MEMORANDUM FOR:        Jay S. Johnson  
                      Deputy General Counsel  
                      National Oceanic and  
                        Atmospheric Administration

FROM:                Susan G. Esserman  
                      Acting General Counsel

SUBJECT: Review of NOAA Agreements

As we start out the new year, I would like to ensure that we continue to follow our longstanding practice that the Office of the Assistant General Counsel for Administration (OAGC/Admin) clear agreements and MOUs before they are signed. To ensure timely consideration, it is important to include OAGC/Admin in the agreement negotiation and formulation process as early as possible -- before the parties have essentially set their positions in stone. You may contact Barbara Fredericks or Brian DiGiacomo at any time to discuss any problems you may have with getting a timely review.

I appreciate the importance of these agreements and the need for timely and effective guidance. It is essential that all involved work in a timely and cooperative way to promote NOAA's and the Department's missions.

Thank you for your cooperation.

cc:      James W. Brennan  
        Craig R. O'Connor  
        John A. Milholland  
        Margaret F. Hayes  
        Michele Kuruc  
        Karen Davidson  
        Margo Jackson  
        Glenn E. Tallia  
        Doris M. Kohler