

***NATIONAL MARINE FISHERIES SERVICE POLICY DIRECTIVE 30-118
SEPTEMBER 30, 2004***

Administration and Operations

REQUESTS FOR INFORMATION FROM GAO AND OIG

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SUMMARY OF REVISIONS:



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
Silver Spring, MD 20910

SEP 30 2004

MEMORANDUM FOR: Regional Administrators
Science Center Directors
Office Directors

FROM: 
John Oliver
Deputy Assistant Administrator
for Operations

SUBJECT: Requests for Information from GAO (General Accountability Office)
and OIG (Office of Inspector General)

This memorandum supersedes all previous memoranda regarding the subject requests.

There may be occasions when you are contacted directly by GAO or the OIG for information on NMFS' programs, budget, facilities, etc, that is not in followup to a headquarters entrance or exit conference. This memorandum requests your cooperation in keeping Bill, Rebecca, and me apprised of those contacts and provides a simple format for conveying pertinent information to the Management and Administration Division (F/MB2) in the Office of Management and Budget. This division is the designated point of coordination here in Headquarters for GAO and OIG matters. In turn, we will do our best to alert you when a topic raised with us in Headquarters may have an impact in your area.

Information or data requests from the OIG or GAO are usually made in writing. If it is not, then ask that it be put in writing to either you with a copy to the AA/DAA or to us directly. As a general rule, we will want to provide the response from the AA/DAA.

The primary need is to be informed as soon as possible as to the nature of the contact, the type of data requested, and to know of any concerns you may have. Attached is a form you may use either in the body of an e-mail message or as an attachment. Send the information to the Chief, Management and Administration, Brian Pawlak but, of course, advise Bill, Rebecca, or me if it's of an urgent nature. Thanks for your cooperation.

Attachment

cc: Deputy Regional Administrators
Deputy Science Center Directors
Deputy Office Directors



REPORT OF GAO/OIG CONTACT

DATE CONTACTED: _____

METHOD OF CONTACT: _____

(Telephone, Letter, In-Person)

CONTACTED BY: _____

(Name and Organization)

CONTACT'S OFFICE LOCATION: _____

ADDRESS: _____

TELEPHONE NO.: _____

PURPOSE OF CONTACT (including information/data requested):

CONCERNS, QUESTIONS:

FOLLOW-UP REQUESTED/EXPECTED:

Reported by: _____

NOTIFY BY E-MAIL. FORM MAY BE SENT BY FAX TO: BRIAN PAWLAK/301-713-2258.