



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D.C. 20240

IN REPLY REFER TO:

DIRECTOR'S ORDER NO. 186

Subject: Delegation of Authority - Approval of Leased Space

**Sec. 1 What is the purpose of this Order?** This Order delegates authority to approve requests for leased space.

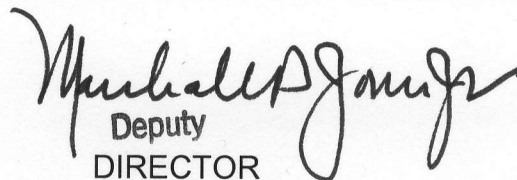
**Sec. 2 Does this Order amend other directives?** This Order amends 370 FW 2.

**Sec. 3 What authority is delegated?** Regional Directors and Manager, California/Nevada Operations Office (CNO) have full authority to manage space activities within their Region/CNO, which includes approving space requests, negotiating lease space rates with the General Services Administration (GSA), and processing requests for increases and decreases in space needs. Regional Directors/CNO Manager may not redelegate this authority.

**Sec. 4 Are there any limitations on this authority?** Space request packages sent to GSA must contain the information required by 370 FW 2. After Regional Director/CNO approval, send a copy of the space request to the Washington Office Division of Contracting and Facilities Management for entering into the Service's National Leased Space database and preparing the Service's Exhibit 54 Space Budget Request. CFM will request annual updates from each Region/CNO to ensure that we use the most accurate information to prepare for annual space budget reporting.

**Sec. 5 When is this Order effective?** This Order is effective immediately.

**Sec. 6 When does this Order expire?** This Order will expire on September 30, 2006, unless amended, superseded, or revoked. We will include the contents of this Order in 370 FW 2.

  
Deputy  
DIRECTOR

Date: September 30, 2005

