

## Procedures for Rescinding NMFS PDS Directives

The following instructions should be followed for rescissions:

1. The Office of Primary Responsibility (OPR) sends the directive (policy or procedure), along with the memorandum to rescind (see below), to the Leadership Council and the Office of General Counsel. Directors have 10 working days to reply with any objections, with a copy to all other offices.
2. After this coordination with counterparts, the OPR sends F/OP the final memorandum signed by the OPR Director.
3. F/OP deletes the directive from the PDS and archives the file.
4. The original signed rescission memorandum and coordination documentation is filed in F/OP. Only the approving authority for the directive can rescind the directive, except in an emergency situation. In an emergency situation, the OPR may immediately rescind a directive and then notify NMFS Leadership Council, GCF, and F/OP of the rescission. F/OP distributes an e-mail notification of rescission to all PDS users and removes the directive from the PDS Web site. When a directive is rescinded, the number assigned to the directive is retired and the directive is saved in an electronic archive. The archive allows the F/OP to document rescinded directives, and to retrieve, update, and reinstate them if necessary.

### *SAMPLE Rescission Memorandum*

MEMORANDUM FOR: NMFS Leadership Council  
Office of General Counsel

FROM: Sam D. Rauch III *or* Office Director  
*(Use appropriate letterhead)*

SUBJECT: Rescission of (PDS Policy *or* Procedural Directive Number),  
(Directive Title)

The following document is rescinded from the PDS, effective 10 working days from the date of this memorandum.

PDS Title:  
PDS Number:  
Effective Date:  
Signature Date:  
Certified By:  
Approving Authority:

Summary: (Provide brief explanation for this action)