

FEDERAL ENERGY REGULATORY COMMISSION

WASHINGTON, DC 20426

March 27, 2008

Dear Sir or Madam:

Section 305(c) of the Federal Power Act and 18 CFR Part 46 of the Federal Energy Regulatory Commission's (Commission's) regulations require that a FERC Form 561 *Annual Report of Interlocking Positions* must be submitted annually by April 30th, by those electric public utility officers and directors who held interlocking positions during any part of the previous calendar year, even if he or she no longer held the positions at the close of the year.

We are contacting you because you are the person who e-mailed the 2006 Form 561 on behalf of the officer(s) and/or director(s) in your utility or the utility you represent.

To help you prepare this year's filing, each form you submitted for 2006 is available for download from a new Commission web page:

<http://www.ferc.gov/docs-filing/hard-filing/form-561/data.asp>. The forms are "zipped" (compressed) files and are organized by filing company name. Once unzipped, the individual forms, named for each officer(s)/director(s) for whom you filed, can be opened. A blank Form 561 template in Microsoft Excel format as well as Form 561 instructions in Microsoft Word are included with your filings.

Form 561 FAQs (frequently asked questions), as well as a blank form and filing instructions, are also available from the Commission's website: <http://www.ferc.gov>, highlight the *Documents and Filings* tab with your cursor and from the menu that appears, click on *Hardcopy Filing and Forms*, then click on the *Electric* tab followed by the *Form No. 561* link.

Please keep in mind the following very important information:

FILING PROCESS

The Commission has implemented a new version of its eFiling system allowing eFiling of most Commission documents. To eFile the Form 561s, follow the instructions on the Commission's eFiling website: <http://www.ferc.gov/docs-filing/efiling.asp>. If you use this filing method, no paper filing is required and you do not need to email your filing to the Form 561 email box.

If Internet access is unavailable, filings can still be made through mail or courier delivery in accordance with the Filing Instructions for Form 561 to:

Federal Energy Regulatory Commission
Secretary of the Commission
(FERC Form 561)
888 First Street, N.E.
Washington, DC 20426

If you use this filing method, please also email the cover letter and the Form 561s (in MS Excel) to Form561@ferc.gov.

FILING CONTENTS

The Commission's official filing consists of (1) a **cover letter** in which is listed the **name** of each officer and director for whom you are filing, their **interlocking directorate (ID) docket number**,¹ if applicable, a **utility contact** name, telephone number, mailing address, and e-mail address, and (2) a **Form 561 for each officer and director listed in the cover letter**.

Please Note: In the cover letter, please briefly explain any absence there may be of ID docket numbers for any officer or director for whom you have included a form. If you believe an ID docket number may have been assigned but you do not know what it is, please use the Commission's eLibrary system:

<http://www.ferc.gov/docs-filing/elibrary.asp> to conduct a general text search for the filer's name. If no information is found, send a request for assistance via email to Form561@ferc.gov.

FILING FORMAT

Please use the Microsoft Excel Form 561 template available from the Commission's website as described above, so that one Excel file contains the information for only one individual. In addition:

- Do not embed files within the Excel spreadsheet.
- Do not create multiple tabs to paginate an individual's form within the Excel spreadsheet.

¹ Commission regulations detailing the requirement to apply for authority to hold an interlocking position are found in 18 CFR Part 45. ID docket numbers are uniquely assigned by the Commission for each officer and director, given certain circumstances, as a result of the interlocking directorate application process. Questions regarding the application process should be directed to Mary LaFave at (202) 502-6060 or e-mailed to mary.lafave@ferc.gov.

- Do not “stack” the forms for various individuals within a single spreadsheet.
- Do not send Adobe Acrobat (pdf) versions of the Excel files.
- Name each electronic Form 561 file using the following naming convention: *Lastname Firstname Middleinitial 2007.xls* to show the full name of the officer or director whose information is in the Form 561 for 2007. Include spaces between each part of the person’s name, but include no commas or periods. For example, the electronic file of a Form 561 for William K. Smith who held an interlocking position in 2007 and is reporting in 2008 would be named: *Smith William K 2007.xls*.

In addition, if any officer or director of your company who submitted a Form 561 in 2007 resigned during 2007, retired, cannot be contacted or is deceased, please submit a FERC Form 561 on their behalf and indicate in the cover letter why they could not be contacted (i.e. retired, deceased, etc.).

Please note: In the event of resignation, termination or retirement, a **Notice of Change** must be submitted to the Commission within thirty days of that change and it must include the date of resignation, termination or retirement.

Also, if you know of any officer or director of your public utility (or the public utility you represent) who didn’t file last year but who may be subject to the Form 561 reporting requirement, please notify them of their need to file a Form 561 and include their form in your 2008 filing.

Please e-mail Form561@ferc.gov or contact Craig Hill at (202) 502-8621 if you have any questions about the Form 561 annual reporting requirements.

We look forward to receiving your filings by April 30, 2008. Thank you.

Sincerely,



Norma G. McOmber
Manager, Strategic Planning Group