**EXHIBIT 3: EXAMPLE OF AN AMENDMENT TO A**

**FISH AND WILDILFE SERVICE MANUAL CHAPTER**

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| **Series:** General Administration and Ethics |
| **Part 212:** Ethics |
| **Chapter 11:** Adjunct or Affiliate Faculty Status with Universities and Research Institutes, published 12/6/2012 |
| **Amendment Number:** 1 |
| **Purpose:** This amendment requires that employees who plan to serve in their *official* capacity as adjunct or affiliate faculty with a university or research institute complete FWS Form 3-2447, and not FWS Form 3-2441. The latter form is only appropriate for employees who are serving in such a status in their *personal* capacity.  |

**Actions:**

Under sections 11.5A and 11.5B replace the references to FWS Form 3-2441 to FWS Form 3-2447, SUPERVISOR’S APPROVAL - Serving in an Adjunct or Affiliate Status at a University or Research Institute in an Official Capacity.