

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

Gettysburg National Military Park Advisory Commission

Charter

1. **Committee's Official Designation.** The official designation of the Commission is the Gettysburg National Military Park Advisory Commission (Commission).
2. **Authority.** The Commission is established by 16 U.S.C. § 430g-8, and in accordance with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C., App. 2.
3. **Objectives and Scope of Activities.** The purpose of the Commission is to advise the Secretary of the Interior (Secretary) on the coordination of the management of the Gettysburg National Military Park and Gettysburg Battlefield Historic District with local jurisdictions.
4. **Description of Duties.** The duties of the Commission are solely advisory, and are as stated in paragraph 3 above.
5. **Official to Whom the Committee Reports.** The Commission reports to the Secretary through the Designated Federal Officer (DFO).
6. **Support.** The National Park Service will provide administrative and logistical support to the Commission.
7. **Estimated Annual Operating Costs and Staff Years.** The annual operating costs associated with supporting the Commission's functions are estimated to be \$20,000, including all direct and indirect expenses and .10 staff year support.
8. **Designated Federal Official.** The DFO is the Superintendent, Gettysburg National Military Park, National Park Service, who is a full-time Federal employee appointed in accordance with Agency procedures. The DFO will approve or call all Commission and subcommittee meetings, prepare and approve all meeting agendas, attend all Commission 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 Secretary.
9. **Estimated Number and Frequency of Meetings.** The Commission will meet on a regular basis at least twice a year, and at such time as designated by the DFO. Notice of meetings and agenda will be published in local newspapers which have a distribution which generally covers the area affected by the Park. Notice will also be provided in accordance with 41 C.F.R. 102-3.150. Advisory Commission meetings will be held at locations and in such a manner as to ensure adequate public involvement.
10. **Duration.** Continuing.

11. **Termination.** The Committee is subject to biennial review and will terminate 2 years from the date the Charter is filed, unless it is renewed prior to that date in accordance with the provisions of Section 14 of the FACA. The Committee will not meet or take any action without a valid current charter.
12. **Membership and Designation.** The Commission shall be comprised of 11 members, as follows:
 - a. One member representing each of the local governments from the four townships surrounding the park and the Borough of Gettysburg;
 - b. One member representing the Adams County, Pennsylvania government;
 - c. One member representing the State Historic Preservation Office of the Commonwealth of Pennsylvania;
 - d. Two members who are residents of Adams County and who are knowledgeable about the park and its resources, one of whom shall own land or interests in land within park boundary;
 - e. One member with expertise in local historic preservation; and
 - f. The Director of the National Park Service or the Director's designee, ex officio.

Members will be appointed as representative members or special Government employees. Members appointed as special Government employees are required to file on an annual basis a confidential financial disclosure report.

Members will be appointed for staggered 3-year terms. All members serve at the discretion of the Secretary.

A vacancy on the Commission will be filled in the same manner in which the original appointment was made.

Members of the Commission will serve without compensation. However, while away from their homes or regular places of business, Commission and subcommittee members engaged in Commission 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 the Government service are under Section 5703 of Title 5 of the United States Code.

- 13 **Ethics Responsibilities of Members.** No Commission or subcommittee member will participate in any specific party matter including a lease, license, permit, contract, claim, agreement, or related litigation with the Department in which the member has a direct financial interest. In addition, the Department of the Interior will provide materials to those members appointed as special Government employees, explaining their ethical obligations with which the members should be familiar. Consistent with the ethics requirements, members will endeavor to avoid any actions that would cause the public to question the integrity of the Commission's operations, activities, or advice. The provisions of this paragraph do not affect any other statutory or regulatory ethical obligations to which a member may be subject.

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 Commission for consideration. Subcommittees must not provide advice or work products directly to the Agency. The Commission Chair, with the approval of the DFO, will appoint subcommittee members. 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 Commission, and formally and informally established subcommittees of the Commission, shall be handled in accordance with General Records Schedule 26, Item 2 or other approved Agency records disposition schedule. 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

OCT 14 2011

Date

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Date Filed