



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

FWS/PDM

FEB 21 2002

Memorandum

To: Service Directorate
Designated Federal Officers, Service Federal Advisory Committees

From: Deputy Director *Marshall A. Jones Jr.*

Subject: Recruitment for Federal Advisory Committee Membership

The Federal Advisory Committee Act (FACA) requires that committee membership be fairly balanced and that in selecting members we consider a cross-section of those directly affected, interested, and qualified, as appropriate to the nature and functions of the committee. To help ensure broader participation of the Department's headquarters offices in recruiting members and to comply with the Deputy Secretary's memorandum of February 5, 2002 (attached), the following procedures are effective immediately:

a. When you recruit for FACA committee members, provide a copy of all solicitations to the Director, Office of Intergovernmental and External Affairs, 1849 C Street, NW., Mailstop 6214 MIB, Washington, D.C. 20240. Solicitations include letters to individuals/organizations, Federal Register notices, news releases, paid advertisements, etc. If you solicit members through the Federal Register, you must provide a copy of the notice to the Office of Intergovernmental and External Affairs **prior** to publication.

b. Include the following information in the approval package for appointment/reappointment letters for the Secretary's signature. Packages not containing this information will be returned.

- (1) A list of all individuals that you propose for appointment/reappointment including the rationale for your recommendation.
- (2) Selection criteria.
- (3) A list containing the names of all persons considered for membership, the ranking for each person, and a brief biography and summary of each person's qualifications.

The above requirements apply to all Departmental FACA recruiting efforts and will be incorporated into the Fish and Wildlife Service Manual. If you have any questions, please contact Hope Grey, Division of Policy and Directives Management, at 703-358-2482.

Attachment



United States Department of the Interior

THE DEPUTY SECRETARY
Washington, D.C. 20240

FEB 5 2002

Memorandum

To: Solicitor
Inspector General
Assistant Secretaries
Heads of Bureaus and Offices

From: Deputy Secretary *[Signature]*

Subject: Federal Advisory Committee Act - Departmental Notification

In an effort to provide earlier notification and encourage broader participation of the Department's headquarters offices in recruiting members for committees under the Federal Advisory Committee Act (FACA), your assistance is needed to ensure that your bureaus and offices do the following:

- 1) Send copies of all formal solicitation requests for FACA Committee nominations to: Director, Office of Intergovernmental and External Affairs, MS 6214 MIB. If the request is made through a Federal Register Notice (Notice), a copy of the Notice must be sent to the Office of Intergovernmental and External Affairs before it is published.
- 2) Include in the approval package forwarded to the Secretary the following: a list containing the names of all nominees considered for membership on the committee, the selection criteria used, ranking for each nominee, and a brief biography and summary of each nominee's qualifications. (Gathering this information is not intended to place any undue burden on bureaus and offices, as the information is currently required to be prepared during the nomination process.)

The requirements above are effective immediately and apply to all Departmental FACA recruitment efforts. Cooperation and assistance from each of you will be appreciated in facilitating improved and timely notification regarding FACA committee recruitment. If you have questions, or need additional information, please call Daniel Garza, Deputy Director, Office of Intergovernmental and External Affairs at (202) 273-3413.

cc: Designated Federal Officer