservation of animals, plants, and their habitats and that encourage joint stewardship with others.

During the past one hundred years, the United States has enacted numerous wildlife laws to protect our heritage of wild animals and plants and their habitats. Four Service divisions—Endangered Species, Law Enforcement, Migratory Bird Management and Management Authority—issue permits under these laws at the national, regional and wildlife port levels. The Permits Programs is a cross-program initiative to help the public receive clear, consistent permit information. The following laws use permits to help conserve these protected resources.

Conservation Laws

Bald and Golden Eagle Protection Act Permits issued to take, possess, and transport bald and golden eagles for scientific, educational, and Indian religious purposes, depredation, and falconry. *Contact: Migratory Bird Management.*

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Permits issued to import, export, and re-export listed species for commercial and noncommercial purposes. *Contact: Management Authority and Law Enforcement (Contact LE for export of certain fur species and re-export of Appendix-II or -III wildlife).*

Endangered Species Act Permits issued for take, interstate and foreign commerce, import, and export of listed species for scientific research and enhancement activities, incidental take, and conservation activities on private lands. Also for zoological, horticultural, or botanical exhibition purposes for threatened species. *Contact: Endangered Species* (for native species, except for import or export) or *Management Authority* (for foreign species and for import/export of domestic and foreign species).

Lacey Act Permits issued to import, transport, and acquire injurious wildlife for zoological, educational, medical, or scientific purposes. *Contact: Management Authority.*

Marine Mammal Protection Act Permits issued to take and import marine mammals for scientific research, public display, enhancing the survival or recovery of a species or stock, educational or commercial photography, and import of personal sport-hunted polar bears. *Contact: Management Authority.*

Migratory Bird Treaty Act Permits issued to take, possess, transport, sell, purchase, barter, import, and export migratory birds for scientific collecting, banding and marking, falconry, raptor propagation, depredation, taxidermy, waterfowl sale and disposal, and special purposes. *Contact: Migratory Bird Management.*

National Wildlife Refuge System Improvement Act Special use permits issued when uses of NWRs are compatible with the purpose(s) for which the refuge was established, and the mission of the National Wildlife Refuge System. *Contact: Each National Wildlife Refuge.*

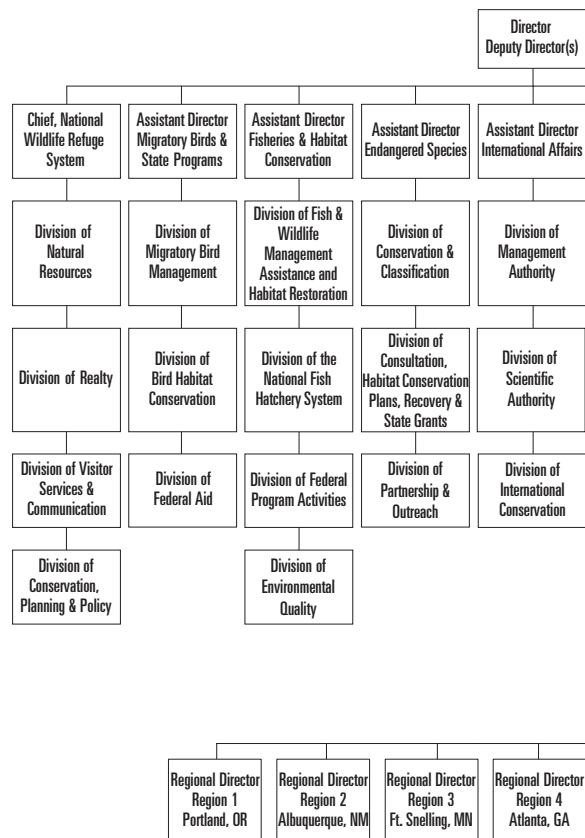
Wild Bird Conservation Act (WBCA) Permits issued to import exotic bird species for scientific research, zoological breeding or display, cooperative breeding, and personal pet purposes. *Contact: Management Authority.*

All wildlife Import/export licenses and designated port exception permits. *Contact: Law Enforcement.*

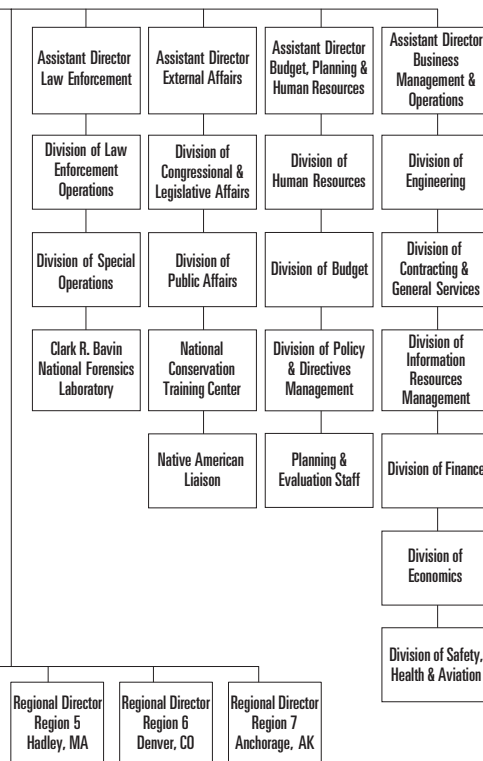
Permits Programs Contact Offices

Region 1	Telephone	Fax
Endangered Species	503/231 2063	503/231 6243
Law Enforcement	503/231 6125	503/231 6197
Migratory Bird	503/872 2715	503/231 2364
Region 2		
Endangered Species	505/248 6649	505/248 6922
Law Enforcement	505/248 6663	505/248 7901
Migratory Bird	505/248 7882	505/248 7885
Region 3		
Endangered Species	612/713 5343	612/713 5292
Law Enforcement	612/713 5320	612/713 5283
Migratory Bird	612/713 5436	612/713 5286
Region 4		
Endangered Species	404/679 4176	404/679 7081
Law Enforcement	404/679 7195	404/679 7065
Migratory Bird	404/679 7070	404/679 4180
Region 5		
Endangered Species	413/253 8628	413/253 8482
Law Enforcement	516/825 3950	516/825 1929
Migratory Bird	413/253 8646	413/253 8424
Region 6		
Endangered Species	303/236 7400 x 227	303/236 0027
Law Enforcement	303/286 7540	303/287 1570
Migratory Bird	303/236 8171	303/236 8680
Region 7		
Endangered Species	907/786 3868	907/786 3350
Law Enforcement	907/786 3311	907/786 3313
Migratory Bird	907/786 3693	907/786 3641
Region 9		
Management Authority	800/358 2104	703/358 2281
MA Fax Retrieval System		800/770 0150

Organization Chart



Organization Chart



Division Information

Bird Habitat Conservation

4401 N. Fairfax Drive
Mail Stop 110
Arlington, VA 22203

Phone: 703/358 1784
Fax: 703/358 2282
<birdhabitat.fws.gov>

Background (*formerly North American Waterfowl and Wetlands Office*) By the mid-1980s, waterfowl populations had plummeted to record lows because of drought and habitat loss. Canadian and U.S. governments took active steps and in 1986 signed the North American Waterfowl Management Plan (Plan). Mexico signed in 1994, when the Plan was updated. The goal is to restore waterfowl populations to 1970s levels through public-private partnerships that conserve wetland habitats. To ensure funding, Congress passed the North American Wetlands Conservation Act in 1989. The Act established a grants program which, from FY1991 to 2001, has matched \$411 million in grants with \$1.1 billion in partner contributions to conserve over 8 million acres of wetlands and associated habitats in Canada, the U.S., and Mexico.

Roles & Responsibilities Located within Migratory Birds and State Programs, the Division of Bird Habitat Conservation supports partnerships that deliver national and international management plans to conserve habitat for migratory birds and other wildlife. In particular, it:

- administers the North American Wetlands Conservation Act grants program (\$79.3 million in FY 2002) in the United States, Canada, and Mexico, and supports the North American Wetlands Conservation Council;
- administers the Neotropical Migratory Bird Conservation Act grants program (\$3 million in FY 2002) in Latin America and the Caribbean, and supports the Act's Advisory Council;
- supports 11 North American Waterfowl Management Plan (Plan) habitat joint ventures and their coordinators, regional staff, and management boards;
- supports the Plan's Science Support Team;
- supports habitat conservation of other national and international bird plans, such as Partners in Flight, U.S. Shorebird Conservation Plan, and North American Waterbird Plan, and supports the North American Bird Conservation Initiative; and
- supports the Adaptive Management and Assessment Team.

Budget, Planning and Human Resources

1849 C Street, NW
Mail Stop 3242
Washington, DC 20240

Phone: 202/208 3736
Fax: 202/208 3143

Background (*formerly Planning and Budget*) Budget, Planning and Human Resources has the authority and responsibility to develop policy directives; budget formulation and execution; and resource allocation and analyses, as well as forecasting workforce requirements and ensuring that legal, regulatory, and Departmental policies are adhered to in all functional areas.

Roles & Responsibilities (of Divisions)

Human Resources Develops and administers human resources policies and programs, workforce and strategic planning, and automation for the most effective management of human resources for the Washington Office. Additionally, develops and administers equal opportunity and civil rights policies and programs. DCR is responsible for Affirmative Employment and Diversity; alternative dispute resolution and discrimination complaints; educational partnerships; accessibility for individuals with disabilities.
<hr.fws.gov/>

Budget Directs and manages the budget formulation process prescribing policies, procedures, and controls, and ensures compliance with Administration objectives and conformance to statutory authorities. Budget maintains control of the budget process and the limitation of funds imposed by Congress and OMB.
<budget.fws.gov/>

Policy and Directives Management Develops, administers and reviews Servicewide policies, systems and procedures for a diverse group of activities, such as directives; information collection; advisory committees; records, reports and forms management; patents and inventions; FOIA/Privacy Acts; and OIG and GAO audits.
<pdm.fws.gov/>

Planning and Evaluation Staff Administers GPRA, coordinating the development and maintenance of the Service's Strategic Plan, annual performance plans, and program performance reports.
<www.fws.gov/r9gpra/>

Business Management and Operations

1849 C Street, NW Phone: 202/208 4888
Mail Stop 3022-MIB Fax: 202/208 3143
Washington, DC 20240

Background *(formerly Administration)* Business Management and Operations is an integral part of the Service's day-to-day operations providing a foundation and the necessary tools for all natural resource programs to accomplish their mission. Functional areas include: financial management, engineering, contracting and general services, information resources management, Servicewide occupational safety, health, aircraft management, and economic analysis.

Roles & Responsibilities of Divisions

Finance Directs accounting and financial operations focusing on accounting policies, fund control, travel, cash management, debt collection, cost recovery activities, investment program and internal/external financial reporting. <www.fws.gov/r9financ/>

Engineering Directs the Service's engineering, construction, dam safety, bridge safety, seismic safety, energy management, and facilities maintenance activities. <sii.fws.gov/r9eng/>

Contracting & General Services Develops policy and manages programs for Federal acquisition and assistance, personal property, Government quarters, and the motor vehicle fleet. Also manages office facilities at the Washington Headquarters and at most Regional Offices. <www.fws.gov/r9egs/>

Information Resources Management Directs the Service's information system activities, including voice/data systems, telecommunications operations and systems security. <sii.fws.gov/r9irm/>

Safety, Health and Aviation Develops and administers safety and occupational health and aviation policies and procedures to prevent and reduce employee injuries and work related illnesses. <www.fws.gov/r9osh/>

Economics Conducts economic analyses to meet legislative requirements and Executive Orders. Provides programs with technical assistance during the decision-making process on critical habitat designations and natural resource valuations.

Congressional and Legislative Affairs

1849 C Street, NW Phone: 202/208 5403
Mail Stop 3038 Fax: 202/208 7059
Washington, DC 20240 <laws.fws.gov/>

Background The Division of Congressional and Legislative Affairs serves as liaison between the Service and Congress, and is responsible for the Service's legislative and congressional relations activities. Located within External Affairs, Congressional and Legislative Affairs also coordinates Congressional and Legislative activities with the region's Congressional Liaisons.

Through November 2001, the Congressional and Legislative Affairs conducted 167 meetings and briefings to educate Members of Congress, Senators and their staffs about USFWS programs. Staff also assisted in preparing for 13 Congressional hearings and assisted in 228 meetings and briefings held by Service regional staff in Washington, D.C. Approximately 25,000 Congressional and legislative inquiries are handled by Congressional and Legislative Affairs. In 2002, inquiries are predicted to increase to nearly 28,000.

Roles & Responsibilities Congressional and Legislative Affairs staff:

- is responsible for the Service's legislative and congressional relations activities, and for making recommendations for initiatives to the Assistant Director-External Affairs;
- prepare legislative programs and reviews, and reports on legislation referred by the Department of the Interior; coordinating the Service view with other bureaus and offices to achieve Service objectives;
- serve as central contact for the Office of Congressional and Intergovernmental Affairs and individual Members and Committees of the Congress; and
- provide information and material in response to congressional inquiries and other assistance as required by Members of Congress.

Conservation Partnerships Liaison

4040 N. Fairfax Drive
Mail Stop 132A
Arlington, VA 22203

Phone: 703/358 1711
Fax: 703/358 2548

<www.fws.gov/r9sfbpc/>

Background Located within Migratory Birds and State Programs, the Conservation Partnerships Liaison Division manages Service support for the federally chartered Sport Fishing and Boating Partnership Council (SFBPC) and for the Recreational Boating and Fishing Foundation (RBFF). The SPFBC was established in 1993 to advise the Director and the Secretary of the Interior on sport fishing and boating issues. The RBFF, a non-profit organization created in 1998 works under a cooperative agreement with the Service to carry out a Congressionally mandated five-year, \$36 million communication effort to increase boating and fishing participation and promote conservation and the responsible use of aquatic resources.

Roles & Responsibilities The Conservation Partnerships Liaison Division works on national, regional and local levels to forge new conservation partnerships.

Endangered Species Program

4401 N. Fairfax Drive
Mail Stop 420
Arlington, VA 22203

Phone: 703/358 2171
Fax: 703/358 1735
<endangered.fws.gov/>

Background The Endangered Species Act of 1973 recognizes that fish, wildlife, and plants “are of esthetic, ecological, educational, historical, recreational, and scientific value to the nation and its people.” The Endangered Species Program, consisting of the divisions of Conservation and Classification; Consultation, Habitat Conservation Plans, Recovery and State Grants and; Partnerships and Outreach, helps protect and recover our country’s threatened or endangered species, including Key deer, whooping cranes, and grizzly bears, and has prevented most listed species from becoming extinct. Endangered Species has reintroduced species to their former ranges, including the gray wolf, the black-footed ferret, and the California condor.

Roles & Responsibilities Protecting endangered and threatened species and restoring them to a secure status in the wild is the main objective of the Endangered Species Program. Responsibilities include:

- listing, reclassifying, or delisting species;
- implementing actions for candidate species and other species at risk;
- consulting with Federal agencies whose activities may affect listed species, and issuing biological opinions;
- overseeing recovery activities for listed species; and
- funding State endangered species conservation efforts.

Only seven of the more than 1,700 listed U.S. and foreign species, subspecies and populations have gone extinct in the past 25 years; nearly half of the currently listed species are either stable or improving in number. ES works to conserve species at risk in order to make listing them under the ESA unnecessary.

ES strives to make the Act work better and increase the flexibility and certainty for private landowners with endangered species on their property through use of Candidate Conservation Agreements with Assurances, Safe Harbor Agreements and Habitat Conservation Plans.

Environmental Quality

4401 N. Fairfax Drive
Mail Stop 322
Arlington, VA 22203

Phone: 703/358 2148
Fax: 703/358 1800
<contaminants.fws.gov/>

Background *(formerly Environmental Contaminants)*

Concerns for pollution impacts on fish and wildlife began in the early 1900s, when water quality was studied as part of the fisheries research program. In the late 1940s, Service researchers made important strides by studying the effects of pesticides, such as DDT, on fish and wildlife.

National attention focused on the ecological effects of toxic chemicals after Service employee Rachel Carson published “Silent Spring” in 1962. Today, the Division of Environmental Quality is the only Federal program that investigates the effects of pollution, pesticides and other contaminants on fish and wildlife.

Each year, more than 7 billion pounds of toxic substances are released into the land, air, water and underground and more than 4.5 billion pounds of pesticides are used in the U.S. alone. The division’s goal is to prevent further degradation and to correct the effects of contaminants.

Roles & Responsibilities Located within Fisheries and Habitat Conservation, the Division of Environmental Quality works with other agencies and the private sector to prevent, investigate, and mitigate the adverse impacts of environmental contaminants on fish and wildlife by:

Prevention Reviewing pending environmental legislation, consulting with other Federal agencies on their construction projects and reviewing Clean Water permits and pesticide use permits;

Investigations Evaluating contaminant exposure and effects on fish and wildlife resources, as well as evaluating contaminant impacts on the National Wildlife Refuge System; and through

Natural Resource Damage Assessment and Restoration Where specialists determine the effects of oil spills and hazardous substances releases on fish and wildlife, and ensure damages to those resources are restored.

Federal Aid

4401 North Fairfax Drive
Mail Stop 140
Arlington, Virginia 22203

Phone: 703/358 2156
Fax: 703/358 1837
<fa.r9.fws.gov/>

Background The Federal Aid in Wildlife Restoration Act passed in 1937, creating a partnership between State and Federal governments, hunters, shooters, and their industries. The Act directed a Federal excise tax on firearms and ammunition to fund State wildlife projects, enabling States to actively restore wildlife. Today, more than \$3.7 billion has been used to restore whitetail deer, wild turkey, habitat and other wildlife, and provide hunter education.

The Sport Fish Restoration Act brought government, anglers and boaters together to increase sportfishing and boating opportunities. States have received almost \$3.4 billion in the past fifty years to restore aquatic habitat, conduct fisheries research, create access to our waterways, and provide aquatic education. The Sport Fish Restoration Program has restored striped bass populations, funded research to prevent whirling disease in trout species, and taught more than 4.7 million Americans about fishing and our aquatic environment.

Roles & Responsibilities Located within Migratory Birds and State Programs, the Division of Federal Aid manages the following initiatives;

Federal Aid in Wildlife Restoration Funds bird, mammal, and habitat restoration and management, and hunter education providing opportunities to hunt and shoot nationwide.

Federal Aid in Sport Fish Restoration Funds sport fish management, boating access, and aquatic education.

Clean Vessel Act Funds construction of pumpout and dump stations to keep boater sewage from our waters.

Boating Infrastructure Grant Program Funds tie-up facilities for transient boaters, connecting them to important destinations.

Coastal Wetlands Funds coastal wetland conservation projects.

Federal Duck Stamp

1849 C Street, NW
Mail Stop 2058
Washington, DC 20240

Phone: 202/208 4354
Fax: 202/208 6296
<duckstamps.fws.gov/>

Background On March 16, 1934, Congress passed and President Franklin D. Roosevelt signed the Migratory Bird Hunting Stamp Act. Popularly known as the Duck Stamp Act, it required all waterfowl hunters 16 years or older to buy a stamp annually. The revenue generated is earmarked for the Service to buy or lease waterfowl sanctuaries.

Over the years, the Federal Duck Stamp has evolved into a successful conservation program. Approximately 98% of Federal Duck Stamp dollars purchase wetlands and other areas for the National Wildlife Refuge System, saving habitat for various kinds of birds and animals. Federal Duck Stamps provide a permanent source of money to buy and preserve waterfowl habitat. This innovative idea has been adopted by every State in the United States and 16 countries around the world.

Some 635,000 hunters paid \$1 each for the first stamps, which went on sale August 22, 1934. The price has gradually risen to the current \$15. Today, close to 1.7 million stamps are sold each year. Duck Stamps are also popular with stamp collectors. A collector who bought each stamp the year it was issued would have paid a total of \$394 by 2002. That investment would now be worth over \$5,000.

Roles & Responsibilities Located within Migratory Birds and State Programs under the Division of Bird Habitat Conservation, the Federal Duck Stamp program promotes the stamp and licenses related stamp products to increase revenue for the Migratory Bird Conservation Fund.

The Federal Duck Stamp program is an effective outreach arm of the Service, whether it is educating children through the Junior Duck Stamp Program, impressing customers with collectible licensed products or captivating audiences with the duck stamp original art tour.

Federal Program Activities

4401 N. Fairfax Drive
Mail Stop 400
Arlington, VA 22203

Phone: 703/358 2161
Fax: 703/358 1869
<habitat.fws.gov/>

Background (*formerly Habitat Conservation*) The Division of Federal Program Activities, located within Fisheries and Habitat Conservation, plays a key role in preventing adverse impacts to wetlands and other sensitive habitats. This is accomplished primarily by recommending habitat enhancement, protection, and/or conservation measures during the planning and implementation of development projects that are Federally funded, permitted, or licensed.

The division is also responsible for updating wetlands maps, evaluating wetlands status and trends, and providing habitat assessment information for Service trust species throughout the U. S.

Roles & Responsibilities

Project Planning Assists Federal agencies and other parties needing permits and approval to develop land and water resources projects in an environmentally sensitive manner. These projects may include navigation, flood control, hydroelectric power, highways, irrigation projects, etc. Project Planning advocates environmental approaches which balances natural resource concerns while considering project goals. Project Planning plays a pivotal ecological role in conserving our Nation's resources.

Coastal Barrier Program Administers provisions of the Coastal Barrier Resources Act and works with Congress to maintain the official Coastal Barrier Resources System maps.

Habitat Assessment Develops and provides ecological information and habitat assessments to address the operational needs of the Service. These products support habitat status and trends reporting and natural resource decision-making by the Service and others to better protect and restore fish and wildlife.

National Wetlands Inventory Produces resource maps, digital data, and reports on characteristics, extent, and status of the nation's wetlands, riparian, and deepwater habitats.

Fish and Wildlife Management and Habitat Restoration

4401 N. Fairfax Drive
Mail Stop 810

Arlington, VA 22203

<fws.gov/cepcoastweb.html/>

Phone: 703/358 1718

Fax: 703/358 2044

<fisheries.fws.gov/>

<partners.fws.gov/>

Background *(formerly Fish and Wildlife Management)*

The Division of Fish and Wildlife Management and Habitat Restoration is located under Fisheries and Habitat Conservation and supports a wide array of activities, programs, and cooperative ventures, involving States, tribes, other Federal agencies, private and international interests to help curb further loss.

Roles & Responsibilities

Fish and Wildlife Management Provides scientific leadership and technical assistance in the management and restoration of the Nation's fishery resources and habitats, working in partnership with states, tribes, and others. Priorities include conservation of interjurisdictional and imperiled fishes, management assistance on tribal and federal lands, restoring fish passage, and conservation of polar bears, walrus, and sea otters under the Marine Mammal Protection Act. The program maintains 62 Fishery Resources Offices, 2 Sea Lamprey Control Offices, a Marine Mammals Management Office and a state-of-the-art Fish Genetics Laboratory.

The Coastal Program Identifies coastal resource problems and solutions, seeks partnerships for habitat restoration and protection projects, and encourages public action in 15 of the nation's highest priority coastal areas. Since 1994 the Program has restored 78,000 acres of coastal wetlands; 22,850 acres of coastal uplands; 825 miles of coastal streamside habitat; and opened 3,300 miles of stream for spawning fish.

The Partners for Fish and Wildlife Program Offers technical and financial assistance to private landowners for voluntary habitat restoration—emphasizing wetland, stream and riparian restoration, the reestablishment of native grasslands and prairie and other important native habitats. Selected projects meet both landowner and fish and wildlife needs. From 1987 the Partners Program worked with 27,000 private landowners to restore 1.4 million acres of wetland and native grasslands, 4,190 miles of riparian and in-stream habitat, and to remove 170 fish passage barriers.

International Affairs

4401 N. Fairfax Drive

Mail Stop 700

Arlington, VA 22203

Phone: 703/358 2093

Fax: 703/358 1855

CITES Permits: 800/358 2104

<international.fws.gov>

Background The Service has various international responsibilities under some 40 conventions, treaties and agreements. Located within International Affairs, the Divisions of International Conservation, Management Authority and Scientific Authority implement these authorities for the benefit of wildlife. International Affairs provides leadership and assistance to other nations for wildlife management, conservation and protection of global biodiversity. The divisions works with other governments and a variety of NGOs, scientific and conservation organizations, industry groups and hobbyists to ensure the effective implementation of treaties, laws and the global conservation of species.

Roles & Responsibilities of Divisions Working with partners around the world to conserve species and their ecosystems, International Affairs:

- provides technical assistance to fish and wildlife managers in other countries;
- conserves species at risk by regulating trade and implements policies with a broad impact on conservation;
- works closely with States and Native American tribes to help ensure conservation of U.S. species in trade;
- helps conserve wildlife that Americans care about through matching grants that support research and conservation for such species as African and Asian elephants, tigers, great apes, neotropical migratory birds and rhinos;
- works with the scientific community to assess the conservation status of foreign species and ensure the conservation of species in trade; and
- regulates imports and exports to ensure species protection and sustainability.

Law Enforcement

4401 N. Fairfax Drive
Mail Stop 520
Arlington, VA 22203

Phone: 703/358 1949
Fax: 703/358 2271
<www.le.fws.gov/>
<www.lab.fws.gov/>

Background In 1900, Congress passed the Lacey Act, the first Federal law to protect wildlife. Additional wildlife conservation laws followed, including the Migratory Bird Treaty Act, the Bald Eagle Protection Act, and the Endangered Species Act. All are upheld by Service law enforcement professionals.

Law Enforcement consists of the Divisions of Law Enforcement Operations and Special Operations, the Clark R. Bavin National Fish and Wildlife Forensics Laboratory, and the National Eagle and Wildlife Property Repositories. Today, Service Law Enforcement contributes to virtually every aspect of wildlife conservation, from protecting endangered species and ecosystems to preserving opportunities for wildlife-related recreation. Service efforts target potentially devastating threats—illegal trade and commercialization, habitat destruction, and environmental contaminants. Innovative enforcement partnerships with industry groups are eliminating hazards to wildlife caused by oil pits, power lines, and pesticides.

Roles & Responsibilities Law Enforcement investigates wildlife crimes; monitors a \$1 billion annual trade in wildlife and wildlife products, providing a frontline defense against illegal trafficking and helps Americans obey wildlife protection laws. This work includes:

- infiltrating international smuggling rings that target imperiled animals;
- preventing the commercial exploitation of protected U.S. species;
- protecting wildlife from environmental hazards and safeguarding critical habitat;
- inspecting wildlife shipments to ensure compliance with laws and treaties and detect illegal trade; and
- using forensic science to analyze evidence and solve wildlife crimes.

Migratory Bird Management

4401 N. Fairfax Drive
Mail Stop 634
Arlington, Virginia 22203

Phone: 703/358 1714
Fax: 703/35 2217
<migratorybirds.fws.gov/>

Background Migratory birds cross the boundaries of nations, watersheds and ecosystems. The first law calling for international cooperation to conserve migratory birds was passed in 1918. Far-reaching for its time, the Migratory Bird Treaty Act guides the work of the Division of Migratory Bird Management today.

Through the Partners in Flight network and other consortiums, this division develops many projects to conserve and monitor a variety of species throughout the Western Hemisphere. Located within Migratory Bird and State Programs, Migratory Bird Management also works closely with the Division of Bird Habitat Conservation to support the North American Waterfowl Management Plan, the most important initiative to conserve waterfowl in the second half of the 20th century.

Roles & Responsibilities The Division of Migratory Bird Management works to:

- conserve migratory bird populations and their habitats to prevent them from being considered as threatened or endangered; and
- ensure continued opportunities for Americans to enjoy both consumptive and non-consumptive uses of migratory birds and their habitats. It is estimated that 63 million Americans are bird watchers, generating more than \$20 billion annually for the economy.

To accomplish these goals, the program supports activities such as monitoring. Only through knowledge of the status and trends of a species, and the habitats in which it occurs, can wildlife managers take appropriate actions to conserve birds and their habitat.

National Conservation Training Center

Route 1, Box 166
Shepherdstown, WV 25443
<nctc.fws.gov/>

Phone: 304/876 1600
Fax: 304/876 7218
Lodging Reservations:
304/876-7900

Background The National Conservation Training Center was established in 1997 as a “home” for the Service to provide training and education services to our employees, ensuring they have the skills and tools to accomplish our mission. Because the Service mission begins with the words, “working with others”, the NCTC encourages the participation of professionals from other government agencies, the business community and other non-government organizations as instructors and students in NCTC courses. At the NCTC campus, people from all sectors come together to learn skills, share perspectives, establish networks, and build bridges for conservation based on respect and mutual interest.

In addition to training programs, NCTC works with Service offices to develop education/ outreach materials designed to reach out to the public as partners in resource conservation. NCTC provides Servicewide coordination for the Shorebird Sister School Program, Scouting programs, 4-H, and extension education. NCTC also has the ability to develop video, print, computer and broadcast-based materials for training and education purposes.

NCTC dedicates itself to preserving the heritage of the Service and its predecessor agencies by collecting, interpreting, and disseminating the history of the Service and American conservation. Here, you will find everything from Rachel Carson’s magnifying glass to the original surveys for Pelican Island—America’s first national wildlife refuge.

Roles & Responsibilities To advance conservation of fish, wildlife, and plants and their habitats through leadership in:

- training for the Service and the conservation and resource management community;
- conservation education for the public; and
- fostering alliances among diverse interests.

National Fish Hatcheries

4401 N. Fairfax Drive
Mail Stop 810
Arlington, VA 22203

Phone: 703/358 1715
Fax: 703/358 2210
<fisheries.fws.gov/>

Background Fish have long been important to our nation, so much so that in 1871, Congress established an agency to study the decline of fish stocks. This agency, the predecessor of today’s U.S. Fish and Wildlife Service and its fisheries program, also propagated fish and built hatcheries to improve dwindling stocks.

Today, the National Fish Hatchery System, composed of 70 Fish Hatcheries, 7 Fish Technology Centers, 9 Fish Health Centers and 1 Historic National Fish Hatchery, conserves and protects fish and other aquatic species, and protects and restores the habitats these species need. The NFHS, located within Fisheries and Habitat Conservation, has a unique responsibility in helping to recover species listed under the Endangered Species Act, restoring native aquatic populations, mitigating for fisheries lost as a result of federal water projects, and providing fish to benefit Tribes and national wildlife refuges.

Roles & Responsibilities Through its nationwide network, the NFHS addresses;

Migratory Fish When fish cross domestic and international boundaries, the Service and other fishery managers work together to monitor populations, set sustainable harvest levels, and boost troubled stocks. Hatcheries propagate and release fish for restoration and recovery.

The Threat of Extinction There are 216 threatened or endangered aquatic species in the U.S.. Hatcheries, as well as genetic and health protection, contribute to the recovery of fishes, mussels, and toads through propagation and refugia technology and health centers.

Federal Fishery Obligations When Federal dams and other projects disturb fisheries, this program steps in to ensure angling opportunities. Hatcheries support angling on National Wildlife Refuges, provide support for fishery and wildlife management to Native American tribes, and work to control exotic and aquatic nuisance species.

National Wildlife Refuge System

4401 N. Fairfax Drive
Mail Stop 670
Arlington, VA 22203

Phone: 703/358 1744
Fax: 703/358 2248
<refuges.fws.gov>

Background The National Wildlife Refuge System began when President Theodore Roosevelt established Pelican Island, a 3-acre island off Florida's coast, as the first national wildlife refuge in 1903. The Refuge System, supported by the Divisions of Natural Resources; Realty; Visitor Services & Communication; and Conservation Planning & Policy, under the Chief, National Wildlife Refuge System, has grown to over 94 million acres of strategically located habitats in all 50 States and U.S. territories, including more than 530 refuges and thousands of small prairie wetlands.

The Refuge System stretches from the volcanic cliffs of the Hawaiian islands to the vast deserts of the Southwest, from the rich prairie heartland to Florida's peaceful coastal backwaters. Refuges teem with millions of migratory birds, serve as a haven to hundreds of endangered species, support premier fisheries, and host a tremendous array of other plants and animals.

Roles & Responsibilities Made up of more than 500 refuges and thousands of waterfowl production areas, the Refuge System is the only network of Federal lands devotedly specifically to wildlife. Refuges and waterfowl production areas are managed by experts in wildlife and habitat management and restoration.

The National Wildlife Refuge System provides habitat for threatened and endangered species, millions of migratory birds, and some of the nation's most important fishery resources. About 60 refuges have been established specifically to protect endangered species.

The National Wildlife Refuge System offers outstanding wildlife-dependent recreational opportunities, including fishing, hunting, wildlife observation and photography, and environmental education and interpretation. More than 35 million people visit the Refuge System annually.

The Division of Natural Resources comprises three branches: Wildlife Resources, Air Quality and Fire Management. The Branch of Wildlife Resources oversees wilderness policy and refuge-specific issues such as invasive species and pest management; biological support; water rights, management and use; marine resources; contaminants; migratory bird and endangered species; and comprehensive conservation planning. The Branch of Air Quality supports air quality monitoring, regulation development and initiatives; and training and planning. The Fire Management Branch is responsible for fire preparedness; suppression and emergency fire rehabilitation; policy, procedures and standards development; and coordination of the Service's interagency fire involvement.

The Division of Realty acquires land interests for the National Wildlife Refuge System and the National Fish Hatchery System using primarily the Land and Water Conservation Fund and the Migratory Bird Conservation Fund. Nationally, Realty develops policy guidance, performs management oversight and issues annual reports on the acquisition, utilization and disposition of the Service's land interests. Overall responsibilities include Acquisition Management; Real Estate Operations; Appraisal; Cartography; and Land Surveying. <realty.fws.gov>

The Division of Visitors Services & Communications is responsible for leading national programs to ensure public safety for visitors to national wildlife refuges, enforce federal wildlife laws and refuge regulations, promote the highest quality visitor experiences on refuges, foster the Refuge Support Group Program nationwide, provide vocational training and exposure to natural resource conservation through participation in the Job Corps program, and lead a strategic, coordinated, and integrated communications program that builds long-term relationships and support for the National Wildlife Refuge System.

The Division of Conservation Planning & Policy provides leadership in National Wildlife Refuge System policy development and implementation; overseeing the development and codification of refuge-specific information; providing technical assistance and oversight in the development of Comprehensive Conservation Plans; providing products, materials, and courses to facilitate the consistent implementation and application of policy; and providing budgetary information on refuge planning and policy issues.

Native American Liaison

1849 C Street, NW
Mail Stop 3359
Washington, DC 20240

Phone: 202/208 4133
Fax: 202/208 7407
<nativeamerican.fws.gov/>

Background Working together with Regional Native American Liaison Officials and leaders from 557 Federally recognized tribes nationwide, the Native American Liaison, located under External Affairs, identifies areas where both Federal and conservation efforts can most effectively conserve fish, wildlife, plants, and their habitats. The Regional Native American Desks and the Native American Liaison combine their backgrounds in wildlife biology, conservation, and Indian law and policy to achieve the best possible conservation scenario in Indian Country.

Roles & Responsibilities Responsibilities of the Native American Liaison include:

- providing counsel to the Directorate concerning Native American issues that impact Service operations;
- serving as point-of-contact for tribal conservation issues;
- serving as liaison to tribal governments for wildlife conservation issues that impact Federal and tribal resources; and
- developing guidance materials, such as handbooks, Director's and Secretarial Orders, as well as legal and policy memoranda regarding tribal/Service issues.

Native American Liaisons

Washington Office	Pat Durham	202/208 4133
Region 1	Scott Aikin	503/231 6123
Region 2	John Antonio	505/248 6911
Region 3	John Leonard	612/713 5108
Region 4	James Brown	404/679 7125
Region 5	D.J. Monette	609/236 7905 ext. 36
Region 6	David Redhorse	303/236 7905
Region 7	Fred Armstrong	907/786 3887

Public Affairs

1849 C Street, NW
Mail Stop 3359
Washington, DC 20240

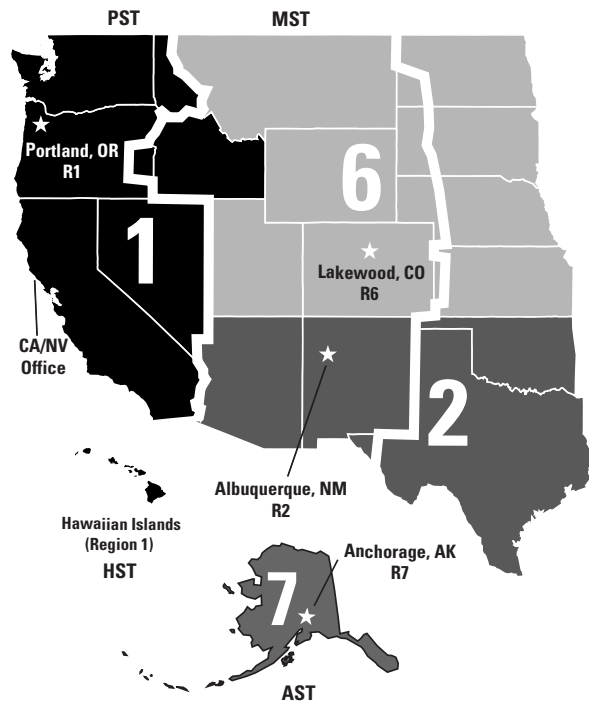
Phone: 202/208 5634
Fax: 202/208 2428
<www.fws.gov/r9extaff/>
<news.fws.gov/>

Background The Public Affairs Office works to ensure that information about Service activities is provided to the public in a timely way and in formats that the public can easily access, understand, and use. The office works with the news media, publishes the agency newsletter, *Fish & Wildlife News*, and the *Employee Pocket Guide*, leads the national outreach team, provides technical and policy assistance on printing and publishing, maintains the Service home page on the world wide web, manages a library of Service still photos and provides video footage to the news media. In addition, the office plays a major role in assisting with constituent relations and communications and in developing speeches and other written material for the Director's use. Public Affairs is also responsible for ensuring that Service activities comply with Departmental and other Federal requirements for public information, printing, and audiovisual production.

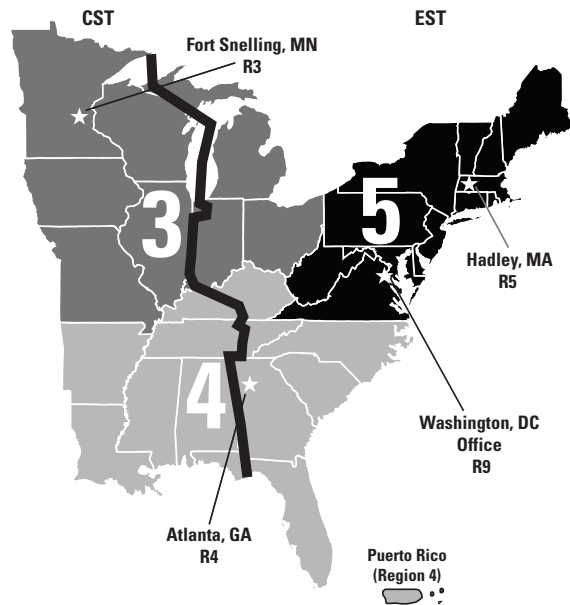
Roles & Responsibilities Public Affairs consists of three branches, Media Services, Broadcasting and Audio Visual and Printing and Publications. Public Affairs staff:

- respond to inquiries from the news media, constituent groups and the public;
- keep other programs areas aware of developments with the media and stakeholder groups;
- help develop communications and outreach strategies for emerging issues and crisis events;
- work with Service divisions to continually enhance communications techniques and improve methods of outreach;
- promote and facilitate outreach by all Service employees and volunteers; and
- develop news releases, publications, videos and displays that inform others how the Service is "Conserving the Nature of America."

Region Boundaries



Region Boundaries



★ Regional Offices: R1-R9

Regional Contacts

USFWS Region 1—Pacific

911 NE 11th Avenue
Portland, Oregon 97232-4181
<pacific.fws.gov/>

CA, HI, ID, NV,
OR, WA, GU,
AS, CM

Office	Telephone	Fax
Regional Director (RD)	503/231 6118	503/872 2716
Deputy RD	503/231 6122	503/872 2716
Columbia River Basin	503/872 2761	503/231 6863
F&W Pacific Islands	808/541 2749	808/541 2756
Special Asst/Ecosystems	503/872 2761	503/231 6863
Budget/Admin.	503/231 6115	503/872 2821
Ecological Services	503/231 6151	503/231 2240
External Affairs	503/231 6120	503/231 2122
Fisheries	503/872 2763	503/231 2062
Law Enforcement	503/231 6125	503/231 6197
Migratory Birds/State	503/231 6159	503/231 2019
NWRS	503/231 6214	503/231 2364

California/Nevada Operations Office

2800 Cottage Way
Suite W 2606
Sacramento, California 95825-1846
<sacramento.fws.gov/>

Office	Telephone	Fax
Manager	916/414 6464	916/414 6486
Deputy Manager		
Nevada Supervisor/Refuge Supervisor: So. California		
Refuge Supervisor: Klamath/Central Valley/San Francisco Bay		
Supervisor: Klamath Fish and Wildlife Offices		
Fisheries Supervisor		
So. California Fish and Wildlife Offices Liaison		
External Affairs		
Administrative Officer		

USFWS Region 2—Southwest

500 Gold Avenue, SW. Rm 8210
Albuquerque, New Mexico 87102
<southwest.fws.gov/>

AZ, NM
OK, TX

Mailing Address: P.O. Box 1306
Albuquerque, NM 87103 1306

Office	Telephone	Fax
Regional Director (RD)	505/248 6282	505/248 6910
Deputy RD	505/248 6283	505/248 6287
Exec Dir. SWS	505/248 6914	505/248 6910
Assoc. Regional Director	505/248 6281	505/248 6287
Budget/Admin	505/248 6925	505/248 6459
Ecological Services	505/248 6920	505/248 6788
External Affairs	505/248 6911	505/248 6915
Fisheries	505/248 6865	505/248 6845
Law Enforcement	505/248 7889	505/248 7899
Migratory Birds/State	505/248 6453	505/248 6621
NWRS	505/248 6804	505/248 6803

Notes

**TTY users may use the Federal Relay Service at 800/877 8339*

USFWS Region 3—Great Lakes Big Rivers

Federal Building, 1 Federal Drive
Fort Snelling, Minnesota 55111-4056
<midwest.fws.gov/>

IL, IN, IA, MI,
MN, MO, OH,
WI

Office	Telephone	Fax
Regional Director (RD)	612/713 5301	612/713 5284
Deputy RD	612/713 5201	612/713 5284
Special Asst/Ecosystems	612/713 5423	612/713 5284
Budget/Admin.	612/713 5306	612/713 5308
Ecological Services	612/713 5350	612/713 5292
External Affairs	612/713 5360	612/713 5280
Fisheries	612/713 5111	612/713 5289
Law Enforcement	612/713 5320	612/713 5283
Migratory Birds/State	612/713 5354	612/713 5183
NWRS	612/713 5400	612/713 5288

Notes

**TTY users may use the Federal Relay Service at 800/877 8339*

USFWS Region 4—Southeast

1875 Century Boulevard, Suite 400
Atlanta, Georgia 30345
<southeast.fws.gov/>

AL, AR, FL, GA,
KY, LA, MS, NC,
SC, TN, PR, VI

Office	Telephone	Fax
Regional Director (RD)	404/679 4000	404/679 4006
Deputy RD	404/679 4000	404/679 4006
Special Asst/Fisheries	404/679 4143	404/679 7194
Councils & Commission		
Budget/Admin	404/679 4086	404/679 4102
Ecological Services	404/679 7106	404/679 7081
External Affairs	404/679 7289	404/679 7286
Fisheries	404/679 4157	404/679 4141
Law Enforcement	404/679 7057	404/679 7065
Migratory Birds/State	404/679 7206	404/679 4180
NWRS	404/679 7154	404/679 7285

Notes

**TTY users may use the Federal Relay Service at 800/877 8339*

USFWS Region 5—Northeast

300 Westgate Center Drive
Hadley, Massachusetts 01035-9589
<northeast.fws.gov/>

CT, DE, DC, ME, MD,
MA, NH, NJ, NY,
PA, RI, VT, VA, WV

Office	Telephone	Fax
Regional Director (RD)	413/253 8300	413/253 8308
Deputy RD	413/253 8300	413/253 8308
Special Asst/Atlantic Salmon & Other Issues	603/528 8750	603/528 8729
Special Asst/Ecosystems	413/253 8305	413/253 8293
Budget/Admin.	413/253 8306	413/253 8293
Ecological Services	413/253 8304	413/253 8293
External Affairs	413/253 8328	413/253 8456
Fisheries	413/253 8304	413/253 8293
Law Enforcement	413/253 8274	413/253 8459
Migratory Birds/State	413/253 8273	413/253 8293
NWRS	413/253 8302	413/253 8293

Notes

*TTY users may use the Federal Relay Service at 800/877 8339

USFWS Region 6—Mountain Prairie

*134 Union Boulevard
Lakewood, Colorado 80228
<mountain prairie.fws.gov/>

CO, KS, MT,
NE, ND,
SD, UT, WY

Mailing Address: P.O. Box 25486 DFC
Denver, Colorado 80225

Office	Telephone	Fax
Regional Director (RD)	303/236 7920	303/236 8295
Deputy RD	303/236 7920	303/236 8295
Special Asst/Ecosystems	303/236 8155	303/236 8295 x 249
Budget/Admin.	303/236 7917	303/236 6958
Ecological Services	303/236 7400	303/236 0027
External Affairs	303/236 7905	303/236 3815
Fisheries	303/236 7862	303/236 8163
Law Enforcement	303/236 7890	303/236 7901
Migratory Birds/State	303/236 8155	303/236 8680
NWRS	303/236 8145	303/236 4792

Notes

*TTY users may use the Federal Relay Service at 800/877 8339

USFWS Region 7—Alaska

1011 East Tudor Road
Anchorage, Alaska 99503
<alaska.fws.gov/>

Office	Telephone	Fax
Regional Director (RD)	907/786 3542	907/786 3306
Deputy RD	907/786 3536	907/786 3306
Native Issues Advisor	907/786 3887	907/786 3306
Special Asst/Ecosystems	907/786 3492	907/786 3306
Budget/Admin.	907/786 3543	907/786 3306
External Affairs	907/786 3309	907/786 3495
Fisheries & Ecological Svs	907/786 3544	907/786 3848
International Affairs	907/786 3444	907/786 3640
Law Enforcement	907/786 3311	907/786 3313
Migratory Birds/State	907/786 3545	907/786 3640
NWRS	907/786 3354	907/786 3976
Subsistence Management	907/786 3403	907/786 3898

Notes

*TTY users may use the Federal Relay Service at 800/877 8339

USFWS Region 9—HQ

DOI Locator 202/208 3100
1849 C Street, NW.
Washington, DC 20240
<www.fws.gov/>
Service Internal Internet (SII) <sii.fws.gov/>

Office	Telephone	Fax
Director	202/208 4717	202/208 6965
Special Assistant	202/208 4540	202/208 6965
Deputy Director	202/208 4545	202/208 6965
Special Assistant	202/208 3843	202/208 6965
Chief NWRS	202/208 5333	202/208 3082
AD Business Management	202/208 4888	202/208 3143
AD Budget/Planning/HR	202/208 3736	202/208 3143
AD Endangered Species	202/208 4646	202/208 6916
AD External Affairs	202/208 6541	202/501 6589
AD Fisheries/Hab. Conserv.	202/208 6394	202/208 4674
AD International Affairs	202/208 6393	202/208 4674
AD Law Enforcement	202/208 3809	202/208 6965
AD Mig. Birds/State Prog	202/208 6541	202/501 6589
Bird Habitat Conservation	703/358 1784	703/358 2282
Budget	202/208 4596	202/208 3694
Cong. & Legis. Affairs	202/208 5403	202/208 7059
Conservation Partnership	703/358 1711	703/358 2548
Conservation Plan. & Pol.	703/358 2043	703/358 2154
Contracting & Gen. Svs.	703/358 1901	703/358 2264
Diversity & Civil Rights	703/358 1724	703/358 2030
Economics	703/358 2082	703/358 2319
Endangered Species	703/358 2171	703/358 1735
Engineering	303/984 6870	303/969 5444
Environmental Quality	703/358 2148	703/358 1800
Federal Aid	703/358 2156	703/358 1837
Federal Duck Stamp	202/208 4354	202/208 6296
Federal Program Activities	703/358 2161	703/358 1869
Finance	703/358 1742	703/358 2265

USFWS Region 9—HQ *continued*

Fish/Wildlife Mgmt Assist. and Habitat Restoration	703/358 1718	703/358 2044
Human Resources Ops.	703/358 1743	703/358 2525
Human Resources Policy	202/208 6104	202/219 2071
Info. Resources Mgmt	703/358 1729	703/358 2251
International Conservation	703/358 1754	703/358 2849
Law Enforcement Ops.	703/358 1949	703/358 2271
Management Authority	703/358 2093	703/358 2280
Migratory Birds	703/358 1714	703/358 2272
National Fish Hatcheries	703/358 1715	703/358 2210
National Comm. Center	303/275 2400	303/275 2417
National Forensics Lab	541/482 4191	541/482 4989
NCTC	304/876 7263	304/876 7227
NWRs	703/358 1744	703/358 2248
Natural Resources	703/358 2043	703/358 1929
Plan & Evaluation/GPRA	202/208 2549	202/208 4584
Policy Directives Mgmt	703/358 1730	703/358 2269
Public Affairs	202/208 5634	202/219 2428
Realty	703/358 1713	703/358 2223
Safety	703/358 2253	703/358 2227
Scientific Authority	703/358 1708	703/358 2276
Visitor Services & Comm.	703/358 2029	703/358 2248

Notes

Field Locations

Partial List of Refuges, Fishery Locations, Ecological Services (ES) Field Offices and Law Enforcement Senior Resident Agents (SRA). All locations not on key at right are Refuges, Refuge Complexes or Wetlands Management Districts (WMD).

Key

* = Fishery Locations

Italic = ES Field Offices

Bold = SRAs

Name	City	Phone
Alabama		
Auburn WHM	Auburn	334/844 4796
Bon Secour	Gulf Shores	251/540 7720
Choctaw	Jackson	334/246 3583
<i>Daphne ES</i>	<i>Daphne</i>	<i>251/441 5181</i>
Eufaula	Eufaula	334/687 4065
Wheeler	Decatur	256/353 7243
Alaska		
Alaska Maritime	Homer	907/235 6546
<i>Anchorage ES</i>	<i>Anchorage</i>	<i>907/271 2888</i>
Arctic	Fairbanks	907/456 0250
Becharof	King Salmon	907/246 3339
<i>Fairbanks ES</i>	<i>Fairbanks</i>	<i>907/456 0203</i>
Fairbanks FRO*	Fairbanks	907/456 0219
Fisheries Genetic Lab*	Anchorage	907/786 3858
Innoko	McGrath	907/524 3251
Izembek	Cold Bay	907/532 2445
<i>Juneau ES & FWO*</i>	<i>Juneau</i>	<i>907/586 7240</i>
Kanuti	Fairbanks	907/456 0329
Kenai	Soldotna	907/262 7021
Kenai FRO*	Kenai	907/262 9863
<i>Ketchikan ES</i>	<i>Ketchikan</i>	<i>907/225 9691</i>
King Salmon FRO*	King Salmon	907/246 3442
Kodiak	Kodiak	907/487 2600
Koyukuk/Nowitna NWRC	Galena	907/656 1231
Marine Mammals	Anchorage	907/786 3800
Mgmt Office*		
Selawik	Kotzebue	907/442 3799

Name	City	Phone
Alaska <i>continued</i>		
SRA	Anchorage	907/271 2828
SRA	Fairbanks	907/456 0255
Tetlin	Tok	907/883 5312
Togiak	Dillingham	907/842 1063
Yukon Delta	Bethel	907/543 3151
Yukon Flats	Fairbanks	907/456 0440

Arizona		
Alchessay NFH*	Whiteriver	928/338 4901
<i>Arizona ES</i>	<i>Phoenix</i>	<i>602/640 2720</i>
Arizona FRO*	Flagstaff	928/556 7456
Arizona FRO*	Pinetop	928/367 1953
Arizona FRO*	Parker	928/667 4785
Arizona FRO*	San Carlos	928/475 2554
Bill Williams River	Parker	928/667 4144
Buenos Aires NWRC	Sasabe	520/823 4251
Cabeza Prieta	Ajo	520/387 6483
Cibola	Ehrenberg	928/857 3253
Havasú	Needles	760/326 3853
Imperial	Yuma	928/783 3371
Kofa	Yuma	928/783 7861
Lower CO River NWRC	Yuma	928/343 8112
Pinetop FHC*	Pinetop	928/367 1902
San Bernardino	Douglas	520/364 2104
SRA	Mesa	480/835 8289
Williams Creek NFH*	Whiteriver	928/338 4901
Willow Beach NFH*	Willow Beach	928/767 3456

Arkansas		
<i>Arkansas ES</i>	<i>Conway</i>	<i>501/513 4470</i>
Cache River	Augusta	501/347 2614
Big Lake	Manila	870/564 2429
Felsenthal	Crossett	870/364 3167
Greers Ferry NFH*	Hebers Springs	501/362 3615
Hazen WHM	Hazen	870/255 3812
Holla Bend	Dardanelle	501/229 4300

Name	City	Phone
Mammoth Spring NFH*	Mammoth Spring	870/625 3912
Norfolk NFH*	Mountain Home	870/499 5255
Wapanocca	Turrell	870/343 2595
White River	DeWitt	870/946 1468

California		
<i>Arcata ES & FWO*</i>	<i>Arcata</i>	<i>707/822 7201</i>
California/Nevada FHC*	Anderson	530/365 4271
<i>Carlsbad ES</i>	<i>Carlsbad</i>	<i>760/431 9440</i>
Castle Rock	Loleta	707/733 5406
Coleman NFH*	Anderson	530/365 8622
Guadalupe Nipomo Dunes	Guadalupe	805/343 9151
Havasú	Needles	760/326 3853
Hopper Mountain NWRC	Ventura	805/644 5185
Humboldt Bay	Loleta	707/733 5406
Kern	Delano	661/725 2767
Klamath Basin NWRC	Tulelake	530/667 2231
Livingston Stone NFH*	Shasta Lake	530/275 0549
Marin Islands	Mare Island	707/562 3000
Modoc	Alturas	530/233 3572
Red Bluff FWO*	Red Bluff	530/527 3043
Sacramento ES	Sacramento	916/414 6600
Sacramento NWRC	Willows	530/934 2801
Sacramento/San Joaquin Estuary FWO*	Stockton	209/946 6400
Salton Sea NWRC	Calipatria	760/348 5278
San Diego NWRC	Carlsbad	760/930 0168
San Diego	Jamul	619/669 7295
San Francisco Bay NWRC	Fremont	510/792 0222
San Luis NWRC	Los Banos	209/826 3508
Sweetwater Marsh	Imperial Beach	619/575 2704
SRA	Torrance	310/328 1516
SRA	Sacramento	916/414 6660
Stone Lakes	Elk Grove	916/979 4421
Tehama Colusa FF*	Red Bluff	530/527 3043
<i>Ventura ES</i>	<i>Ventura</i>	<i>805/644 1766</i>
<i>Yreka ES</i>	<i>Yreka</i>	<i>530/842 5763</i>
Yreka FWO*	Yreka	530/842 5763

Name	City	Phone
Colorado		
Alamosa/Monte Vista	Alamosa	719/589 4021
Arapaho	Walden	970/723 8202
Colorado FWMAO*	Golden	303/275 2392
Colorado River Fishery Project*	Grand Junction	970/245 9319
Browns Park	Maybell	970/365 3613
<i>Colorado ES</i>	<i>Lakewood</i>	<i>303/275 2370</i>
<i>Colorado River ES</i>	<i>Denver</i>	<i>303/236 2985</i>
Hotchkiss NFH*	Hotchkiss	970/872 3170
Leadville NFH*	Leadville	719/486 0189
Nat'l Eagle & Wildlife Repos.	Commerce City	303/287 2100
Rocky Mt. Arsenal	Commerce City	303/289 0232
SRA	Lakewood	303/274 3560
<i>Western CO ES</i>	<i>Grand Junction</i>	<i>970/243 2778</i>

Connecticut

Stewart B. McKinney	Westbrook	860/399 2513
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Delaware

Bombay Hook	Smyrna	302/653 9345
<i>Delaware Bay ES*</i>	<i>Smyrna</i>	<i>302/653 9152</i>
Prime Hook	Milton	302/684 8419

Florida

A.R.M. Loxahatchee	Boynton Beach	561/732 3684
Chassahowitzka	Crystal River	352/563 2088
FL Panther/10,000 Islands	Naples	941/353 8442
<i>Jacksonville ES</i>	<i>Jacksonville</i>	<i>904/232 2580</i>
J.N. Ding Darling	Sanibel	941/472 1100
Lake Woodruff	DeLeon Springs	904/985 4673
Lower Suwannee	Chiefland	352/493 0238
Merritt Island	Titusville	321/861 0667
National Key Deer	Big Pine Key	305/872 2239
<i>Panama City ES & FRO*</i>	<i>Panama City</i>	<i>850/769 0552</i>
Pelican Island & Archie Carr	Vero Beach	561/562 3909

Name	City	Phone
S. FL ES & Vero Beach FRO*	Vero Beach	561/562 3909
St. Marks	St. Marks	850/925 6121
St. Vincent	Apalachicola	850/653 8808
SRA	Miami	305/526 2610
SRA	St. Petersburg	727/570 5398
Welaka NFH*	Welaka	904/467 2374

Georgia

Chattahoochee Forest NFH*	Suches	706/838 4723
Coastal GA Suboffice	Brunswick	912/265 9336
<i>Georgia ES</i>	<i>Athens</i>	<i>706/613 9493</i>
Okefenokee	Folkston	912/496 7366
Piedmont	Round Oak	912/986 5441
Savannah Coastal	Savannah	912/652 4415
SRA	Atlanta	404/763 7959
Warm Springs NFH & TC*	Warm Springs	706/655 3382
West Georgia Suboffice	Fort Benning	706/544 6422

Hawaii and the Pacific Islands

Guam	Yigo	671/355 5096
<i>Guam ES</i>	<i>Yigo</i>	<i>671/355 4037</i>
Hakalau Forest	Hilo	808/933 6915
Hawaii & Pacific I. NWRC	Honolulu	808/541 1201
<i>Hawaii ES</i>	<i>Honolulu</i>	<i>808/541 3441</i>
Oahu/Maui/Molokai NWRC	Haleiwa	808/637 6330
Johnston Atoll	Honolulu	808/421 0011
Kealia Pond	Kihei	808/875 1582
Kauai NWRC	Kilauea	808/828 1413
Midway Atoll	Honolulu	808/599 3914
Pacific Remote Isl. NWRC	Honolulu	808/541 1202
<i>Rota ES</i>	<i>Rota MP</i>	<i>670/532 0489</i>
SRA	Honolulu	808/541 2681

Idaho

Bear Lake	Montpelier	208/847 1757
Camas	Hamer	208/662 5423
Deer Flat	Nampa	208/467 9278

Name	City	Phone
Idaho <i>continued</i>		
Dworshak NFH*	Ahsahka	208/476 4591
<i>E. Idaho sub off ES</i>	<i>Pocatello</i>	<i>208/237 6975</i>
Grays Lake	Wayan	208/574 2755
Hagerman NFH*	Hagerman	208/837 4896
Idaho FWO/FRO*	Ahsahka	208/476 7242
Idaho FHC*	Ahsahka	208/476 9500
Kooskia NFH*	Kooskia	208/926 4272
Kootenai	Bonnors Ferry	208/267 3888
Lower Snake River Compensation Plan*	Boise	208/378 5321
Minidoka	Rupert	208/436 3589
SE Idaho NWRC	Chubbuck	208/237 6615
<i>Snake River Basin ES</i>	<i>Boise</i>	<i>208/378 5243</i>
SRA	Boise	208/378 5333

Illinois		
<i>Chicago ES</i>	<i>Barrington</i>	<i>847/381 2253</i>
Clarence Cannon	Annada	573/847 2333
Crab Orchard	Marion	618/997 3344
Cypress Creek	Ullin	618/634 2231
Illinois River NWRC	Havana	309/535 2290
Large Rivers Fisheries	Rock Island	309/793 5811
Coordination Office*		
<i>Marion ES</i>	<i>Marion</i>	<i>618/997 3344</i>
Mark Twain	Quincy	217/224 8580
<i>Rock Island ES</i>	<i>Rock Island</i>	<i>309/793 5800</i>
Carterville FRO*	Marion	618/997 6869
Upper Miss. River NW&FR	Thompson	815/273 2732
SRA	Springfield	217/793 9554

Indiana		
<i>Bloomington ES</i>	<i>Bloomington</i>	<i>812/334 4261</i>
Muscatatuck	Seymour	812/522 4352
<i>N. Indiana ES</i>	<i>Warsaw</i>	<i>219/269 7640</i>
Patoka River	Oakland City	812/749 3199

Name	City	Phone
Iowa		
DeSoto	Missouri Valley	712/642 4121
Iowa WMD	Titonka	515/928 2523
Neal Smith	Prairie City	515/994 3400
Union Slough	Titonka	515/928 2523
Upper Miss. River NW&FR	McGregor	319/873 3423
Kansas		
Flint Hills	Hartford	316/392 5553
Great Plains Nature Center	Wichita	316/683 5499
<i>Kansas ES</i>	<i>Manhattan</i>	<i>785/539 3474</i>
Kirwin	Kirwin	785/543 6673
Marais des Cygnes	Pleasanton	913/352 8956
Quivira	Stafford	620/486 2393
SRA	Derby	316/788 4474

Kentucky		
Clarks River	Benton	270/527 5770
Wolf Creek NFH*	Jamestown	270/343 3797

Louisiana		
Baton Rouge FRO*	Baton Rouge	225/388 4243
Bayou Cocodrie	Ferriday	318/336 7119
Cameron Prairie	Bell City	337/598 2216
Catahoula	Rhinehart	318/992 5261
Lacassine	Lake Arthur	337/774 5923
<i>Lafayette ES</i>	<i>Lafayette</i>	<i>337/291 3100</i>
Lake Ophelia NWRC	Marksville	318/253 4238
Mandalay	Houma	985/853 1078
N. Louisiana NWRC	Farmerville	318/726 4222
Natchitoches NFH*	Natchitoches	318/352 5324
Sabine	Hackberry	337/762 3816
Southeast LA NWRC	Slidell	504/646 7555
SRA	Slidell	504/641 6209
SRA	Denham Springs	225/664 9663
Tensas River	Tallulah	318/574 2664

Name	City	Phone
Maine		
Anadromous Fish Coordr*	East Orland	207/469 6701
Aroostook	Limestone	207/328 4634
Craig Brook NFH* & MFC	East Orland	207/469 7300
Green Lake NFH*	Ellsworth	207/667 9531
<i>Gulf of Maine ES</i>	<i>Falmouth</i>	<i>207/781 8364</i>
Maine Coastal Islands NWRC	Milbridge	207/546 2124
<i>Maine ES</i>	<i>Old Town</i>	<i>207/827 5938</i>
Moosehorn	Baring	207/454 7161
Rachel Carson	Wells	207/646 9226
Sunkhaze Meadows	Old Town	207/827 6138

Maryland		
Chesapeake Marshlands NWRC	Cambridge	410/228 2692
<i>Chesapeake Bay ES</i>	<i>Annapolis</i>	<i>410/573 4500</i>
Eastern Neck	Rock Hall	410/639 7056
Maryland FRO*	Annapolis	410/263 2604
Patuxent Research	Laurel	301/497 5580
SRA	Baltimore	410/962 7980

Massachusetts		
Connecticut River*	Sunderland	413/548 9138
E. Massachusetts NWRC	Sudbury	978/443 4661
Monomoy	Chatham	508/945 0594
North Attleboro NFH*	North Attleboro	598/695 5002
Sunderland OFA*	Sunderland	413/548 8002
Parker River	Newburyport	978/465 5753
Richard Cronin Nat'l	Sunderland	413/548 9010
Salmon Sta.*		
Silvio O. Conte	Turners Falls	413/863 0209
SRA	Charlestown	617/242 7874

Name	City	Phone
Michigan		
Alpena FRO*	Alpena	517/356 5102
<i>E. Lansing ES</i>	<i>E. Lansing</i>	<i>517/351 2555</i>
Great Lakes*	East Lansing	517/351 2555
Hiawatha Forest NFH*	Brimley	906/437 5231
Jordan River NFH*	Elmira	616/584 2461
Ludington Biol. Station*	Ludington	616/845 6205
Marquette Biol. Station*	Marquette	906/226 6571
Pendills Creek NFH*	Brimley	906/437 5231
Seney	Seney	906/586 9851

Michigan		
Shiawassee	Saginaw	517/777 5930
SRA	Ann Arbor	734/971 9755

Minnesota		
Agassiz	Middle River	218/449 4115
Big Stone	Odessa	320/273 2191
Crane Meadows	Little Falls	320/632 1575
Detroit Lakes WMD	Detroit Lakes	218/847 4431
Fergus Falls WMD	Fergus Falls	218/739 2291
Hamden Slough	Audubon	218/439 6319
Litchfield WMD	Litchfield	320/632 2849
Minnesota Valley	Bloomington	612/854 5900
Morris WMD	Morris	320/589 1011
Rice Lake	McGregor	218/768 2402
Rydell	Erskine	218/687 2229
Sherburne	Zimmerman	612/389 3323
Tamarac	Rochert	218/847 2641
<i>Twin Cities ES</i>	<i>Bloomington</i>	<i>612/725 3548</i>
Upper Mississippi River	Winona	507/452 4232
SRA	St. Paul	651/778 8360
Windom WMD	Windom	507/831 2220

Name	City	Phone
Mississippi		
Gulf Coast FCO*	Ocean Springs	228/875 9387
Hillside	Cruger	662/235 4989
Lower Mississippi R*	Vicksburg	601/629 6602
Mississippi FO	Jackson	601/965 4900
Miss. Sandhill Crane	Gautier	228/497 6322
N. Mississippi NWRC	Grenada	662/226 8286
Noxubee	Brooksville	662/323 5548
Panther Swamp	Yazoo City	662/746 5060
Private John Allen NFH*	Tupelo	662/842 1341
SRA	Jackson	601/965 4699
St. Catherine Creek	Sibley	601/442 6696
Yazoo	Hollandale	662/839 2638

Missouri		
Big Muddy	Columbia	573/876 1826
<i>Columbia ES</i>	<i>Columbia</i>	<i>573/876 1911</i>
Columbia FRO*	Columbia	573/876 1909
Jackson WHM	Jackson	601/965 4903
Mark Twain	Annada	573/847 2333
Mingo	Puxico	573/222 3589
Neosho NFH*	Neosho	417/451 0554
SRA	Jefferson City	573/636 7815
Squaw Creek	Mound City	660/442 3187
Swan Lake	Sumner	660/856 3323

Montana		
Benton Lake & WMD	Great Falls	406/727 7400
<i>Billings ES</i>	<i>Billings</i>	<i>406/247 7366</i>
Bozeman FTC*	Bozeman	406/587 9265
Bozeman FHC*	Bozeman	406/582 8656
Bowdoin & WMD	Malta	406/654 2863
Charles M. Russell & WMD	Lewistown	406/538 8706
Creston NFH*	Kalispell	406/755 7870
Ennis NFH*	Ennis	406/682 4847
<i>Grizzly Bear Rec. ES</i>	<i>Missoula</i>	<i>406/243 4903</i>

Name	City	Phone
<i>Kalispell ES</i>	<i>Kalispell</i>	<i>406/758 6868</i>
Lee Metcalf	Stevensville	406/777 5552
Medicine Lake	Medicine Lake	406/789 2305
<i>Montana ES</i>	<i>Helena</i>	<i>406/449 5225</i>
Montana FWMAO*	Bozeman	406/585 9010
National Bison Range	Moiese	406/644 2211
NE Montana WMD	Medicine Lake	406/789 2305
NW Montana WMD	Moiese	406/644 2211
Red Rock Lakes	Lima	406/276 3536
Swan River	Marion	406/858 2216
SRA	Billings	406/247 7355

Nebraska		
Crescent Lake	Ellsworth	308/762 4893
Fort Niobrara	Valentine	402/376 3789
<i>Nebraska ES</i>	<i>Grand Island</i>	<i>308/382 6468</i>
North Platte	Scottsbluff	308/635 7851
Rainwater Basin WMD	Kearney	308/236 5015

Nevada		
Ash Meadows	Amaragosa Valley	775/372 5435
Desert NWRC	Las Vegas	702/646 3401
Lahontan NFH*	Gardnerville	775/265 2425
Marble Bluff Fish*	Nixon	775/574 0187
<i>Nevada ES</i>	<i>Reno</i>	<i>775/861 6300</i>
Ruby Lake	Ruby Valley	775/779 2237
<i>Southern Nevada ES</i>	<i>Las Vegas</i>	<i>702/647 5230</i>
SRA	Reno	775/861 6360
Stillwater	Fallon	775/423 5128

New Hampshire		
Central New England FRO*	Nashua	603/595 0957
Great Bay	Newington	603/431 7511
Lake Umbagog	Errol	603/482 3415
Nashua NFH*	Nashua	603/595 0891
<i>New England ES</i>	<i>Concord</i>	<i>603/223 2541</i>
Laconia OFA*	Laconia	603/528 8750

Name	City	Phone
New Jersey		
Cape May	Cape May	609/463 0994
Edwin B Forsythe Brigantine	Oceanville	609/652 1665
Edwin B Forsythe Barnegat	Barnegat	609/698 1387
Great Swamp	Basking Ridge	973/425 1222
<i>New Jersey ES</i>	<i>Pleasantville</i>	<i>609/646 9310</i>
SRA	Newark	973/645 5910
Sapawna Meadows	Pennsville	856/935 1487
Wallkill River	Sussex	973/702 7266

New Mexico		
Bitter Lake	Roswell	505/622 6755
Bosque del Apache	Socorro	505/835 1828
Dexter NFH & TC*	Dexter	505/734 5910
Las Vegas	Las Vegas	505/425 3581
Maxwell	Maxwell	505/375 2331
Mescalero NFH*	Mescalero	505/671 4401
Mora NFH & TC*	Mora	505/387 6022
New Mexico FRO*	Albuquerque	505/761 4538
<i>New Mexico ES</i>	<i>Albuquerque</i>	<i>505/346 2525</i>
Sevilleta	Socorro	505/864 4021
San Andres	Las Cruces	505/382 5047
SRA	Albuquerque	505/883 7828

New York		
Iroquois	Alabama	716/948 5445
Long Island NWRC	Shirley	631/286 0485
<i>Long Island ES</i>	<i>Islip</i>	<i>631/581 2941</i>
Lower Great Lakes FRO*	Amherst	716/691 5456
Montezuma	Seneca Falls	315/568 5987
<i>New York ES</i>	<i>Cortland</i>	<i>607/753 9334</i>
SRA	Valley Stream	516/825 3950
St. Lawrence WMD	Richville	315/287 9093

Name	City	Phone
North Carolina		
Alligator River	Manteo	252/473 1131
<i>Asheville ES</i>	<i>Asheville</i>	<i>828/258 3939</i>
Cedar Island	Swanquarter	252/225 2511
Edenton NFH*	Edenton	252/482 4118
Mackay Island & Currituck	Knotts Island	252/429 3100
Manteo WHM	Manteo	252/473 6983
Mattamuskeet	Swanquarter	252/926 4021
Pea Island	Hatteras	252/473 1131
Pee Dee	Wadesboro	704/694 4424
Pocosin Lakes	Creswell	252/797 4431
<i>Raleigh ES & WMD</i>	<i>Raleigh</i>	<i>919/856 4520</i>
Roanoke River	Windsor	252/794 3808
SRA	Raleigh	919/856 4786
S. Atlantic Fisheries*	Morehead City	252/726 7021

North Dakota		
Arrowwood & WMD	Pingree	701/285 3341
Audubon & WMD	Coleharbor	701/442 5474
Bismark WHO	Bismark	701/852 0318
Chase Lake	Woodworth	701/752 4218
Crosby WMD	Crosby	701/965 6488
Des Lacs	Kenmare	701/385 4046
Devils Lake WMD	Devils Lake	701/662 8611
Garrison Dam NFH*	Riverdale	701/654 7451
J. Clark Salyer & WMD	Upham	701/768 2548
Kulm Lake WMD	Kulm	701/647 2866
Lake Alice	Devils Lake	701/662 8611
Lake Ilo	Dunn Center	701/548 8110
Lake Zahl	Crosby	701/965 6488
Long Lake & WMD	Moffit	701/387 4397
Lostwood	Kenmare	701/848 2722
Missouri R. FWMAO*	Bismarck	701/250 4419
<i>N. Dakota ES</i>	<i>Bismarck</i>	<i>701/250 4481</i>

Name	City	Phone
North Dakota <i>continued</i>		
Tewaukon & WMD	Cayuga	701/724 3598
Upper Souris	Berthold	701/468 5467
Valley City NFH*	Valley City	701/845 3464
Valley City WMD	Valley City	701/845 3466

Ohio

Ottawa	Oak Harbor	419/898 0014
<i>Reynoldsburg ES</i>	<i>Reynoldsburg</i>	<i>614/469 6923</i>

Oklahoma

Deep Fork	Okmulgee	918/756 0815
Little River	Broken Bow	580/584 6211
<i>Oklahoma ES</i>	<i>Tulsa</i>	<i>918/581 7458</i>
Salt Plains	Jet	580/626 4794
SRA	Oklahoma City	405/608 5251
Sequoyah	Vian	918/773 5251
Tishomingo NFH*	Tishomingo	580/384 5463
Tishomingo	Tishomingo	580/371 2402
Washita	Butler	580/664 2205
Wichita Mountains	Indianoma	580/429 3221
Oklahoma FRO*	Tishomingo	580/384 5710

Oregon

Ankeny	Jefferson	503/588 2701
Baskett Slough	Dallas	503/623 2749
<i>Central Oregon ES</i>	<i>Bend</i>	<i>541/383 7146</i>
Eagle Creek NFH*	Estacada	503/630 6270
Forensics Lab	Ashland	541/482 4191
Klamath Falls FWO	Klamath Falls	541/885 8481
Klamath Marsh	Chiloquin	541/783 3380
Malheur	Princeton	541/493 2612
Mid Columbia River	Umatilla	541/922 3232

Name	City	Phone
<i>Oregon ES</i>	<i>Portland</i>	<i>503/231 6179</i>
Oregon Coast NWRC	Newport	541/867 4550
Sheldon/Hart Mtn NWRC	Lakeview	541/947 3315
SRA	Wilsonville	503/682 6131
<i>SW Oregon ES</i>	<i>Roseburg</i>	<i>541/957 3474</i>
Tualatin River	Sherwood	503/590 5811
Warm Springs NFH*	Warm Springs	541/553 1692
Willamette Valley NWRC	Corvallis	541/757 7236

Pennsylvania

Allegheny*	Warren	814/726 0890
<i>E. Pennsylvania ES</i>	<i>Tobyhanna</i>	<i>570/894 1275</i>
Erie	Guys Mills	814/789 3585
John Heinz at Tinicum	Philadelphia	610/521 0662
Lamar FHU*	Lamar	570/726 6611
Lamar NFH & TC*	Lamar	570/726 4247
<i>Pennsylvania ES</i>	<i>State College</i>	<i>814/234 4090</i>
Susquehanna River*	Harrisburg	717/238 6425

Puerto Rico and the U.S. Virgin Islands

<i>Boqueron ES</i>	<i>Boqueron, PR</i>	<i>787/851 7297</i>
Buck Island	Christiansted, VI	340/773 4554
Culebra	Culebra, PR	787/742 0115
Caribbean Islands	Boqueron, PR	787/851 7258
<i>Rio Grande ES</i>	<i>Rio Grande, PR</i>	<i>787/887 8769</i>

Rhode Island

Rhode Island NWRC	Charlestown	401/364 9124
<i>S. New England ES</i>	<i>Charlestown</i>	<i>401/364 9124</i>

Name	City	Phone
South Carolina		
ACE Basin	Hollywood	803/889 3084
Bears Bluff NFH*	Wadmalaw Island	843/559 2315
Cape Romain	Awendaw	843/928 3264
Carolina Sandhills	McBee	843/335 8401
<i>Charleston ES</i>	<i>Charleston</i>	<i>843/727 4707</i>
<i>Clemson ES</i>	<i>Clemson</i>	<i>864/656 2432</i>
Orangeburg NFH*	Orangeburg	803/534 4828
Santee	Summerton	803/478 2217
Waccamaw	Awendaw	843/928 3264

South Dakota		
D.C. Booth HNFH*	Spearfish	605/642 7730
Gavins Point NFH*	Yankton	605/665 3352
Huron WMD	Huron	605/352 5894
Lacreek	Martin	605/685 6508
Lake Andes & WMD	Lake Andes	605/487 7603
Madison WMD	Madison	605/256 2974
<i>S. Dakota ES & Great</i>	<i>Pierre</i>	<i>605/224 8693</i>
Plains FWMAO*		
Sand Lake & WMD	Columbia	605/885 6320
SRA	Pierre	605/224 1001
Waubay & WMD	Waubay	605/947 4521

Tennessee		
<i>Cookeville ES</i>	<i>Cookeville</i>	<i>931/528 6481</i>
Cross Creeks	Dover	931/232 7477
Dale Hollow NFH*	Celina	931/243 2443
Erwin NFH*	Erwin	423/743 4712
Hatchie	Brownsville	731/772 0501
Memphis WHM	Memphis	901/327 7631
Reelfoot NWRC	Dyersburg	731/287 0650
SRA	Nashville	615/736 5532
Tennessee	Paris	901/642 2091

Name	City	Phone
Texas		
Aransas/Matagorda	Austwell	361/286 3559
Island NWRC		
<i>Arlington ES & FRO*</i>	<i>Arlington</i>	<i>817/277 1100</i>
Attwater Pr. Chicken	Eagle Lake	979/234 3021
<i>Austin ES</i>	<i>Austin</i>	<i>512/490 0057</i>
Balcones Canyonlands	Austin	512/339 9432
Brazoria NWRC	Angleton	409/849 7771
Buffalo Lake	Umbarger	806/499 3382
<i>Clearlake ES</i>	<i>Houston</i>	<i>281/286 8282</i>

Texas		
<i>Corpus Christi ES</i>	<i>Corpus Christi</i>	<i>361/994 9005</i>
Hagerman	Sherman	903/786 2826
Inks Dam NFH*	Burnet	512/793 2474
Laguna Atascosa	Rio Hondo	956/748 3607
Lower Rio Grande Valley/	Alamo	956/784 7500
Santa Ana NWRC		
McFaddin	Sabine Pass	409/971 2909
Muleshoe	Muleshoe	806/946 3341
San Bernard	Angleton	979/964 3639
San Marcos NFH & TC*	San Marcos	512/353 0011
SRA	Fort Worth	817/334 5202
SRA	Houston	281/442 4066
Texas Chenier Plain	Anahuac	409/267 3337
Anahuac NWRC		
Trinity River	Liberty	936/336 9786
Uvalde NFH*	Uvalde	830/278 2419

Utah		
Bear River	Brigham City	435/723 5887
CO River Fish Inv. FRO*	Vernal	435/789 0354
Fish Springs	Ibapah	435/831 5353
Jones Hole NFH*	Vernal	435/789 0360

Name	City	Phone
Utah <i>continued</i>		
Ourray NFH*	Vernal	435/789 4078
Ourray	Randlett	435/545 2522
Roosevelt FWMAO*	Roosevelt	801/722 3321
SRA	Ogden	801/625 5570
<i>Utah ES</i>	<i>Salt Lake City</i>	<i>801/524 5009</i>

Vermont

Lake Champlain FWRO*	Essex Junction	802/872 0629
Missisquoi	Swanton	802/868 4781
Pittsford NFH*	N. Chittendon	802/483 6618
White River NFH*	Bethel	802/234 5400

Virginia

Back Bay	Virginia Beach	757/721 2412
Chincoteague	Chincoteague	757/336 6122
Eastern Shore of VA	Cape Charles	757/331 2760
Eastern VA Rivers NWRC	Warsaw	804/333 1470
Gloucester OFA*	Gloucester	804/693 7118
Great Dismal Swamp	Suffolk	757/986 3705
Harrison Lake NHF*	Charles City	804/829 2421
Potomac River NWRC	Woodbridge	703/490 4979
SRA	Richmond	804/771 2883
<i>SW Virginia ES</i>	<i>Abingdon</i>	<i>540/623 1233</i>
<i>Virginia ES</i>	<i>Gloucester</i>	<i>804/693 6694</i>

Washington

Abernathy Salmon FTC*	Longview	360/425 6072
Carson NFH*	Carson	509/427 5905
Columbia	Othello	509/488 2668
Columbia River FPO*	Vancouver	360/696 7605
Conboy Lake	Glenwood	509/364 3410
<i>E. Washington sub off ES</i>	<i>Moses Lake</i>	<i>509/454 5715</i>

Name	City	Phone
Entiat NFH*	Entiat	509/784 1131
Hanford Reach NWRC	Richland	509/371 1801
Julia Butler Hansen	Cathlamet	360/795 3915
Leavenworth NFH*	Leavenworth	509/548 7641
Little Pend Oreille	Colville	509/684 8384
Little White Salmon NFH*	Cook	509/538 2755
Lower Columbia River FHC*	Underwood	509/493 3156
Makah NFH*	Neah Bay	360/645 2521
Maritime NWRC	Port Angeles	360/457 8451
Mid Columbia River FRO*	Leavenworth	509/548 7573
Mid Columbia River NWRC	Pasco	509/545 8588
Nisqually	Olympia	360/753 9467
Quilcene NFH*	Quilcene	360/765 3334
Quinalt*	Humtulsips	360/288 2508
Olympia FHC*	Olympia	360/753 9440
Pierce	Stevenson	509/427 5208
Ridgefield	Ridgefield	360/887 4106
Spring Creek NFH*	Underwood	509/493 1730
Steigerwald	Stevenson	360/887 4106
SRA	Redmond	425/883 8122
Turnbull	Cheney	509/235 4723
<i>Upper Columbia River ES</i>	<i>Spokane</i>	<i>509/891 6839</i>
<i>Wenatchee ES</i>	<i>Wenatchee</i>	<i>509/665 3507</i>
W. Washington FWO*	Lacey	360/753 9440
Willapa	Ilwaco	360/484 3482
Willard NFH*	Cook	509/538 2755
Winthrop NFH*	Winthrop	509/996 2424
Yakima Suboffice*	Yakima	509/575 5848

West Virginia

Canaan Valley	Davis	304/866 3858
Ohio River Islands	Parkersburg	304/422 0752
<i>W. Virginia ES</i>	<i>Elkins</i>	<i>304/636 6586</i>
White Sulphur Springs NFH*	White Sulphur Spr.	304/536 1361

Name	City	Phone
Wisconsin		
Ashland FRO*	Ashland	715/682 6185
Genoa NFH*	Genoa	608/689 2605
<i>Green Bay ES & FRO*</i>	<i>Green Bay</i>	<i>920/465 7440</i>
Horicon	Mayville	920/387 2658
Iron River NFH*	Iron River	715/372 8510
LaCrosse FHC*	Onalaska	608/783 8444
LaCrosse FRO*	Onalaska	608/783 8431
Leopold WMD	Mayville	920/387 0336
Wisconsin		
Necedah	Necedah	608/565 2551
St. Croix WMD	New Richmond	715/246 7784
Trempealeau	Trempealeau	608/539 2311
Upper Mississippi River	Onalaska	608/783 8405
Wyoming		
Arapaho Complex	Walden (CO)	970/723 8202
<i>Cheyenne ES</i>	<i>Cheyenne</i>	<i>307/772 2374</i>
Jackson NFH*	Jackson	307/733 2510
Lander FWMAO*	Lander	307/332 2159
<i>Nat'l. Black Footed</i>	<i>Laramie</i>	<i>307/721 8805</i>
<i>Ferret ES</i>		
National Elk Refuge	Jackson	307/733 9212
Saratoga NFH*	Saratoga	307/326 5662
Seedskaadee	Green River	307/875 2187
SRA	Casper	307/261 6365

State Fish and Wildlife Agencies

(IAFWA Members List)

<www.IAFWA.org> or <offices.fws.gov>

Alabama

Division of Wildlife and
Freshwater Fisheries
Montgomery: 334/242 3465

Alaska

Department of Fish and Game
Juneau: 907/465 4100

Arizona

Game and Fish Department
Phoenix: 602/789 3278

Arkansas

Game and Fish Commission
Little Rock: 501/223 6305

California

Department of Fish and Game
Sacramento: 916/653 7667

Colorado

Division of Wildlife
Denver: 303/291 7208

Connecticut

Department of Environmental
Protection
Hartford: 860/424 3010

Delaware

Division of Fish and Wildlife
Dover: 302/739 5295

District of Columbia

Fisheries and Wildlife
Division
Washington, DC: 202/535 2266

Florida

Fish and Wildlife
Conservation Commission
Tallahassee: 850/488 2975

Georgia

Dept. of Natural Res.,
Wildlife Resources Division
Social Circle: 770/918 6401

Hawaii

Department of Land and
Natural Resources
Honolulu: 808/587 0400

Idaho

Fish and Game Department
Boise: 208/334 5159

Illinois

Department of Natural
Resources
Springfield: 208/334 5159

Indiana

Department of Natural
Resources
Indianapolis: 317/232 4080

Iowa

Department of Natural
Resources
Des Moines: 515/281 5385

Kansas
Department of Wildlife and
Parks
Topeka: 785/296 2281

Kentucky
Department of Fish and
Wildlife Resources
Frankfort: 502/564 3400

Louisiana
Department of Wildlife and
Fisheries
Baton Rouge: 225/765 2623

Maine
Department of Inland
Fisheries and Wildlife
Augusta: 207/287 5202

Maryland
Department of Natural
Resources
Annapolis: 410/260 8281

Massachusetts
Division of Fisheries and
Wildlife
Boston: 617/626 2590

Michigan
Department of Natural
Resources
Lansing: 517/373 2329

Minnesota
Department of Natural
Resources
St Paul: 651/297 4960

Mississippi
Department of Wildlife,
Fisheries and Parks
Jackson: 601/432 2001

Missouri
Department of Conservation
Jefferson City: 573/751 4115

Montana
Department of Fish,
Wildlife and Parks
Helena: 406/444 3186

Nebraska
Game and Parks Commission
Lincoln: 402/471 5539

Nevada
Department of Conservation
and Natural Resources
Reno: 775/688 1599

New Hampshire
Fish and Game Department
Concord: 603/271 3422

New Jersey
Division of Fish and Wildlife
Trenton: 609/292 9410

New Mexico
Game and Fish Department
Santa Fe: 505/476 8000

New York
Department of Environmental
Conservation
Albany: 518/402 8924

North Carolina
Wildlife Resources
Commission
Raleigh: 919/733 3391

North Dakota
Game and Fish Department
Bismark: 701/328 6300

Ohio
Division of Wildlife
Columbus: 614/265 6300

Oklahoma
Department of Wildlife
Conservation
Oklahoma City: 405/521 3851

Oregon
Department of Fish and
Wildlife
Portland: 503/872 5310

Pennsylvania
Fish and Boat Commission
& Pennsylvania Game
Commission
Harrisburg: 717/787 3633

Rhode Island
Division of Fish and Wildlife
Wakefield: 401/222 3075

South Carolina
Department of Natural
Resources
Columbia: 803/734 4007

South Dakota
Game Fish and Parks
Department
Pierre: 605/773 3387

Tennessee
Wildlife Resources Agency
Nashville: 615/781 6552

Texas
Parks and Wildlife
Department
Austin: 512/389 4802

Utah
Division of Wildlife Resources
Salt Lake City: 801/538 4703

Vermont
Department of Fish and
Wildlife
Waterbury: 802/241 3730

Virginia
Department of Game and
Inland Fisheries
Richmond: 804/367 9231

Washington
Department of Fish and
Wildlife
Olympia: 360/902 2225

West Virginia
Division of Natural Resources
Charleston: 304/558 2771

Wisconsin
Department of Natural
Resources
Madison: 608/266 2121

Wyoming
Game and Fish Department
Cheyenne: 307/777 4600

Territorial Fish and Wildlife Agency Members

Guam

Dept of Agriculture/Aquatic &
Wildlife Resources
Mangilao: 671/724 3984

Mariana Islands

Department of Lands &
Natural Resources
Saipan: 670/322 9834

Puerto Rico

Department of Natural
Resources
San Juan: 787/723 3090

Notes

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Frequently Asked Questions (FAQs)

About the U.S. Fish and Wildlife Service

How can I get Service publications or information on fish, wildlife and plant species?

To obtain a publication or information on wildlife species, employees should call the Service's National Publications Unit at 304/876 7203, or fax a request to 304/876 7689. The general public should be advised to use 800/344WILD. Electronic files of many publications are available on the Web at <library.fws.gov/>. USFWS also has individual fact sheets on many species at <species.fws.gov/>.

Where can I get visitor information about Refuges?

You can get visitor information directly from the individual refuges. For information about the Refuge System call 800/344WILD or 703/358 1744, or on the Web at <refuges.fws.gov/>.

Where can I get visitor information about Fish Hatcheries?

You can get visitor information directly from individual hatcheries. The "Federal & State Listing of Fishery Offices" has hatchery addresses and phone numbers, and can be obtained by calling 304/876 7203 or 703/358 1715. Hatchery addresses are also available at <fisheries.fws.gov/> or <offices.fws.gov/>.

Where can I get information about bird houses and feeders?

Receive information about bird houses and feeders by calling 800/344WILD, Division of Migratory Bird Management at 703/358 1714, or on the Web at <birds.fws.gov/>.

Where can I find a listing of the laws governing the Service?

Look on the Web at <laws.fws.gov/>.

Where do I go for hunting and fishing licenses?

Hunting and fishing regulations and licenses are issued by the STATE fish & wildlife or natural resources agencies and are available at most places where hunting and fishing gear are sold. If you want to hunt migratory birds (ducks, geese, etc.), you will also need a Federal Duck Stamp. For state contacts see State Fish & Wildlife Agencies in this guide or <offices.fws.gov/>.

Where can I purchase a Federal Duck Stamp?

Duck stamps are available at U.S. Post Offices, WalMarts, Kmart, sporting goods stores, and many national wildlife refuges. Stamps can be ordered and sent overnight by calling either 800/DUCK499, 800/BASSPRO or 800/STAMP24.

How do I report bird bands?

Call 800/327BAND (2263) or visit USGS' Bird Banding Lab on the Web at <www.pwrc.nbs.gov/bbl/default.htm/>.

Where do I get information about Invasive Species?

Visit the Web at <invasives.fws.gov/> for specific information.

What kind of financial aid is available from the Service?

- For information about wetlands conservation grants through the Division of Bird Habitat Conservation, contact 703/358 1784.
- For information about assistance to restore a variety of habitat on private land through the Partners for Fish and Wildlife Program, contact Division Fish and Wildlife Management and Habitat Restoration at 703/358 1718.
- For information about coastal wetlands conservation grants, contact the Division of Federal Aid at 703/358 2156.
- For information about grants available through the Division of International Conservation, call 703/358 1754 or visit <grants.fws.gov/>.

How do I get a job with the U.S. Fish and Wildlife Service?

Service jobs can be found at <www.usajobs.opm.gov/a9fws.htm>. This will display the vacancies we currently have open. New vacancies appear frequently, so check periodically. For career and other employment information, visit <hr.fws.gov/>.

Are there opportunities to volunteer with the Service?

Yes. You can receive volunteer information by calling 800/344 WILD, or on the Web at <volunteers.fws.gov/>.

How do I find Golden Eagle & Golden Age Passports?

Call 1 888/GOPARKS or go to website <www.recreation.gov/>.

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

January 2002				PP=Pay Period
	Sunday	Monday	Tuesday	
December 2001 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	30	31	1 1/364 New Years Day	
January 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	6 6/359	7 7/358	8 8/357	
February 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	13 13/352	14 14/351	15 15/350	
March 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	20 20/345	21 21/344 Martin Luther King Jr. Day	22 22/343	
April 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	27 27/338	28 28/337	29 29/336	

January 2002				
Wednesday	Thursday	Friday	Saturday	
2 2/363	3 3/362	4 4/361	5 5/360	
9 9/356	10 10/355	11 11/354	12 End PP2	
16 16/349	17 17/348	18 18/347	19 19/346	
23 23/342	24 24/341	25 25/340	26 End PP3	
30 30/335	31 31/334	1	2	

February 2002

African-American History Month

	Sunday	Monday	Tuesday
January 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	27	28	29
February 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	3 34/31	4 ☉ 35/30	5 36/329
March 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10 41/324	11 42/323	12 ☉ 43/322
April 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	17 48/317	18 49/316 President's Day	19 50/315
May 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	24 55/310	25 56/309	26 57/308

February 2002

Wednesday	Thursday	Friday	Saturday
30	31	1 32/333	2 33/332
6 37/328	7 38/327	8 39/326	9 End PP4
13 44/321	14 45/320	15 46/319	16 47/318
20 ☉ 51/314	21 52/313	22 53/312	23 End PP5
27 • 58/307	28 59/306	1	2

March 2002			
Women's History Month			
	Sunday	Monday	Tuesday
February 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	24	25	26
	362/303	463/302	564/301
March 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1069/298	1170/295	1271/294
April 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1776/289	1877/288	1978/287
May 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2483/282	2584/281	2685/280
	3190/275		
June 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			

March 2002			
Wednesday	Thursday	Friday	Saturday
27	28	160/305	261/304
6☾65/300	766/299	867/298	968/297
1372/293	14☉73/292 National Wildlife Refuge System Birthday	1574/291	16End PP6
2079/286 First Day of Spring	2180/285	22☾81/284	2382/283
2786/279	28●87/278	2988/277	30End PP7

April 2002

Asian-American/Pacific Islander Month

	Sunday	Monday	Tuesday
March 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	31	1 91/274	2 92/273
April 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	7 97/268 Daylight Savings Time Begins	8 98/267	9 99/266
May 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	14 104/261	15 105/260 National Wildlife Week 04/15-21	16 106/259
June 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	21 111/254	22 112/253 Earth Day	23 113/252
July 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	28 118/247	29 119/246	30 120/245

April 2002

Wednesday	Thursday	Friday	Saturday
3 93/272	4 94/271	5 95/270	6 96/269
10 100/265	11 101/264	12 102/263	13 End PP8
17 107/258	18 108/257	19 109/256	20 110/255
24 114/251	25 115/250	26 116/249	27 End PP9 Junior Duck Stamp Contest
1	2	3	4

May 2002			
	Sunday	Monday	Tuesday
April 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	28	29	30
May 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	5 125/240	6 126/239	7 127/238
June 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	12 ○ 132/233	13 133/232	14 134/231
July 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	19 ● 139/226	20 140/225	21 141/224
August 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	26 ● 146/219	27 147/218 Memorial Day	28 148/217

May 2002			
Wednesday	Thursday	Friday	Saturday
1 121/244	2 122/243	3 123/242	4 ● 124/241
8 128/237	9 129/236	10 130/235	11 End PP10 International Migratory Bird Day
15 135/230	16 136/229	17 137/228	18 138/227
22 142/223	23 143/222	24 144/221	25 End PP11
29 149/216	30 150/215	31 151/214	1

June 2002				Gay Pride Month			
				Sunday	Monday	Tuesday	
May 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				26	27	28	
June 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				2 153/212	3 ☉ 154/211	4 155/210	
July 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				9 160/205	10 ○ 161/204	11 162/203	
August 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				16 167/198	17 168/197	18 ☉ 169/196	
September 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				23 174/191	24 ● 175/190	25 176/189	
				30 181/184			

June 2002			
Wednesday	Thursday	Friday	Saturday
29	30	31	1 152/213 National Fishing and Boating Week 06/01-9 
5 156/209	6 157/208	7 158/207	8 End PP12 
12 163/202	13 164/201	14 165/200	15 166/199
19 170/195	20 171/194	21 172/193 First Day of Summer	22 End PP13 Outdoor Writers 06/22-26 
26 177/188	27 178/187	28 179/186	29 180/185

July 2002

	Sunday	Monday	Tuesday
June 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	30	1 182/183 Federal Duck Stamp First Day of Sale	2 183/182
July 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	7 188/177	8 189/176	9 190/175
August 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	14 195/170	15 196/169	16 197/168
September 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	21 202/163	22 203/162	23 204/161
October 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	28 209/154	29 210/155	30 211/154

July 2002

Wednesday	Thursday	Friday	Saturday
3 184/181	4 185/180 Independence Day	5 186/179	6 187/178
10 191/174	11 192/173	12 193/172	13 194/171
17 198/167	18 199/166	19 200/165	20 End PP15
24 205/160	25 206/159	26 207/158	27 208/157 ACI Conference 07/27-31
31 212/153	1	2	3

August 2002

	Sunday	Monday	Tuesday
July 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	28	29	30
August 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	4 ^{216/149}	5 ^{217/148}	6 ^{218/147}
September 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	11 ^{223/142}	12 ^{224/141}	13 ^{225/140}
October 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	18 ^{230/133}	19 ^{231/134}	20 ^{232/131}
November 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	25 ^{237/126}	26 ^{238/127}	27 ^{239/126}

August 2002

Wednesday	Thursday	Friday	Saturday
31	1 ^{213/152}	2 ^{214/151}	3 ^{End PP16}
7 ^{219/146}	8 ^{220/145}	9 ^{221/144}	10 ^{222/143}
14 ^{226/139}	15 ^{227/138}	16 ^{228/137}	17 ^{End PP17}
21 ^{233/132}	22 ^{234/131}	23 ^{235/130}	24 ^{236/129}
28 ^{240/125}	29 ^{241/124}	30 ^{242/123}	31 ^{End PP18}

September 2002					Hispanic Heritage Month (Sept. 15–Oct. 15)				
					Sunday	Monday	Tuesday		
August 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1 244/121	2 245/120 Labor Day	3 246/119		
September 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					8 251/114	9 252/113	10 253/112		
October 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					15 258/107	16 259/106	17 260/105		
November 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30					22 265/100	23 266/99 First Day of Autumn	24 267/98		
December 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					29 ☾ 272/93	30 273/92	1		

September 2002				
Wednesday	Thursday	Friday	Saturday	
4 247/118	5 248/117	6 249/116	7 ☾ 250/115	
11 254/111	12 255/110	13 ☉ 256/109	14 End PP19	
18 261/104	19 262/103	20 263/102	21 ● 264/101	
25 268/97	26 269/96	27 270/95	28 End PP20 National Public Lands Day National Hunting and Fishing Day	
2	3	4	5	

October 2002

Disability Employment Awareness Month

September 2002
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

October 2002
S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

November 2002
S M T W T F S
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

December 2002
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

January 2003
S M T W T F S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

Sunday	Monday	Tuesday
30	31	1 274/91
6 ○ 279/86	7 280/85	8 281/84
13 ● 286/79 National Wildlife Refuge Week 10/13-19	14 287/78 Columbus Day	15 288/77 Federal Duck Stamp Contest 10/15-17
20 293/72	21 ● 294/71	22 295/70 Reminder... Schedule Annual Leave. Subject to Forfeiture.
27 300/65 Daylight Savings Time Ends	28 301/64	29 ● 302/63

October 2002

Wednesday	Thursday	Friday	Saturday
2 275/90	3 276/89	4 277/88	5 278/87
9 282/83	10 283/82	11 284/81	12 End PP21
16 289/76	17 290/75	18 291/74	19 292/73
23 296/69	24 297/68	25 298/67	26 End PP22
30 303/62	31 304/61	1	2

November 2002				American Indian Heritage Month			
				Sunday	Monday	Tuesday	
October 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				27	28	29	
November 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30				3 307/58	4 ○ 308/57	5 309/56	
December 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				10 314/51	11 ● 315/50 Health Benefits Open Season Begins Veterans Day	12 316/49	
January 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31				17 321/44	18 322/43	19 323/42	
February 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28				24 328/37	25 329/36	26 330/35	

November 2002			
Wednesday	Thursday	Friday	Saturday
30	31	1 305/60	2 306/59
6 310/55	7 311/54	8 312/53	9 End PP23
13 317/48	14 318/47	15 319/46	16 320/45
20 ● 324/41	21 325/40	22 326/39	23 End PP24
27 ● 331/34	28 332/33 Thanksgiving Day	29 333/32	30 334/31 Last Day to Schedule Annual Leave. Subject to Forfeiture.

December 2002

	Sunday	Monday	Tuesday
November 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 335/30	2 336/29	3 337/28
December 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8 342/23	9 343/22 Health Benefits Open Season Ends	10 344/21
January 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	15 349/16	16 350/15	17 351/14
February 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	22 356/9	23 357/8	24 358/7
March 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	29 363/2	30 364/1	31 365/0

December 2002

Wednesday	Thursday	Friday	Saturday
4 ☉ 338/27	5 339/26	6 340/25	7 End PP25
11 ☾ 345/20	12 346/19	13 347/18	14 348/17
18 352/13	19 ● 353/12	20 354/11	21 End PP26 First Day of Winter
25 359/6 Christmas Day	26 360/5	27 ☾ 361/4	28 362/3
1	2	3	4 End PP1

January 2003			
	Sunday	Monday	Tuesday
December 2002 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	29	30	31
January 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	5 5/360	6 6/359	7 7/358
February 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	12 12/353	13 13/352	14 14/351
March 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	19 19/346	20 20/345 Martin Luther King Jr. Day	21 21/344
April 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	26 26/339	27 27/338	28 28/337

January 2003			
Wednesday	Thursday	Friday	Saturday
1 1/364 New Years Day	2 ○ 2/363	3 3/362	4 4/361
8 8/357	9 9/356	10 ● 10/355	11 End PP2
15 15/350	16 16/349	17 17/348	18 ● 18/347
22 22/343	23 23/342	24 24/341	25 ● End PP3
29 29/336	30 30/335	31 31/334	1

February 2003

African-American History Month

	Sunday	Monday	Tuesday
January 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	26	27	28
February 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	233/332	334/331	435/330
March 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	940/325	1041/324	1142/323
April 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1647/318	1748/317 President's Day	1849/316
May 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2354/310	2455/310	2556/309

February 2003

Wednesday	Thursday	Friday	Saturday
29	30	31	132/333
536/329	637/328	738/327	8End PP4
1243/322	1344/321	1445/320	1546/319
1950/315	2051/314	2152/313	22End PP5
2657/308	2758/307	2859/306	1

March 2003

Women's History Month

	Sunday	Monday	Tuesday
February 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	23	24	25
March 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	2 61/304	3 ○ 62/303	4 63/302
April 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	9 68/297	10 69/296	11 ○ 70/295
May 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	16 75/290	17 76/289	18 ● 77/288
June 2003 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	23 82/283	24 83/282	25 ☾ 84/281
	30 89/276	31 90/275	

March 2003

Wednesday	Thursday	Friday	Saturday
26	27	28	1 60/305
5 64/301	6 65/300	7 66/299	8 67/298
12 71/294	13 72/293	14 73/292 National Wildlife Refuge System 100th Birthday	15 End PP6
19 78/287	20 79/286	21 80/285 First Day of Spring	22 81/284
26 85/280	27 86/279	28 87/278	29 End PP7

Outreach

Major Outreach Event Dates

National Wildlife Refuge System Birthday	03/14/2002
National Wildlife Week	04/15–21/2002
Earth Day	04/22/2002
Junior Duck Stamp Contest	04/27/2002
International Migratory Bird Day	05/11/2002
National Fishing and Boating Week	06/01–09/2002
Federal Duck Stamp—1st Day of Sale	07/01/2002
National Hunting & Fishing Day	09/28/2002
National Public Lands Day	09/28/2002
National Wildlife Refuge Week	10/13–19/2002
Federal Duck Stamp Contest	10/15–17/2002

Outreach Definition (from the National Outreach Strategy)

Outreach is two-way communication between the U.S. Fish and Wildlife Service and the public to establish mutual understanding, promote involvement, and influence attitudes and actions, with the goal of improving joint stewardship of our natural resources.

To see the complete version of the National Outreach Strategy document, go to the Intranet at sii.fws.gov/Outreach/Strategy.htm.

Outreach Basics

- You need to plan for your communication needs just as you plan fish and wildlife management activities. The National Outreach Strategy has basics to help you do that.
- Outreach plans are now required for all significant Service actions. Check the back of the National Outreach Strategy for tips on doing an outreach plan.

Outreach Message Statements

Building outreach activities and products around consistent and simple themes will ensure the information presented to the public is relevant and comprehensive.

A concise message that describes the Service is, “Conserving the Nature of America.” We suggest you use this message in appropriate outreach material.

All Service programs and activities can be explained by incorporating one or more of the following themes.

- The U.S. Fish and Wildlife Service is a Federal agency whose mission, working with others, is to conserve fish, wildlife and plants and their habitats.
- The Service helps protect a healthy environment for people, fish and wildlife.
- The Service helps Americans conserve and enjoy the outdoors.

Guidance on Lobbying, Advertising & Donations

Lobbying

The Service has encouraged all employees to initiate contacts with Members of Congress or their staffs to provide information about the Service's programs or to answer questions. This is particularly important following elections, when many Congressional offices will experience staff turnover even if the member is reelected. There are two principles governing these contacts—always alert your regional Congressional Affairs Specialist and never lobby. Go to the Service Intranet for more information at sii.fws.gov/r9cla/.

Paid Advertising

Paying for print, broadcast, or online advertising is not allowed with the exception of notices to encourage participation in the development of Environmental Impact Statements, Comprehensive Conservation Plans, and other formal public processes. You need prior written approval from the Service's Office of Public Affairs and from the Department of the Interior's Office of Communications before paying for advertising space. Go to the Service Intranet for more information at sii.fws.gov/outreach/Advertising.htm/.

Media

The media offers an important tool for the Service to meet continuing responsibility to keep the public informed of its various programs and activities. Go to sii.fws.gov/r9extaff/mediaser.htm/ for more information.

Donation Activity Guidelines

Congress has authorized the Service to accept donations that further the mission of the agency or for more limited purposes, but has not provided the Service with authority to solicit such donations. Your role with respect to potential donations is restricted to educating the public about the existence of our authority to accept gifts and the specific gift needs of the Service, and you should avoid any action that the public would construe as a serious request for money or in-kind goods and services.

To assist the Service with its mission, Congress has chartered the National Fish and Wildlife Foundation to not only accept, but also to solicit donations, and Service employees may facilitate the Foundation's efforts to solicit donations.

The Department of the Interior's Ethics Office has posted guidance on donation activities, including dos & don'ts of partnerships, at www.doi.gov/ethics/ethics4.html/.

FWS Literature Search Service

The FWS Literature Search Service includes Internet access from your office via the NCTC Conservation Library website at <library.fws.gov/>. You will find searchable databases which list citations and abstracts for application to science-based management decisions throughout the Service.

Service-wide access to the following databases from Cambridge Scientific Abstracts (CSA) include: *Aquatic Science and Fisheries Abstracts*, *Environmental Sciences and Pollution Management*, *Biological Sciences Collection*, and *Zoological Record Plus 1997–2000*. CSA will also add the following bonus databases of interest to FWS employees: *Plant Science*, *Conference Papers Abstracts*, *MEDLINE* and *TOXLINE*. The National Information Service Corporation (NISC) will provide Service-wide access to *Wildlife Worldwide* and *Fish and Fisheries Worldwide*.

If there are any questions about this outstanding resource please contact the NCTC Conservation Library at <library.fws.gov/> or call 304/876 7399.

What is the SII?

On the Internet, you can reach anywhere in the world, gather information, make a purchase, send images, or do a hundred other things. The SII (also referred to as the Intranet) is just like the Internet, but its scope is internal to the Service, helping to make Service data readily accessible to all employees so they can work together on draft proposals without prematurely exposing the work-in-progress to the public or forcing the public to navigate through internal administrative information.

Here are just a few practical uses for the SII...

- Post a document draft on the SII and select Service colleagues to comment and offer suggestions before releasing the final version.
- Coordinate a meeting with Service folks across the nation. Give employees from the other side of the country an advance view of what the meeting will be about so they can offer changes as needed.
- Provide a consistent central reference and storage area for team charters, meeting notes, archival information, forms, event calendars, standard procedures, etc., including graphic images, and video and audio clips.

The SII uses the same text format language as the Internet, called “HTML” or hypertext markup language. Creating text for the SII is the same as creating it for the World Wide Web.

To visit the SII, load your web browser and at the address line and type <sii.fws.gov/>. Take a moment and click on “FAQs,” where you will find answers to a number of frequently asked questions.

Don’t forget to visit the Outreach site for the latest information about Service internal and external communication activities <sii.fws.gov/outreach/>.

What is a Listserv?

A listserv is a system for creating, managing and controlling electronic mailing lists of names and addresses that are used to send messages or announcements to a group of people with common interests. Unlike traditional mail, you can join and leave a listserv list as you like.

We have more than 40 active listservs in the Service. Check ncc.fws.gov/Web_Services/Listservers.cfm for a roster of listservs. Subscribers to any of the FWS listservs may:

- coordinate meetings, conference calls and events;
- provide assistance to resolve situational questions (“how do I...”);
- comment on what’s working (or not) regarding the agency approach to a particular subject;
- discuss how new methods of technology, budgets and policies will affect your program; and
- cover other topics relevant to a broad audience of folks

You can check the Web publishing site on the SII for details about how to use listservs at sii/fws.gov/webpublish/. The following instructions use the Outreach listserv as an example.

To Subscribe/Unsubscribe

To subscribe to the listserv via e-mail, click on “New Memo” and then:

- After “To,” type fws-outreach-request@lists.fws.gov.
- On the “Subject” line, type subscribe.
- Click on “Send.”

To unsubscribe to a listserv, follow steps above, but instead of typing subscribe, type unsubscribe in the “Subject” line.

To Send Messages

To send a message via e-mail, click on “New Memo” and then:

- After “To,” type fws-outreach@lists.fws.gov.
- Fill in the “Subject” line and the body of the message as you normally would.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Department of the Interior
U.S. Fish & Wildlife Service
1849 C Street, NW
Washington, DC 20240**

<http://www.fws.gov>

January 2002



CELEBRATING A
CENTURY
of CONSERVATION