

Sample Invite Email – “U.S. Fish and Wildlife Service Law Enforcement Training System”

Greetings,

Congratulations for being nominated to attend the 20## [insert course name]. The United States Fish and Wildlife Service (USFWS), Office of Law Enforcement (OLE), Branch of Training and Inspection (BTI) will host this event.

We understand some participants are still being vetted through the United States embassies for approval to participate and others may currently be nominated as “alternates,” but because of the short amount of time before the training begins, we wanted to begin to collect the necessary information. Nominees will be notified once final approval has been obtained.

Attached you will find a participant registration, biographical request, an adaptive leadership challenge and a participant information bulletin. If you have any questions or need clarification on anything, please let us know and we will assist you. If you have any trouble opening this type of document, you can advise us and we will send the documents in a different manner.

The USFWS is collecting the following registration information for administrative and record keeping purposes. Please click on the link below and accurately complete all the required information in the registration form. Your personally identifiable information will be protected according to Federal regulation.

[INSERT ACADIS LINK HERE]

Please email your **biography and attach a recent photo immediately**. This information will be included in a reference document for all of the [course name] participants and instructors. An example is attached to this email for your reference. FWHQ_ICCA@fws.gov

Participants will be assigned to a peer group for the duration of the program. You will be notified of your assigned team after we receive your registration form. You will note in the participant bulletin that there is an assignment “adaptive leadership challenge” that must be completed before the program begins. Please complete the **adaptive leadership challenge by [date]** and send to FWHQ_ICCA@fws.gov

Lastly, we have a great program planned and are looking forward to hosting you in [MONTH].

Respectfully,

[Course Administrator]

Paperwork Reduction Act Statement: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), the U.S. Fish and Wildlife Service collects information necessary to coordinate and conduct training for FWS special agents, wildlife inspectors, and administrative staff, as well as for State, Tribal, and foreign individuals responsible for wildlife and habitat protection, and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. Information requested in this form is purely voluntary. However, submission of requested information is required in order to process applications for permits authorized under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1018-####.

Estimated Burden Statement: We estimate public reporting for this collection of information to average 5 minutes, including time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, Fish and Wildlife Service, U.S. Department of the Interior, 5275 Leesburg Pike, MS: PRB (JAO/3W), Falls Church, VA 22041-3803, or via email at Info_Coll@fws.gov.