MEMORANDUM FOR: Daniel J. Basta
Director, Office of National Marine Sanctuaries

THROUGH: John A. Armor
Deputy Director, Office of National Marine Sanctuaries

FROM: [Name]
National Marine Sanctuary Advisory Council Coordinator

SUBJECT: Federal Register Notice to Recruit New Members and Alternates for [enter number] National Marine Sanctuary Advisory Councils

Attached for your review and signature is a Federal Register notice requesting applications for vacant seats on [enter number] of the 14 advisory councils in the National Marine Sanctuary System. The following is a list of the vacant seats, and positions (i.e., member or alternate), for which advisory council applications are being sought:

- Channel Islands National Marine Sanctuary: [enter seat (positions)]
- Cordell Bank National Marine Sanctuary: [enter seat (positions)]
- Florida Keys National Marine Sanctuary: [enter seat (positions)]
- Flower Garden Banks National Marine Sanctuary: [enter seat (positions)]
- Gray’s Reef National Marine Sanctuary: [enter seat (positions)]
- Gulf of the Farallones National Marine Sanctuary: [enter seat (positions)]
- Hawaiian Islands Humpback Whale National Marine Sanctuary: [enter seat (positions)]
- Monitor National Marine Sanctuary: [enter seat (positions)]
- Monterey Bay National Marine Sanctuary: [enter seat (positions)]
- National Marine Sanctuary of American Samoa: [enter seat (positions)]
- Olympic Coast National Marine Sanctuary: [enter seat (positions)]
• Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve: [enter seat (positions)]
• Stellwagen Bank National Marine Sanctuary: [enter seat (positions)]
• Thunder Bay National Marine Sanctuary: [enter seat (positions)]

Superintendents and advisory council coordinators are aware that, upon publication of the Federal Register notice, that they should use extensive notice in local media to inform the public of these vacancies. All of the abovementioned sites will accept applications for the vacancies until [enter March 31, June 30, September 30 or December 31].

Attachment

Cc:  [name], Superintendent, [site] National Marine Sanctuary
     [name], Advisory Council Coordinator, [site] National Marine Sanctuary