



# United States Department of the Interior



OFFICE OF THE SOLICITOR  
Washington, D.C. 20240

MAY 11 1993

## Memorandum

To: Chief of Staff

From: Acting Solicitor

Subject: Authority to Create National Biological Survey

I understand that questions have been raised about your authority to establish the National Biological Survey. As we have discussed, I believe the Secretary has ample authority to do so. I have set forth an explanation of that authority below. I also discuss my observations on several other issues you may want to consider as we assess how the National Biological Survey will operate within the Department.

1. New Assistant Secretary. The positions of assistant secretaries are created by statute. Currently only six such positions have been authorized, each under separate legislation. (See Attachment 1.) With the exception of 16 U.S.C. § 742b(a), which created the position of Assistant Secretary for Fish and Wildlife, none of the legislation specifies the functions and duties of any assistant secretary. The functions previously delegated to any assistant secretary may be transferred by the Secretary, as discussed below. The consolidation of the functions of the NBS under an additional, or seventh, assistant secretary cannot be accomplished without new legislation.

2. Secretarial Order. Under Reorganization Plan No. 3 of 1950 and 43 U.S.C. §§ 1453a, 1454, you have the discretion as Secretary to assign duties and responsibilities to the assistant secretaries as you see fit. Organizational changes involving assistant secretaries generally have been accomplished by Secretarial Order (S.O.). An S.O. is effective immediately but usually has a temporary life; thus, it must be followed by permanent amendment of the Departmental Manual (DM). The S.O. would define the organizational changes and specify the amendment of the DM that must be accomplished. The Minerals Management Service was created in this manner. (See Attachment 2.) Section 109 of the DM contains the organizational provisions, while actual delegations to the assistant secretaries are provided in sections 205 and 209 of the DM.

3. Authority to Transfer Funds. The kind of reorganization to be accomplished in creating the NBS does not constitute a reprogramming between accounts within an appropriation. Rather, it

is a transfer, which requires statutory authorization. Section 5 of Reorganization Plan No. 3 of 1950 is the statutory authority for transferring unexpended balances between accounts, so long as the function is not a new one and is within the contemplated purposes of the current appropriation. (See Attachment 3.) Clearly in this case the essential function, biological research, is not new or different. Rather, only its organizational address will change. Accordingly, we believe this kind of transfer during the current budget year is authorized by section 5 of Reorganization Plan No. 3.

4. Establishment of a Science Advisor Position. As mentioned with respect to assistant secretaries, your general authority permits you to administer the Department and Reorganization Plan No. 3, to assign functions as you see fit. Just as Secretary Watt used an S.O. to create the MMS under a Director, you could create or realign a Science Advisor position in a similar manner and place the NBS under the direction of the advisor. Secretary Andrus appointed a Science Advisor in his immediate office, and so far as we know, did not provide a "line" function to the position.

5. General Observations. It appears that the organizational changes necessary to create the NBS can be accomplished by S.O. under existing statutory authority, so long as the NBS would be placed under the jurisdiction of an existing assistant secretary. There is nothing in this approach, however, that would prevent subsequent administrations from reorganizing yet again. (For example, the MMS could be eliminated by S.O. tomorrow.) Only if a new assistant secretary were created with statutorily-defined responsibilities that include the NBS would some true permanence be extended. In view of the fact that only one of the current assistant secretaries has statutorily-prescribed responsibilities, we cannot predict how likely such an enactment would be.

Please contact me at 208-4423 if I can be of any additional assistance.

  
Timothy S. Elliott

Attachments

ASSISTANT SECRETARIES - STATUTORY AUTHORITY

<u>Current Title</u>	<u>Authority</u>	<u>Former Titles</u>
WS	43 U.S.C. 1453	Mineral Resources Energy and Minerals
IA	43 U.S.C. 1453	Water and Power Development Water and Power Resources Congressional and Public Affairs Congressional and Legislative Affairs
LMM	Sec. 3, Reorg'n Plan #3 of 1950 (64 Stat. 1262)	Public Land Management Land and Water Resources
PBA	43 U.S.C. 1453a	Administrative Assistant Secretary Management and Budget Management Administration and Management
FW	16 U.S.C. 742b(a)	Fish, Wildlife, Parks & Marine Resources
TIA	Sec. 2, Reorg'n Plan #2 of 1966 (80 Stat. 1608) (5 U.S.C. App.)	Water Pollution Control Water Quality and Research Programs Program Policy Program Development and Budget



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

January 19, 1982

Order No. 3071

Subject: Establishment of the Minerals Management Board and  
the Minerals Management Service

Sec. 1 Purpose. This order establishes a Minerals Management Board and a Minerals Management Service which will be under the supervision of the Under Secretary. The purpose of this action is to improve the management of and provide greater management oversight and accountability for the minerals related activities previously carried out by the Conservation Division of the Geological Survey.

Sec. 2 Authority. This order is issued in accordance with the authority provided by Section 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262).

Sec. 3 Minerals Management Board. There is hereby established a Minerals Management Board which will be chaired by the Under Secretary. Other members of the Board will be the Assistant Secretary--Energy and Minerals, and the Assistant Secretary--Policy, Budget and Administration. The Board will supervise and oversee the operations of the Minerals Management Service established in Section 4 of this order; develop appropriate policy and guidelines to implement the approved recommendations and findings of the Commission on Fiscal Accountability of the Nation's Energy Resources; and monitor program activities directed toward the improvement of the royalty management program.

Sec. 4 Minerals Management Service. There is hereby established a Minerals Management Service whose Director shall be under the supervision of the Minerals Management Board established in Section 3 above. All of the functions of the Conservation Division shall be exercised by the Minerals Management Service. The name Conservation Division is abolished. The Minerals Management Service will carry out the functions previously exercised by the Conservation Division and implement new policy and guidance developed by the Minerals Management Board.

Sec. 5 Administrative Provisions. The Director, Geological Survey will continue to provide administrative support (i.e., fiscal, personnel, property, procurement, etc.) to the Minerals Management Service.

Sec. 6 Management Review. By December 31, 1982, the Minerals Management Board will conduct a review with the purpose of restructuring the Minerals



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240

May 10, 1982

Order No. 3071, Amendment No. 1

Subject: Establishment of the Minerals Management Board and the Minerals Management Service

Sections 1, 3, 4 and 5 of Secretary's Order No. 3071, dated January 19, 1982, are amended to read as follows:

Sec. 1 Purpose. This Order establishes a Minerals Management Board and a Minerals Management Service which will be under the supervision of the Under Secretary. The purpose of this action is to: 1) improve the management of and provide greater management oversight and accountability for the minerals-related activities previously carried out by the Conservation Division of the U.S. Geological Survey; and 2) to eliminate the fragmentation of Outer Continental Shelf (OCS) activities by consolidating the responsibility for OCS programs.

Sec 3. Minerals Management Board. There is hereby established a Minerals Management Board which will be chaired by the Under Secretary. Other members of the Board will be the Assistant Secretary—Energy and Minerals, the Assistant Secretary—Land and Water Resources, the Assistant Secretary—Indian Affairs and the Assistant Secretary—Policy, Budget and Administration. The board will supervise and oversee the operations of the Minerals Management Service established in Section 4 of this Order; develop appropriate policy and guidelines to implement the approved recommendations and findings of the Commission on Fiscal Accountability of the Nation's Energy Resources; and monitor program activities directed toward the improvement of the royalty management and OCS programs.

Sec. 4. Minerals Management Service. There is hereby established a Minerals Management Service whose Director shall be under the supervision of the Minerals Management Board established in Section 3 above. The Minerals Management Service shall exercise all of the functions of the Conservation Division and all functions in direct support of the Outer Continental Shelf (OCS) program, including but not limited to the following: all functions of the Office of OCS Program Coordination; all functions related to the management of offshore energy and minerals administered by the Bureau of Land Management; all functions in direct support of the OCS program in the Geologic Division and the Office of the Assistant Director for Resource Programs, U.S. Geological Survey, including offshore oil and gas resources, energy-related hazards and marine



# United States Department of the Interior



OFFICE OF THE SECRETARY  
Washington, D.C. 20240

MAY 17 1993

Order No. 3165

Subject: Organizational Preparations for the Creation of the National Biological Survey

Section 1. Purpose. I intend to establish, upon the enactment of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1994, a National Biological Survey (NBS). The mission of the NBS will be to consolidate and enhance existing biological research activities within the Department, to gather, analyze and disseminate the biological information necessary for the wise stewardship of our Nation's natural resources, and to foster understanding of biological systems and the benefits they provide to society. This Order is intended to facilitate the organizational restructuring that will occur upon the establishment of the NBS.

Section 2. Authority. This Order is issued in accordance with the authority provided in sections 2 and 5 of reorganization Plan No. 3 of 1950 (64 Stat. 1262), 43 U.S.C. § 1451 note.

Section 3. Organizational Preparation. The NBS, when established, will report to the Assistant Secretary for Fish and Wildlife and Parks. For this reason, the Assistant Secretary for Fish and Wildlife and Parks will be responsible for taking the actions necessary to prepare for the establishment of the NBS. These actions include, but are not limited to, procurement and personnel matters, provided that neither procurement nor personnel actions of the NBS may become effective prior to the establishment of the NBS. Subject to existing laws and regulations and applicable reprogramming guidelines, the bureaus that will be providing portions of their organizations to the NBS are hereby directed to make available to the Assistant Secretary for Fish and Wildlife and Parks such records, property, personnel, and appropriations as the Assistant Secretary deems necessary to prepare for the establishment of the NBS. Further, the Assistant Secretary - Policy, Management and Budget will provide assistance requested by the Assistant Secretary for Fish and Wildlife and Parks in support of this Order.

Section 4. Effective Date. This Order is effective immediately. Its provisions will remain in effect until superseded, amended, or revoked.

  
Secretary of the Interior



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

ORDER NO. 3173

Subject: Establishment of the National Biological Survey

**Sec. 1 Purpose.** The purpose of this Order is to establish the National Biological Survey under the supervision of the Assistant Secretary for Fish and Wildlife and Parks. The mission of the National Biological Survey is to gather, analyze, and disseminate the biological information necessary for the sound stewardship of our Nation's natural resources and to foster understanding of biological systems and the benefits they provide to society. To accomplish this mission, the National Biological Survey will 1) perform research in support of biological resource management; 2) inventory, monitor, and report on the status and trends in the Nation's biotic resources; and 3) develop the ability and resources to transfer the information gained in research and monitoring to resource managers and to others concerned with the care, use, and conservation of the Nation's resources. This Order supersedes Order No. 3165, Organizational Preparations for the Creation of the National Biological Survey, issued on May 17, 1993.

**Sec. 2 Authority.** This Order is issued in accordance with the authority provided by Sections 2 and 5 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262; 5 U.S.C. App.).

**Sec. 3 Establishment and Transfer of Functions.** The National Biological Survey (NBS) is hereby established. Functions necessary to perform the mission of the NBS are transferred to the NBS from the U.S. Fish and Wildlife Service, National Park Service, Bureau of Land Management, Minerals Management Service, Office of Surface Mining Reclamation and Enforcement, U.S. Geological Survey, and Bureau of Reclamation.

**Sec. 4 Organization.** The Director of the NBS shall be under the supervision of the Assistant Secretary for Fish and Wildlife and Parks. The NBS shall consist of the following functional components:

- a. The Office of the Director, with a Deputy Director and an Executive Secretary to a Science Board and a Policy Board.
- b. The Office of External Affairs, with Divisions of Congressional Affairs, Public Affairs, and International Affairs, and a Controlled Correspondence Staff.
- c. The Office of the Assistant Director for Budget and Administration, with an Office of Equal Opportunity Programs; Divisions of Personnel Management, Management Assistance, Budget, Finance, and Procurement; and a Safety Staff.

- d. The Office of the Assistant Director for Research, with Divisions of Cooperative Research, Species Biology, Population Dynamics, and Ecosystems Research.
- e. The Office of the Assistant Director for Information and Technology Services, with Divisions of Information Management, and Information and Technology Transfer.
- f. The Office of the Assistant Director for Inventory and Monitoring, with Divisions of Ecosystem Inventory and Assessment; Population Inventory and Monitoring; and Inventory, Standards and Protocol Development.
- g. Western, Mid-Continent, Southern and Eastern Ecoregions, each to be directed by a Regional Director reporting to the Office of the Director.
- h. Cooperative Research Units reporting to the Division of Cooperative Research within the Office of the Assistant Director for Research.
- i. Research Centers reporting to a Regional Director.
- j. Other headquarters components and field units to be established by the Director.

**Sec. 5 Delegations.** The Director of the NBS is delegated, through the Assistant Secretary for Fish and Wildlife and Parks, the administrative and program management authority necessary to implement the mission of the NBS. This delegation is subject to the limitations contained in Part 200 of the Departmental Manual.

**Sec. 6 Administrative Provisions.** The Assistant Secretary - Policy, Management and Budget will take appropriate steps to transfer the personnel, funds and property necessary to implement this Order. The Director of the NBS will enter into any necessary agreements with other bureaus and offices of the Department of the Interior for the provision of any administrative support functions which the NBS will not provide within its own organization.

**Sec. 7 Effective Date.** This Order is effective upon establishment of budget authority for the National Biological Survey, either through enactment of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1994 or an appropriate Continuing Resolution, but not before October 1, 1993. This Order will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever comes first. In the absence of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on October 1, 1994.

  
Secretary of the Interior

Date: SEP 29 1993



# United States Department of the Interior

OFFICE OF THE SECRETARY

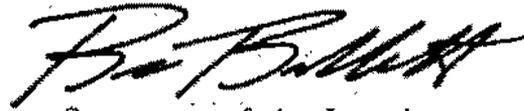
WASHINGTON, D.C. 20240

ORDER NO. 3173, Amendment 1

Subject: Establishment of the National Biological Survey

Section 7 of Secretary's Order No. 3173, dated September 29, 1993, is amended to read as follows:

Sec. 7 Effective Date. This Order is effective immediately. Its provisions shall remain in effect until they are converted to the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. In the absence of the foregoing actions, however, this Order will terminate and be considered obsolete on March 31, 1995.

  
Secretary of the Interior

Date: SEP 29 1994

**ARCHIVE:  
THIS DOCUMENT HAS EXPIRED  
OR BEEN SUPERSEDED**

# **United States Department of the Interior**

## **OFFICE OF THE SECRETARY**

Washington, D.C. 20240

ORDER NO. 3173, Amendment No. 1 *Amended material italicized*

SIGNATURE DATE: September 29, 1994

**Subject: Establishment of the National Biological Survey**

**Sec. 1 Purpose.** The purpose of this Order is to establish the National Biological Survey under the supervision of the Assistant Secretary for Fish and Wildlife and Parks. The mission of the National Biological Survey is to gather, analyze, and disseminate the biological information necessary for the sound stewardship of our Nation's natural resources and to foster understanding of biological systems and the benefits they provide to society. To accomplish this mission, the National Biological Survey will 1) perform research in support of biological resource management; 2) inventory, monitor, and report on the status and trends in the Nation's biotic resources; and 3) develop the ability and resources to transfer the information gained in research and monitoring to resource managers and to others concerned with the care, use, and conservation of the Nation's resources. This Order supersedes Order No. 3165, Organizational Preparations for the Creation of the National Biological Survey, issued on May 17, 1993.

**Sec. 2 Authority.** This Order is issued in accordance with the authority provided by Sections 2 and 5 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262; 5 U.S.C. App.).

**Sec. 3 Establishment and Transfer of Functions.** The National Biological Survey (NBS) is hereby established. Functions necessary to perform the mission of the NBS are transferred to the NBS from the U.S. Fish and Wildlife Service, National Park Service, Bureau of Land Management, Minerals Management Service, Office of Surface Mining Reclamation and Enforcement, U.S. Geological Survey, and Bureau of Reclamation.

**Sec. 4 Organization.** The Director of the NBS shall be under the supervision of the Assistant Secretary for Fish and Wildlife and Parks. The NBS shall consist of the following functional components:

- a. The Office of the Director, with a Deputy Director and an Executive Secretary to a Science Board and a Policy Board.
- b. The Office of External Affairs, with Divisions of Congressional Affairs, Public Affairs, and International Affairs, and a Controlled Correspondence Staff.
- c. The Office of the Assistant Director for Budget and Administration, with an Office of Equal Opportunity Programs; Divisions of Personnel Management, Management Assistance, Budget, Finance, and Procurement; and a Safety Staff.
- d. The Office of the Assistant Director for Research, with Divisions of Cooperative Research, Species Biology, Population Dynamics, and Ecosystems Research.
- e. The Office of the Assistant Director for Information and Technology Services, with Divisions of Information Management, and Information and Technology Transfer.

- f. The Office of the Assistant Director for Inventory and Monitoring, with Divisions of Ecosystem Inventory and Assessment; Population Inventory and Monitoring; and Inventory, Standards and Protocol Development.
- g. Western, Mid-Continent, Southern and Eastern Ecoregions, each to be directed by a Regional Director reporting to the Office of the Director.
- h. Cooperative Research Units reporting to the Division of Cooperative Research within the Office of the Assistant Director for Research.
- i. Research Centers reporting to a Regional Director.
- j. Other headquarters components and field units to be established by the Director.

**Sec. 5 Delegations.** The Director of the NBS is delegated, through the Assistant Secretary for Fish and Wildlife and Parks, the administrative and program management authority necessary to implement the mission of the NBS. This delegation is subject to the limitations contained in Part 200 of the Departmental Manual.

**Sec. 6 Administrative Provisions.** The Assistant Secretary - Policy, Management and Budget will take appropriate steps to transfer the personnel, funds and property necessary to implement this Order. The Director of the NBS will enter into any necessary agreements with other bureaus and offices of the Department of the Interior for the provision of any administrative support functions which the NBS will not provide within its own organization.

**Sec. 7 Effective Date.** This Order is effective *immediately. Its provisions shall remain in effect until they are converted to the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. In the absence of the foregoing actions, however, this Order will terminate and be considered obsolete on March 31, 1995.*

/s/ Bruce Babbitt

Secretary of the Interior

SO#3173A1 9/29/94

Replaces #3173 9/29/93

[Click here to download in Wordperfect format.](#)



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, D.C. 20240

ORDER NO. 3185

Subject: Mission and Activities of the National Biological Service

Sec. 1. Purpose. The purpose of this Order is to set forth the mission and activities of the National Biological Survey and to reflect accurately that mission by changing the name to National Biological Service. This Order supersedes Order No. 3173, Establishment of the National Biological Survey, issued on September 29, 1993, and amended on September 29, 1994.

Sec. 2. Authority. This Order is issued in accordance with the authority provided by Sections 2 and 5 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262; 5 U.S.C. App).

Sec. 3. Name Change. The name of the National Biological Survey is hereby changed to National Biological Service (NBS).

Sec. 4. Mission. NBS is an independent bureau devoted to providing quality biological science. The mission of the NBS is to work with others to provide the scientific understanding and technologies needed to support the sound management and conservation of our Nation's biological resources. The primary role of the NBS is to meet the biological research needs of other organizations within the Department of the Interior, other Federal agencies, States, local entities, Tribes, and private and nonprofit users.

Sec. 5. Organization. The current organization structure remains in effect.

Sec. 6. Relationship of the NBS to States and Other Organizations.

a. The NBS is primarily responsible for accomplishing biological research and collecting, analyzing and disseminating the biological information needed by the Interior Department and other Federal agencies to meet responsibilities related to the sound management of the Nation's resources, including specific responsibilities for trust species.

b. States have significant resource management responsibilities, including species other than those entrusted to the Federal government. Also, they hold much of the information necessary to understand important resource issues. NBS will work with States to understand the biological resource issues and share data, working with them to establish common protocols and standards for data collection, analysis, and dissemination.

c. The NBS will seek advice from relevant Federal agencies, States, nongovernment organizations concerned with natural resources, and professional and scientific associations in setting priorities for biological research.

Sec. 7. Private Property Access. NBS employees are required to obtain permission from the land owner, lessee, or other lawful occupant before undertaking any work on private land. No new surveys will be initiated on private land without the prior written permission of the land owner. There will be no charge for any data collected on private property that is provided to the land owner, lessee, or other lawful occupant upon his or her request.

Sec. 8. Volunteers. NBS uses only trained and qualified volunteers. No NBS volunteer may enter private property unless authorized by an NBS supervisor with the approval of the land owner, lessee or other lawful occupant. All information collected by NBS volunteers will be verified by the supervisor or another qualified NBS employee.

Sec. 9. Peer Review. Rigorous scientific peer review is critical to the mission of the NBS. NBS requires peer review for all scientific publications and research plans.

Sec. 10. Delegations. The Director of the NBS is delegated, through the Assistant Secretary for Fish and Wildlife and Parks, the administrative and program management authority necessary to implement the mission of the NBS. This delegation is subject to the limitations contained in Part 200 of the Department Manual.

Sec. 11. Effective Date. This Order is effective immediately and will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever comes first. In the absence of the foregoing action, the provisions of this Order will terminate and be considered obsolete on September 30, 1996.



Secretary of the Interior

Date JAN 5 1995

# United States Department of the Interior

## OFFICE OF THE SECRETARY

Washington, D.C. 20240

ORDER NO. 3202

SIGNATURE DATE: September 30, 1996

**Subject: Transfer of the National Biological Service to the U.S. Geological Survey as a new Biological Resources Division**

**Sec. 1 Purpose.** The purpose of this Order is to consolidate the scientific research functions of the Department of the Interior by transferring the National Biological Service (NBS) to the U.S. Geological Survey and renaming NBS as the Biological Resources Division.

**Sec. 2 Authority.** This Order is issued under the authority provided by Sections 2 and 5 of Reorganization Plan No. 3 of 1950 (64 Stat 1262; 5 U.S.C. App), as amended; and is consistent with Congressional direction contained in Public Law 104-134.

**Sec. 3 Transfer of Organization and Functions.** The National Biological Service is transferred to the U.S. Geological Survey (USGS) and renamed the Biological Resources Division (BRD). The mission of the BRD is to work with others to provide the scientific understanding and technologies needed to support the sound management and conservation of our Nation's biological resources. The BRD's primary role is to meet the biological science needs of other bureaus within the Department of the Interior, as well as those of the States, other Federal agencies, local governments, tribes and private and non-profit organizations.

**Sec. 4 Organization of the Biological Resources Division.**

a. **Headquarters Organization.** The BRD is headed by the Chief Biologist, who reports to the Director of the USGS. The following positions report to the Chief Biologist: Deputy Chief Biologist, Associate Chief Biologist, Assistant Chief for Information, Assistant Chief for Operations; and Chief, Cooperative Units.

b. **Field Structure.** The BRD is divided into three regions conforming with the regional structure of the USGS. Each region is headed by a regional chief biologist, reporting to the Chief Biologist. Research center directors report to the regional chief biologist of the region within which they are geographically located. The cooperative units report to the Chief of Cooperative Units through three field supervisors.

**Sec. 5 Delegations.** Subject to the limitations contained in Part 200 of the Departmental Manual, the Director, USGS, is delegated, through the Assistant Secretary - Water and Science, all programmatic and administrative authority necessary to carry out the mission and functions of BRD.

**Sec. 6 Administrative Provisions.** The Assistant Secretary - Water and Science, working with the Assistant Secretary - Policy, Management and Budget as necessary, will ensure that appropriate steps are taken to transfer the personnel, records and property necessary to implement this Order. Unless otherwise modified, all agreements, contracts, and other documents committed to by the National Biological Service remain in effect and will be honored by the USGS/BRD.

**Sec. 7 Effective Date.** This Order is effective October 1, 1996, and will remain in effect until its provisions are converted to the Departmental Manual or until it is amended, superseded or revoked, whichever comes first. In the absence of the foregoing actions, the provisions of this Order will terminate and be considered obsolete on October 1, 1997.

/s/ Bruce Babbitt

Secretary of the Interior

SO#3202 9/30/96

Replaces SO#3185 1/5/95

[Click here to download in Wordperfect format](#)