



U.S. Fish and Wildlife Service  
Bureau of Land Management  
National Park Service  
Bureau of Indian Affairs

## Federal Subsistence Board Informational Flyer



### Contact:

Office of Subsistence Management  
(907) 786-3888 or (800) 478-1456  
[subsistence@fws.gov](mailto:subsistence@fws.gov)

## How to Submit a Proposal to Change Federal Subsistence Regulations

Alaska rural residents and the public 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. By becoming involved in the process, subsistence users and the public assist with effective management of subsistence activities and ensure consideration of traditional and local knowledge in subsistence management decisions. Subsistence users also provide valuable fish and wildlife harvest information.

A call for proposals to change Federal subsistence regulations is issued in January of even-numbered years for fish and shellfish and in odd-numbered years for wildlife. Proposals to change the nonrural determinations will be accepted in January of every other even-numbered year (every other fish cycle). The period during which proposals are accepted is no less than 30 calendar days. Proposals must be submitted within this time frame. Announcements are made each year regarding the proposals being accepted and timelines that apply.

You may propose changes to Federal subsistence season dates, harvest limits, methods and means of harvest, customary and traditional use and nonrural 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, fax, or e-mail address)
- Your organization (if applicable)
- What regulations you wish to change. Include game management unit number, drainage, or area, and species. Quote the current regulation if known. If you are proposing a new regulation, please state “new regulation.”
- The proposed regulation written as you would like to see it
- An explanation of why this regulation change should be made
- Any additional information that you believe will help the Federal Subsistence Board (Board) in evaluating the proposed change

## **You may submit your proposals by one of the following methods:**

- Electronically: Go to the Federal Rulemaking Portal: <https://www.regulations.gov>. In the Search box, enter the Docket number [the docket number will list in the proposed rule, news releases, and other forms of outreach]. Then, click on the Search button. On the resulting page, in the Search panel on the left side of the screen, under the Document Type heading, check the Proposed Rule box to locate this document. Ensure you select the proposed rule by the U.S. Fish and Wildlife Service and **not** by the U.S. Forest Service. You may submit a comment or proposal by clicking on “Comment.”
- By mail: Submit by U.S. mail or hand delivery: Public Comments Processing, Attn: [list the Docket number]; U.S. Fish and Wildlife Service; 5275 Leesburg Pike, MS: PRB (JAO/3W); Falls Church, VA 22041–3803.
- By hardcopy: If in-person Federal Subsistence Regional Advisory Council (Council) meetings are held, you may also deliver a hard copy to the Designated Federal Official (DFO) attending any of the Council public meetings. Information on the dates, locations, and call-in numbers for the Council meetings are announced with several news releases, public service announcements, on our webpage, and social media (see bottom of page for web addresses).

Submit a separate proposal for each proposed change; however, ***do not submit the same proposal by different accepted methods listed above.*** To cite which regulation(s) you want to change, you may reference 50 CFR 100 or 36 CFR 242, or the proposed regulations published in the Federal Register: <https://www.federalregister.gov/>. All proposals and comments, including personal information, are posted online at <https://www.regulations.gov>.

We cannot accept proposals delivered or sent to the Alaska Regional Office of the U.S. Fish and Wildlife Service, this includes: phone or voicemail, fax, hand delivery, mail, or email.

For the proposal processing timeline and additional information contact the Office of Subsistence Management at (800) 478-1456 / (907) 786-3888 or go to <https://www.doi.gov/subsistence/proposal/submit.cfm>.

## **How a proposal to change Federal subsistence regulations is processed:**

- Once a proposal to change Federal subsistence regulations is received by the Board, the U.S. Fish and Wildlife Service, Office of Subsistence Management (OSM) validates the proposal, assigns a proposal number and lead analyst.
- The proposals are compiled into a book for statewide distribution and posted online to the Program website (<https://www.doi.gov/subsistence/current-proposals>). The proposals are also sent out to the applicable Councils and the Alaska Department of Fish and Game (ADF&G) and the Interagency Staff Committee (ISC) for review. The period during which comments are accepted is no less than 30 calendar days. Comments must be submitted within this time frame.
- The lead analyst works with appropriate agencies and proponents to develop an analysis on the proposal.
- The analysis is sent to the Regional Advisory Councils, ADF&G, and the ISC for comments and recommendations to the Federal Subsistence Board. The public is welcome and encouraged to provide comments directly to the Councils and the Board

at their meetings. The final analysis contains all the comments and recommendations received by interested/affected parties. This packet of information is then presented to the Board for action.

- The decision to adopt, adopt with modification, defer, or reject the proposal is then made by the Board. The public is provided the opportunity to provide comment directly to the Board prior to the Board's final decision.
- The final rule is published in the Federal Register and a public regulations booklet is developed and distributed statewide and on the Program's website.

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**Missing out on the latest Federal subsistence issues?** If you'd like to receive emails and notifications on the Federal Subsistence Management Program, you may subscribe for regular updates by emailing [fws-fsb-subsistence-request@lists.fws.gov](mailto:fws-fsb-subsistence-request@lists.fws.gov). Additional information on the Federal Subsistence Management Program may be found on the web at <https://www.doi.gov/subsistence> or by visiting [www.facebook.com/subsistencealaska](http://www.facebook.com/subsistencealaska).