EXAMPLE OF MEMORANDUM TO DOI ENTITIES ON THE AVAILABILITY OF DRAFT/FINAL EIS

United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

Memorandum

To: Director, Bureau of Land Management
Director, National Park Service
Commissioner, Bureau of Reclamation
[list other affected bureaus, as appropriate]

From: Director [or Regional Director, as appropriate]

Subject: Draft/Final Environmental Impact Statement for [name project]

Attached is/are [insert number] copies of the subject draft/final environmental impact statement for your review [delete the word "review" for a final EIS] and information.*

If you have any comments or questions regarding the proposal, please contact [list name, address, and telephone number].

Attachments

cc: FWS Office of Congressional and Legislative Affairs
FWS Office of Public Affairs
other affected/interested FWS offices

* The number of copies submitted to the bureaus will be in accordance with DOI ESM98-3.