



# FEDERAL SUBSISTENCE REGIONAL ADVISORY COUNCIL

Membership Application &  
Nomination Packet for 2025

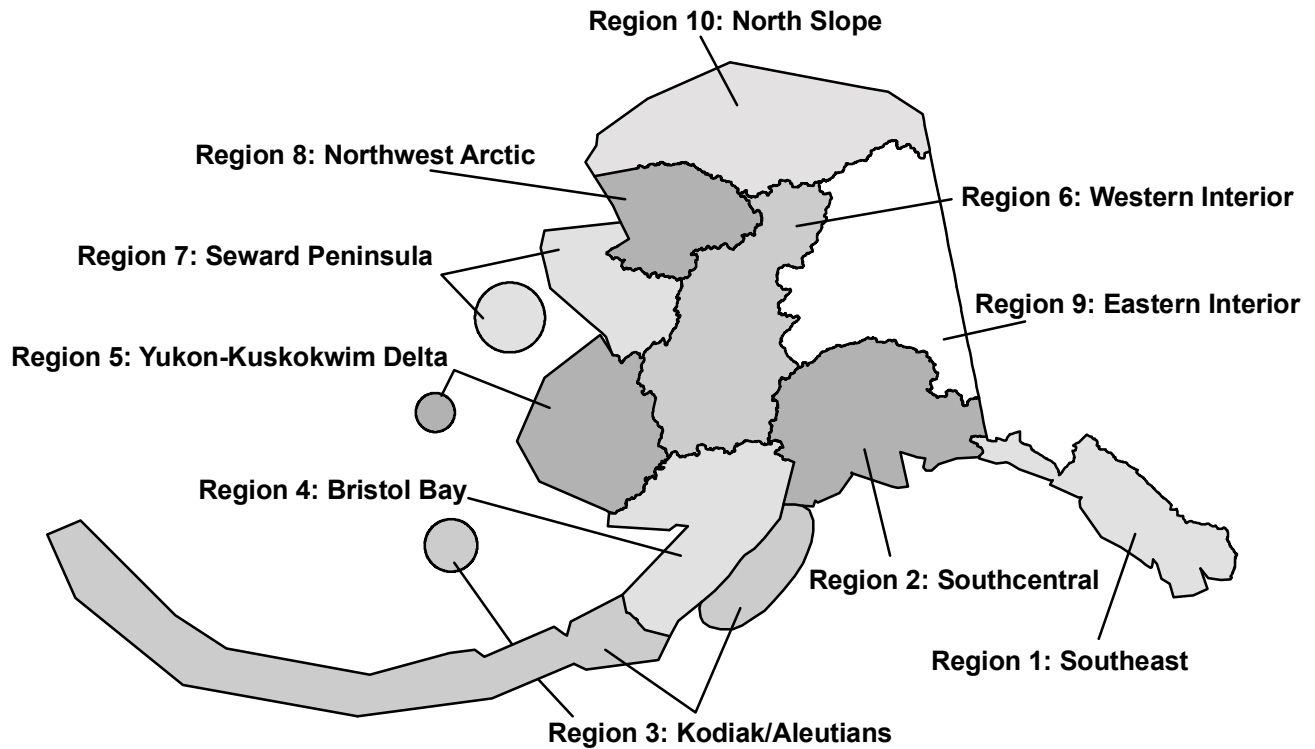
**CLOSING DATE**  
**February 16, 2025**

Office of Subsistence Management  
Office of Policy, Management, and Budget, Office of the Secretary of the Interior

**Federal Subsistence Management Program**



# Federal Subsistence Resource Regions



**Completed applications  
must be received by  
February 16, 2025**

## Inside:

Federal Subsistence Resource Regions .....	1
Membership Information.....	2
Council Membership - Who Qualifies .....	2
Council Responsibilities.....	2
Application Timeline.....	3
Subsistence Council Coordinators .....	3
Federal Subsistence Board .....	3
Completing the Application .....	4
Information about application process.....	5
Application/Nomination Form .....	6-8
Certification ( <b>signature required</b> ).....	8

## Send to:

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Council Coordination Division Supervisor

Office of Subsistence Management  
1011 E. Tudor Road, MS 121  
Anchorage, Alaska 99503-6199

E-mail: [subsistence@ios.doi.gov](mailto:subsistence@ios.doi.gov)

## Questions?

(800) 478-1456 or (907) 444-1376

# Federal Subsistence Regional Advisory Council

## MEMBERSHIP INFORMATION

Membership applications or nominations for seats on the 10 Federal Subsistence Regional Advisory Councils are being accepted now through **February 16, 2025**.

The Regional Advisory Councils provide advice and recommendations to the Federal Subsistence Board about subsistence hunting, trapping, and fishing issues on Federal public lands. Membership on the Councils is one way for the public to become involved in the Federal subsistence regulatory process.

Each Council has either 10 or 13 members, and membership includes representatives of subsistence use and commercial/sport use.

### **Council Membership**

Regional Advisory Council members are usually appointed to three-year terms. The Councils meet at least twice a year; once in the fall (September or October) and once in the winter (late February through early April). Council members are not paid for their volunteer service; however, their transportation and lodging are pre-paid and per diem is provided for food and other expenses under Federal travel guidelines.

### **Council Responsibilities:**

- **Review and make recommendations to the Federal Subsistence Board** on proposals for regulations, policies, management plans, and other subsistence-related issues;
- **Develop proposals that provide for the subsistence harvest of fish and wildlife;**
- **Encourage and promote local participation** in the decision-making process affecting subsistence harvests on Federal public lands;
- **Make recommendations on customary and traditional use determinations** of subsistence resources; and,
- **Appoint members** to National Park Subsistence Resource Commissions.

### **Membership Criteria Who Qualifies?**

- ✓ RESIDENT of the region member represents
- ✓ RESOURCE KNOWLEDGE – Knowledge of the region’s fish and wildlife resources
- ✓ SUBSISTENCE USES – Knowledge of the region’s subsistence uses, customs, and traditions
- ✓ OTHER USES – Knowledge of the region’s sport, commercial, and other uses
- ✓ LEADERSHIP SKILLS – Leadership and experience with local and regional organizations
- ✓ COMMUNICATION SKILLS – Ability to communicate effectively
- ✓ AVAILABILITY – Willingness to travel to attend two or more Regional Advisory Council meetings each year (usually in October and February) and occasionally attend Federal Subsistence Board meetings.

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*“Sharing common values and developing solutions to resource problems helps to bridge cultures by developing trust and respect through active communication and compromise. Our meetings allow warm renewal of decades of friendships and acquaintances... Basically, membership on a Regional Advisory Council comes down to a lot of hard work, mutual respect, willingness to compromise, and a sense of humor. As a result, one develops the ultimate satisfaction of being able to help folks you care about.”*

*- Pat Holmes, Council member,  
Kodiak/Aleutians Regional Advisory Council*

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## Application Timeline

Feb 16, 2025	Deadline for submitting membership applications and nominations.
Feb - May, 2025	Regional panels conduct interviews, then meet to rank and rate candidates.
Jun - Aug, 2025	Interagency Staff Committee and Federal Subsistence Board reviews panel reports and develops recommendations.
Aug, 2025	Concurrence gained of the Secretary of Agriculture.
Sep - Dec, 2025	Secretary of the Interior reviews recommendations and conducts vetting of nominees.
Dec 2, 2025	Secretary of the Interior issues appointment letters.

## Subsistence Council Coordinators

The Subsistence Council Coordinators facilitate the work of the Regional Advisory Councils and serve as the primary contacts for the Councils. They are:

### **Southeast, Region 1:**

DeAnna Perry, Juneau  
(800) 478-1456 or (907) 209-7817  
e-mail: deanna.perry@usda.gov

### **Kodiak/Aleutians, Region 3 & Northwest Arctic, Region 8:**

Lisa Hutchinson-Scarborough, Anchorage  
(800) 478-1456 or (907) 310-4097  
e-mail: lisa\_hutchinson@ios.doi.gov

### **Southcentral, Region 2 & Western Interior, Region 6:**

Nissa Bates Pilcher, Fairbanks  
(800) 478-1456 or (907) 891-9054  
e-mail: nissa\_batespilcher@ios.doi.gov

### **Bristol Bay, Region 4:**

Leigh Honig, Anchorage  
(800) 478-1456 or (907) 891-9053  
e-mail: leigh\_honig@ios.doi.gov

### **Yukon-Kuskowkwim Delta, Region 5 & Eastern Interior, Region 9:**

Brooke McDavid, Fairbanks  
(800) 478-1456 or (907) 891-9181  
e-mail: brooke\_mcdavid@ios.doi.gov

### **Seward Peninsula, Region 7 & North Slope, Region 10:**

Gisela Chapa, Anchorage  
(800) 478-1456 or (907) 891-9053  
e-mail: gisela\_chapa@ios.doi.gov

## Federal Subsistence Board

The Federal Subsistence Board is the decision-making body that oversees the Federal Subsistence Management Program. It is made up of the regional directors of the U.S. Fish and Wildlife Service, National Park Service, Bureau of Land Management, Bureau of Indian Affairs, the U.S. Forest Service as well as six public members appointed by the Secretaries of the Interior and Agriculture: two represent rural subsistence users, three nominated by Tribes, and one is the Federal Subsistence Board chairman. The Secretaries have delegated the authority to manage fish and wildlife for subsistence uses on Federal public lands and waters in Alaska to the Federal Subsistence Board. Federal Subsistence Regional Advisory Council recommendations on the harvest of fish and wildlife receive deference in Board deliberations.

# Completing the Application

**It is crucial that you complete as much as possible of the application/nomination form.** Provide your full legal name, as much contact information as possible, and your date of birth. All of this information is very important for completing your application process and in assisting the Secretaries of the Interior and Agriculture in making their final decision. If you are nominating someone to serve on a Regional Advisory Council, you should inform that individual that you are planning to nominate them in order to ensure that they are interested in serving.

Here are some tips on how to answer some of the more detail-oriented questions in the application/nomination form.

*For each of the following questions, as applicable, make sure to state how many years experience you have or how many years of knowledge you have, and how you obtained that experience or knowledge.*

**Knowledge of fish and wildlife resources in the region.** For question No. 1, be as specific as possible as to what fish, shellfish and wildlife you are familiar with in your region and what you know about them. Include what sort of uses you participate in and what species you harvest.

**Knowledge of subsistence customary and traditional uses of resources in region.** For question No. 2, describe what customary and traditional uses you are familiar with, how you learned them, how you process your harvest, and if and how you share your traditional knowledge with others.

**Knowledge of sport and commercial uses of fish and wildlife resources in region.** For question No. 3, please describe your experience or knowledge in commercial and/or sport fishing and hunting, what species you take, whether you guide hunting and/or fishing clients, and for what species. Identify whether your knowledge is based on personal experience or from what you have learned from others.

**Participation in meetings regarding fish and wildlife resource issues.** For question No. 4, identify what type of meetings you have attended, how many meetings you have attended, and for how many years. Also describe your level of involvement at those meetings, and whether you represented another organization at those meetings.

**Participation in councils, boards, committees or associations.** For question No. 5, provide the complete names of any of these types of organizations you have participated in, any offices or positions held, and how many years you participated in the organization. Identify any awards or recognition you may have obtained while serving with these groups.

**Communicating information back to people of your region.** For question No. 6, describe in detail your ideas on how you would share information you have learned at the Regional Advisory Council meetings back to the people of your region.

**Use of Federal public lands for hunting, fishing and trapping.** For question No. 7, identify which Federal public lands you use, and provide as much detail as possible how you use these public lands; for example, describe what fish you catch and what methods you use.

Once you have completed the application, please submit it to the Office of Subsistence Management to the address indicated on page 2 of this pamphlet. If you choose to fax in your application, please also mail in the original application. Fax copies do not always come through clearly in the transmission.

## Important Considerations

An applicant/nominee must be a resident of the region the Council represents.

An applicant/nominee must be willing to travel at least two times a year, for 3-5 days at a time, to attend Regional Advisory Council meetings.

# 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, email, and available at all Council meetings, Alaska Federation of Natives conference and on the Federal Subsistence Management Program website at [www.doi.gov/subsistence/regions](http://www.doi.gov/subsistence/regions). 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 in this brochure.

## 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, U.S. 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 appointment recommendations 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 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.



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 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.**

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Your Name and Title	Organization
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**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: _____	Contact Information:
Organization: _____	Home: (907) _____
Address: _____	Work: (907) _____
_____ Zip: _____	E-mail: _____

Name: _____	Contact Information:
Organization: _____	Home: (907) _____
Address: _____	Work: (907) _____
_____ Zip: _____	E-mail: _____

Name: _____	Contact Information:
Organization: _____	Home: (907) _____
Address: _____	Work: (907) _____
_____ Zip: _____	E-mail: _____

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

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

## NOTICES

### PRIVACY ACT STATEMENT

**Authority:** The information requested is authorized by the Alaska National Interest Lands Conservation Act; 36 CFR 242 and 50 CFR 100.

**Purpose:** The applicant's information will be used to evaluate their qualifications and experience for the potential selection to serve as a member on one of the Federal Subsistence Regional Advisory Councils.

**Routine Uses:** The Federal Subsistence Board will use the provided information to make recommendations to the Secretaries of Interior and Agriculture for the appointment of members to the Federal Subsistence Regional Advisory Councils. More information about routine uses can be found in the System of Records Notice, Permits System, FWS-21.

**Disclosure:** Providing the information is voluntary, but required to obtain or retain a benefit.

### PAPERWORK REDUCTION ACT STATEMENT

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), the U.S. Fish and Wildlife Service collects information necessary to make recommendations to the Secretaries of the Interior and Agriculture for appointment of members to the Federal Subsistence Regional Advisory Councils. It is our policy not to use your name for any other purpose. Your response is voluntary, but is required to obtain or retain a benefit. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1018-0075.

### ESTIMATED BURDEN STATEMENT

We estimate public reporting for this collection of information to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Service Information Collection Clearance Officer, Division of Policy, Performance, and Management Programs, Fish and Wildlife Service, MS: PRB (JAO/3W), 5275 Leesburg Pike, Falls Church, VA 22041-3803, or via email at [Info\\_Coll@fws.gov](mailto:Info_Coll@fws.gov). Please do not send your completed form to this address.

**Office of Subsistence Management**  
**1011 E. Tudor Road, MS 121**  
**Anchorage, Alaska 99503-6199**



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