



January 28, 2004

MEMORANDUM FOR: Regional Administrators  
Science Center Directors  
Office Directors

FROM: John H. Dunnigan

SUBJECT: New Procedures for Processing Exempted Fishing Permit Federal Register Notices

In Bill Hogarth's memorandum dated October 28, 2003, regarding Exempted Fishing Permits (EFP), Scientific Research Permits, and Letters of Acknowledgment, he set a date of January 1, 2004, for publishing EFP Federal Register (FR) notices in the same fashion as meeting notices.

Effective immediately, your EFP notices sent to my office for publication in the FR will be processed directly by the Regulatory Services Division (F/SF5) and will no longer be reviewed by the Domestic Fisheries Division or GCF. This means that Regional Offices will be solely responsible for the content of these documents. Please ensure that your EFP notices are error free, since no further substantive changes will be made once F/SF5 receives them. To further streamline this process, I am delegating signature authority for these notices to the Chief, F/SF5.

The new procedures for having your EFP notices published in the FR are as follows:

- Step 1. Format, edit, and proofread your document according to the FR standards specified in the FR Preparation Manual located on the F/SF5 Intranet site at: [http://home.nmfs.noaa.gov/sf/sf5/regs\\_unit.htm](http://home.nmfs.noaa.gov/sf/sf5/regs_unit.htm) Please ensure that your document is error free, since no further substantive changes will be made once F/SF5 receives them.
- Step 2. Notify F/SF5 in an e-mail communication to [nmfs.regs@noaa.gov](mailto:nmfs.regs@noaa.gov) that the document has been approved to publish in the FR by an authorized signer (state the signer's name, title, office, and the date of approval) and attach the final document to this message.
- Step 3. F/SF5 will sign, encode, and send your document to the Office of the Federal Register for publication in the FR, and will notify you via e-mail with a file time and publication date.

If you have any questions, please contact Tracey Thompson at (301) 713-2337, ext. 176.