



*Exhibit 1, 119 FW 1*  
***Sample Decision  
Memorandums for  
Surveys***

February 3, 2012  
Series: Information and  
Expression  
Part 119: Surveys  
Originating Office: Division of  
Policy and Directives  
Management

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**Sample Decision Memorandum for the Director's Approval**

Memorandum

To: Director

Through: Assistant Director – Budget, Planning and Human Capital

From: Chief, Division of Policy and Directives Management

Subject: Request for employees to use official time and Government equipment to complete a survey about National Wildlife Refuge System public use fees

**Purpose:** The purpose of this memorandum is to ask for your approval for employees to use official Government time to complete a survey related to charging visitor fees on refuges. I recommend that you approve this request.

**Background:** John Stanley, a full-time biological science technician we employ in Region 1, has prepared the survey as part of his graduate work. The survey asks for responses to positive and negative statements about the Refuge System charging fees for various public use opportunities on refuges across the country (see attached).

The survey is designed to be taken over the Internet, and it should take no more than 15 minutes to complete. We will announce the survey using an all-employee email. Although we will encourage employees to respond, it is not mandatory.

I anticipate that the results of the survey will not only help Mr. Stanley fulfill his educational goals, but that those results will also benefit the Refuge System by providing information we can analyze as we consider improvements and changes that benefit refuges across the country.

Your signature below will indicate your approval. Please contact me at (703) 358-2676 if you have questions or need additional information.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment

**Sample Decision Memorandum for the Assistant Director – Budget, Planning and Human Capital's Approval**

Memorandum

To: Assistant Director – Budget, Planning and Human Capital

From: Chief, Division of Policy and Directives Management

Subject: Request for employees to use official time and Government equipment to complete a Bureau of Land Management (BLM) survey

**Purpose:** The purpose of this memorandum is to ask for your approval for employees who interact with BLM as part of their work to use official Government time to complete a survey related to their experiences. I recommend that you approve this request.

**Background:** BLM has prepared a survey for Federal employees within the Service and the U.S. Department of Agriculture's U.S. Forest Service. The survey will help BLM better understand what steps it can take to improve their coordination with both agencies (see attached).

The survey is designed to be taken over the Internet, and it should take no more than 20 minutes to complete. We will work with BLM and Regional management to send an email about the survey to affected employees in Regions 1, 2, 6, 7, and 8 and Headquarters. We anticipate the email will go to approximately 500 employees.

Your signature below will indicate your approval. Please contact me at (703) 358-2676 if you have questions or need additional information.

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Attachment

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