



# Federal Subsistence Board Informational Flyer



**Contact:** Council Coordination Division Supervisor  
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## Understanding the role of a Subsistence Regional Advisory Council Member and the Application/Nomination and Appointment Process

### Regional Advisory Council role:

There are 10 Subsistence Regional Advisory Councils in Alaska. The Councils provide advice and recommendations to the Federal Subsistence Board (Board) on subsistence hunting, trapping and fishing regulations and management issues on Federal public lands and waters. Each Council has 10 to 13 appointed members typically serving three-year terms. Council members are not paid for their volunteer services; however, their transportation and lodging are pre-paid and per diem is provided for meals and other expenses under Federal travel guidelines. The Councils play a dynamic and critical role in the Federal subsistence regulatory process.

### Council Responsibilities:

- Review and make recommendations to the Board on:
  - Proposals for regulations
  - Policies
  - Management Plans
  - Customary and Traditional use determinations
  - Other subsistence related issues on Federal public lands and waters within the region
- Develop proposals for the subsistence harvest of fish and wildlife
- Appoint members to National Park Subsistence Resource Commissions
- Encourage and promote local participation in the decision-making process affecting subsistence harvests on Federal public lands and waters
- Provide an open forum for public expression of opinions and concerns regarding any matter related to subsistence

### **The application and appointment process:**

Every January, the Board opens the application process for people interested in serving on the Councils. Applications are distributed via mail and available at all Council meetings, Alaska Federation of Natives convention and on the Federal Subsistence Management Program website at [www.doi.gov/subsistence/regions/membership](http://www.doi.gov/subsistence/regions/membership). A person may apply to serve on the Council or be nominated by another individual or an organization. The application deadline is late January each year. Applications may be mailed, faxed, or emailed using the contact information provided on this flyer.

### **A qualifying applicant must:**

- Be a resident of the region the Council represents
- Qualify under the five criteria established by the Board:
  - Possess knowledge of the region's fish and wildlife resources
  - Possess knowledge of the region's subsistence uses, customs and traditions
  - Possess knowledge of the region's commercial and sport uses of fish and wildlife resources
  - Demonstrate leadership through involvement in local or regional fish and wildlife management organizations
  - Be able to communicate effectively with diverse groups
- Be willing to travel at least twice a year to attend meetings

### **How a Regional Advisory Council 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 facilitated 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 March through May 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-April 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.



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- 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 to consider the recommendations from the 10 Panels. In addition to the five criteria considered by the Panels, the ISC considers gender balance 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 Board or Office of Subsistence Management. After vetting is completed, the Secretary of the Interior issues appointment letters, which are typically signed on December 3.

## **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.

## **Mail:**

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Information about the Federal Subsistence Management Program may be found on the web at [www.doi.gov/subsistence](http://www.doi.gov/subsistence) or by visiting [www.facebook.com/subsistencealaska](http://www.facebook.com/subsistencealaska).

**Missing out on the latest Federal subsistence issues?** To receive email updates on Federal Subsistence Management Program activities, send a request to [subsistence@ios.doi.gov](mailto:subsistence@ios.doi.gov).

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