

**AMENDMENT TO A  
FISH AND WILDILFE SERVICE MANUAL CHAPTER**

<b>Series:</b> General Administration and Ethics
<b>Part 212:</b> Ethics
<b>Chapter 4:</b> Participation with non-Federal Organizations in a Personal or Official Capacity, published 11/9/2017
<b>Amendment Number:</b> 1
<b>Purpose:</b> This amendment updates the memorandum template in Exhibit 1 for requesting approval to serve on an advisory board in an employee's official capacity. The new template makes the memorandum more comprehensive by including the requirements listed in section 4.7A of the chapter.

**Actions:**

Remove existing Exhibit 1 and replace it with the attached exhibit.

/sgd/ Stephen Guertin  
DEPUTY DIRECTOR

Date: August 30, 2018