



Federal Subsistence Board Informational Flyer



Contact: Regulatory Affairs
(907) 786-3888 or (800) 478-1456
subsistence@ios.doi.gov

How to Submit a Proposal to Change Federal Subsistence Regulations

Alaska residents and subsistence users are an integral part of the Federal regulatory process. Any person or group can submit proposals to change Federal subsistence regulations, comment on proposals, or testify at meetings. A call for proposals to change Federal subsistence regulations is issued in late winter of even-numbered years for fisheries and odd-numbered years for wildlife. The period during which proposals are accepted is no less than 30 calendar days. Proposals must be submitted in writing within this time frame.

Regulation(s) that may be changed can be found at [50 CFR 100](#) or [36 CFR 242](#), and include changes to Federal subsistence season dates, harvest limits, methods and means of harvest, and customary and traditional use determinations.

What your proposal should contain:

There is no form to submit your proposal to change Federal subsistence regulations. Include the following information in your proposal submission (you may submit as many as you like):

- Your name and contact information (address, phone, or e-mail address)
- Your organization (if applicable)
- What regulations you wish to change. Include the species and management unit (wildlife) or management area (fisheries). Quote the current regulation or, if you are proposing a new regulation, please state, “new regulation”
- Write the regulation the way you would like to see it written in the regulations
- Explain why this regulation change should be made
- Provide any additional information that you believe will help the Federal Subsistence Management Program (Program) and participants in evaluating the proposed change

Proposals may be submitted two ways:

1. By mail or hand deliver to: Regulations, Attn: (enter Docket number), Office of Subsistence Management, 1011 E. Tudor Road, M/S 121, Anchorage, AK 99503
2. Online at <https://www.regulations.gov>

Submit a separate proposal for each proposed change; however, do not submit the same proposal by different accepted methods listed above. All proposals and comments, including personal information, are posted online at <https://www.regulations.gov>.

For the proposal processing timeline and additional information, contact the Office of Subsistence Management at (800) 478-1456/ (907) 786-3888 or see below.

How a proposal to change Federal subsistence regulations is processed:

1. Validated proposals are numbered and posted online on the Program website. Program staff write proposal analyses, which are reviewed by Federal field agency staff, the Alaska Department of Fish and Game (ADF&G), and the Interagency Staff Committee (ISC) for review before being released to the public.
2. A written public comment period is announced during the summer, during which comments on submitted proposals are accepted for no less than 45 days. Written comments submitted within this time frame are included in each proposal analysis.
3. The 10 Subsistence Regional Advisory Councils meet in the fall to develop recommendations on proposals. The public is welcome and encouraged to provide comments directly to the Councils during their meetings.
4. The Federal Subsistence Board makes the final decisions on all proposals. The public is welcome and encouraged to provide comments directly to the Board during their meeting.
5. The final rule is published in the Federal Register, and a regulations summary booklet is created and distributed statewide and posted on the Program's website <https://www.doi.gov/subsistence>

A step-by-step guide to submitting your proposal on www.regulations.gov:

1. Navigate to www.regulations.gov – no password or username is required.
2. In the white space at the top of the page, type in the document number listed in the news release or on the Program's website: <https://www.doi.gov/subsistence>, (for example: DOI-2024-0011) and select the "Search" button to the right.
3. Search results will populate and may have more than one result. Select the Proposed Rule by the U.S. Department of the Interior (DOI); **Not** by the U.S. Forest Service (FS).
4. Select the box that says, "Comment" in the lower right corner of the Proposed Rule box.
5. Enter your proposal information in the "Comment" box OR enter "see attached" if including proposal information in an uploaded file.
6. Upload files by selecting "Choose files" (this is optional).
7. Enter your e-mail address to receive confirmation of submittal and receipt of a comment tracking number.
8. Select whether you are submitting the proposal as an individual or on behalf of an organization.
9. Fill out the contact information, select "I'm not a robot" and click "Submit".
10. A comment tracking number will be provided. Keep this as proof of submission.

Information about the Federal Subsistence Management Program may be found on the web at www.doi.gov/subsistence or by visiting www.facebook.com/subsistencealaska.

Missing out on the latest Federal subsistence issues? To receive emails and notifications on the Federal Subsistence Management Program, subscribe for regular updates by emailing subsistence@ios.doi.gov.

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