

# WS Directive

1.101 07/03/09

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## THE WILDLIFE SERVICES POLICY MANUAL

### 1. PURPOSE

To outline content, use, and distribution of the Wildlife Services (WS) Policy Manual.

### 2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 1.101 dated 03/01/04.

### 3. BACKGROUND

For administrative purposes, references to "Directors" or "Region(s)" made in this manual include positions of the Directors of the WS Eastern and Western Regions, Director of the National Wildlife Research Center (NWRC), and Director of the Operational Support Staff, as appropriate, and program areas for which the positions are responsible. References to "State Directors" or "State(s)" include State Directors of WS operations and Field Station Leaders of NWRC, as appropriate, and program areas for which the positions are responsible. References to "District Supervisors" or "District(s)" include District Supervisors of WS operations and program areas for which the positions are responsible.

### 4. POLICY

a. National Policy. The purpose of the WS Policy Manual is to provide guidance to WS personnel conducting official activities. The manual addresses national policy and provides general direction to the WS program. The manual is an extension of, but does not supersede, the broader guidance of the United States Department of Agriculture (USDA) and Animal and Plant Health Inspection Service (APHIS) Manuals, Directives, Bulletins, and Administrative Notices.

Under USDA Departmental Regulation 4070-735-001, each WS employee is responsible for compliance with all applicable work-related laws, regulations, and policies. Immediate supervisors are responsible to enforce policies in a fair and equitable manner (MRPBS Human Resource Guide, SC 4752, Sect. C). If employees violate any WS directive, the immediate supervisor will determine the appropriate corrective action after consultation with their supervisory chain, APHIS Human Resources Division, Employee Relations Branch publication "Handling Conduct and Performance Problems" and an Employee Relations Specialist, as appropriate.

b. Regional or State Level Policy. There may be situations that require a Region or State to

develop more restrictive policies than those in this manual. However, policies contained herein may not be made less restrictive. Therefore, Directors and State Directors may develop supplemental policies which can be incorporated into this manual. All Regional and State level policy supplements will only be applicable in the program areas in which the policy originated.

Regional and State level policy should be clearly identified in the header. Supplements will be attached to the appropriate national directive. All manuals will be kept current by the employee.

c. Distribution. The WS Deputy Administrator will issue this manual to Directors and State Directors. The most up-to-date version of the manual will be placed on the World Wide Web for immediate access to all WS employees. It will be the responsibility of Directors and State Directors to provide either a copy of or direct internet link to this manual to every WS employee under their supervision.

## 5. REFERENCES

USDA Marketing and regulatory Programs Business Services, Human Resources Division  
Human Resources Desk Guide Subchapter 4752 – Disciplinary or Alternative Actions, Section C  
– General Guidance for Supervisors.

USDA Marketing and regulatory Programs Business Services, Human Resources Division,  
Employee Relations Branch, Handling Conduct and Performance Problems – A Training Guide  
for Supervisors and Managers.

USDA Departmental Regulation 4070-735-001, Employee Responsibilities and Conduct,  
10/04/07.



Acting Deputy Administrator