



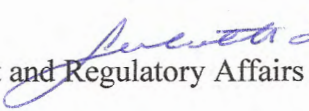
United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

MAY 05 2017

Memorandum

To: Assistant Secretaries

From: Director, Office of the Executive Secretariat and Regulatory Affairs 

Subject: Boards and Commissions

The Secretary is committed to restoring trust in the Department's decision making, and that begins with institutionalizing state and local input and ongoing collaboration.

The Department currently includes more than 200 boards, committees, subcommittees, commissions, and other internal and external advisory bodies (committees) that are authorized to meet periodically and solicit input.

To maximize feedback from these committees and ensure their compliance with the Federal Advisory Committee Act (FACA), the President's recent executive orders, and the Secretary's recent secretary's orders, the Department is currently reviewing the charter and charge of each committee. This review necessitates the postponement of all meetings, which will be rescheduled for September 2017 or later.

To assist with this review, please direct the bureaus/offices you oversee to provide you with the following information by May 22, 2017:

- (1) the most recent charter, and any prior versions if there have been significant changes over time;
- (2) the costs and resources required annually to support the committee;
- (3) a list of both Federal and non-Federal members/alternates, to include their organization, whether they represent the Department of the Interior, and their term limits;
- (4) whether the committee is mandated by statute/law, authorized by statute/law, or established pursuant to Agency authority (provide a copy of the enabling legislation and any amendments);

- (5) brief description of the benefits, services, and/or recommendations provided by the committee to the Department and bureaus (i.e. provide a narrative justification for the committee);
- (6) other information relevant to understanding the purpose of the committee; and
- (7) the most recent annual schedule of meetings, including when the next meeting would be held, the location of the meeting, and if the meeting has been noticed in the Federal Register.

Additional briefings may be scheduled to discuss the material. If you have any questions, please contact the Office of the Executive Secretariat at (202) 208-3181.

cc: Chiefs of Staff
Chiefs of Staff, Bureaus and Offices
FACA Group Federal Officers, Bureaus and Offices