

**U.S. Department of the Interior
National Park Service**

**National Park System Advisory Board
Charter**

1. **COMMITTEE'S OFFICIAL DESIGNATION.** The official designation of this Federal advisory committee is the National Park System Advisory Board (Board).
2. **AUTHORITY.** The Board is authorized pursuant to 54 U.S.C. § 100906 and the Federal Advisory Committee Act (FACA), 5 U.S.C. 10.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES.** The Board provides advice to the Secretary of the Interior (Secretary) and the Director of the National Park Service (Director) on matters relating to the National Park Service, the National Park System, and programs administered by the National Park Service. The Board may also advise on any matters submitted to the Board by the Secretary or the Director.
4. **DESCRIPTION OF DUTIES.** Board duties and responsibilities are solely advisory and are as stated in paragraph 3 above.
5. **OFFICIAL TO WHOM THE BOARD REPORTS.** The Board reports to the Director.
6. **SUPPORT.** Support for the Board is provided by the National Park Service.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS.** The annual operating costs associated with supporting the Board's activities are estimated to be \$200,000, which includes all direct and indirect expenses and 1 work-year of staff support.
8. **DESIGNATED FEDERAL OFFICER.** The Designated Federal Officer (DFO) is the Director or National Park Service employee designated by the Director, who is a full time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Board and subcommittee meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director.
9. **ESTIMATED NUMBER AND FREQUENCY OF MEETINGS.** The Board will meet approximately one to two times annually and at such other times as designated by the DFO.
10. **DURATION.** Continuing.

11. **TERMINATION.** The Board will terminate 2 years from the date the charter is filed, unless, prior to that date, it is renewed in accordance with the FACA. The Board will not meet or take any action without a valid, current charter.
12. **MEMBERSHIP AND DESIGNATION.** Members of the Board are appointed on a staggered term basis by the Secretary for a term not to exceed 4 years. Members serve at the pleasure of the Secretary.

The Board is comprised of no more than 15 persons from various geographic regions who represent the interests detailed below. Members are appointed from amongst those that have a demonstrated commitment to the mission of the National Park Service.

- a. At least three members with outstanding expertise in one or more of the following fields: history, archeology, anthropology, historical or landscape architecture, biology, ecology, marine sciences, or social science.
- b. At least three members with outstanding expertise and prior experience in the management of national or state parks, protected areas, or natural or cultural resources management.
- c. At least two members with outstanding expertise in another professional or scientific discipline, such as financial management, recreation-use management, land-use planning, or business management important to the mission of the National Park Service.
- d. At least one member that is a locally elected official from an area adjacent to a park.
- e. At least one member that is a member of a federally recognized Tribe.
- f. At least one member that is a veteran and/or has professional or personal experience related to accessibility issues.

Members appointed in category a, b, and c will serve as special Government employees (SGEs). As SGEs, these members are required to file, prior to appointment and on an annual basis, a Confidential Financial Disclosure Report, and complete annual ethics training. Members appointed in category d, e, and f will serve as representatives.

Any vacancy on the Board shall not affect its powers and will be filled in the same manner in which the original appointment was made.

Members of the Board will serve without compensation. However, while away from their homes or regular places of business, Board and subcommittee members engaged in Board or subcommittee business approved by the DFO may be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under 5 U.S.C. § 5703.

13. ETHICS RESPONSIBILITIES OF MEMBERS.

- a. **Special Government Employee Members.** Members of the Board appointed as SGEs are subject to applicable Federal ethics statutes and regulations, to include applicable exceptions and exemptions. Additionally, SGE members are required, prior to appointment and annually thereafter, to file a Confidential Financial Disclosure Report. SGE members are also required to receive initial ethics training prior to performing any Board duties and to receive annual ethics training thereafter. The Department will provide materials to those members serving as SGEs, explaining their ethical obligations.

- b. **Non-Federal Members Who Are Not Special Government Employees.** Non-Federal members of the Board and subcommittees appointed as representatives are not subject to Federal ethics statutes and regulations. However, no non-Federal Board or subcommittee members will participate in any Board or subcommittee deliberations or votes relating to a specific party matter before the Department or its bureaus and offices including a lease, license, permit, contract, grant, claim, agreement, or litigation, in which the member or the entity the member represents has a direct financial interest.

14. SUBCOMMITTEES. Subject to the DFO's approval, subcommittees may be formed for the purposes of compiling information or conducting research. However, such subcommittees must act only under the direction of the DFO and must report their recommendations to the full Board for consideration. Any subcommittees will be chaired by a member of the Board. Subcommittees will meet as necessary to accomplish their assignments, subject to the approval of the DFO and the availability of resources.

15. RECORDKEEPING. The records of the Board, and formally or informally established subcommittees of the Board, shall be handled in accordance with General Records Schedule 6.2, and other approved Department records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. § 552.



Secretary of the Interior

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Date

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Date Filed