**Exhibit 1: Memorandum Templates for Requesting Directorate Review**

**Memorandum for New Chapter**

In Response Reply to:

FWS/*insert office abbreviation*/*insert DCN number*

Memorandum

To: Service Directorate

From: Deputy Director

Subject: Review of New Service Manual Chapter XXX FW X, *Insert Title*

 (**Comments due: within 30 days from the date of this memorandum)**

This memorandum asks for your review of a draft new U.S. Fish and Wildlife Service Manual chapter, *Insert Title* (XXX FW X).

This chapter includes policy on:

(1) *Insert summary of policy / use bullets*

(2) *Insert summary of policy / use bullets*

Please post comments in DTS record #XXXXX. If you have any questions, call *insert contact name and office* at (703) XXX-XXXX or via email at name\_lastname@fws.gov.

Attachment

**Memorandum for a Revised Chapter**

In Response Reply to:

FWS/*insert office abbreviation*/*insert DCN number*

Memorandum

To: Service Directorate

From: Deputy Director

Subject: Review of a Revised Service Manual Chapter XXX FW X, *Insert Title*

 (**Comments due: within 30 days from the date of this memorandum)**

This memorandum asks for your review of a draft revised U.S. Fish and Wildlife Service Manual chapter, *Insert Title* (XXX FW X).

This chapter will replace XXX FW X, dated XX/XX/XX.

Major changes to the chapter include:

(1) *Insert summary of changes / use bullets*

(2) *Insert summary of changes / use bullets*

Please post comments in DTS record #XXXXX. If you have any questions, call *insert contact name and office* at (703) XXX-XXXX or via email at name\_lastname@fws.gov.

Attachment