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In Reply Refer To:

FWS/R2/SENXXXXX

Memorandum

To: Director, Office of Communications, Department of the Interior

Though: Assistant Director – Office of Communications

From: Regional Director – Southwest Region

Subject: Selection of [FULL NAME] as Assistant Regional Director – Office of Communications (GS-1035-15) in the U.S. Fish and Wildlife Service’s Southwest Region

We are seeking your concurrence for the selection of [FULL NAME] to serve as Assistant Regional Director for the Office of Communications in the U.S. Fish and Wildlife Service’s (Service) Southwest Region. In this role, [HE/SHE/THEY] will lead a team of communications and Tribal relations professionals across the Service’s Southwest Region, which includes Arizona, New Mexico, Oklahoma, and Texas.

[FULL NAME] currently serves as the Region’s senior congressional and public affairs specialist in our communications office here in the Southwest Region. [HE/SHE/THEY] bring(s) significant experience in congressional, legislative, and public affairs to this position as well as a leadership and management track record we believe will be important to organizational success moving forward. In the last 4 years, we’ve seen a transformation in our communications outcomes, team cohesion, and collaboration. Specifically, [FULL NAME’S] previous experience working in the Service’s Headquarters and working through policy issues with the Department of the Interior, as well as with the Office of Management and Budget and congressional leaders, is equally valuable and distinct. [HE/SHE/THEY] brings a spirit of empowerment and smart risk taking that will strengthen opportunities for growth, innovation, and influence more broadly across the Region and organization—areas our communications team wants to excel at moving forward.

[FULL NAME]’s experience in government and the public sector along with a deep network of policy and decision makers will enhance our Regional leadership team’s success and influence how we address both the people-centered needs we are working to meet more effectively and the work-centered mission that brings us together.

We request your concurrence with the selection of [FULL NAME] to be hired into this position.

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Director, Office of Communications

Department of the Interior