



011 FW 1

Description, Authority, and Responsibilities for the Service Manual

Supersedes 011 FW 1, FWM 001,
05/29/91
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Series: Service Directives
Part 011: The Fish and Wildlife Service
Manual
Originating Office: Division of Policy and
Directives Management

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1.1 What is the purpose of this chapter? This chapter describes:

- A. Who develops the chapters in the Fish and Wildlife Service Manual,
- B. Who has authority to approve chapters,
- C. How we use the Manual, and
- D. The structure of the Manual.

1.2 What is the policy? Employees must comply with the requirements in the Service Manual.

1.3 What are the authorities for this chapter?

- A. The Administrative Procedure Act (APA) ([5 U.S.C. 551 et seq.](#)).
- B. [381 DM 1](#), Directives Management.

1.4 Who is responsible for the Service Manual?

A. The Director:

- (1) Ensures that policy necessary to achieve the Service mission is in place,
- (2) Approves new and revised policy, and
- (3) Delegates approval authority to the Deputy Director or Acting Director, as necessary.

B. The Assistant Directors and Regional Directors ensure employees follow the requirements in the Manual.

C. The Assistant Director – Budget, Planning and Human Resources:

- (1) Provides staff to manage the Service Manual, and
- (2) May approve Service Manual chapters that divisions/offices convert from Director's Orders when the policy does not change (also see [012 FW 1](#)).

D. The Chief, Originating Division or Office responsible for the subject matter of the policy must:

- (1) Write the chapters and revise them to keep them up to date, and
- (2) Make sure that the chapters for which they are responsible:
 - (a) Are consistent with existing Departmental and Service policy,
 - (b) Conform to the standards described in this chapter and [011 FW 2](#),

(c) Contain correct and relevant information, and

(d) Receive adequate review by officials in the Service and, if appropriate, the Department and the public (also see [011 FW 3](#)).

D. The Chief, Division of Policy and Directives Management (PDM):

(1) Manages the Service Manual;

(2) Assigns series, part, and chapter numbers;

(3) Works with the responsible divisions and offices to keep chapters up to date;

(4) Reviews chapters to ensure they follow the standards in [011 FW 2](#);

(5) Ensures chapters receive adequate review within the Service and, if appropriate, the Department; and

(6) Publishes approved Service Manual chapters.

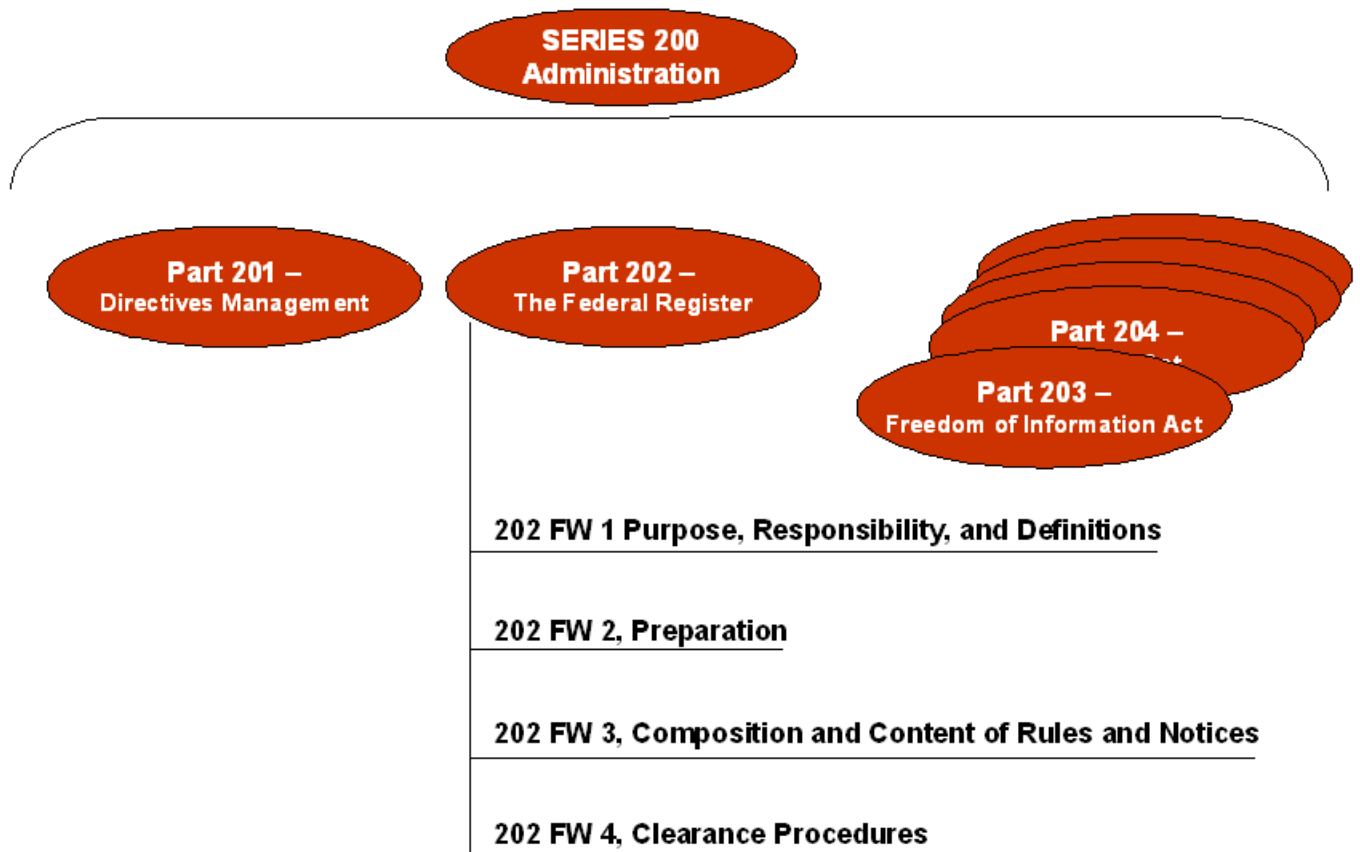
1.5 How does the Service use the Manual? The Service Manual is a public document that we post on the Internet. We use the Manual to:

A. Communicate requirements and provide guidance for Service operations.

B. Explain our organizational structure, authority to perform specific functions, policy, and general procedures.

1.6 What is the structure of the Service Manual? We organize the Manual into related subject matter groupings (see Figure 1-1):

Figure 1-1: Structure of the Service Manual



A. Series. A series is a broad category. We assign each series a three digit number (for example, the 200 series is Administration). We subdivide series into “Parts.”

B. Parts. A Part is a more distinct category of similar chapters, for example, “The Federal Register” (Part 202) is a Part within the “Administration” series.

C. Chapters. Each chapter is a policy. For example, “Clearance Procedures” is Chapter 4 in Part 202. The citation for the chapter is 202 FW 4.

1.7 What are the series in the Service Manual? Table 1-1 below lists the [series for the Service Manual](#).

000 Series: Service Management	100 Series: External Relations and Outreach
<ul style="list-style-type: none"> ● Service Directives ● Organization and history of the Service ● Delegations of authority ● Service image ● Management 	<ul style="list-style-type: none"> ● Interactions with Congress, the public, and volunteers ● Publications, printing, and audio-visual production ● Plain language ● Education

<ul style="list-style-type: none"> • Equal opportunity 	
200 Series: Administration	300 Series: Logistics
<ul style="list-style-type: none"> • Administrative procedure (Federal Register, Freedom of Information Act, Privacy Act) • Personnel • Employee development and training • Occupational safety and health • Budget and finance • Information resources and records 	<ul style="list-style-type: none"> • Contracting • Personal and real property • Motor vehicle and aviation management • Engineering and construction • Facility management
400 Series: Evaluations, Investigations, and Law Enforcement	500 Series: Interagency, Intergovernmental, and International Activities and Environmental Quality
<ul style="list-style-type: none"> • Claims, inventions and patents, and water rights • Audits • Organizational and program evaluations • Security • Law enforcement 	<ul style="list-style-type: none"> • Interagency activities • State grants • International activities • Environmental quality and pollution control
600 Series: Land Use Management	700 Series: Population Management
<ul style="list-style-type: none"> • National Wildlife Refuge System • Natural and cultural resource management • Habitat management • Public and other uses • Wetlands 	<ul style="list-style-type: none"> • Population management at field stations • Fisheries • Migratory birds • Endangered species • Marine mammals
800 Series: Research and Development	900 Series: Special Programs
<ul style="list-style-type: none"> • Research management • Technology development • Technical measurements and data management • Population and habitat evaluation methods 	<ul style="list-style-type: none"> • Migratory bird hunting and conservation stamp • National survey of fishing, hunting, and wildlife-associated recreation • National Fish and Wildlife Foundation • Habitat mapping

Table 1-1: Series in the Service Manual

For information on the content of this chapter or about this Web page, contact Krista Holloway in the Division of Policy and Directives Management at Krista.Holloway@fws.gov.

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