

FEDERAL ENERGY REGULATORY COMMISSION

888 First Street, N.E.
WASHINGTON, DC 20426

March 9, 2009

Dear Sir or Madam:

You have received this letter because you are the person who previously filed a Form No. 561, *Annual Report of Interlocking Positions*, (Form 561), on behalf of the officers and/or directors in your company or the company you represent.

As you may know, 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 Form 561 be submitted annually by April 30th, by those electric public utility officers and directors who held interlocking directorate positions during any part of the previous calendar year.

To help Form 561 filers, the filings we received last year, a blank form, filing instructions and a list of frequently asked questions (FAQs) are available for download from our website. The filings are organized by the name of the company who made the filing.

To access these materials go to: <http://www.ferc.gov>, hold your cursor over the *Documents and Filings* tab and click on *Hardcopy Filing and Forms* from the menu that appears. Once the Hardcopy Filings and Forms web page appears, click on the *Electric* tab then the *Form No. 561* link.

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

E-File the Form 561 and cover letter with the Commission at: <http://www.ferc.gov/docs-filing/efiling.asp>. E-Filing registration is viewed as an electronic signature for the forms

¹ Commission regulations detailing the requirements 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 when the Commission authorizes them to hold an interlocked position. This authorization must be sought and gained prior to holding an interlocked position. Questions about this process should be directed to Mary Lafave at (202) 502-6060 or e-mailed to mary.lafave@ferc.gov.

you eFile. If you do not have Internet access, submit your original signed hardcopy Form 561s and cover letter, along with one photocopy of each, to:

Federal Energy Regulatory Commission
Secretary of the Commission
(FERC Form No. 561)
888 First Street, N.E.
Washington, DC 20426

Please note that the current version of the Form 561 that should be used during the 2009 filing cycle is a “locked” *Excel* spreadsheet. This is necessary to ensure our ability to compile and analyze your filed data.

We strongly prefer that you:

- Use the current *Excel* spreadsheet version of the Form.
- **DO NOT** file your Form 561 in an Adobe PDF file format.
- Save each Form 561 you prepare as a Microsoft *Excel* file so that only one *Excel* file contains the information for only one individual.
 - Do not embed files created in Microsoft *Word* or any other software within the *Excel* file.
 - Do not create multiple tabs for filers within the *Excel* spreadsheet.
 - Do not “stack” the forms for different individuals in your organization within a single spreadsheet.
- Name each electronic Form 561 using the naming convention *Lastname Firstname Middleinitial 2008.xls* to show the full name of the officer or director whose information is in the Form 561 for 2008. Include spaces between each part of the person’s name, but no commas or periods. For example, the electronic Form 561 for William K. Smith who held an interlocked position in 2008 and is reporting in 2009 would be named: *Smith William K 2008.xls*.
- File only the version of the Form 561 with the Office of Management and Budget (OMB) expiration date of 7/31/2011 printed in the upper right-hand corner of the form. Filers will be required to resubmit their filing if other than this current version of the form is submitted.
- Enter the full legal business name of the organization(s) with which the person is interlocked in Column (1) under the **Public Utility Data** section.

We are in the process of updating FERC IT systems with information related to ID docket numbers. Once these updates are complete we will provide you with an *Excel* spreadsheet on *ferc.gov* that contains all ID docket numbers issued by the Commission. This will be extremely helpful for filers that are not sure if they are using the correct ID docket number. In the meantime however, if you do not provide an ID docket number please provide a reason for your omission of the number. Use the drop-down list of reasons that is provided in the *Excel* spreadsheet version of this year's form. If you believe an ID docket number has been assigned to the person for whom you are filing but you do not know what it is, you can also look it up using the Commission's e-Library system at <http://www.ferc.gov/docs-filing/eLibrary.asp>. Once in e-Library, enter an appropriate search date, type the person's name in the text search block and click submit. If you still need help, send your question in an email to: Form561@ferc.gov, well before the April 30, 2009 due date.

If any officer or director of your company who submitted a Form 561 in 2008 resigned since then, retired, cannot be contacted or is deceased, please prepare an unsigned form on their behalf. State the reason for your filing the unsigned form in your cover letter, e.g. the individual retired, cannot be contacted, is deceased, etc. Specify in the signature block at the bottom of the Form 561 that it is unsigned and select the reason it is unsigned from the drop-down list provided in the *Excel* spreadsheet version of the form. Do not provide a date the individual left the position.²

If you know of any officer or director of your company, or the company you represent whose form is not included on the Commission's website and who may be subject to the reporting requirement, please notify them of the filing requirement and include their Form 561 in your submission.

Please contact Tehseen Rana at (202) 502-8639 or e-mail at Form561@ferc.gov if you have any questions.

We look forward to receiving your filings by April 30, 2009.

Sincerely,



Norma G. McOmber,
Manager, Strategic Planning Group

² A Notice of change is required under 18 CFR 45.5(b) within thirty days of an event causing any material or substantial change in an individual's interlocking directorate authority. It is in this Notice that the date/s of resignation, termination or retirement etc. are collected.