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**GENERAL COUNSEL OF THE
UNITED STATES DEPARTMENT OF COMMERCE**
Washington, D.C. 20230

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

FROM: Susan G. Esserman *SJE*
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
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Margo Jackson
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