

MEMORANDUM FOR: Neil A. Jacobs, Ph.D.
Assistant Secretary of Commerce for
Environmental Observation and Prediction
Performing the Duties of
Under Secretary of Commerce
for Oceans and Atmosphere

THROUGH: [Insert name]
[Insert title]

FROM: [Name of Assistant Administrator (AA) or Staff Office Director]
[Title of AA or Staff Office Director]

SUBJECT: NOAA's Leadership of the Committee on the Marine
Transportation System

Name(s) of Person(s) Requesting Action/Correspondent:

- e.g., Scott Rayder requested this memo be sent from the Under Secretary to Jack Dunnigan and RADM De Bow.

Subject/Issues Raised by Person(s) Requesting Action(s)/Correspondent:

- N/A

Major Points in the Response:

- e.g., Identifies Jack Dunnigan as the primary designee to the Committee on the Marine Transportation System (CMTS).
- e.g., Identifies RADM De Bow as the secondary substitute to the CMTS.

Potential Controversy:

- None

Other Pertinent Information:

- N/A

Clearances and Coordination:

- NOAA Line/Staff Office Coordination: (list all that apply or "none")
 - List name of clearance official and specific office (e.g., NMFS Alaska Regional Office and clearance date (in parentheses))
- Office of General Counsel Review:
 - List which section of NOAA GC reviewed (e.g., GC Fisheries). Include name of attorney who reviewed, if known, and date of review (in parentheses)
 - List whether DOC GC reviewed and date of review (in parentheses)
- Other Agency Coordination:
 - e.g., Department of the Interior (include name of specific office)

Contact Person:

- e.g., Mike Snyder, Senior Advisor, (202) 482-0809

Attachments

- None