

**Information Memorandum for the Secretary,
Fish and Wildlife Service Manual, U.S. Fish and Wildlife Service**

Instructions:

The Information Memorandum briefly summarizes the issue covered by the notice and notes whether the Service expects public controversy when the notice publishes. Information Memoranda should not raise issues for decision and can be no longer than one page. A template and completed examples of this sheet follow.

TEMPLATE:

(INFORMATION MEMO Format—Delete all orange text before submitting.)

(DATE)

INFORMATION MEMORANDUM FOR THE SECRETARY [OR DIRECTOR]

FROM:

TELEPHONE #:

SUBJECT:

I. SUMMARY

(Three (3) sentences or fewer.)

II. DISCUSSION

(Please be concise.)

III. CONFLICT ASSESSMENT

1. Are there likely to be objections to planned action(s)?
(Answer briefly about potential conflicts, public controversy.)
2. If so, from whom?
(Answer briefly.)
3. On what basis?
(Answer briefly.)

PREPARED BY: _____ DATE: _____

EXAMPLE OF COMPLETED MEMORANDUM (Note: Information Memoranda should not raise issues for decision, and can be no longer than one page. Consider the use of attachments if necessary. Delete all orange text from final before submitting this form.)

(September 9, 2009)

INFORMATION MEMORANDUM FOR THE SECRETARY

FROM: [INSERT NAME, OFFICE]

TELEPHONE: (xxx) xxx-xxxx

SUBJECT: Proposed Incidental Take Permit for [SPECIES]; X County, ST

I. SUMMARY

X County, [State] (applicant), has applied to the U.S. Fish and Wildlife Service for an incidental take permit (TE-123456-0) under section 10(a)(1)(B) of the Endangered Species Act (Act) of 1973. The proposed permit would be in effect for a period of xx years, and would authorize incidental take of the [SPECIES] (*scientific name*) and [SPECIES] (*scientific name*), collectively the "Covered Species." The proposed take would occur in [County/City], [State], as a result of activities including public or private land development, public infrastructure projects, or utility installation and maintenance. We plan to hold one public hearing during the 90-day public comment period, date to be set after we get Departmental clearance of the notice.

II. DISCUSSION

X County has developed a RHCP, which describes conservation measures they have agreed to undertake to minimize and mitigate incidental take of the covered species to the maximum extent practicable, and anticipates that incidental take will not appreciably reduce the likelihood of the survival and recovery of these species in the wild.

The purposes of the X County RHCP are to: (1) Facilitate the conservation of the Covered Species while preserving open space; (2) help conserve and obtain information about other listed species that may benefit from the RHCP, thereby assisting the Service in the conservation of these species; and (3) provide the affected landowners a more efficient process for complying with the ESA compared to individual permitting and consultation processes with the Service.

The RHCP will benefit the County and its citizens because it will provide a substantially less cumbersome and expensive process for ESA compliance for public and private entities that intend to carry out development projects.

III. CONFLICT ASSESSMENT

A. Are there likely to be objections to planned action(s)?

No

B. If so, from whom?

N/A

C. On what basis?

N/A

PREPARED BY: _[INSERT NAME]_____