

CHAPTER 1. PURPOSE AND RESPONSIBILITIES

- 1-1. **PURPOSE.** This Handbook prescribes policies, procedures, and standard formats for preparing correspondence. It supersedes all previous Fish and Wildlife Service guidance on correspondence. The contents of this Handbook are intended mainly for the **WASHINGTON OFFICE**. Its purpose is not to change established Regional correspondence procedures. The general preparation guidelines are provided to achieve consistency in style, format and preferences for the Department of the Interior, as well as the Fish and Wildlife Service.
- 1-2. **APPLICABILITY.** This Handbook sets forth requirements for preparing and processing letters and memoranda developed in the Service for signature by the Secretary, Assistant Secretary for Fish and Wildlife and Parks, other officials of the Department, and the Director.
- 1-3. **OBJECTIVES.**
- a. Provide clear instructions and uniform guidance for the preparation of correspondence.
 - b. Improve the timeliness and quality of correspondence.
 - c. Reduce paper waste.
- 1-4. **RESPONSIBILITIES.**
- a. Assistant and Regional Directors will ensure:
 1. Correspondence is responsive, accurate, grammatically correct, and free of typographical errors.
 2. Due dates are met.
 - b. The Correspondence Control Unit (CCU) will:
 1. Receive and assign all significant correspondence addressed to the Director, and all correspondence referred from the Assistant Secretary and the Executive Secretariat (ExecSec).
 2. Issue a tasking sheet (Figure 1-1) for all controlled correspondence indicating to whom action is assigned, due dates and signature level for response. When correspondence is referred to a Region for a draft response, the FWS Executive Tasking Profile will indicate when the draft is due via electronic mail to the Washington Office preparing the response in final.

For responses prepared in the Washington Office for the signature of the Director or above, this sheet must remain with the correspondence and will be attached to the front of the final signature package when submitted to CCU.

For controlled correspondence signed by an Assistant or Regional Director, the tasking sheet must be returned to CCU with a copy of the signed response.

3. Obtain all required Department surnames for correspondence controlled by ExecSec (see Figure 1-2) for signature by the Secretary, Deputy Secretary and Assistant Secretary.



FISH AND WILDLIFE SERVICE EXECUTIVE TASKING PROFILE

FWS Form 3-2180
Attach to front of folder

DCN:	ES No:
-------------	---------------

Orig Office:	Received Date:	Addressee:
Due Date:	Signature Level:	
Subject:		

Comments:

Action Codes:

- | | | |
|-------------------------|-----------------------------------|----------------------------|
| 0 – Prepare Draft Reply | 4 – Signature | 8 - Other - See Comments |
| 1 – Prepare Reply | 5 - Review/Comment | 9 - Mail/Distribute |
| 2 – Appropriate Action | 6 – Revise | 10 – Finalize |
| 3 – Surname | 7 - Obtain Additional Information | 11 - Simultaneous Surnames |

Routing:

Routed To	Action	Assigned Date	BF DATE	Returned Date
-----------	--------	---------------	---------	---------------

Yellow Paper - Director's signature or lower
Blue Paper - Assistant Secretary's signature or higher
Green Paper - Sensitive documents
Hot Pink Paper - Fast Track

FIGURE 1-1. FWS EXECUTIVE TASKING PROFILE SHEET

DEPARTMENT OF THE INTERIOR
TASKING PROFILE

ACCN #:

Status:

Fiscal Year:

Document Date

Received Date

Due Date

Action Office

Signature Level

Doc Source

Addressee:

From:

Subject Text:

**Recommended
Surnames:**

Mail Carrier:

Cross Reference:

Copies To:

Status Tracking:

Correspondence Specialist:

Closed Comments:

Bright Orange Paper

FIGURE 1-2. TASKING PROFILE ISSUED BY EXECSEC