

Required Accompanying Documents to Obtain Headquarters Clearance for Notices for Permits Under Sections 10(a)(1)(A) or 10(a)(1)(B) of the Endangered Species Act

Requirements for clearance in U.S. Fish and Wildlife Service Headquarters and the Department of the Interior (DOI) vary by the permit type. See the table below.

Type of permit notice	Highest required clearance level in HQ	Information memorandum required?	List of high-level reviewers required?	SOL surname required?
Permits for scientific purposes, that are noncontroversial and are eligible for categorical exclusion (“cat-ex”) under the National Environmental Policy Act (NEPA), such as: <ul style="list-style-type: none"> • Scientific research and surveys (“recovery permits”) • Take or interstate commerce for scientific purposes • Enhancement of propagation or survival 	PDM	no	no	no
Habitat conservation plan (HCP)/ incidental take permit (ITP), low-effect and eligible for a cat-ex under NEPA	PDM	no	no	no
HCP/ITP, Finding of no significant impact (FONSI)/environmental assessment (EA)	DOI	yes	yes	yes

Safe Harbor Agreement (SHA), Enhancement of survival (EOS) permit, low-effect, cat-ex under NEPA	DOI	yes	yes	yes
SHA, EOS permit, FONSI/EA	DOI	yes	yes	yes
Candidate Conservation Agreement with Assurances (CCAA), EOS permit, low-effect, cat-ex under NEPA	DOI	yes	yes	yes
CCAA, EOS permit, FONSI/EA	DOI	yes	yes	yes

Information Memorandum:

- Briefly summarize the issue covered by the notice.
- Say whether the Service expects public controversy when the notice publishes.
- Briefly mention if clearance of the notice is time sensitive, and, if so, say why.
- Keep the Information Memorandum to about one page.
- Do not raise issues for decision in an Information Memorandum (you would need to use a different memo for that).

A template for an Information Memorandum for a notice—and completed examples—can be found in the FWS Manual chapters for the Federal Register (Part 202).

Cover Sheet Listing High-Level Reviewers in the Region/Field:

- List the name, title, office of each high-level Regional (and/or field) reviewer who reviewed the document(s) announced by your notice (i.e., not the notice itself).
- Note that no surnames or signatures are required on this list, and it is important to list the reviewers’ titles.
- If applicable, include all Federal agency reviewers (not just the Service or Department).

A template for a List of High-Level Reviewers—and completed examples—can be found in the FWS Manual chapters for the Federal Register (Part 202).

Solicitor Surname:

- **The solicitor surname is for the notice itself.** (Sometimes people mistakenly send a solicitor surname for the document(s) announced by the notice.)
- There is no fixed format for the solicitor surname. The solicitor may surname at the top right of page 1 of the notice, or may write an email or memo stating that he or she surnames the notice.