


MEMORANDUM

TO: Council Members

FROM: Clarence G. Pautzke   
Executive Director

DATE: January 5, 1990

SUBJECT: Region/Central Office Recommended Revisions to Council's Statement of Organization, Practices and Procedures (SOPP)

**ACTION REQUIRED**

Review and approve changes.

**BACKGROUND**

The NPFMC SOPPs were approved by the Council at the June 1989 meeting and submitted to the Region for review and approval by the Central Office. Changes recommended by the Region and Central Office are listed below, along with staff recommendations.

**NMFS:** 3.C(2) Record - Incorporate into the SOPP a citation of the Council's policy on Confidentiality of Statistics.

**Staff:** Incorporate.

**NMFS:** 4.A. Staffing - Include protection for staff such as workman's compensation, etc., as listed in [605(a)(3)].

**Staff:** Incorporate.

**NMFS:** 4.C. Detail of Government Employees - Expand discussion of reimbursable and nonreimbursable requirements by citing section [605.25C] or section 302(f)(2) of the Magnuson Act.

**Staff:** Incorporate section [605.25C].

**NMFS:** 4.E. Salary and Wages - Change wording in first sentence.

**Staff:** Change sentence to read, "In setting rates of pay for Council staff, the principle of equal pay for equal work must be followed. Salary ranges for any new position will be set by the NOAA Personnel section. COLA and equalization pay will be added to each employee's base pay at the level set by the GSA. No staff level will be above GS 15."

**NMFS:** H. Employee Benefits - Include 20% of salary as maximum for benefits.

**Staff:** Add sentence, "Total employee benefits may not exceed 20 percent (exclusive of FICA) of employee's gross salary (which includes COLA and equalization pay) without NOAA approval."

**NMFS:** 6.B. Procurement - Reference informing minority firms of planned procurements.

**Staff:** Add: "Efforts must be made to inform minority firms of planned Council procurements."

**NMFS:** 6.C. Property Management - Change wording from "durable or capitalized" to "nonexpendable items". Suggest citing section [605.26C]. Also note annual report requirement of inventory be submitted to Grants Officer marked perpetual inventory and note personnel access list will be maintained in Council office.

**Staff:** Incorporate all recommendations.

**NMFS:** 7.E. Freedom of Information Act - Change last sentence to read, "The Council will promptly coordinate FOIA request with Regional Office and will recover . . ."

**Staff:** Make suggested changes.

**NMFS:** 7.F. Confidentiality of Statistics - Add reference to Council's policy on Confidentiality of Statistics in Council reference book, Tab 11(i).

**Staff:** Make addition.