

Information about the Application Process

Overview

Every autumn, the Office of Subsistence Management opens the application process for people interested in serving on 1 of 10 Regional Advisory Councils in Alaska. Applications are distributed via mail and available at all Council meetings, Alaska Federation of Natives conference and on the Federal Subsistence Management Program website at www.doi.gov/subsistence. A person may apply to serve on the Council or be nominated by another individual or an organization. Applications may be mailed, faxed or emailed using the contact information provided on this flyer.

How an Application/Nomination is Processed

1. Once the application period is closed, all applicants are sent a letter acknowledging receipt of their application and an explanation of the next steps in the process.
2. For each of the 10 subsistence regions, an Interagency Nominations Review Panel (Panel) is created to process the applications. Each Panel consists of Federal staff from the agencies most active in that region, including the U.S. Fish and Wildlife Service, Bureau of Indian Affairs, National Park Service, Bureau of Land Management, and U.S. Forest Service. The Panel is chaired by the Subsistence Council Coordinator assigned to that region. The Panel performs the following functions:
 - a. Interview applicants/nominees and references or regional key contacts to learn more about the candidate's knowledge and experience. Interviews are conducted in February through April each year. The Panel creates a short biography based on the information gathered from the interview and the submitted application form.
 - b. The Panel meets by mid-May to discuss the candidates for that region, score the candidates based on the five criteria established by the Board (listed previously), and then rank the candidates based on their final score. The candidate with the highest score is ranked first, the second highest is ranked second, and so on.

- c. The Panel then submits a written report to the Interagency Staff Committee (ISC) with recommendations for appointment to the Council.

3. The ISC meets in June or July to consider the recommendations from the 10 Panels. In addition to the five criteria considered by the Panels, the ISC considers gender and geographic diversity within the Council membership. The ISC then submits its recommendations to the Board.
4. The Board meets in July or August to consider the recommendations of the ISC. The Board then develops its nominations to forward to the Secretary of the Interior, with the concurrence of the Secretary of Agriculture, for appointment to the Councils. That information is transmitted to the Secretary of the Interior in August each year.
5. The White House Liaison for the Secretary of the Interior receives the names and contact information of all nominees and begins a vetting process that includes examination of State and Federal citations and convictions. Sometimes, even though a candidate was considered qualified by the Board, a candidate is disqualified as part of this vetting process. When a candidate is disqualified by the Secretary of the Interior, the reason for disqualification is not provided to the Federal Subsistence Board or U.S. Fish and Wildlife Service, Office of Subsistence Management. After vetting is completed, the Secretary of the Interior issues appointment letters, which are typically signed on December 2.

Confidential process

The information provided by all applicants and nominees is governed by The Privacy Act and is protected from release. All aspects of this nominations process, from who has applied to the vetting process, are kept strictly confidential.



APPLICATION/NOMINATION FORM
Federal Subsistence Regional Advisory Council Membership



APPLICANT'S FULL NAME:

MR./MRS.: _____
FIRST MIDDLE LAST

Full mailing address:

Contact Information:

Home: (907) _____
Work: (907) _____
Fax: (907) _____
E-mail: _____
Birthdate: _____

Where is your (or your nominee's) primary place of residence? (Please note that members must reside in the region they represent.)

PLEASE ANSWER THE FOLLOWING QUESTIONS (ATTACH ADDITIONAL PAGES IF NEEDED):

1) Describe your (or nominee's) knowledge of fish and wildlife resources in the region.

2) Describe your (or nominee's) knowledge of customary and traditional uses of resources in the region.

3) Describe your (or nominee's) knowledge of sport, guided sport, commercial, and other uses of fish and wildlife resources in the region.

4) Do you (or nominee) participate in meetings on fish and wildlife issues (for example, meetings of State fish and game advisory committees, Federal subsistence regional advisory councils, commercial or sport hunting or fishing organizations, marine mammal commissions, tribal or corporation resource use groups, caribou working groups, subsistence resource commissions, coastal resource service areas, waterfowl conservation committees)? **If so, please describe your (or nominee's) involvement.**

5) Have you (or nominee) served in an official capacity on councils, boards, committees, or associations within the past 10 years? If yes, please describe the role you served while working with these groups (i.e. Chair, Vice Chair, member).

6) The seat you are applying for represents users throughout the region. How would you (or nominee) find out about fish and wildlife concerns people have and get information back to those people?

7) Do you (or nominee) use Federal lands for hunting, trapping, fishing, guiding or transporting, gathering, teaching of traditional knowledge, or other use of fish and wildlife resources? If yes, please describe which Federal lands you use.

8) Will you (or nominee) travel to and attend Regional Advisory Council meetings at least two times each year? (Regional Advisory Council meetings are usually held in August-October for fall meetings and February-March for winter meetings. Transportation and lodging are prepaid; per diem is provided for food and other expenses.)

Yes____ No____

9) Are you (or nominee) willing to attend Federal Subsistence Board meetings occasionally? (Board meetings are usually held in January or April. Transportation and lodging are prepaid; per diem is provided for food and other expenses.)

Yes____ No____

10) Regional Advisory Council membership should reflect representation of subsistence and commercial/sport interests. Regional Advisory Council seats are designated for either subsistence use or commercial/sport representatives. You (or nominee) must choose **one or the other**.

_____ subsistence _____ commercial/sport

If you are nominating the applicant, please provide your name, your title, and your organization.

Your Name and Title

Organization

Reference Contacts: Please include three references and their contact information. Please provide the most current phone numbers available. If you wish, you may also submit letter(s) of recommendation.

Name: _____

Organization: _____

Address: _____

Zip: _____

Contact Information: _____

Home: (907) _____

Work: (907) _____

E-mail: _____

Name: _____

Organization: _____

Address: _____

Zip: _____

Contact Information: _____

Home: (907) _____

Work: (907) _____

E-mail: _____

Name: _____

Organization: _____

Address: _____

Zip: _____

Contact Information: _____

Home: (907) _____

Work: (907) _____

E-mail: _____

I certify, to the best of my knowledge, that all statements are correct and complete.

Signature

Date

Please note: All applications must be signed in ink. No application or nomination will be considered complete without a signature.