



# Federal Subsistence Board Informational Flyer



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

Forest Service

**Contact:** Subsistence Policy Coordinator  
(907) 786-3888 or (800) 478-1456  
subsistence@fws.gov

## How to submit a Special Action Request to the Federal Subsistence Board

The regulatory cycle for changes to fish/shellfish and wildlife regulations takes place every two years. A call for proposals to change fishing regulations is issued in January of even numbered years and odd numbered years for wildlife. A Special Action Request is an out-of-cycle change of a season, harvest limit, or method of harvest. Special Actions are taken when unusual situations arise, such as a significant change in resource abundance that could not reasonably have been anticipated. The Federal Subsistence Board (Board) may take a Special Action to restrict, close, open, or reopen the taking of fish and wildlife on Federal public lands and waters. Such actions are taken to ensure the conservation of healthy populations of fish or wildlife, ensure the continued viability of a particular fish or wildlife population, to ensure continued subsistence use, or for reasons of public safety. These guidelines and requirements can be found in [36 CFR 242.19](#) and [50 CFR 100.19](#).

### To submit a Special Action request, please provide the following information:

- Name
- Address
- Telephone number
- Fax number (if applicable)
- E-mail address
- Organization (if applicable)
- Describe the action you are requesting; reference the current regulations you wish to change
- List if there have been unusual or significant changes in resource abundance or unusual conditions affecting harvest opportunities that could not reasonably have been anticipated and that potentially could have significant adverse effects on the health of fish and wildlife populations or subsistence users
- State if requested action is to ensure the conservation of healthy populations of fish or wildlife, ensure continued viability of a fish or wildlife population, to continue subsistence uses of fish or wildlife, or for public safety reasons
- State the extenuating circumstances that necessitate a regulatory change before the next regulatory review

### How a Special Action request is processed:

1. In an emergency, the Federal Subsistence Board can issue a special action that is 60 days or less in duration without a public hearing.
2. A special action lasting 61 days or more is a temporary special action.

3. If the request is a temporary special action, a public hearing is held in the affected area(s) to allow for public comment and the Federal Subsistence Board will consult with the Chair(s) of affected Regional Advisory Council(s) and the Alaska Department of Fish and Game.
4. Special Action Requests are assigned to an analyst who works with the requestor and field staff to develop an analysis of the request for the Federal Subsistence Board.
5. If the timing of a regularly scheduled Regional Advisory Council meeting permits without incurring undue delay, the Board *may* seek Council recommendations on proposed Emergency Special Actions.
6. If timing of a regularly scheduled Regional Advisory Council meeting permits without incurring undue delay, the Board *will* seek Council recommendations on proposed Temporary Special Actions.
7. Once a decision is made by the Board, a response letter and a copy of the complete analysis and recommendations are sent to the requesting proponent with a copy sent to the affected Council Chair(s), State Federal Liaison Team Lead and Federal and State law enforcement.
8. If needed, the OSM subsistence outreach coordinator or the Federal agency requesting the Special Action will publish a news release.

**Submit your request to the Federal Subsistence Board by:**

**Mail:**

Office of Subsistence Management  
Attn: Subsistence Policy Coordinator  
1011 East Tudor Road, Mail Stop 121  
Anchorage, Alaska 99503

**Fax:** (907) 786-3898

**E-mail:** [subsistence@fws.gov](mailto:subsistence@fws.gov)

The Federal Subsistence Management Program website link to information on submitted special actions is found at:

Wildlife special actions:  
<https://www.doi.gov/subsistence/wildlife-special-actions>

Fisheries special actions:  
<https://www.doi.gov/subsistence/fisheries-special-actions>

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 [www.doi.gov/subsistence/index.cfm](http://www.doi.gov/subsistence/index.cfm) or by visiting [www.facebook.com/subsistencealaska](http://www.facebook.com/subsistencealaska).