

## Department of the Interior Departmental Manual

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

**Chapter 8:** Assistant Director - Office of Conservation Investment

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

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### 142 DM 8

**8.1 The Assistant Director - Office of Conservation Investment (AD-CI)** is the senior executive responsible for administration, management, and oversight of the U.S. Fish and Wildlife Service (Service)'s financial assistance programs. This includes responsibilities codified at 16 U.S.C. 742b-1 for the Wildlife and Sport Fish Restoration Programs.

A. The Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act (Acts) authorize financial assistance programs that require each State, to qualify for funding, to pass and abide by legislation governing the conservation of fish and wildlife, supporting the Acts, and prohibiting diversion of license fees for any other purpose than administration of its state fish and wildlife agency. When required, the AD-CI recommends that the Director declare a state ineligible to receive the benefits of the Acts and recommends to the Director when a State's corrective action warrants rescission of such a declaration.

B. The AD-CI co-chairs the Joint Federal/State Task Force on Federal Assistance Policy (JTF). The JTF advises the Service on issues of national significance to the Wildlife Restoration, Sport Fish Restoration, and State Wildlife Grant Programs.

C. The AD-CI fosters partnerships with manufacturers and the public who directly or indirectly pay the Federal excise taxes and import duties that fund the Wildlife Restoration Account and the Sport Fish Restoration and Boating Trust Fund. The AD-CI co-chairs the Trust Fund Collection Working Group of federal, state, and industry representatives to help ensure accurate and consistent collection of the excise taxes and import duties and the equitable application of the tax code to support state fish and wildlife restoration programs. The AD-CI works closely with other federal agencies, such as the U.S. Coast Guard, on shared interests, responsibilities, and funding sources.

D. For all Service financial assistance programs, the AD-CI is responsible for establishing a national financial assistance policy framework and ensuring Service compliance

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with federal financial assistance laws and Department of the Interior (Department) policies.

E. The AD-CI supervises the following divisions in carrying out their respective responsibilities:

(1) The Division of Policy, Programs, and Partnerships.

(a) Develops regulations and policies for administering and implementing awards in CI-administered financial assistance programs; provides technical assistance to the Office of the Solicitor, Congressional and Legislative Affairs staff, and Congress, as requested; and works with the Division of Financial Assistance and Oversight to support policy initiatives.

(b) Provides national policy, program, and technical support and communications to regional offices, applicants, recipients, the Department, and others for CI-administered programs.

(c) Provides national programmatic administration, oversight, and policy support for designated CI-administered discretionary programs. Ensures posting of public notices of funding opportunities and manages application review and selection processes. Supports regions with administration of discretionary programs.

(d) Administers the Multistate Conservation Grants Program, the National Outreach and Communication Program, and certain National Fish and Wildlife Foundation awards.

(e) Fosters partnerships and engages with constituent groups such as the Sport Fishing and Boating Partnership Council, the States Organization for Boating Access, the Council for the Advancement of Hunting and Shooting Sports, the Recreational Boating and Fishing Foundation, the Hunting and Wildlife Conservation Council, the Association of Fish and Wildlife Agencies, the International Hunter Education Association, and others.

(f) Coordinates the National Survey of Fishing, Hunting, and Wildlife-Associated Recreation at 5-year intervals.

(g) Provides a manager and policy lead to serve as members of and support for the JTF.

(h) Develops, operates, and maintains an electronic system for reporting the accomplishments of financial assistance programs and projects.

(i) Calculates the annual apportionment of funds for CI-administered mandatory financial assistance programs.

(j) Plans and manages communications for CI programs, grant achievements, available funds, and award announcements and coordinates communications campaigns targeting specific audiences.

(2) The Division of Financial Assistance Support and Oversight.

(a) Develops and maintains the Service's financial assistance policy framework. Maintains the Service's general award terms and conditions, and provides internal business guidance, tools, and technical assistance to support compliance with financial assistance laws and policies. Analyzes, develops, and recommends approaches to improve the overall efficiency and effectiveness of Service financial assistance.

(b) Ensures that Service financial assistance programs meet their Federal responsibilities, including obtaining and maintaining program assistance listings and having Office of Management and Budget approval for the collection of information from applicants and recipients.

(c) Conducts internal control reviews under various authorities for Service financial assistance and supports other related inquiries, reviews, audits, and investigations.

(d) Serves as the Service liaison for financial assistance to the Department. Responds to Departmental requests for information. Provides notice to the Service on new financial assistance-related laws, regulations, policies, forms, Department systems, and Department-issued information.

(e) Develops and delivers financial assistance training to Service staff and recipients.

(f) Manages the Service's financial assistance certification and appointment program. Develops and delivers training to Service staff to fulfill certification requirements.

(g) Manages Service user access to financial assistance systems. Coordinates financial assistance system issues with the Service, Department, and other Federal agencies and makes recommendations for system changes. Develops and monitors system reports, ensures data quality, performs help desk support, and develops user guides and other material to assist system users.

(h) Provides financial assistance operations support to the Service.

(i) Coordinates the collection of State hunting and fishing license data to support the calculation of annual apportionment of mandatory formula funds to states and manages the Service-administered audits of state recipients of Wildlife Restoration and Sport Fish Restoration awards.

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U.S. Fish and Wildlife Service  
Assistant Director – Office of Conservation  
Investment

