

## Department of the Interior Departmental Manual

---

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

**Series:** Organization

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

**Chapter 8:** Assistant Director - Wildlife and Sport Fish Restoration Program

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

---

### 142 DM 8

**8.1 The Assistant Director - Wildlife and Sport Fish Restoration Program (AD-WSFR)** is the senior executive responsible for administration, management, and oversight of the U.S. Fish and Wildlife Service's (Service) financial assistance programs. Public Law 106-408 (Sec. 132, Nov. 1, 2000) established the position to be responsible for the administration, management, and oversight of the Federal Assistance Program for State Wildlife and Sport Fish Restoration. The position also includes Service-wide responsibilities for financial assistance.

A. The Pittman-Robertson Wildlife Restoration Act and the Dingell-Johnson Sport Fish Restoration Act (Acts) authorize several major financial assistance programs that require each State to pass legislation supporting the Acts and State fish and wildlife agencies to be eligible for benefits. When required, the Assistant Director 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-WSFR 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-WSFR fosters partnerships with manufacturers and sports men and women who directly or indirectly pay the Federal excise taxes and import duties on sporting equipment and motorboat fuels that fund the Wildlife Restoration Account and the Sport Fish Restoration and Boating Trust Fund. The AD-WSFR 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-WSFR 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-WSFR is responsible for establishing a national financial assistance policy framework and ensuring Service compliance with Federal financial assistance laws and Department of the Interior (Department) policies.

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

(1) The Division of Policy and Programs.

(a) Develops regulations and policies for administering and implementing awards in WSFR-administered financial assistance programs (see Table 8-1 in the Appendix for a list of programs and subprograms), and ranking applications for certain competitive programs.

(b) Provides legal and technical support to field offices, applicants, recipients, the Department, and others for WSFR-administered programs.

(c) 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 Wildlife and Hunting Heritage Conservation Council, the Association of Fish and Wildlife Agencies, the International Hunter Education Association, and others.

(d) Administers the Multi-State Conservation Grant Program in coordination with the Association of Fish and Wildlife Agencies per statutory authority. Administers approved awards for the Multistate Conservation Grant Programs, the National Outreach and Communication program, certain National Fish and Wildlife Foundation awards, and the Theodore Roosevelt Genius awards. Ensures the posting of public notices of funding opportunity for WSFR-administered competitive programs.

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

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

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

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

(i) Coordinates WSFR strategic communications initiatives.

(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 program compliance with financial assistance laws and policies. Analyzes, develops, and recommends approaches to improve the overall efficiency and effectiveness of Service financial assistance programs.

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

(c) Conducts internal control reviews under various authorities for Service financial assistance programs 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 on financial assistance programs. Provides notice to Service financial assistance programs on new 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 Service programs, the 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 administration support to non-WSFR programs.

(i) Coordinates the collection of State hunting and fishing license data to support the program's calculation of annual apportionment of mandatory formula funds to States and manages the Service-administered audits of State recipients under the Wildlife Restoration and Sport Fish Restoration programs.

Appendix

Table 8 -1

WSFR-Administered Financial Assistance Programs/Subprograms by Catalog of Federal  
Domestic Assistance (CFDA) Number

**Mandatory Program/Subprogram**

- 15.605 - Sport Fish Restoration
- 15.611 - Wildlife Restoration and Basic Hunter Education
- 15.625 - Wildlife Conservation and Restoration
- 15.626 - Enhanced Hunter Education and Safety
- 15.634 - State Wildlife Grants Program—Mandatory Subprogram
- 15.668\* - Coastal Impact Assistance

**Discretionary Program/Subprogram**

- 15.614 - Coastal Wetlands Planning, Protection, and Restoration
- 15.615 - Cooperative Endangered Species Conservation Fund
- 15.616 - Clean Vessel Act
- 15.622 - Sportfishing and Boating Safety Act
- 15.628 - Multistate Conservation Grants
- 15.633\* - Landowner Incentive
- 15.634 - State Wildlife Grants—Competitive Subprogram
- 15.638\* - Tribal Landowner Incentive
- 15.639 - Tribal Wildlife Grants
- 15.649\* - Service Training and Technical Assistance (Generic Training)
- 15.650\* - Research Grants (Generic)
- 15.662 - Great Lakes Restoration
- 15.663 - NFWF-USFWS Conservation Partnership
- 15.664 - Fish and Wildlife Coordination and Assistance
- 15.667 - Highlands Conservation
- Not applicable\* - Everglades Restoration
- Not applicable\* - Fisheries Restoration and Irrigation Mitigation Act
- Not applicable\* - Partnerships for Wildlife

\*Program sunset passed, funding was discontinued, or program is otherwise inactive; may have continuing responsibilities per 2 CFR 200.

-

U.S. Fish and Wildlife Service  
Assistant Director – Wildlife & Sport Fish Restoration

