From: Herrmann, Betsy
To: Jay Martini
Subject: Re: 2nd quarter reporting period - assignment from HQ - due Fri April 3
Date: Tuesday, March 31, 2015 4:01:25 PM

Sorry about the BIG FONT.

Betsy Herrmann

U.S. Fish and Wildlife Service
Utah Ecological Services Field Office
2369 W. Orton Circle, Suite 50
West Valley City, UT 84119
801-975-3330 x139
betsy_herrmann@fws.gov

On Tue, Mar 31, 2015 at 4:00 PM, Herrmann, Betsy <betsy_herrmann@fws.gov> wrote:

> Hey Jay - Do you know what this is? 06E23000-2015-I-0134 Gunnison Sage-Grouse Habitat on BLM Public Land
>
> It's not a consultation -- and it's old, from last July 2014! Weird it is just entered yesterday. ?? I'm just doing TAILS checks for this 4/3 data pull and it was flagged it b/c it's missing info. It should be a CPA if anything although I don't believe we ever even responded to it -- I don't remember it at all (but that doesn't necessarily mean much!).
>
> Regardless, it's not a sec 7 so we'll need to delete it from there. And if we don't have anything in CPA for the Gunnison sage-grouse LUPA we definitely should, so please create one if it's not there. And any calls/ document reviews should be in there as events.
>
> Thanks!
> Betsy
>
> Betsy Herrmann
>
> U.S. Fish and Wildlife Service
> Utah Ecological Services Field Office
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> West Valley City, UT 84119
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betsy_herrmann@fws.gov

From: Herrmann, Betsy [mailto:betsy_herrmann@fws.gov]
Sent: Thursday, March 26, 2015 2:00 PM
To: FW6 ES Salt Lake City
Subject: Fwd: 2nd quarter reporting period - assignment from HQ - due Fri April 3

To restate - By Fri, April 3rd make sure that all your consultations are entered and are not missing required info (or they won't be counted). Attached is a spreadsheet with our active section 7 activities. In particular, make sure they are closed out with a Conclusion Date if they have in fact been completed. Let me know if you have any Qs.

Thanks!

Betsy Herrmann

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---------- Forwarded message ----------

From: **Doug Laye** <doug_laye@fws.gov>
Date: Wed, Mar 25, 2015 at 10:48 AM
Subject: 2nd quarter reporting period - assignment from HQ
To: FW6 ESA Practitioner <fw6_esa_practitioner@fws.gov>

It's heeeeerrrrrrre!.....again.

It's that time again, please ensure that all completed consultation are in TAILS and all required fields for their records are appropriately filled out. Data to satisfy Q2 reporting will be drawn directly from TAILS, so all the field has to do (for **consultation** portion of reporting) is ensure that consultations are entered and are not missing required info.

Records missing data from required fields will not be tallied for your field office or the region.

Thanks,

doug

From: Howze, Kim [mailto:kim_howze@fws.gov]
Subject: Guidance and Timeline for Reporting Q2 2015 Agency Priority Goal Accomplishments

All,

The Department has requested that the Service provide Q2 FY 2015 performance information for three of the Agency Performance Goals (APGs) (Climate, Energy & Youth). The Service will begin collecting Q2 year-to-date APG performance information (Energy, Youth and Climate Change) for Q2 FY 2015 beginning April 6, 2015 and ending on April 22, 2015. Due to its unique nature, the information for the 2015-15 Climate Adaptation goal is being collected on a separate worksheet (headquarters-only) outside of the Service's Performance Tracking and Reporting tool (PTrac) and is reported by four programs (Science Applications, Business Management and Operations, Wildlife and Sport Fish Restoration, and Refuges). The headquarters programs will receive separate guidance on Climate Adaptation.

This email serves to provide you with advance, detailed guidance on the reporting process and includes the following attachments:

(1) Copy of the Director's memorandum (DTS #059698)

(2) Timeframe and assignments for entering and reviewing data in PTrac

(3) Revised Business Rules for Reporting FY 2015 Quarterly Performance Actuals in PTrac (the Performance Tracking module) for Priority Goals (APGs)

Please ensure that your staff follows the timeframe and assignments (attached) for entering, reviewing, and approving Q2 FY 2015 APG performance data in PTrac as shown in the attachment.

The Division of Policy, Performance and Management Programs (PPM) will be available to assist you and answer any questions. Please contact me. Kimberly Howze (703-358-2588) if you have any questions.

Attachments

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Kimberly M. Howze, PMP Program Analyst Division of Policy, Performance, and Management Programs

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