



Thomas J. Galloway, Compliance Director  
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May 30, 2008

Dear Master Account Administrator:

Three primary contacts are required to be identified for each Registered Entity in the SERC Region. A secondary or designee contact can also be identified who will be copied on all communication with the corresponding primary contact. Communications to these individuals may include company-specific confidential information. Only one individual per contact type per Registered Entity is permitted; provided that the Registered Entity may assign the same individual to multiple contact types (i.e., the named Compliance Contact – Primary may be the same person as the named Compliance Officer – Primary or Secondary).

Contacts are defined as:

- **Compliance Contact – Primary:** will be used for all compliance communication from SERC and will periodically receive direct communications from NERC. This contact will replace the Registration Contact listed in the Compliance Registry.
- **Compliance Contact – Secondary:** will be carbon copied on all compliance communication from SERC to the Compliance Contact - Primary.
- **Compliance Officer – Primary:** an individual at the officer level responsible for reliability standards compliance activities within the organization. This contact will receive key compliance communications from the SERC Compliance Enforcement Manager and SERC Compliance Director, such as Notices of Alleged Violation, Notices of Regional Confirmation of Violation, and escalated requests from SERC or NERC for data, information, or other reports (including Mitigation Plans) by the required due date, pursuant to Attachment 1 of the Uniform Compliance Monitoring and Enforcement Program (Appendix 4C to the Rules of Procedure). This contact may periodically receive direct communication from NERC. This contact will replace the Authorized Entity Officer listed in the Compliance Registry.
- **Compliance Officer – Secondary:** an individual at the officer level responsible for reliability standards compliance activities within the organization, or designee, who will be carbon copied on all communication to the Compliance Officer – Primary.
- **CEO Contact – Primary:** target recipient is the highest ranking official at the organization. Will typically be contacted by the SERC CEO or NERC CEO in special circumstances, including company-specific confidential information, or in the event the entity has failed to respond to multiple, escalated requests from SERC or NERC for data, information, or other reports (including Mitigation Plans) by the required due date, pursuant to Attachment 1 of the Uniform Compliance Monitoring and Enforcement Program (Appendix 4C to the Rules of Procedure).
- **CEO Contact – Designee:** will be carbon copied for all communication issued to the CEO Contact.

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Charles White  
SERC Chairman  
South Carolina Electric & Gas

William Ball  
SERC Vice-Chairman  
Southern Company Services, Inc.

Terry Blackwell  
SERC Secretary-Treasurer  
South Carolina Public Service Authority



If an entity fails to identify the primary contacts by June 15, 2008, by default, the Organization Registration Contact from the Compliance Registry will be identified as the Compliance Contact – Primary and the Authorized Entity Officer from the Compliance Registry will be identified as the Compliance Officer – Primary.

Each Master Account Administrator (MAA) has the responsibility and ability to identify each contact by assigning the correct Role through the Portal and to ensure that the contact information is kept current and accurate. Periodic reminders will be sent by SERC to Master Account Administrators to ensure contacts are current.

Please contact me or Ken Keels if you have any questions regarding the assignment of individuals in your organization to these contact roles.

As always, please feel free to call me with any questions at 704-357-7372.

Respectfully Submitted,

Thomas J. Galloway  
SERC Compliance Director

cc: Ken Keels, SERC Compliance Enforcement Manager  
Catherine Sills, Compliance Engineer  
Correspondence File