

# Wildlife Services Directive

1.205  
June 21, 2013

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## POLICY DEVELOPMENT, REVISION, AND APPROVAL

### 1. PURPOSE

The purpose of this directive is to provide guidelines for policy development, revision, approval, and distribution.

### 2. REPLACEMENT HIGHLIGHTS

This directive replaces Wildlife Services (WS) Directive 1.205 dated August 27, 2003.

### 3. AUTHORITY

Authority to promulgate a policy is pursuant to The Act of March 2, 1931, (46 Stat. 1468; 7 USC 426), as amended:

Section 426. Predatory and other wild animals.

“The Secretary of Agriculture may conduct a program of wildlife services with respect to injurious animal species and take any action the Secretary considers necessary in conducting the program. The Secretary shall administer the program in a manner consistent with all of the wildlife services authorities in effect on the day October 28, 2000.”

### 4. POLICY

a. Agency employees may express the need for a new WS policy or recommend changing an existing one. Requests should be submitted to their supervisors for forwarding to the Director of the Operational Support Staff (OSS).

b. The WS Management Team must approve all WS policies prior to becoming national policy. The Deputy Administrator, or his designee, has final approval authority and must sign all national level WS policies or revisions to become valid.

c. OSS will conduct periodic reviews of existing policies for accuracy and for providing updates.

5. BACKGROUND

Clear policy and operating guidelines are essential for effective, organized implementation of the WS program. Establishment of and adherence to a comprehensive, carefully developed set of policies ensures that program activities are conducted in a professional and responsible manner. Because of the importance of policy in guiding and conducting the WS program, policies will be developed with careful review and consideration of potential consequences.

6. IMPLEMENTATION

a. The WS Deputy Administrator and OSS will respond to suggested changes and, if necessary, gather background information. An ad hoc committee may be established with membership selected from program staff appointed by the Deputy Administrator.

b. The WS Deputy Administrator may determine that a suggested new policy does not have national application and may recommend that it be issued at the Regional or State level (WS Directive 1.101, Wildlife Services Policy Manual). OSS will be responsible for ensuring that proper APHIS, WS format is adhered to in new policies.

c. OSS will distribute drafts of new policies or major revisions of existing policies to Directors, State Directors, and Research Managers for review and comment when such reviews are determined by the WS Deputy Administrator to be warranted.

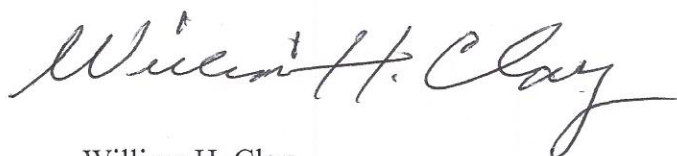
d. OSS is responsible for posting online new policies or revisions and for distributing documents to Regional and State offices. Managers and supervisors will be responsible for providing copies to their employees.

7. APPLICABILITY

This policy applies to WS employees.

8. REFERENCE

WS Directive 1.101, Wildlife Services Policy Manual (06/20/13).



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