

SAMPLE TRANSMITTAL MEMO FOR NOMINATION PACKAGE

In Reply Refer To:
SO-

Memorandum

To: Director

From: State Director, (State Name)

Subject: Recommendations for Fiscal Year 2008 _____ Advisory Council
Appointments

We are pleased to forward our recommendations for the vacancies of _____ Advisory Council members whose terms expire on _____, 2008. We have strived to recommend nominees that reflect the wide variety of public interests and opinions on public land use and natural resources in _____ (State Name).

The recommendations for the positions on the _____ Advisory Council are based on _____ public nominations for the _____ vacancies. We fully endorse the recommendations of our managers.

All nominees have been involved in public land issues in their respective field of interest or profession. The nominees have been interviewed, and their qualifications and endorsements have been carefully reviewed and analyzed. Our recommendations reflect our professional judgment about the individuals who can best contribute to the advisory council's ongoing effectiveness. We consulted with Governor _____ for his/her recommendations for the nominees.

Name of Advisory Council

[Number of vacant positions, e.g., 1 position in Category 1, 2 in Category 2, and 2 in Category 3]

State Director Recommendations: (2 nominees for each vacant position):

Category 1:

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Off-Highway Vehicle Use	Name
Alternate	Name	Grazing/Permittee	

Category 2:

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Dispersed Recreation	Name
Alternate	Name	Archaeological Interest	
Principal	Name	Environmental Organization	Name
Alternate	Name	Environmental Organization	

Category 3:

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Elected Official	Name
Alternate	Name	Native American	
Principal	Name	State Natural Resources	Name
Alternate	Name	Academician	

NOTE: For each principal nominee, give a brief description including his/her name, interest represented, pertinent career information, why the State Director recommends the individual, and the name of the member he/she is replacing.

The requested information, nominee forms, and letters of reference for the recommended and alternate nominees are attached to this memorandum. Information on other candidates is also included.

For further information, please call me (Designated Federal Official or State NLCS Lead), 200-300-4000.

Attachments

PROPOSED ADVISORY COMMITTEE COMPOSITION

Proposed (Advisory Committee Name) Membership:
(Listed below are the proposed new, reappointed, and continuing members for the 12-member board.)

<u>Name</u>	<u>Interest</u>	<u>Category</u>	<u>Status</u>
Name	Energy/Minerals	1	New
Name	Commercial Recreation	1	New
Name	National/Regional Environmental	2	Reappointment
Name	Archaeological/Historical	2	New
Name	Elected Official	3	Continuing
Name	Off-Highway Vehicle Use	1	Continuing
Name	National/Regional Environmental	2	Continuing
Name	Public-at-Large	3	Continuing
Name	Public-at-Large	3	Continuing
Name	Federal Grazing	1	Continuing
Name	Wild Horse and Burro	2	Continuing
Name	Native American Tribes	3	Continuing

(NAME)
ADVISORY COUNCIL
PRIMARY CANDIDATES

INDIVIDUAL SUMMARY SHEET

(AC NAME) PRIMARY CANDIDATE FOR CATEGORY (AC Category)

Name and Address: Mr./Ms. Nominee
Riverboat Tours
P.O. Box 100
City, State 00938

Category: 1 – Commercial Recreation

Occupation: Recreational Tour guide

Qualifications: Mr./Ms. Nominee owns and operates a riverboat service on the 40 Mile Wild and Scenic River. He/She specializes in recreational rafting and boating tours, historical gold panning, fishing, wilderness trips, and tours of suction dredge mining operations on the river. Previously, he/she worked with the Alyeska Pipeline Company for 21 years, managing construction sites and overseeing pipeline maintenance. He/She previously served on a RAC work group representing the interests of the wilderness recreation community and small miners.

Why Recommended: Mr./Ms. Nominee has been a valued member of the Alaska Resource Advisory Council since 2002. He/She represents a broad cross section of interests ranging from wilderness recreation to mining, adding a rural perspective to the council's composition.

Nominated by: Lou and Ron Davis, Canoe Alaska (wilderness river guide service)

BLM Permits
Leases or Licenses: Long-term camping permit

(AC NAME)
ADVISORY COUNCIL
ALTERNATE CANDIDATES

INDIVIDUAL SUMMARY SHEET

(AC NAME) ALTERNATE CANDIDATE FOR CATEGORY (AC Category)

Name and Address: Mr./Ms. Nominee
Riverboat Tours
P.O. Box 100
City, State 00938

Category: 1 – Commercial Recreation

Occupation: Recreational Tour guide

Qualifications: Mr./Ms. Nominee owns and operates a riverboat service on the 40 Mile Wild and Scenic River. He/She specializes in recreational rafting and boating tours, historical gold panning, fishing, wilderness trips, and tours of suction dredge mining operations on the river. Previously, he/she worked with the Alyeska Pipeline Company for 21 years, managing construction sites and overseeing pipeline maintenance. He/She previously served on a RAC work group representing the interests of the wilderness recreation community and small miners.

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Nominated by: Lou and Ron Davis, Canoe Alaska (wilderness river guide service)

BLM Permits
Leases or Licenses: Long-term camping permit

Attach or have Letters of References sent from interests or organizations to be represented (required).

Privacy Act Statement

The authority to request this information is contained in 5 U.S.C. 301, the Federal Advisory Committee Act, and Part 1784 of Title 43, Code of Federal Regulations. It is used by the appointment officer to determine education, training, and experience related to possible service on a Resource Advisory Council of the Bureau of Land Management. If you are appointed as an advisor, the information will be retained by the appointing official as long as you serve. Otherwise, it will be destroyed 2 years after termination of your membership or returned (if requested) following announcement of the Council appointments. Completion of this form is voluntary. However, failure to complete any or all items will inhibit fair evaluation of your qualifications, and could result in you not receiving full consideration for appointment.

Nominee Signature:

Date:

NOMINATION LETTERS/SUPPORT DOCUMENTS

Provide Hard Copies

OTHER CANDIDATES

**Include Copies of Documents Submitted by
Other Candidates**