



Aloha Friend of the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve:

We are in the process of recruitment for vacant seats on our reserve advisory council. Beginning immediately, we will accept applications for council membership.

The Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve (NWHI CRER) Advisory Council was established in December 2000 under Presidential Executive Order 13178, to ensure continued public participation in the management of the NWHI CRER in accordance with the National Marine Sanctuaries Act. The Reserve Advisory Council (RAC) is a community-based advisory group consisting of representatives from various constituencies, providing a public forum for community consultation and deliberation on resource management issues affecting the reserve.

Enclosed is our reserve advisory council application kit. The NWHI CRER Advisory Council charter can be found on our [website](#). Council terms will be for 3 years. State employees should consult their employer for specific guidance on eligibility.

We are looking forward to receiving completed applications emailed to Sara Wood, Advisory Council Coordinator, at [sara.wood@noaa.gov](mailto:sara.wood@noaa.gov) by October 20, 2023. Applications will be reviewed by a preliminary review panel composed of the RAC selection subcommittee. The panel will help to narrow down the number of candidates for each seat to the top three. Of these, a member and an alternate will be chosen, and officially notified of their selection.

If at any point you have a change in circumstance that will not allow you to serve on the council, please notify Sara Wood at [sara.wood@noaa.gov](mailto:sara.wood@noaa.gov). Please contact Sara if you have any questions about the reserve, the council, or the council member selection process.

Sincerely,

*Eric Roberts*

Eric Roberts  
Superintendent  
Papahānaumokuākea Marine National Monument



## Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve Advisory Council Application Form

Before applying for reserve advisory council membership, please review:

1. Reserve advisory council charter provided on the Northwestern Hawaiian Islands Coral Reef Ecosystem Reserve Advisory Council website at <https://www.papahanaumokuakea.gov/new-about/council/apply/>;
2. Office of National Marine Sanctuaries (ONMS) *National Marine Sanctuary Advisory Council Implementation Handbook* available online at <http://www.sanctuaries.noaa.gov/management/ac/acref.html> (or you may obtain a copy from your local sanctuary); and
3. Importance of Diversity Statement:  
*“Whether within a natural ecosystem or a human community, diversity creates strength and resilience. NOAA’s Office of National Marine Sanctuaries values the remarkable diversity of knowledge, perspectives, and experience found throughout sanctuary communities, and invites a wide range of individuals to seek membership on our sanctuary advisory councils. With a diverse membership, advisory councils can broaden access to understanding and participation in marine conservation and governance, foster innovation and creative problem solving, and can help advance the mission of the National Marine Sanctuary System.”*

Sanctuary advisory councils advise and make recommendations to the Office of National Marine Sanctuaries on issues regarding the designation and management of national marine sanctuaries. The charter outlines the purposes and governs the operation of the sanctuary advisory council. The handbook provides broader operational requirements for sanctuary advisory councils. In applying for sanctuary advisory council membership, you are agreeing to abide by the terms of the charter and the handbook if you are selected as a council member or alternate.

For those applicants who are considered for selection, the Office of National Marine Sanctuaries will conduct a LEXIS/NEXIS check and a departmental bureau check for potential criminal, political exposure, judgment/lien, adverse media, NOAA enforcement action, and conflict of interest issues. Additional information and guidance regarding the use of the information you submit on this form and its availability under federal law can be found at the end of this form. Please review this information.

For the positions listed in this application, sanctuary advisory council members and alternates must be 18 years of age or older.

Please note, under 18 U.S.C. § 205, federal government employees are not allowed to participate on sanctuary advisory councils in their personal capacities. Federal government employees may be appointed or selected by their affiliated agencies to represent their affiliated agencies in their professional capacities when an advisory council charter includes seats for their affiliated agencies. Special restrictions apply to applicants who are military reservists but are not otherwise employed by the federal government; for additional information, please contact [sara.wood@noaa.gov](mailto:sara.wood@noaa.gov).

State employees and members of a state legislature are allowed to apply to sit on sanctuary advisory councils in a personal capacity. State agency employees must provide a letter of support on official agency letterhead from their state supervisor at the time they submit their applications but members of a state legislature and public university or college employees are not required to provide such letters of support.



Members of state legislatures are not required to provide such letters of support. State agency employees, members of a state legislature, and local government employees should contact their respective officials to ensure that their state, local government, or employer does not have additional or conflicting laws, regulations, or policies about applying for a position on a federal advisory council.

Please indicate which advertised seat(s) you are applying for, provide your contact information, and respond to the questions below. The Office of National Marine Sanctuaries may consider applicants for seats and positions for which they have not applied if the Office of National Marine Sanctuaries believes they are qualified for that seat and are willing to serve in it.

**The application deadline is Friday, October 20, 2023 at 5 p.m.**

Please return all pages of your completed reserve advisory council application form, and any attached statements or documents to: Sara Wood at [sara.wood@noaa.gov](mailto:sara.wood@noaa.gov).

**Date:** \_\_\_\_\_

**First Name:\*** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

\*Please include full first, middle, and last names.

**Position(s)/Seat(s) applying for:**

Citizen-At-Large Primary Seat \_\_\_\_\_

Native Hawaiian Alternate Seat \_\_\_\_\_

Commercial Fishing Primary Seat \_\_\_\_\_

Ocean Related Tourism Primary Seat \_\_\_\_\_

Commercial Fishing Alternate Seat \_\_\_\_\_

Recreational Fishing Primary Seat \_\_\_\_\_

Conservation Primary Seat \_\_\_\_\_

Recreational Fishing Alternate Seat \_\_\_\_\_

Conservation Alternate Seat \_\_\_\_\_

Research Primary Seat \_\_\_\_\_

Native Hawaiian Elder Primary Seat \_\_\_\_\_

Research Alternate Seat \_\_\_\_\_

Native Hawaiian Elder Alternate Seat \_\_\_\_\_

**Home Address 1:** \_\_\_\_\_

**Home Address 2:** \_\_\_\_\_

**Home City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Home Email:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_ **Position/Job Title:** \_\_\_\_\_

**Work Address 1:** \_\_\_\_\_



**Work Address 2:** \_\_\_\_\_

**Work City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Work Cell:** \_\_\_\_\_

**Work Email:** \_\_\_\_\_

Please answer all of the questions below thoroughly and in numerical order. Answers should be no more than two to three paragraphs and should appear on a separate attached document with each answer clearly marked with the corresponding question number.

1. How did you hear about the opportunity to apply for this sanctuary advisory council seat?
2. How familiar are you with the community or area associated with the sanctuary?
3. Have you attended previous sanctuary advisory council meetings or sanctuary advisory council working group meetings?
4. Are you willing to participate in sanctuary advisory council activities (e.g., meetings, constituent outreach, retreats, chairing or participating on a subcommittee or working group, and reviewing written materials)?
5. Why are you interested in serving on the sanctuary advisory council? Please include what you hope to gain from participating on the sanctuary advisory council.
6. Describe what you think the role of the council is, and how you will work to best support the sanctuary as a sanctuary advisory council member or alternate.
7. One of the key roles of a sanctuary advisory council member is to serve as a liaison between the sanctuary and its community. Explain how you will coordinate with, consult with, and inform the members of the constituency you will represent (ex: a Research seat), if appointed to that seat (ex: for a Research seat, members of the sanctuary's research constituency). If you are applying for more than one seat, please provide responses for each constituency.
8. Describe how you will work to ensure that diverse perspectives and underrepresented communities are represented through the sanctuary advisory council.
9. Explain your views regarding the protection and management of marine or Great Lake resources, including natural (fish, coral reefs, etc.), historic or cultural resources.
10. Describe your formal community and professional affiliations and employment. In particular, highlight how your particular expertise and experience relate to the goals and uses of the sanctuary and the seat(s) for which you are applying. Be sure to include qualifications that you have or other information that you think would be relevant and beneficial to the advisory council.



Information obtained through this application process will be used to determine the qualifications of the applicant for membership on the sanctuary advisory council. The Office of National Marine Sanctuaries affirms it intends to disclose the applications only to Department of Commerce/National Oceanic and Atmospheric Administration staff, including employees, grantees, and contractors, with a need to know the information in the applications to complete the application review process, and to current sanctuary advisory council members who serve on the applicant review panel. However, the Office of National Marine Sanctuaries may be required to disclose the applications in response to a court order, a congressional request, or a request from the public under the Freedom of Information Act (FOIA).

If disclosure is requested under FOIA, the Office of National Marine Sanctuaries will endeavor to protect the privacy of applicants by withholding personal information, such as home addresses and telephone numbers of applicants, as well as names or other identifying information of applicants who are not chosen as members of the council. In contrast, other information may be released, including names of applicants who are chosen as members of the council, other information in chosen members' applications that relate to their qualifications to be a member or alternate, including education and professional experience, and statements of philosophy or opinions contained in the application. Applying for membership on the sanctuary advisory council is voluntary.

Public reporting burden for this collection of information is estimated to average one hour per response, including the time for reviewing instructions, searching existing data sources, gathering 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 Office of National Marine Sanctuaries, 1305 East West Highway, N/NMS, Silver Spring, Maryland 20910.

Notwithstanding any other provision of law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

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