

From: [Shoemaker, Justin](#)
To: [Snyder, Caitlin](#)
Subject: Re: Peer review process for wolverine
Date: Tuesday, January 24, 2017 12:04:38 PM
Attachments: [Wolverine Detailed Timeline 01122017.docx](#)

Thanks Caitlin. Maybe we should get this ball rolling. I think we'll need to stay tight to our schedule (attached) and make sure that reviewers understand the time they have well in advance of sending them the report. We won't be ready for peer review until end of April.

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On Tue, Jan 24, 2017 at 11:12 AM, Snyder, Caitlin <caitlin_snyder@fws.gov> wrote:

Hi Justin,

How are you? Have we started working on the IDIQ peer review process for wolverine?

I ask because I was just talking to Steve Gess (Contracting Officer) about the IDIQ process for another species. The current contract expires at the end of April. In order to be on this contract, we will need to initiate our contract action before the contract expires. That is, our statement of work, purchase requisition, and draft science document for review will need to be provided to contracting so that they can issue a request for proposal. As long as this request is sent out before the contract expires, we should be good and able to be on the existing contract. (FYI -- It takes about 3 weeks after a request for proposal is issued before we get a cost estimate back from the contractor.)

Given our current schedule in the project plan, we should be okay, but it's something to be aware of as we continue to work on the SSA. If we fall behind on our schedule, we'll need to keep in mind that it could affect our ability to get the peer review done in a timely manner.

Let me know if you have any questions. Also, I got a better sense from Steve what we need to do for the IDIQ process, so he's a good resource if you have specific questions.

Thanks,
Caitlin

Caitlin Snyder
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Wolverine Listing Determination Timeline

Task	Responsible Parties	Dates	Length of time
<i>Species Status Assessment (SSA) Phase</i>			
FR notice opening comment period on 2013 proposed listing rule	MTFO	Oct 18 2016	done
DIP letters sent out to States and partners	MTFO	Oct	done
Public comment period, input from States, partners, etc.		Oct 18-Nov 17	30 days
Conduct science analysis (SSA)	SSA core team	By March 15 2017	9 weeks (from now)
Draft SSA report	Betty Grizzle (FO Lead Bio)	By April 7	12 weeks (from now)
SSA core team meeting in Denver	Core team, R6 management and decision support staff	Early Feb (TBD)	2 days
SSA report check-in	SSA core team, management	Early-mid March (TBD)	half day
Peer review planning and contracting	Justin Shoemaker (ULT lead), Caitlin Snyder (ULT assist)	Feb - March	2 months to get contracted peer reviewers in place
SSA report core team review	SSA core team	April 7-14	1 week
Edit SSA report based on core team review	Betty Grizzle	April 14-April 21	1 week
SSA report to peer reviewers and partners*	Justin Shoemaker, Jodi Bush (MTFO Project Leader)	April 21-May 12	3 weeks
Edit and finalize SSA report	Betty Grizzle	May 12-June 2	3 weeks
<i>Listing Decision Analysis Phase</i>			
SSA report to decision team	Justin Shoemaker, Jodi Bush	June 2	7 business days prior to decision meeting
Decision meeting	RDs or delegates, ARDs, other management, SSA core team	June 12-June 13	2 days
Draft decision summary for the record or certify decision meeting notes	R6 RD or delegate	June 14-June 16	3 days
<i>Process for final withdrawal of proposed listing (if decision is to not list) - or revised proposed listing rule (if decision is to list)</i>			
Draft final withdrawal (not-warranted) FR notice or revised proposed listing rule	Justin Shoemaker	June 14-July 12	1 month
Core team reviews FR notice, make revisions	SSA core team, Justin Shoemaker	July 12-July 26	2 weeks
Regional Office Surnames and concurrence	Marjorie Nelson, Mike Thabault, Matt	July 26-Aug 9	2 weeks

*Includes States, Tribes, Federal Agencies

	Hogan, Noreen Walsh, and concurring regional RDs/ARDs or delegates		
SOL surname	DOI SOL	July 26-Aug 9	2 weeks
PPM and HQ ES surname	PPM, HQ ES	July 26-Aug 9	2 weeks
Revise based on RO/SOL/PPM comments	Justin Shoemaker	Aug 9-Aug 25	12 business days
Asst. Director for ES Surname	Asst. Director for ES	Aug 28-Aug 31	4 business days
FWS Director Surname	Director of FWS	Sept 1-Sept 7	5 business days
Fish, Wildlife, and Parks Surname	FWP	Sept 7-Sept 20	10 business days
Executive Secretary Surname	Executive Secretary's Office	Sept 21-Sept 25	3 business days
Deliver to FR	HQ	Sept 25	
Publication of rule	Federal Register	Oct 2	
Public comment period on revised proposed listing (only if decision is to list)		Oct 2-Oct 31	30 days
<i>Process for proposed critical habitat (if decision is to list <u>and</u> if prudent and determinable)</i>			
Begin developing potential critical habitat (CH)	SSA core team	April 21-May 12 (while SSA report is out for review)	3 weeks
Initiate contract process for economic analysis	Caitlin Snyder	April 21-May 12	3 weeks
Discuss potential CH at decision meeting	RDs or delegates, ARDs, other management, SSA core team	May 29-30	2 days
Develop CH maps	Betty Grizzle, Ed Turner or R6 ES Decision Support	May 31-June 14	2 weeks
Write incremental effects memo (IEM)	Betty Grizzle and Justin Shoemaker	June 14-June 28	2 weeks
Core team and Federal Agencies review IEM	SSA Core team, Fed affected agencies	June 28-July 19	3 weeks
Economic consultants develop economic analysis	Consultants	July 19-Sept 6	6 weeks
NEPA	Betty Grizzle	July 19-Sept 6	5 weeks
CH decision meeting	RDs or delegates, ARDs, other management, SSA core team	Sept (TBD)	1 day
<i>Process for final listing and proposed CH Federal Register documents</i>			
Draft final listing FR doc (if necessary 10(j), 4(d)), and proposed CH	Justin Shoemaker and Betty Grizzle	by Nov 29	nearly 2 months from proposed listing publication
Comment and response strategy meeting – develop plan to review	SSA core team, management	Mid Oct (TBD)	half day

*Includes States, Tribes, Federal Agencies

and address comments received			
Review and address public comments on proposed listing	SSA core team, support staffing as needed from R6 RO	Oct 31-Nov 29	4 weeks
Meeting with decision team to discuss public comment and any new info, revisit decision	Marjorie Nelson, Mike Thabault, Matt Hogan, Noreen Walsh, and concurring regional RDs/ARDs or delegates	Mid Nov (TBD)	half day
SSA core team reviews FR notices, make revisions	SSA core team	Nov 29-Dec 6	1 week
Regional Office Surnames and concurrence	Marjorie Nelson, Mike Thabault, Matt Hogan, Noreen Walsh, and concurring regional RDs/ARDs or delegates	Dec 6-Dec 20	2 weeks
SOL surname	DOI SOL	Dec 6-Dec 20	2 weeks
PPM and HQ ES surname	PPM, HQ ES	Dec 6-Dec 20	2 weeks
Revise based on RO/SOL/PPM comments	Justin Shoemaker and Betty Grizzle	Dec 20-Jan 3 2018	2 weeks
Asst. Director for ES Surname	Asst. Director for ES	Jan 3-Jan 8	4 business days
FWS Director Surname	Director of FWS	Jan 8-Jan 15	5 business days
Fish, Wildlife, and Parks Surname	FWP	Jan 15-Jan 26	10 business days
Executive Secretary Surname	Executive Secretary's Office	Jan 29-Jan 31	3 business days
Deliver to FR	HQ	Jan 31	
Publication of rules	Federal Register	Feb 2	
Public comment period on proposed CH (and if necessary, proposed 10(j), 4(d))		Feb 2-April 2	60 days
<i>Process for final CH Federal Register document – Schedule to be developed later as necessary</i>			

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