

April 25, 2003

Memorandum

To: Regulatory Contacts

From: Fay S. Iudicello, Director  
Office of Executive Secretariat and Regulatory Affairs

Subject: Review of Notices

This memorandum replaces my June 19, 2002 memorandum on the same subject. In order to address some confusion surrounding clearance procedures and to assist this office in meeting committee management responsibilities, we find it necessary to require clearance from this office once again of calls for nominations. Effective immediately, publication in the Federal Register of notices in the categories listed below should be handled in accordance with instructions from the appropriate Assistant Secretary's office. Each Assistant Secretary will have oversight responsibility for these notices and should have mechanisms in place to ensure that these notices are coordinated with other DOI bureaus affected by these notices.

- notices of meetings
- notices of historic preservation nominations
- information collection notices
- notices of threatened and endangered species permit applications/issuances
- notices of marine mammal permit applications/issuances
- notices of surveys/plat designations
- advisory committee meeting notices

All proposed and final rules and other policy-making documents intended for Federal Register publication will require clearance from this office. A copy of the Solicitor's Office surname must accompany these documents.

Attachment 1