



**File Code:** 1350; 3260  
**Route To:**

**Date:** August 26, 2022

**Subject:** Call for Nominations: National Urban and Community Forestry Advisory Council

**To:** Cooperators

**REPLY DUE OPEN**

The Forest Service [Urban and Community Forestry Program](#) announce an open call for nominations for all Non-Forest Service positions on the National Urban and Community Forestry Advisory Council (Council). Those nominees that apply by October 14, 2022, will be included in the 2023 nomination pool. Those nominees that apply after October 14, 2022, will automatically be added to the future pool of candidates when those positions become available. Applicants are encouraged to check all positions they are eligible to serve. The applications are available On-line. Please click the link: <https://nucfac.org/application-portal/> All positions are reviewed for geographical and demographical areas that have low representation on the Council.

<b>Position</b>	<b>Term</b>
1: National Non-Profit Forestry and Conservation Citizen Organization (first of two positions)	1/22-12/24
2: National Non-Profit Forestry and Conservation Citizen Organization (second of two positions)	1/23-12/25
3: Member Representing State Government	1/23-12/25
4: Member Representing County Government	1/23-12/25
5: Member Representing City and Town Government	1/22-12/24
6: Forest Products, Nursery, or Related Industries	1/21-12/23
7: Urban Forestry, Landscape, and Design Consultants	1/23-12/25
8: Academic Institutions with an Expertise in Urban and Community Forestry activities (first of two positions)	1/21-12/23
9: Academic Institutions with an Expertise in Urban and Community Forestry activities (second of two positions)	1/22-12/24
10: Member Representing State Forestry Agencies	1/21-12/23
11: Member Representing a Professional Renewable Natural Resource or Arboriculture Society	1/23-12/25
12: USDA Extension Service	1/21-12/23
13: USDA Forest Service. - Not Available	N/A
14: Member from a Community with a Population less than 50,000 and is active in urban and community forestry. They may not be an officer or employee of any government body.	1/22-12/24
15: Member from a Community with a Population greater than	1/21-12/23



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They may not be an officer or employee of any government body.

The Forest Service is seeking nominations to fill positions on the National Urban and Community Forestry Advisory Council (Council). The Council serves in an advisory capacity to the Secretary of Agriculture and the Forest Service's Urban and Community Forestry Program and other federal related natural resources agencies.

The Council was established in 1990 through an amendment to the Cooperative Forestry Assistance Act of 1978, (16 U.S.C. 2105). The purpose of the Council is to: 1) develop a national urban and community forestry action plan; 2) evaluate the implementation of the plan; and 3) develop criteria and annually make recommendations on the Forest Service's Urban and Community Forestry Challenge Cost-share Grant Program.

Please go to the NUCFAC council nomination website at <https://nucfac.org/application-portal/> for detailed instructions on how to nominate and apply for a position. The forms necessary to nominate and apply are available for download here as well. Note: As part of the application process, applicants will be required to submit a signed form AD-755 authorizing the Forest Service to perform a background check. Applicants will be required to separately email their completed form AD-755 as an encrypted document directly to [sm.fs.nucfac@usda.gov](mailto:sm.fs.nucfac@usda.gov). Instructions on how to submit your AD-755 are provided on the NUCFAC council website noted above.

Courier service is accepted for those unable to submit their applications as detailed on the NUCFAC council nomination website. Hard copy application templates are available upon request. Email Nancy Stremple at [sm.fs.nucfac@usda.gov](mailto:sm.fs.nucfac@usda.gov), Subject line: REQUEST A HARDCOPY NUCFAC NOMINATION APPLICATION". Please note regular mail submissions must be screened by the agency and may delay the receipt of the application. If you are using a courier or mail service submit nominations to: Nancy Stremple, Executive Staff, U.S. Forest Service, 201 14<sup>th</sup> Street, SW, Sidney Yates Building 3SW-01B, Washington D.C. 20024.

The enclosed **"Roles and Responsibilities as Members of the National Urban and Community Forestry Advisory Council"** will provide an overview of the duties and time commitments necessary to be a Council member.

For additional information on the Council, visit: <https://www.fs.usda.gov/managing-land/urban-forests/ucf/nucfac>

In making nominations, please note that the equal opportunity practices will be fully implemented in all appointments to the Council. To ensure that the membership of the Council reflects the diverse groups served by the Forest Service, nominations should include, to the extent practicable, representatives of underserved groups, including minorities, women, and persons with disabilities.

Third party nominations are to designate which category would most appropriately describe the recommended nominee. One may make nominations for as many positions as the nominee is eligible, but please use separate forms for each position. An individual may also nominate

him/herself. Nominations to National organization or University positions are to provide letters of support from an organization's leadership that the nominee is to represent.

To enable us to reach as many and a diverse number of nominees as possible, please give this letter wide distribution as appropriate. Your assistance is greatly appreciated.

Individuals currently serving on other U.S. Department of Agriculture or other federal advisory councils / commissions are ineligible to serve on this Council.

If you need further assistance, contact Nancy at [sm.fs.nucfac@usda.gov](mailto:sm.fs.nucfac@usda.gov) Please provide your contact information.

When the Secretary of Agriculture has made his appointments, all those nominated to be Council members, as well as those individuals who submitted a nomination for consideration will be notified of his decision.

We look forward to your response

A handwritten signature in black ink that reads "Jaelith Hall - Rivera". The signature is written in a cursive, flowing style.

Jaelith HALL-RIVERA  
Deputy Chief, State and Private Forestry

Enclosure