

**Amendment
to Fish and Wildlife Service Manual Chapter
054 FW 1**

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| Series: Planning and Management |
| Part 054: Serious Incidents |
| Chapter 1: Serious Incident Notification Procedures, published 10/14/2010 |
| Amendment Number: 1 |
| Purpose: This amendment removes the requirement for Office of Law Enforcement (OLE) employees to report serious incidents to an OLE Headquarters Duty Special Agent and updates and clarifies administrative reporting requirements. |

Action 1:

Under section 1.8(A) “**Immediate Telephone Reports,**” change paragraph (1) by removing the parenthetical phrase as follows:

“(1) Call the National Serious Incident Reporting Line at **1-888-519-3606**.
(Note: Office of Law Enforcement employees must report serious incidents to the Headquarters Duty Special Agent at 1-800-409-3656. The Headquarters Duty Special Agent will immediately contact the Service Duty Officer.)”

to:

“(1) Call the National Serious Incident Reporting Line at **1-888-519-3606**.”

Action 2:

Under section 1.8(A) “**Immediate Telephone Reports,**” change paragraph (2) by removing the first sentence as follows:

“(2) Leave a brief voice message describing the incident. Give your name and telephone number where the Service Duty Officer can return the call.”

to:

“(2) Give your name and telephone number where the Service Duty Officer can return the call.”

Action 3:

Under section 1.8(B) “**Written Reports,**” delete paragraph (2), and then renumber paragraph (3) as paragraph (2).

Action 4:

Under section 1.9 **“To whom does the Service Duty Officer report incidents?,”** change paragraph (C) as follows:

“(C) As soon as the Service Duty Officer receives an Incident Report documenting the incident, the officer submits it to the IOC.”

to:

“(C) As soon as the Service Duty Officer receives an Incident Report documenting the incident, the Service Duty Officer submits it to the IOC.”

/sgd/ Stephen Guertin
DEPUTY DIRECTOR

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