



NOAA
FISHERIES

Requests from Headquarters Staff PD 30-117

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Policy Objective

- PD 30-117 establishes and clarifies procedures and requirements for headquarters staff for coordinating requests to the field for data and other information more efficiently (and with fewer burdens).
- This Policy was developed in 2004 to respond to complaints from field staff that they were receiving multiple, overlapping, and sometimes conflicting data requests from headquarters staff.

Contents of the Policy of Tasking Requests

- Policy Directive 30-117 requires staff to address all data requests to the field (for budget data and any other data) to the Director and/or Deputy Director of the FMC. Staff must **not** send requests **directly** to field staff.
- This policy should be communicated to all staff so they can appropriately address any requests for information only to the Director and/or Deputy Director of the FMC.
- The appropriate field staff may be copied on the requesting email but the request must not be sent directly to them.

Discussion

Current status and impact of PD 30-117 on NMFS headquarters and field staff:

This Policy is but one element of several procedures adopted since 2004 directed at more effective Field-HQ communications on programmatic and administrative assignments/tasks. Many FMCs, for example, have adopted internal procedures to handle incoming assignments. Assessing the utility/impact of this PD is the primary purposes of this presentation.

Thus, based on your Region and/or Center experience, should this policy be rescinded, revised and/or expanded? Are requests currently addressed effectively and according to this policy, or is there a change needed?

Questions?