

WS Directive

1.205 08/27/03

POLICY DEVELOPMENT, REVISION, AND APPROVAL

1. PURPOSE

To provide guidelines for policy development and revision, approval, and distribution.

2. REPLACEMENT HIGHLIGHTS

This directive replaces ADC Directive 1.205 dated 4/8/94.

3. BACKGROUND

Clear policy and operating guidelines are essential for effective, organized implementation of the Wildlife Services (WS) program. Establishment of and adherence to a comprehensive, carefully developed set of policies ensures that program activities are conducted in a professional and responsible manner. Because of the importance of policy in guiding and conducting the WS program, policies will be developed with careful review and consideration of potential consequences.

4. POLICY

Agency employees may express the need for a new WS policy or recommend changing an existing one. Requests should be submitted to their supervisors for forwarding to the Director of the Operational Support Staff (OSS). The WS Deputy Administrator and OSS will respond to suggested changes and, if necessary, gather background information. An ad hoc committee may be established with membership selected from program staff appointed by the Deputy Administrator. The WS Deputy Administrator may determine that a suggested new policy does not have national application and may recommend that it be issued at the Regional or State level (WS Directive 1.101, The Wildlife Services Policy Manual).

The OSS will be responsible for ensuring that proper APHIS, WS format is adhered to in new policies. OSS will distribute drafts of new policies or major revisions of existing policies to Directors, State Directors, and Research Managers for review and comment when such reviews are determined by the WS Deputy Administrator to be warranted.

The WS Management Team must approve all WS policies prior to becoming national policy. The Deputy Administrator, or his

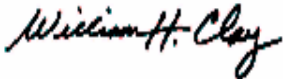
designee, has final approval authority and must sign all national level WS policies or revisions to become valid.

The OSS is responsible for printing new policies or revisions and for distributing documents to Regional and State offices. Managers and supervisors will be responsible for providing copies to their employees.

The OSS will conduct periodic reviews of existing policies for accuracy and for providing updates.

5. REFERENCE

WS Directive 1.101, The Wildlife Services Policy Manual
(03/01/04).

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

Deputy Administrator