

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

Cedar Creek and Belle Grove National Historical Park Advisory Commission

Charter

1. **DESIGNATION.** The official designation of the commission is the Cedar Creek and Belle Grove National Historical Park Advisory Commission (Commission).
2. **AUTHORITY.** The Commission is established in accordance with the Cedar Creek and Belle Grove National Historical Park Act of 2002 (U.S.C. 410iii-7), and the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., Appendix 2.
3. **OBJECTIVES AND SCOPE OF ACTIVITIES.** The Commission shall advise the Secretary of the Interior (Secretary) in the preparation and implementation of a general management plan and to advise the Secretary with respect to the identification of sites of significance outside the Park boundary deemed necessary to fulfill the purposes of this Act.
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 will report to Secretary through the Designated Federal Officer (DFO).
6. **SUPPORT.** Administrative support and funding for activities of the Commission will be provided by the National Park Service.
7. **ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS.** The annual operating costs associated with supporting the Commission's functions are estimated to be \$14,000, which includes staff support including all direct and indirect expenses and .10 staff years.
8. **DESIGNATED FEDERAL OFFICER.** The DFO is the Superintendent, Cedar Creek and Belle Grove National Historical 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 shall meet at least quarterly at the call of the chairperson or a majority of the members of the Commission, and at such times as designated by the DFO.
10. **DURATION.** Continuing.

11. **TERMINATION.** The Commission will not meet or take any action without a valid current charter. Although the provisions of Section 14(b) of the FACA requiring a biennial rechartering are inapplicable to the Commission, pursuant to 16 U.S.C. 1a-14(a), the Department will conduct a biennial review of the Commission to determine if its goals and objectives have been fulfilled.
12. **MEMBERSHIP.** The Commission shall be composed of 15 members appointed by the Secretary, as follows:
 - one representative from the Commonwealth of Virginia;
 - one representative each from the local governments of Strasburg, Middletown, Frederick County, Shenandoah County, and Warren County;
 - two representatives of private landowners within the Park;
 - one representative from a citizen interest group;
 - one representative from the Cedar Creek Battlefield Foundation;
 - one representative from Belle Grove, Incorporated;
 - one representative from the National Trust for Historic Preservation;
 - one representative from the Shenandoah Valley Battlefields Preservation;
 - one ex-officio representative from the National Park Service; and
 - one ex-officio representative from the United States Forest Service.

Each member shall be appointed for a term of 3 years and may be reappointed for not more than 2 successive terms. A vacancy on the Commission shall be filled in the same manner in which the original appointment was made.

A member may serve after the expiration of the member's term until a successor has taken office.

The Commission shall act and advise by affirmative vote of a majority of its members.

The Chairperson of the Commission shall be elected by the members to serve a term of one year renewable for one additional year.

Eight members shall constitute a quorum.

Members of the Commission serve without compensation. However, while away from their homes or regular places of business in the performance of service for the Commission, members shall be allowed travel expenses, including per diem in lieu of subsistence, in the same manner as persons employed intermittently in Government service under Section 5703 of Title 5 of the United States Code.

The Commission may, for purposes of carrying out this Act, hold such hearings, sit and act at times and places, take such public testimony, and receive such evidence, as the Commission considers appropriate. The Commission may not issue subpoenas or exercise any subpoena authority.

13. **ETHICS RESPONSIBILITIES OF MEMBERS.** No commission or subcommittee member shall 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.
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

JUN - 5 2012

Date

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Date filed