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”)
  o List name of clearance official and specific office (e.g., NMFS Alaska Regional Office and clearance date (in parentheses))
 Office of General Counsel Review:
  o 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)
  o List whether DOC GC reviewed and date of review (in parentheses)
 Other Agency Coordination:
  o e.g., Department of the Interior (include name of specific office)

Contact Person:
 e.g., Mike Snyder, Senior Advisor, (202) 482-0809