

OMB Control Number: 0690-0038

Expiration Date: 7/31/2026

The application package must include:

- (1) the nominee's full name, title, institutional affiliation (if any), and contact information;
- (2) identification of the nominee's area(s) of expertise or representation;
- (3) a short description of their qualifications relative to the scope of the board/committee as described in the Notice; and
- (4) a current resume (maximum length four [4] pages).

If nominated by a third party, the nomination should include a statement that the nominated individual agrees to be nominated.

PRA Burden Statement:

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0690-0038. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. All responses to this information collection are voluntary. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to the NOAA PRA Office at NOAA.PRA@noaa.gov.

Privacy Act Statement

Authority. The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations which authorizes the operations of an executive agency, including the creation, custodianship, maintenance and distribution of records, and 15 U.S.C. 1512, Powers and duties of Department.

Purpose. The collection of names, contact information, resumes, professional information, and qualifications is required in order for NOAA to appoint members to the advisory committees, boards, or other activities.

Routine Uses. NOAA will use the nomination information for the purpose set forth above. The Privacy Act of 1974 authorizes disclosure of the information collected to NOAA staff for work-related purposes and for other purposes only as set forth in the Privacy Act and for routine uses published in the Privacy Act System of Records Notice COMMERCE/DEPT-11, Candidates for Membership, Members, and Former Members of Department of Commerce Advisory Committees, available at <https://www.commerce.gov/opog/privacy/SORN/SORN-DEPT-11> and the System of Records Notice COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies, available at <https://www.commerce.gov/opog/privacy/SORN/SORN-DEPT-18>.

Disclosure. Furnishing the nomination information is voluntary; however, if the information is not provided, the individual would not be considered for appointment as a member of the committee, board, or other activity.