



## Department of Energy

Bonneville Power Administration  
P.O. Box 3621  
Portland, Oregon 97208-3621

ENVIRONMENT, FISH AND WILDLIFE

May 5, 2004

In reply refer to: KEWB-4

Re: Review of Proposed Draft Changes to Management Manual

Dear Fish and Wildlife Contractor:

We are proposing changes to our current Fish and Wildlife Contract Management Manual. Improvements include clarification of invoicing process as well as amended wording throughout the document. We've also included the most updated Invoice Checklist and several additional Acronyms in Appendix A.

Please review these changes that are still in draft form. Changes will appear as red bolded text (for additions) and highlighted crossed out text (for deletions). If you have comments or ideas for improvement, please send them to [manualcomments@bpa.gov](mailto:manualcomments@bpa.gov) no later than May 21, 2004. BPA management will evaluate all proposed changes for inclusion into the next version of the Fish and Wildlife Contract Management Manual. As with the previous manual, the revised contract manual will also be available at the web page: "[Information for F&W Contractors.](http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi)" Located at [http://www.efw.bpa.gov/cgi-bin/FW/Info\\_For\\_Fish\\_Wildlife\\_Contractors.cgi](http://www.efw.bpa.gov/cgi-bin/FW/Info_For_Fish_Wildlife_Contractors.cgi).

We look forward to your continued participation in reviewing and implementing the Manual; it continues to be an important tool for improving the timeliness and consistency of our contracting process.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott R. Hampton", is written over a horizontal line.

Scott R. Hampton, Manager  
EF&W Business Operations Support