



**UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration**

National Marine Fisheries Service

P.O. Box 21668

Juneau, Alaska 99802-1668

July 14, 2009

Notice Regarding RAM Permit and Transfer Application Processing:

Due to a substantial recent increase in incomplete transfer and other permit-related applications, the Restricted Access Management Program (RAM) is implementing policy changes. Effective immediately:

- (1) RAM will notify the person who submitted an application of any deficiencies, and hold an unprocessed application for 30 days. At the end of the 30 day period, applications will be considered abandoned and returned to the submitter;
- (2) RAM will only process applications bearing applicant signatures (for transfers, of both transferor and transferee) that are less than six months old from the date of receipt by RAM. Applications that are abandoned or returned for other reasons may be (re)submitted when complete, accurate, and timely signed; and
- (3) RAM will no longer require a copy of a gift transfer agreement, as long as the signed application clearly indicates the transfer constitutes a gift and all other required information is provided. Requirements for non-gift transfers remain unchanged.

The number of incomplete submittals, and complexity and interdependence of transfers have increased sufficiently to warrant these changes. To ensure the fastest possible service:

- ❖ **Coordinate** your transactions. If a submitted transfer is dependent upon another transaction please try to ensure simultaneous submission of applications. Note known dependencies on the applications to avoid delays and “out of order” processing.
- ❖ **Attach** all required documentation, including bills of sale, powers of attorney and all relevant documents involved in the transfer. Clearly note special handling instructions.
- ❖ **Review** each application package for completeness before submitting it to RAM for processing, verifying that ALL required data are submitted. If the question is not relevant, please indicate by N/A (not applicable).
- ❖ **Submit** applications as a package rather than “piecemeal,” especially for signature pages. RAM must be able to verify that the parties are agreeing to the same transaction.
- ❖ **Request amendments in writing** for a submitted application (for transfers, to the attention of RAM’s Transfer Officer). RAM will not make changes to any application or withdraw an application without a written request and/or authorization signed by the parties to the transfer or their authorized representatives.

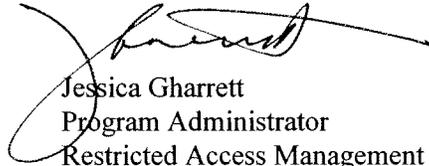
Although we strive for rapid service, your application is one of many tasks performed by a busy RAM staff for which the workload varies through the year. We process applications on a “first come, first served” basis and at times processing can take as long as 10 days to 2 weeks from the time an application reaches our office.



We greatly appreciate your cooperation. Your attention to these simple guidelines will shorten the time each application will remain unprocessed at RAM and support fair and equitable service for all constituents.

RAM staff may be reached at the letterhead address above, by facsimile at: 907-586-7354; or by telephone, toll-free at: 800-304-4846 (option 2) or in Juneau at: 907-586-7202.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Gharrett", with a long horizontal stroke extending to the right.

Jessica Gharrett
Program Administrator
Restricted Access Management Program