



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



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To: Directorate
From: **Acting** Director *Rowan W Gould*
Subject: Congressional Activities and Meetings

It is important that Service employees build and maintain relationships with Members of Congress and their staffs both at the local level and on Capitol Hill. As we prepare for the beginning of a new Administration and Congress, I want to stress the need for and importance of a coordinated approach among the field, regional and Washington offices regarding congressional activities. This is especially true as it relates to Capitol Hill visits and legislative issues.

The Service's Division of Congressional and Legislative Affairs (CLA) serves as the central clearinghouse for our congressional and legislative activities and coordinates all Capitol Hill meetings, positions on legislation, negotiations with congressional staff on legislation, and other legislative activities. The Service's Division of Budget works with the House and Senate Appropriations Committee Members and staff on budgetary issues and coordinates this work with CLA.

In order to ensure that Service congressional activities are coordinated, any Service staff member planning meetings with Members and staff in Washington, D.C., must inform the Service's Division of Congressional and Legislative Affairs (CLA) one week in advance of any congressional meetings. Regional and field office personnel should work with their regional Congressional liaisons who will coordinate with CLA. Any visits with Appropriations Committee Members or staff needs to be handled through the Service's Division of Budget Chief at (703) 358-2343. The Division of Budget will inform CLA about these meetings. Information on Service Congressional meetings is put into a weekly Meeting Memo prepared by CLA and shared with the Directorate and Regional External Affairs offices.

During this time of transition I again want to stress that the in order for the Service to be truly effective in our communications with Congress we need to be well-coordinated in our efforts. I expect everyone in the Service to keep the Division of Congressional and Legislative Affairs fully informed regarding any congressional activities. If you have any questions, please contact Lesli Gray, CLA Chief at (703) 358-2241.

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