



United States Department of the Interior



FISH AND WILDLIFE SERVICE

MAY 16 2018

In Reply Refer To:
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Memorandum

To: Assistant Regional Director, Regions 1 – 8

From: Assistant Director – Ecological Services 

Subject: Final Recovery Outline Guidance and Template

This memorandum provides the final Recovery Outline Guidance and Template for your use. We appreciate your comments and have incorporated as appropriate. This guidance is posted in the *Recovery Workload, Summary, and Tools* google drive (<https://drive.google.com/drive/folders/1tvhTc7FE489Oh8vuKQB-vQSSRqjyOUFx>). We will also post current examples of recovery outlines or sections of the outlines in the folder to aid in preparation.

As stated in the Secretarial Priorities for the U.S. Fish and Wildlife Service (Service) and reiterated in the January 29, 2018, memo from the Principal Deputy Director, all newly listed species must have a Recovery Outline posted on the Environmental Conservation Online System (ECOS) website within 30 days of publication of the final listing rule. Regional Offices are responsible for posting the Recovery Outline. The Assistant Regional Director must provide email verification of the posting to the Assistant Director (and cc Lisa Ellis) at least 2 days prior to the 30-day deadline. If the deadline will be missed, the Assistant Regional Director is required to notify the Assistant Director (and cc Lisa Ellis) at least 7 days in advance of the 30-day deadline with an email that outlines why the deadline cannot be met. The FY18 Allocation memo will address this goal, along with other goals, and will expand upon tracking this goal.

If you have any questions, please contact Lisa Ellis, Chief, Branch of Recovery, Conservation Planning, and Communication at (703) 358-2307 or lisa_ellis@fws.gov.

Attachments