

FEDERAL ENERGY REGULATORY COMMISSION

888 First Street, N.E.  
Washington, DC 20426  
February 20, 2013

Dear Sir or Madam:

You have received this letter because you previously filed a Form No. 561, Annual Report of Interlocking Positions, 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 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.

The filings received by the Commission last year, organized by the name of the company who made the filing on behalf of the officer and/or director, a blank Form 561, filing instructions and a list of frequently asked questions (FAQs) are available for download from the Commission's website. To access these materials go to: <http://www.ferc.gov>, hold your cursor over the "Documents and Filings" tab and click on "Forms" from the menu that appears. Once the "Forms" web page appears, click on the "Electric" tab and then the "Form No. 561" link.

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.<sup>1</sup>

An official filing consists of two parts. The first part is the **cover letter** which lists the name and interlocking directorate (ID) docket number of each officer and director,<sup>2</sup> if

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<sup>1</sup> If you do not see a form that you believe to have been filed, it is likely because it did not contain the correct year in the "Report Year Ending" part of the form. If this is the case, the form will need to be refilled using the correct year.

<sup>2</sup> ID docket numbers are uniquely assigned by the Commission when an officer or director initially applies to hold an interlocking position. Commission regulations detailing the requirements to apply for authority to hold an interlocking position are found in 18 CFR Part 45. Authorization must be sought and gained prior to holding most interlocking positions. Questions about this process should be directed to Mary LaFave at (202) 502-6060 or e-mailed to [mary.lafave@ferc.gov](mailto:mary.lafave@ferc.gov).

applicable, for whom the company is filing; and the name, telephone number, mailing and email addresses of a company contact person. The second part is a **completed Form 561** for each officer and director listed in the cover letter.

Please **eFile** all Form 561s and cover letters with the Commission at <http://www.ferc.gov/docs-filing/efiling.asp>. Your eFiling registration satisfies the requirement to provide a signature on each Form 561 filed. Detailed eFiling instructions are provided on the Commission's website: <http://www.ferc.gov/docs-filing/forms/form-561/data.asp>. If you need assistance in eFiling your forms, call the eFiling Help Desk: 202-502-8258 or email [efiling@ferc.gov](mailto:efiling@ferc.gov).

If you do not have Internet access, mail any original signed hardcopy Form 561s with a cover letter and 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 is identical to the Microsoft *Excel* spreadsheet used for 2011 data. Filings made in 2012, using the proper spreadsheet, are provided on the Commission's website: <http://www.ferc.gov/docs-filing/forms.asp#561>. The use of the proper Microsoft *Excel* form is necessary to ensure the Commission's ability to compile and analyze the information filed. Use last year's form but remember to change the Report Year Ending date on your existing form to 2012.

Important things to remember when preparing your filing are:

**DO:**

Use last year's form and update it. Either use a copy you have saved on your computer or download one from the Commission's website. If needed, download a blank spreadsheet form from the Commission's website and enter your information from scratch.

Prepare and submit one Form 561 Microsoft *Excel* file for each officer/director. Do not include Form 561s for multiple officers and directors in one Excel file.

Remove any links to any other data sources you may have used to prepare the form **before** filing your forms.

File all forms and the cover letter containing your contact information in one eFiling session. Do not file each form separately.

Name each electronic Form 561 file using the naming convention *Lastname Firstname Middleinitial 2012.xls* to show the full name of the officer or director whose information is in the Form 561 for 2012. Include spaces between each part of the person's name, but no commas or periods. For example, the electronic Form 561 for Mary K. Smith who held an interlocked position in 2012 and is reporting in 2013 would be named: Smith Mary K 2012.xls.

Save your updated files in any version of Microsoft *Excel*. The Commission's eFiling system and eLibrary now accept files with either a .xls or a .xlsx file extension.

Enter the **full legal business name** of the organization(s) with which the person is interlocked in Column (1) in the Public Utility Data section.

**DO NOT:**

File your Form 561 in an Adobe PDF file format.

Embed files created in Microsoft *Word* or any other software within the Microsoft *Excel* file.

Link cells in the worksheet to any other data source.

Create multiple tabs for filers within the Microsoft *Excel* spreadsheet.

Include any other information in the form than what is requested.

“Stack” the forms for different individuals in your organization within a single spreadsheet.

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 look it up using the Commission's e-Library system at <http://www.ferc.gov/docs-filing/efiling.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](mailto:Form561@ferc.gov) well before the April 30, 2013 due date.

If any officer or director of your company who submitted a Form 561 in 2012 has resigned since then, retired, cannot be contacted or is deceased, please prepare an unsigned form on their behalf. State the reason for 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 Form 561 that it is unsigned and select the reason it is unsigned from the drop-down list provided in the Microsoft *Excel* spreadsheet version of the form. Do not provide a date the individual left the position.<sup>3</sup>

Please contact Patricia Morris at (202) 502-8730 or e-mail at [Form561@ferc.gov](mailto:Form561@ferc.gov) if you have any questions. We look forward to receiving your filings by April 30, 2013.

Sincerely,

Norma G. McOmber  
Manager, OEMR

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<sup>3</sup> 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. is collected.