Exhibit 1- U.S. Fish and Wildlife Service FOIA Program Diagram

HQ (Office of Information Resources and Technology Management)

- Service FOIA Public Liaison
- Service FOIA Officer (Reviews and signs all outgoing letters, including full releases, unless delegated)
- Approve and sign response
- HQ FOIA Staff
- HQ FOIA Reading Room

Regions and HQ Programs

- Regional or Program FOIA Coordinator (FOIA 25% or more of job)
- Review records and draft response
- Regional FOIA Reading Room

Divisions, Field Offices, and Other Applicable Organizational Units

- FOIA Contact #1 (FOIA less than 25% of job)
- Lead search and consolidate records and search info
- FOIA Contact #2 (FOIA less than 25% of job)

Service Employees within Organizational Unit

- Employee #1
- Employee #2
- Employee #3
- Employee #4
- Employee #5
- Employee #6

- Search for responsive records and interpret if needed