

## Department of the Interior Departmental Manual

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**Effective Date:** 5/16/2022

**Series:** Organization

**Part 142:** U.S. Fish and Wildlife Service

**Chapter 2:** Office of the Director

**Originating Office:** U.S. Fish and Wildlife Service

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### 142 DM 2

**2.1 Basic Organization Structure.** The U.S. Fish and Wildlife Service (Service) is composed of a headquarters office in Washington, D.C. and the surrounding area, twelve unified Regional offices, and a variety of field installations, including national wildlife refuges, national fish hatcheries, and ecological services stations (See attached Organization Chart). The Service also has a nationwide network of law enforcement agents, as well as a number of field study teams for biological and ecological activities. The Director is the Chief Executive of the Service and provides line authority to Assistant Directors, Office Chiefs and Regional Directors, who in turn are responsible for and have line authority over program activities within their Regions.

**2.2 Office of the Director.** The Director directs all activities of the Service and receives guidance and oversight from the Assistant Secretary for Fish and Wildlife and Parks. The Deputy Directors assist the Director as needed. The Deputy Directors share with the Director responsibility for Service functions and provide day-to-day direction and coordination of Service activities through Regional Directors, Assistant Directors, and Office Chiefs. The Office of the Director includes the following:

A. Correspondence Control Unit employees monitor and assist with incoming and outgoing correspondence and other documents.

B. Office of Diversity and Inclusive Workforce Management is responsible for the following:

(1) Develops and issues Service policies and procedures that interpret and complement civil rights laws, equal employment opportunity (EEO) statutes, Executive Orders, regulations, directives, and guidance issued by governing agencies.

(2) Conducts research and drafts responses regarding Service programs, initiatives, and compliance with statutes, regulations, directives, and guidance as it relates to EEO, affirmative employment, diversity and inclusion, and public civil rights.

(3) Provides recommendations to effectively remove barriers

to equal employment opportunity for women, minorities, and individuals with disabilities in all personnel processes, including recruitment, hiring, promotion, training, and awards.

(4) Provides sound advice and guidance in the development and execution of the Service's Diversity and Inclusion Implementation Plans.

(5) Develops a process by which the Service strategically focuses its recruitment efforts and resources at institutions of higher education, professional associations, and other organizations that are most likely to be sources for finding groups of talented individuals for employment opportunities and ultimately enhance the diversity within the Service's workforce.

(6) Executes the Service's discrimination complaints program in accordance with applicable laws, regulations, policies, directives, and guidance.

(7) Provides consultation services to ensure that individuals with disabilities have effective accommodations that enable them to perform the essential functions of their jobs.

(8) Evaluates Service programs, activities, facilities, and services to ensure they are operated in a manner that does not discriminate against any person on the basis of race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, genetic information (including family medical history), status as a parent, marital status, political affiliation, or protected activities, regardless of the means of delivery (e.g., verbal or electronic communication). Also evaluates whether or not the Service ensures that all programs and activities intended for public use are accessible to include, but are not limited to, recreation sites, bid openings, recruitment, employment, training, public information and/or education, visitor centers, and public meetings.

(9) Conducts periodic accessibility and civil rights reviews of Federal financial recipients, including State and U.S. Territorial Fish and Wildlife Agencies, to ensure compliance with applicable statutory civil rights requirements, and agreed upon assurances.

(10) Provides technical guidance to Federal assistance recipients and throughout the Service to ensure delivery of effective, efficient, and equitable benefits and services to all individuals regardless of their ability to speak, read, or write in English.

C. Office of Native American Programs Coordination. The Native American Liaison is responsible for the following:

(1) Assists the Headquarters Directorate on Native American issues that may impact Service programs and operations;

(2) Helps to identify areas where both Federal and Tribal conservation efforts can most effectively conserve fish, wildlife, plants, and their habitats;

(3) Helps to assist tribal governments to connect with appropriate Regional offices on wildlife conservation issues that impact Federal and Tribal resources; and

(4) Assists Regional Native American Liaisons to develop and implement the tribal wildlife grants program, policies, training, and related national issues.

2.3 **Assistant Directors and Office Chiefs.** Assistant Directors and Office Chiefs advise and provide assistance to the Director. Each Assistant Director or Office Chief has a small, immediate staff that provides administrative and budget development services. The staff functions of the Assistant Directors and Office Chiefs are described in 142 DM 3 – 9 and 11 – 15.

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Org Chart only

# U.S. Fish and Wildlife Service

