# Fish Passage Plan (FPP) Change Request Form

**Change Form # & Title**: 17OVE002 – MOC Responsibilities

**Date Submitted**: March 2, 2017

**Project**: All

**Requester Name, Agency**: Erin Kovalchuk, USACE NWP

**Final Action:** **APPROVED March 9, 2017**

**FPP SECTION**:

Overview. Section 3.3.3. FPOM Coordination - MOC

**JUSTIFICATION**:

The project biologist or person proposing the activity needs to compile the relevant information into an MOC and then forward on to the District Biologist. The District Biologist will create the name, review the document and route to FPOM members.

**PROPOSED CHANGES**:  (edits to existing FPP text shown in “track changes”)

**3.3.3. Memorandum of Coordination (MOC)**

**3.3.3.1.** For O&M activities within the District’s Operations Division, project personnel will compile relevant information into a *Memorandum of Coordination* (MOC) that includes a summary of the activity, location, date, time, analyses of potential impacts to ESA-listed species, and potential alternative actions (see MOC template at the end of this Chapter) and forward to the District Biologist (or other appropriate personnel) for routing to FPOM. The District biologist will submit the MOC to FPOM at the next monthly meeting and/or via email, and if necessary, follow up with appropriate FPOM members via phone or email.

**COMMENTS**:

**RECORD OF FINAL ACTION**: APPROVED at FPOM 3/9/17