

WS Directive

1.101 03/01/04

THE WILDLIFE SERVICES POLICY MANUAL

1. PURPOSE

To provide content, use, and distribution of the Wildlife Services (WS) Policy Manual.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 1.101 dated 10/01/97.

3. BACKGROUND

For administrative purposes, references to "Directors" or "Region(s)" made in this manual include positions of the Directors of the WS Eastern and Western Regions, Director of the National Wildlife Research Center (NWRC), and Director of the Operational Support Staff, as appropriate, and program areas for which the positions are responsible. References to "State Directors" or "State(s)" include State Directors of WS operations and Research Program Managers of NWRC, as appropriate, and program areas for which the positions are responsible. References to "District Supervisors" or "District(s)" include District Supervisors of WS operations and NWRC Project and Field Station Leaders, as appropriate, and program areas for which the positions are responsible.

4. POLICY

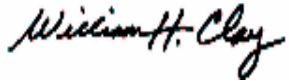
a. National Policy. The purpose of the WS Policy Manual is to provide guidance to WS personnel conducting official activities. The manual addresses national policy and provides general direction to the WS program. The manual is an extension of, but does not supersede, the broader guidance of the United States Department of Agriculture (USDA) and Animal and Plant Health Inspection Service (APHIS) Manuals, Directives, Bulletins, and Administrative Notices.

b. Regional or State Level Policy. There may be situations that require a Region or State to develop more restrictive policies than those in this manual. However, policies contained herein may not be made less restrictive. Therefore, Directors and State Directors may develop supplemental policies which can be incorporated into this manual. All Regional and State level policy supplements will only be applicable in the program areas in which the policy originated.

Regional and State level policy should be clearly identified in

the header. Supplements will be attached to the appropriate national directive. All manuals will be kept current.

c. Distribution. The WS Deputy Administrator will issue this manual to Directors and State Directors. It will be the responsibility of Directors and State Directors to provide a copy of this manual to every WS employee under their supervision.

A handwritten signature in cursive script that reads "William H. Clay".

Deputy Administrator