

**Amendment  
to Fish and Wildlife Service Manual Chapter**

<b>Series:</b> Employee Development and Training
<b>Part 232:</b> Training Operations
<b>Chapter 1:</b> Mandatory Financial Assistance Training, dated 10/17/2014
<b>Amendment Number:</b> 1
<b>Purpose:</b> To extend the mandatory training deadline by 1 year and make other minor revisions.

**Action:**

In Table 1-1, change the following sentence:

**“B. The Assistant Director – Wildlife and Sport Fish Restoration (WSFR) Program through the Division of Administration and Information Management (AIM), Branches of Information Management (IM), Financial Assistance Policy and Oversight (FAPO), and Financial Assistance Systems (FAS)”**

to:

**“B. The Assistant Director – Wildlife and Sport Fish Restoration (WSFR) Program through the Division of Financial Assistance Support and Oversight (FASO)”**

**Action:**

Under section 1.5A, change section (1)(b) from:

**“(b) All other Service employees who work with grants and cooperative agreements (see section 1.8) must take the Servicewide Basic Financial Assistance Course, also referred to as the Basic Grants and Cooperative Agreements Course (FWS-BFA).”**

to:

**“(b) All other Service employees who work with grants and cooperative agreements (see section 1.8) must take the *Servicewide Basic Financial Assistance Course (FASO-BFA)*.”**

**Action:**

Under section 1.5B, change the following sentence:

**“B. Timing:** Employees who have not already taken one of the courses before the date of this policy and are currently assigned one or more tasks related to working with financial assistance awards (see Exhibit 1, *Financial Assistance Tasks List*) must complete the training requirement by the end of Fiscal Year (FY) 2017. After FY 2017, employees must complete the training requirement within 12 months of being assigned a task(s) related to working with financial assistance awards.”

to:

**“B. Timing:** Employees who have not already taken one of the courses before the date of this policy and are currently assigned one or more tasks related to working with financial assistance awards (see Exhibit 1, *Financial Assistance Tasks List*) must complete the training requirement by the end of Fiscal Year (FY) 2018. After FY 2018, employees must complete the training requirement within 6 months of being assigned a task(s) related to working with financial assistance awards.”

**Action:**

Change the acronyms in sections 1.6 and 1.10 from “FWS-BFA” to “FASO-BFA.”

**Action:**

Change section 1.8 from:

**“1.8 To which employees does this policy apply?** This policy applies to all employees who work with financial assistance awards.

**A.** These employees:

**(1)** Perform one or more of the tasks in [Exhibit 1, Financial Assistance Tasks List](#), and

**(2)** May include, but are not limited to, those with position titles like Administrative Officer (GS-0341), Budget and Fiscal Officer (GS-0561), Grants Management Specialist (GS-1109), Project Officer (GS-0301), Refuge Manager (GS-0485), and Wildlife Biologist (GS-0486).

**B.** The requirement applies to all approving officials, i.e., those authorized to sign awards, either directly or with delegated signature authority (see [516 FW 3](#)).”

to:

**“1.8 To which employees does this policy apply?**

**A.** This policy applies to all employees who perform one or more of the tasks in [Exhibit 1, Financial Assistance Tasks List](#), including those authorized to sign awards (see [516 FW 3](#)).

**B.** This policy does not apply to employees whose only role in the financial assistance process is creating, approving, or certifying purchase requisitions and committing funds in the financial system (i.e., has a Requisitioner, Acquisition Supervisor, or Certifying Funds Approval role only).”

**Action:**

In Table 1-2, change the text under the Basic Standard column next to the “Pre-Award” row from:

“Notice of Funding Availability (NOFA), Grants.gov Announcement, Application/Project/Budget Review, Indirect Cost Rate Agreements, Risk Assessment, Award Selection”

to:

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07/31/17

“Notice of Funding Opportunity (NOFO), Grants.gov Announcement, Application Review and Selection, Risk Assessment, Notice of Award”

**Action:**

In Exhibit 1, change “Notices of Funding Availability” and “NOFA” to “Notices of Funding Opportunity” and “NOFO.”

/sgd/ Stephen Guertin  
DEPUTY DIRECTOR

Date: July 31, 2017