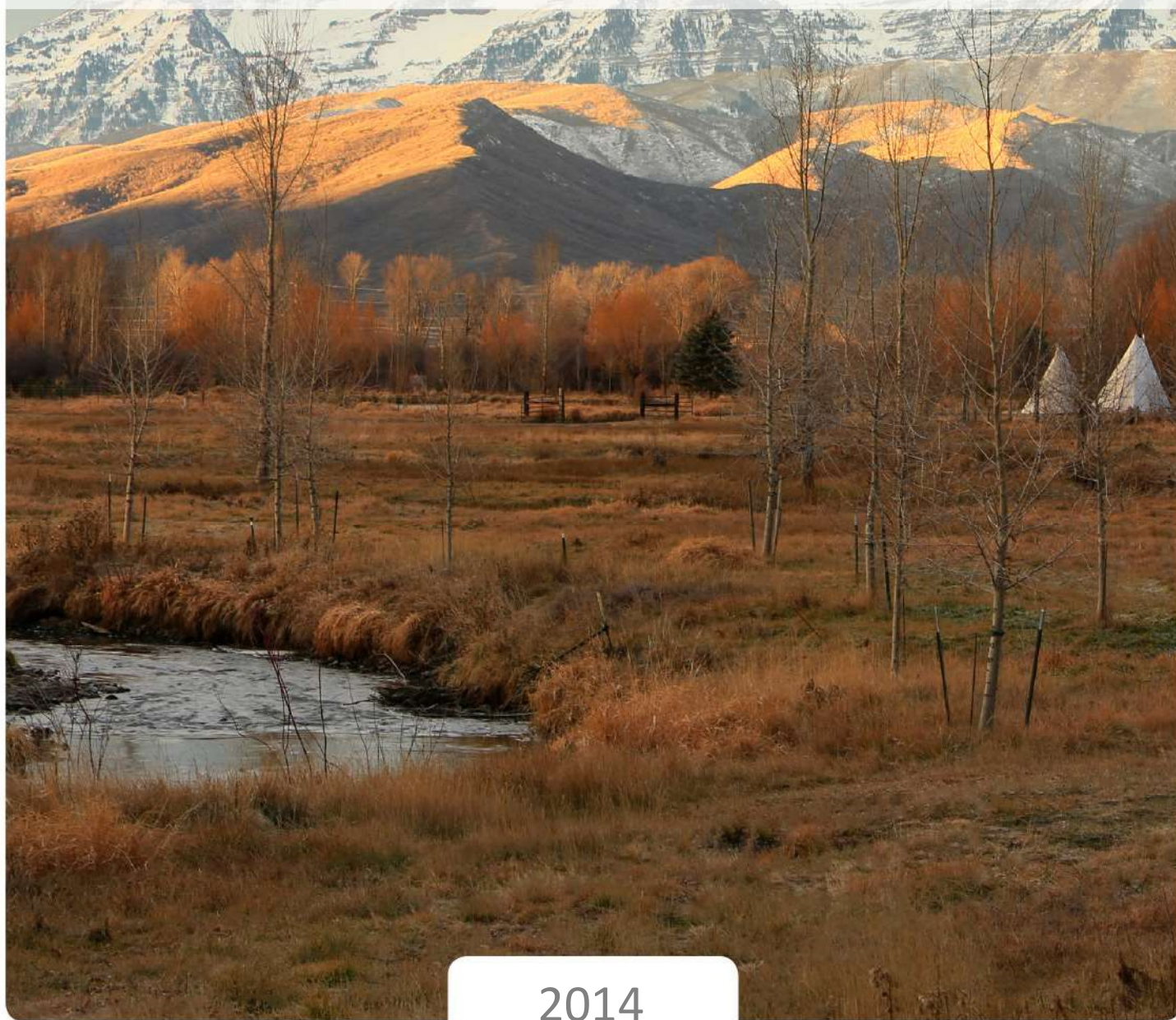


U.S. Environmental Protection Agency



National Tribal Operations Committee

REFERENCE GUIDE



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Introduction

The United States Environmental Protection Agency (EPA) created this National Tribal Operations Committee (NTOC) Reference Guide to provide NTOC members with background on NTOC policy and procedures. It contains both high-level information on the NTOC (e.g., What is the purpose of the NTOC? Which groups interact with the NTOC?) and its operational procedures (e.g., How are new National Tribal Caucus (NTC) Executive Committee members elected?).

This document does not substitute for the official NTOC Charter, which sets the purpose, roles, responsibilities, and basic operating parameters for the NTOC. For ease of cross-reference, each section of this manual provides a reference to the specific parts of the NTOC Charter used as the basis for each section.

The sections of this manual are:

- Section 1: Overview and Purpose of NTOC
 - Provides a short background of the NTOC's purpose
-

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- Section 2: NTOC Membership, Roles, and Responsibilities
 - Outlines responsibilities and duties of each member, the NTOC's role in development of

NTOC Vision Statement

EPA and federally recognized tribes are implementing environmental programs consistent with federal environmental laws, EPA's mission, tribal values and lifeways, which address the gaps in environmental protection in Indian country and achieve high levels of protection for human health, while also safeguarding the environment.

- national priorities, and the NTC Executive Committee election process
- Section 3: NTOC and NTC Meetings
 - Provides a schedule of annual meetings and outlines meeting processes
- Section 4: NTC Operations and Guidelines
 - Contains general information on the operations of the NTC and guidelines for travel and working with NTC support contractors
- Appendix A: NTOC Charter
- Appendix B: Major EPA Programs
- Appendix C: EPA Budget Cycle
- Appendix D: Interactions with other EPA Tribal Partnership Groups
- Appendix E: Goal Lead Document
- Appendix F: NTC Basecamp Guide

As agreed upon by EPA and the NTC, this document will be periodically updated as procedures are modified or changed.

Section 1: Overview and Purpose of NTOC

Applicable NTOC Charter Sections: Parts 1–4

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EPA established the National Tribal Operations Committee (NTOC) in February 1994 to improve communication and build stronger partnerships between the Agency and federally recognized tribes.¹ It is comprised of 19 tribal members from nine EPA Regions (these members are collectively referred to as the NTC) and EPA's senior leadership team, including EPA's Administrator, Deputy Administrator, and the Agency's Assistant Administrators and Regional Administrators. Wherever possible in this document, differences between the larger NTOC and the NTC are highlighted. It is important to keep this distinction in mind because while the NTC is part of the NTOC, the groups have different roles.

The NTOC serves as the forum for the NTC and EPA senior leadership to work together on policy and resource matters related to tribal capacity building, and environmental program development and implementation in Indian country.² The NTOC also identifies mechanisms for EPA and tribes to facilitate actions within Indian country that protect human health and the environment. Specifically, the NTOC members work together to:

- Exchange views, information, and advice concerning intergovernmental efforts to manage and implement EPA's programs in Indian country;
- Identify and facilitate actions that address the gaps in data, information, policy, and understanding that impact environmental and human health protection in Indian country and strive for relative parity in resources for environmental protection between state and tribal programs;
- Strengthen EPA-tribal partnerships to build the capacity to develop and implement environmental programs in Indian country;
- Promote mutual understanding of interests and perspectives on national tribal environmental issues, policies, and priorities; and
- Monitor and assess progress in EPA's tribal program, including the performance of the NTOC in fulfilling its mission.

The NTOC Charter was originally enacted in April 1996, updated and recertified in July 2001, and again updated and recertified in July 2012. A copy of the Charter is provided in Appendix A.

The NTOC operates in a manner consistent with: EPA's 1984 Indian Policy³; the federal trust responsibility to federally recognized tribes; federal laws, regulations, policies, and guidance; and tribal values and interests. The 1984 Indian Policy states that EPA will work directly with tribes on a one-to-one (or nation-to-nation) basis and not as political subdivisions of states or other governmental units.

¹ A "federally recognized tribe" is an Indian or Alaska Native tribe, band, nation, pueblo, village or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1944, 25 U.S.C. 479a.

² Indian country as used in this document includes reservations, dependent Indian communities, Indian allotments and Alaska Native Villages.

³ The *EPA Policy for the Administration of Environmental Programs on Indian Reservations, November 8, 1984* can be found at <http://www.epa.gov/tribal/pdf/indian-policy-84.pdf>.

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The interactions of the NTOC do not substitute for this government-to-government relationship between EPA and federally recognized tribes.

In line with the NTOC mission and vision, the principal purpose of the NTC is to **advise** EPA on how the Agency's tribal programs can be improved. Because the NTC serves in an **advisory capacity** it may initially appear to be subject to the Federal Advisory Committee Act. However, the Unfunded Mandates Reform Act of 1995 (UMRA)⁴ specifically exempts certain intergovernmental meetings from FACA if they meet the following criteria:

- (1) They are held exclusively between federal officials and elected officers of state, local, and tribal governments (or designated employees with authority to act on their behalf) acting in their official capacities.
- (2) They exist solely for the purpose of exchanging views, information, or advice relating to the management or implementation of federal programs established pursuant to public law that explicitly or inherently share intergovernmental responsibilities or administration.

Therefore, the NTC and its activities are **not** subject to FACA requirements.⁵ Overall, this promotes free communication and permits federal officials to speak directly with their tribal counterparts and not with the public at large. This communication can occur at any point during NTOC activities, whether during day-to-day operations, conference calls, or meetings.

⁴ Section 204 of the Title II, codified at 2 U.S.C Sec. 1534(b)

⁵ 2 U.S.C. Sec. 1534(b) (1) & (2)

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Section 2: NTOC Membership, Roles, and Responsibilities

The NTOC includes EPA senior leaders and members of the NTC. This section provides additional details about membership and the roles that the NTC and EPA play in the functioning of the NTOC.

Applicable NTOC Charter Sections: Parts 5–7

NTC Membership

The NTC is, first and foremost, a **national body** of high-level tribal advisors. Members are selected on a regional basis and represent all tribes within their regions. Their primary focus is to identify and address tribal environmental issues that are national in scope, cross-agency or cross-media in nature, or that may be emerging or urgent. It is not necessarily the role of the NTC to address issues of individual tribes. However, if the issue of an individual tribe is indicative of a larger, national issue, the NTC may consider that issue as one of its national priorities.

As noted in Part 6.1 of the NTOC Charter, NTC members are selected based on specific criteria to help ensure that each member has the knowledge, skills, and support needed to fully participate in the work of the NTOC. NTC members may be individuals with tribal environmental program experience and expertise in program areas or elected tribal officials. The specific criteria are listed in the *NTC Membership Criteria* text box. EPA relies on the individual expertise, as well as

NTC Membership Criteria

Members and alternates should meet all criteria under either (1) the environmental experience option **OR** (2) the elected official option. If members meet the environmental experience option and are not tribal elected officials, they must be designated in writing by their tribal leadership to act on behalf of their tribe.

Environmental Experience Option:

- At least 3 years experience as an environmental director, deputy director, or an equivalent position for a federally recognized tribe
- Experience managing the implementation of a variety of tribal environmental programs for a federally recognized tribe
- Experience working with, or interacting with, EPA senior managers at the regional or headquarters levels; this interaction could include involvement with regional Tribal Partnership Groups

Elected Official Option:

- Serves as an elected official or a traditionally appointed representative of a federally recognized tribe with broad responsibilities that include oversight of environmental, natural resources or human health issues

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the tribal and regional perspective of each member, to add to the richness of the dialogue that occurs among the NTC and with the full NTOC. Tribes in each Region determine the method of selection of NTC members and alternates, ensuring an open membership process. All members and alternates should be willing and able to commit time and energy to the work of the NTC and the NTOC.

EPA’s American Indian Environmental Office (AIEO) works with the Regions at the beginning of each fiscal year to certify each candidate as a member of the NTC. Once certified, each member is considered an authorized delegate for his or her Region for the next calendar year.

There are 19 NTOC tribal members (who comprise the NTC) from nine⁶ EPA Regions. Region 3 does not have any federally-recognized tribes, and thus does not have any NTC members (see Figure 1 for a map of EPA Regions).

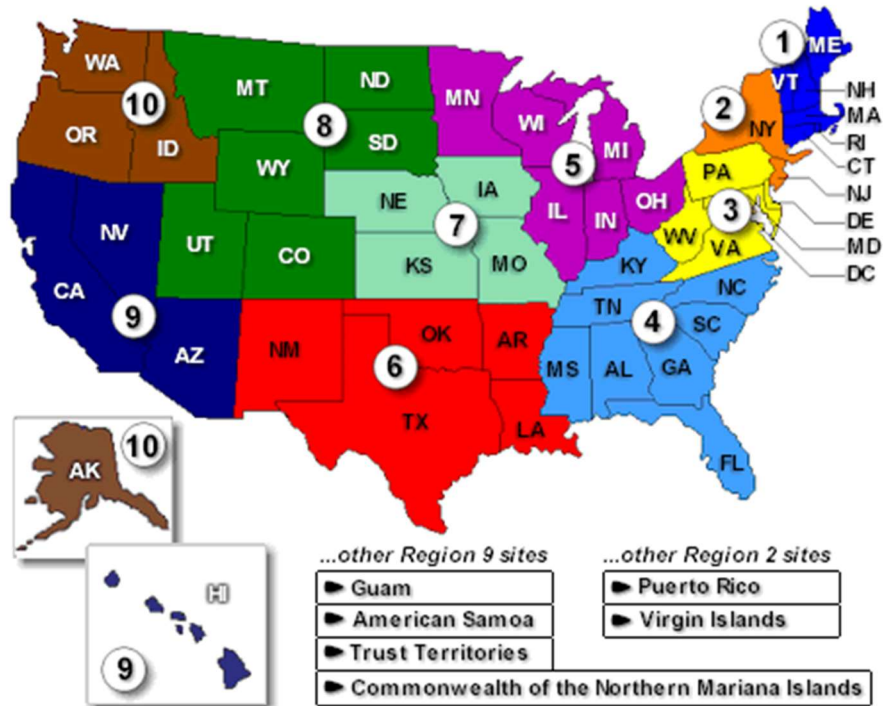
Table 1: Members per Region

Region 1: One member	Region 7: One member
Region 2: One member	Region 8: Three members
Region 4: One member	Region 9: Four members (one from Navajo Nation)
Region 5: Two members	Region 10: Four members (two from Alaska Native villages)
Region 6: Two members	

⁶ When one or more tribes receive federal recognition in Region 3, the NTC membership will be adjusted to include a member from that Region.

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Figure 1: Map of EPA Regions



Alternates

Each Region has one alternate member. There is also an alternate for Alaska and one for the Navajo Nation. Alternates participate in quarterly and in-person meetings when a member from that Region (or from Alaska or the Navajo Nation) cannot participate and requests that the alternate participate. When a member is absent, the alternate takes over the voting rights. In order to stay up to date on NTC actions, alternates are encouraged to join all conference calls, regardless of primary members.

Primary members may NOT designate their own personal alternates to fill in for meetings or conference calls, but must work with the Region’s designated alternate.

Meeting Participation

All NTC members or alternates are expected to fully participate in all meetings. Depending on the meeting, participation may mean travelling or using video or phone conferencing. Attendance on conference calls is encouraged for all NTC members and alternates. In accordance with the Charter, attendance is tracked by EPA. For more information on meetings, please see Section 3.

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Roles and Responsibilities

NTC members are expected to support the NTOC mission with the following actions:

- Identify and articulate the tribes' environmental and human health priorities and issues that are national in scope, cross-EPA or cross-media in nature, or are emerging or urgent
- Provide advice and feedback to the NTOC on tribal goals and strategies for protecting human health and the environment as well as environmental program development and implementation in Indian country
- In accordance with EPA's Policy on Consultation and Coordination with Indian Tribes, identify EPA matters that may be appropriate for tribal consultation
- Listen to, understand, and provide feedback on the environmental and human health issues and requests put forward by EPA
- Request and analyze data, information, and input from EPA, federally recognized tribes, and EPA Tribal Partnership Groups to understand the national environmental priorities and issues of tribes
- Identify the resource needs of tribes to address the environmental priorities identified.
- Convey information about the work of the NTOC back to tribes and EPA Tribal Partnership Groups in a timely way
- Work with tribal organizations outside of EPA to raise environmental and human health issues and advance NTOC initiatives that are mutually beneficial
- Identify issues to be placed on NTC and NTOC meeting agendas and, as necessary, develop issue papers for discussion
- NTC members may be asked to perform other duties beyond these general expectations.

NTC Role in Development of National Tribal Priorities

A major role of the NTC is to identify national tribal environmental priorities and associated resource needs. These priorities and needs help guide EPA in its decisions about program direction and funding for tribal programs, such as tribal General Assistance Program (GAP) funds. To identify these priorities, NTC members draw on a variety of resources including their own expertise with environmental issues, observations of trends in Indian country, and information on regional or programmatic priorities presented during NTC meetings or by other Tribal Partnership Groups.

NTC members may work with EPA staff at the regional and headquarters levels to gather data and information to develop priorities (see Appendix B: Major EPA Programs for a list of EPA program offices). The NTC may work with EPA staff to develop a plan to get the data if the necessary information is unavailable.

As part of the reoccurring budgetary process, EPA developed a regional priority matrix as a tool to help the NTC collect resource needs from the tribes and EPA regional offices for the upcoming fiscal year. The matrix is completed by NTC regional representatives and Regional Tribal Operations Committee (RTOC) co-chairs during the 1st Quarter of the NTC annual calendar, and the regional needs are submitted and

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presented to the NTC during the 2nd Quarter meeting (see Section 3: NTOC and NTC Meetings). The regional matrix data is used to shape the NTC's national tribal environmental priorities.

The NTC typically aligns tribal environmental priorities and budget requests with goals from EPA's strategic plan.⁷ The group has recently moved to a 5-year planning process with annual updates, similar to EPA's planning process. Additional information on coordinating with EPA's strategic goals is provided in Section 4. When identifying priorities, NTC members gather input from a variety of sources. Members should focus on national or cross-programmatic priorities even though these priorities may differ from the priorities of the tribe or Region represented.

NTC Executive Committee

The NTC Executive Committee includes the chair, vice-chair, and secretary. Serving on the NTC Executive Committee requires dedication and a commitment to act in a leadership position and engage in regular discussions with EPA senior leaders.

Roles and Responsibilities

The roles of all executive members extend above and beyond the normal duties of NTC members outlined in the previous section. The specific responsibilities of each NTC Executive Committee member are provided in the Charter and listed below:

NTC Chair

- Presides at NTC meetings and co-chairs NTOC meetings
- Facilitates consensus of the NTC on national tribal environmental issues
- May convene the NTC as a separate subcommittee from the NTOC as necessary to accomplish goals and objectives
- Serves as ex-officio member of subcommittees and work groups
- Delegates issues to smaller work groups of the NTC
- Represents the NTC on various EPA work groups and committees, as appropriate
- Works with EPA staff to identify needs and ensure that any required support is provided

NTC Vice-Chair

- Presides at meetings in the absence of the chair
- Assumes all the duties of the chair in the chair's absence
- Takes leadership on specific issues as directed by the chair

NTC Secretary

- Creates or reviews a written record of all meetings and teleconferences of the NTC and any discussions of the NTC (*this is generally in coordination with EPA contractor support*)

⁷ For EPA's 2011-2015 Strategic Plan see: <http://www.epa.gov/planandbudget/strategicplan.html>

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- Ensures NTC comments are accurately reflected in written records by approving all minutes and documents on behalf of the NTC
- Transmits recorded information to the NTC and, as appropriate, to EPA
- May receive assistance from AIEO to help distribute information in a timely manner to NTC members
- Co-manages the NTC's online document sharing site with AIEO staff to ensure that important information is distributed and discussions are facilitated between monthly conference calls

NTC Media Goal Leads

During the 1st Quarter meeting (see Section 3: NTOC and NTC Meetings), the NTC selects members to be media goal leads for the year. The media goal leads are responsible for the following activities (for more information, see Appendices F and G):

- Act as a liaison between the NTC and the Tribal Partnership Group for the group's particular media
- Maintain regular communications with the respective Tribal Partnership Group and participate in the activities and discussions of the groups
- Coordinate the Tribal Partnership Group's involvement in the annual NTC budget development process
- Develop and recommend the NTC's annual budget request and priority needs for the group's particular media

Election Overview

Elections of tribal members for the NTC Executive Committee occur every year during an NTC meeting, usually during the fall. Only NTC official delegates (the 19 primary members) can submit nominations, and only current official primary members of the NTC are eligible to be nominated. Officers are elected by a majority vote of NTC members. If all 19 members are not present, the group is to have a quorum present to vote, and the officers are elected based on a majority vote of the quorum.

Executive Committee members hold office for one year or until their successors are elected. AIEO initiates and coordinates nomination and election processes, in consultation with the NTC officers. Anonymity of voting members and the integrity of the voting process are of the utmost importance.

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Election Timeline

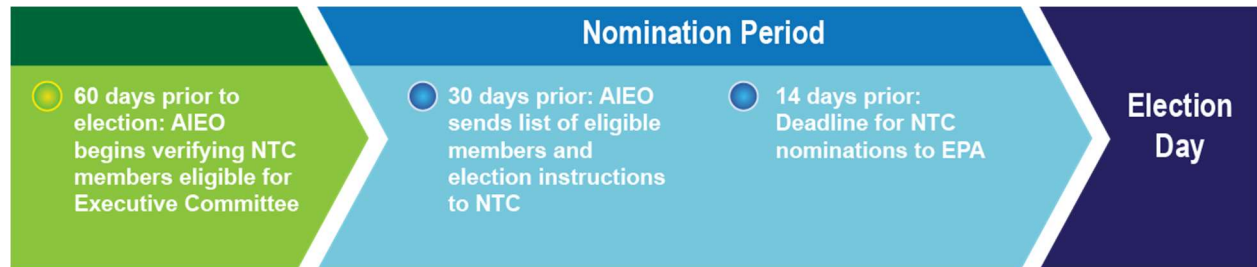


Figure 2: NTC Executive Committee Election Process

Approximately 60 days prior to election: AIEO begins the process to verify and validate all NTC members eligible to serve on the Executive Committee, by requesting each regional administrator to certify their primary members or alternates for the upcoming year. AIEO compiles a list of all eligible primary members.

No later than 30 days prior to election: AIEO sends the list of eligible members to all NTC members requesting nominations for the Executive Committee positions. AIEO also sends election instructions, including the date of the election, to all NTC members and includes contact information for a single AIEO point of contact (and an alternate contact) throughout the election process.

No later than 14 days prior to election: NTC members send nominations via email or fax to the AIEO contact, with a copy also sent to the current NTC secretary. All nominations must be electronically time-stamped by the deadline to be considered valid. AIEO compiles the nominations and contacts all nominated members to verify their willingness and ability to serve. If a member notes a conflict with serving on the Executive Committee, the candidate may remove his or her name from consideration before the election takes place. Finally, AIEO creates an official ballot.

Election Day: During an official NTC meeting, members confirm the official ballot prior to voting by asking each candidate to verbally confirm or deny candidacy. **Floor nominations are only permitted if no written nominations were submitted.** All nominated members have the opportunity to briefly speak about their qualifications and commitment. A person may be a candidate for more than one office. Candidates may choose to remove themselves from the ballot at this time, if they have not done so already. Then AIEO distributes the ballots. AIEO adds any valid proxy votes to the completed ballots and then tabulates the votes.

Proxy Votes

In instances when both an NTC member and alternate are unable to attend the meeting during which the NTC elections are held, a submission of a vote by proxy is permitted. It is the responsibility of the NTC member or the alternate to request a proxy vote by contacting the NTC secretary and the AIEO contact person. AIEO will then send the official ballot to the NTC member. A proxy vote must be submitted by letter (sent via regular mail, email, or fax) signed by the voting member and addressed to the AIEO director with the heading "Attention: Proxy Vote" with the accompanying official ballot. Official ballots, containing the names of the certified candidates, must be used by all voting NTC members, whether in person or by proxy.

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EPA Membership

When forming the NTOC, the Agency recognized that tribes and tribal nations needed access to EPA's senior leadership team to ensure that tribal interests were considered at the highest levels of Agency decisions. Although the NTOC does not prohibit individual tribes from requesting an audience with the EPA Administrator and other EPA leaders, the NTOC serves as a regular forum for representatives of federally recognized tribes and nations to work with EPA on identifying and addressing national tribal environmental priorities and important Agency tribal program policies and activities.

EPA members of the NTOC reflect this commitment to high-level EPA engagement. EPA members of the NTOC include:

- Administrator
- Deputy Administrator
- Assistant Administrator, Office of International and Tribal Affairs
- AIEO Director
- Chief Financial Officer
- Assistant Administrators
- Regional Administrators
- General Counsel
- Inspector General
- Associate Administrators
- Senior Advisor to the Administrator on Environmental Justice

Meeting Participation

At a minimum, EPA members are expected to attend the full NTOC meeting each year. They may also be called on to engage with the NTC as issues impacting tribal interests arise, or at the request of the NTC to provide specific information on EPA initiatives and regulatory actions. When an EPA member is not able to participate in NTOC activities, another senior manager (such as a deputy) may participate instead.

In addition to the senior managers noted above, other senior staff from EPA headquarters and regional offices may participate in activities to advance NTOC goals, at the discretion of the NTC and AIEO. These EPA participants should have direct experience working with tribes or have specific subject matter expertise on issues impacting tribal communities. For more information on meetings, see Section 3.

EPA Roles and Responsibilities

Together, EPA members of the NTOC work to fulfill the NTOC mission by conducting the following actions, as noted in the Charter:

- In a timely manner, share with the NTOC information and Agency initiatives that may be of interest to tribes or may have an impact on tribal environmental programs;

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- Listen to, understand, and provide feedback regarding priority issues and requests presented by the NTC;
- Take action on priority issues whenever possible and ensure that tribal interests are addressed consistently and routinely in the course of Agency operations;
- Update the NTC at least annually about progress being made by the Agency in addressing tribal priorities;
- Support the NTC with appropriate resources and information;
- Support EPA Tribal Partnership Groups and internal Agency groups in collecting and disseminating information to ensure issues are brought forward to the NTOC in a timely way;
- Consistent with NTOC agendas and NTC priorities and requests, work with other federal agencies to address programmatic inconsistencies and explore opportunities for collaboration in protecting human health and the environment in Indian country.

EPA's American Indian Environmental Office (AIEO)

AIEO is housed within the Office of International and Tribal Affairs (OITA). Within EPA, AIEO provides leadership direction on the Agency-wide effort to strengthen public health and environmental protection in Indian country, with emphasis on helping tribes administer their own environmental programs.

AIEO also provides coordination support for EPA's tribal consultation activities as outlined in EPA's *Policy on Consultation and Coordination with Indian Tribes*.

AIEO staff coordinates NTOC activities and EPA members' participation in them. In addition, AIEO supports the NTOC with technical, policy, and logistical support including, but not limited to:

- Providing administrative and technical support to the NTC for all meetings;
- Coordinating between NTC workgroups and EPA workgroups undertaking similar activities;
- Maintaining open, direct communication paths between EPA and NTC members;
- Coordinating meeting agenda development with the NTC, ensuring all meeting topics have a clear purpose and work toward concrete outcomes;
- Finalizing and distributing meeting agendas;
- Tracking action items from each meeting and regularly updating lists, with input from NTOC members; and
- Facilitating NTC Executive Committee elections.

EPA Tribal Portal

AIEO houses EPA's tribal portal website, <http://www.epa.gov/indian/>, a gateway to EPA environmental information specifically related to tribal governments such as environmental policies, practices, and laws. The website is updated frequently and provides a single source for EPA's tribal activities and news.

Other EPA Participants

EPA tribal program managers (TPMs) consist of headquarters and regional tribal coordinators. TPMs serve as liaisons between the EPA office and the NTC, coordinating the sharing of information on

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program-specific issues (e.g., air, water, and environmental data). TPMs are not official members of the NTOC; however, they may be called on throughout the year to discuss subject-specific matters with the NTC and are expected to participate in monthly NTC conference calls.

Every 2 years a different EPA Region is designated as the tribal lead region. The tribal lead region selects a lead region coordinator (LRC) who coordinates the regional TPM's involvement in NTC and NTOC discussions. The lead region for international and tribal affairs for FY 15–FY 17 is Region 7. In addition, TPMs are typically the EPA point of contact (POC) for media-specific Tribal Partnership Groups. Therefore, they are important resources to include in any coordination with Tribal Partnership Groups (see Appendix F for more information).

Section 3: NTOC and NTC Meetings

Applicable NTOC Charter Sections: Parts 8 and 9

As an NTC member, one of the most important ways to both provide input on EPA's decision-making and also support and advance the work of the group, is to participate in regularly scheduled meetings and conference calls. This section provides information on meeting schedules, processes, and participation.

Overview and General Schedule

Face-to-face interactions are critical to the success of the NTOC and NTC. Meetings are held to exchange views, information, or advice relating to the management or implementation of federal environmental programs. Tribal customs and practices govern the order of all meetings. Travel to and from meetings must be conducted in accordance with the travel standard operating procedures (SOPs) provided in Section 4. Recent guidance from EPA senior management encourages EPA offices to hold meetings in a virtual environment as a way to focus the Agency's tribal budget on providing the most effective and efficient support possible. In response to this directive, AIEO is working with the NTC to ensure that all meetings, whether in-person or virtual, allow for robust participation of the full NTC.

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Table 2: General Meeting Schedule

Quarter	Meetings	RTOC Engagement	Partnership Group Engagement
1st Quarter (Oct–Dec)	<p>NTC Meeting in Indian country (Oct–Nov)</p> <p>Elect new officers</p> <p>Annual budget process begins</p> <ul style="list-style-type: none"> Decide on regional submission process Decide on sections for next year’s Addendum Assign goal lead groups and captains for each Addendum section <p>Determine meeting dates for upcoming fiscal year</p>	<p>NTC initiates budget development process through respective RTOCs (i.e., matrix, instructions, deadlines)</p>	<p>NTC meets with HICs to discuss EPA’s priorities for the upcoming year and how best to engage the EPA Tribal Partnership Groups</p>
2nd Quarter (Jan–March)	<p>NTC meets virtually (Feb–March)</p> <p>All RTOCs present budget information</p> <p>All TPG Chairs present priorities</p>	<p>NTC regional representatives and RTOC co-chairs present regional priorities for upcoming fiscal year and submit detailed matrices (NOTE: R6 RTOC developing a model process to share with all regions)</p>	<p>NTC invites TPG chairs to present on media-based priorities for upcoming fiscal year</p>
3rd Quarter (Apr–June)	<p>NTC works with goal lead groups to write Addendum content (April–May)</p> <p>NTC meets in Washington, DC (May)</p> <p>TPG chairs invited for working session on finalizing Addendum</p> <p>Executive Committee joins EPA planning meeting to provide input on future priorities</p> <p>NTC develops discussion topics for NTOC</p> <p>Contractor finalizes Addendum and NTC submits to EPA (May–June)</p> <p>Executive Committee meets with CFO and Deputy Administrator in Washington, DC to present Addendum (June)</p>	<p>NTC incorporates RTOC submissions into Addendum and solicits success stories from RTOCs to present to EPA leadership</p>	<p>NTC goal lead groups work with TPG chairs to finalize Addendum content</p> <p>TPG chairs invited to attend meeting in Washington, DC</p> <p>NTC and TPG chairs develop monthly call schedule for involvement of specific TPGs, with one call for each type of environmental media</p>
4th Quarter (July–Sept)	<p>Annual NTOC meeting in Washington, DC (July)–traditionally an all-day meeting held in conjunction with EPA Budget Forum where full NTOC discusses key issues of national concern and NTC advises EPA on critical policy and budget issues.</p> <p>NTC develops work plan for upcoming year based on NTOC discussions (Aug–Sept).</p>	<p>NTC reports back to RTOCs as to how submissions were used in the Addendum as well as other interactions with EPA leadership</p>	<p>NTC reports back to TPG chairs on Addendum feedback from EPA leadership regarding national issues discussed</p>

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As shown in Figure 3: General Meeting Schedule, a full cycle of development of national tribal environmental priorities occurs in discussions throughout the year. Each year the exact date and month of each meeting may be adjusted so as not to conflict with other important tribal meetings or activities. For example, during FY 2011, the fall meeting was held in December, and the winter meeting was held via telecom and video conference in March. Specific dates for the listed annual activities are assigned during the 1st Quarter Meeting. The priority-setting cycle coincides with EPA's budget-setting cycle, which is further explained in Appendix D.

Throughout the year, EPA provides support for meetings, conference calls, and other forms of virtual interaction between the NTC and EPA to facilitate the priority-setting process and discussions. A full NTOC meeting is held annually, usually during the summer.

Meeting Processes

EPA and the NTC strive for consensus during decision-making discussions and meetings. All meetings are reflective of tribal customs, practices, and traditions and should be constructive to the business of the group. Each NTOC member is encouraged to participate fully in the discussions and decision making. While the overall goal of all meetings is to improve communication and build stronger partnerships between EPA and the tribes, specific processes for each meeting vary depending on tribal and EPA priorities.

NTC Meetings

In-person meetings alternate between EPA headquarters and locations throughout Indian country, depending on the availability of resources. Attempts are made to use current technologies that allow attendees to participate in the meeting remotely if they are unable to attend in person.

Each of the NTC meetings furthers the development of the agenda for the annual NTOC meeting and provides the NTC with dedicated time to identify and discuss tribal environmental short-term and long-term priorities. Prior to each meeting, NTC members work with EPA to outline specific goals and develop an agenda. EPA TPMs, senior leadership, and other guests may be invited to attend to discuss important tribal programs or policy or legislative updates.

Whenever possible, meetings are coordinated in conjunction with a host tribe and include site visits with the host tribe. AIEO strives to rotate the meeting locations among different tribal areas.

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NTOC Annual Meeting

As noted previously in this section, the annual meeting is held to structure and present upcoming fiscal year tribal priorities to EPA senior management, both from programmatic and budget perspectives. The NTC and EPA work jointly before the annual meeting, usually via a sub-workgroup, to develop meeting goals, agenda, and discussion topics. The annual meeting is scheduled to coincide with the Agency's annual budget meeting to increase the opportunities for interaction between the NTC and the EPA members of the NTOC. In conjunction with (or in place of) the spring meeting, NTC Executive Committee members may be asked to meet in-person or virtually with EPA's Deputy Administrator and Chief Financial Officer to communicate and coordinate budget and tribal priority requests. This is a unique opportunity to directly communicate tribal priorities to EPA and discuss funding issues for the upcoming federal fiscal years.

NTC Meeting with Office of Management and Budget

In addition to the meetings outlined in this section, the NTC Executive Committee, also meets with the White House's Office of Management and Budget (OMB) when possible, as part of the budget cycle. The purpose of this meeting is to provide a summary of tribal environmental needs so this information can be considered in the President's budget proposal as well as EPA's budget proposal.

Selected EPA program leaders and NTC members generally meet the day prior to the official NTOC meeting in order to discuss program-specific issues that are not covered during the full NTOC meeting. EPA may also request to meet with the NTC before the NTOC meeting in order to discuss Agency priorities.

During the full NTOC meeting, AIEO records all major discussion points and action items and tracks progress on each action item throughout the year. AIEO provides updates on this information in real time via the NTC's online project management site, Basecamp, and notifies responsible parties of outstanding items before each meeting to assist all members in tracking the progress of items. See Appendix H for a brief guide on using Basecamp.

Monthly Conference Calls

The NTC also has monthly conference calls, currently scheduled for the first Wednesday of each month. The first half hour of the call is dedicated to internal NTC discussions with only NTC members and alternates on the line. AIEO joins for the second half hour to discuss administrative updates and other issues within EPA that impact only AIEO. The second hour expands discussions to include regional and headquarters tribal program managers, as well as any invited program coordinators and contacts.

The purpose of these calls is to share progress on joint NTC-EPA initiatives, provide the opportunity for NTC members to ask questions of EPA about national tribal environmental priority issues and activities, and for EPA to update the NTC on important Agency initiatives on which the NTC may want to provide official comments. The NTOC action item list is also distributed and discussed during monthly calls, if

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needed. An effort is made to focus these calls on substantive and timely discussions, rather than just reporting on completed tasks.

As with the other meetings, AIEO works with NTC members and EPA staff to develop a structured agenda and distribute the agenda and any supporting materials to all NTC members and participants several days before the call. Because participation in these calls is important to the overall priority-setting structure of the NTC, and to the sharing of detailed information between the NTC and EPA, attendance on the calls is tracked by EPA. As with all other meetings, AIEO's support contractor records action items and important points from meeting discussions. Notes from conference calls are distributed approximately 5 days after a call.

Workgroups on the NTOC

EPA – or the NTC with EPA's concurrence – may establish subcommittees or workgroups to accomplish the NTOC's mission.

NTC members, especially those with particular subject matter expertise, are encouraged to be actively involved in these discussions and to recommend for inclusion additional tribal members who would be beneficial to the group's success. The workgroups provide a unique opportunity for tribal and EPA experts to work collaboratively on environmental issues of national importance. The value EPA gives to suggestions and discussions from these groups cannot be overstated.

Meeting Protocol

All NTC meetings are led by the NTC chair (or vice-chair in the chair's absence). NTC and EPA joint meetings are co-led by the NTC chair and the AIEO director (or designee). The annual NTOC meeting is led by the NTOC co-chairs (the NTC chair and the EPA Administrator) with support from the Office of International and Tribal Affairs Assistant Administrator and AIEO Director.

There is no dress code for meetings, but attendees are encouraged to maintain a professional appearance (e.g., tribal dress, business casual), especially for the full annual NTOC meeting. Internal NTC meetings are typically more intimate and less formal than the NTOC annual meeting.

Meeting Participation

AIEO tracks the participation of tribal and EPA members in all meetings and conference calls and provides the information to NTC leadership and the applicable RTOC on a regular basis. Members are

Scheduling Around RTOCs

AIEO maintains a national calendar to track all EPA tribal meetings that may conflict with the NTC, and strives to reduce or eliminate scheduling conflicts.

Prior to the first meeting in the fall, AIEO asks all NTC members to provide EPA with the dates of RTOC meetings or other important tribal, regional, and national meetings for the upcoming year.

Additionally, AIEO encourages NTC members and EPA TPMs to provide regular updates of meeting dates throughout the year, as they are scheduled.

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expected to attend the entire portion of each meeting and actively participate in discussions. Although extenuating circumstances may occur, a member should work with their alternate to ensure that their Region is represented at the meeting whenever possible.

In accordance with the Charter, if a member misses two meetings in a year⁸ (excluding monthly conference calls), regardless of alternate participation, AIEO and the Tribal Caucus leadership will work with the EPA Region and that individual to understand what is preventing participation. This will result in either ensuring that the member can participate at future meetings or provide the tribes in the Region with the opportunity to replace that member. After a member misses one quarterly, multi-day meeting, the AIEO director and NTC Chair will work together to send a notification letter advising the member of Charter guidelines.

Over the course of serving a term, an NTC member may become unable to fulfill his or her obligations. In such cases, the member is encouraged to work with the NTC chair and respective regional administrator to transition out of the NTC. It is rare for any NTC member to be involuntarily removed.

⁸ A “year” is measured based on the term of the individual member. For example, if the member is selected to serve starting in August, participation will be evaluated from that point until the following August.

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Section 4: NTC Operations and Guidelines

Applicable NTOC Charter Section: All

As discussed throughout this manual, EPA relies on the expertise of the NTC members to work with EPA senior leadership on environmental policy and resource matters impacting Indian country. Because EPA appreciates the commitment and time NTC members willingly share to support the NTOC's mission, EPA has established procedures to ensure efficient operations of the group. This section discusses the daily operations of the NTC, procedures and policy, and on-the-ground actions that help ensure effective and efficient processes to meet the responsibilities listed in Section 2.

Travel Requirements

The principal purpose of NTC travel is to meet as a group so tribal members can advise EPA on how the Agency's tribal programs can be improved. NTC members travel for meetings as EPA invitational travelers. Travel procedures in this section are developed in conjunction with EPA travel procedures noted at 41 CFR §301-70.800 (available at: <http://www.gpoaccess.gov/cfr/>) and with special consideration of the travel needs of NTC members and alternates.

The primary member is responsible for informing the regional alternate and AIEO, via email, of any meeting that the primary member will be unable to attend.

When preparing for travel, it is important that NTC members keep in mind that EPA can only pay travel reimbursement at federal rates and will only cover reimbursement for travel costs (including federal per diem rates).⁹ EPA cannot compensate travelers for time spent attending or preparing for meetings.

Invitational Travel Guidelines

The Agency supports tribal participation in NTC/NTOC meetings by issuing invitational travel orders. Under federal policy, EPA **may not** use an assistance agreement to gather information for the Agency's own use, to evaluate or improve EPA's operations, or to obtain advice for EPA's direct benefit.* Consequently, tribes **cannot** use GAP funds to pay for travel to the NTOC or charge GAP grants for the time staff spends advising EPA at a meeting.

**The Federal Grant and Cooperative Agreement Act (FGCAA), 31 U.S.C. 6304 and 6305, as interpreted by EPA Order 5700.1, Policy for Distinguishing Between Assistance and Acquisition*

⁹ NTC members will receive standard government per diem reimbursement for meals and incidentals allowable under 41 CFR §301-11 (see <http://www.gsa.gov/portal/category/21287> for per diem rates).

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Preparing for Travel

Step 1: Receiving Information about the Travel Itinerary

1. EPA or contract personnel will provide the traveler with information about the lodging location, approved lodging dates, approved room rates, and reservation cut-off dates.
2. Travelers must wait to receive specific lodging information before making lodging reservations.
3. **All deviations from the travel itinerary MUST be approved by EPA.**

Step 2: Making the Lodging Reservation

1. Travelers should contact the hotel to reserve lodging before the cut-off date to ensure government rates. Failure to do so may result in public rates being charged; NTC members will only be reimbursed for the government rate.
2. The hotel will likely require a credit card to hold a reservation.
3. Travelers should reserve the lodging for no longer than the approved lodging dates. Travelers who require special travel arrangements or different dates should verify any variances with EPA before finalizing plans with the hotel.
4. If the hotel quotes a non-government room rate or a room rate that is different from that included in the information provided by EPA, AIEO can provide approval of the rates prior to the reservation (see page 4 for contact information).
5. Travelers should request an email confirmation from the hotel or note the confirmation number, lodging dates, and government rate for future reference.

Step 3: Securing An Airline Ticket with EPA Headquarters Travel Service (Omega World Travel)

1. All NTC travelers *must* use Omega World Travel (contact information listed below) to make online airline reservations. EPA *cannot* reimburse any tickets purchased elsewhere.
2. When making airline reservations, travelers should identify themselves as an invitational traveler for EPA/AIEO (headquarters). Travelers should work with Omega World Travel to make sure the flight meets all needs before the ticket is booked. *All EPA-funded flights must be non-refundable if the flight suggested presents a logistical challenge* (e.g., excessive layovers), travelers may ask them to search for other flights.

Important Information for First-Time Travelers

First-time travelers must submit **mailing address, date of birth, and full legal name** to AIEO for EPA traveler identification. The name must exactly match that on an approved ID for airline travel.

Please email or fax the information attention to Edna Silver at AIEO.

This information is needed for account processing and will be held in strict confidence, following EPA's policy for personally identifiable information (PII). A public copy of this policy is available at: www.epa.gov/privacy/policy/2151/

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3. Travelers should request a personal copy of the flight itinerary from Omega World Travel; a copy will also be sent to Edna Silver at AIEO.
4. The traveler must email total airfare cost to Edna Silver. She will begin the travel authorization (TA) once she receives the flight itinerary from Omega World Travel, but sending her an email confirmation with details ensures that travel details are communicated correctly.
5. If the traveler would like to use alternate travel arrangements and drive a privately owned vehicle (POV), the traveler should email the request to Edna Silver, along with a statement as to why the traveler is using the POV, and the round-trip mileage from residence to the departing airport. Mileage must be included in the TA in order to reimburse the traveler for mileage costs. All alternate travel MUST be approved by AIEO prior to the trip.
6. Omega World Travel can be reached at: 1-855-326-5402

Step 4: Receiving Travel Authorization (TA)

1. AIEO will prepare the TA and secure the appropriate approval signature(s). AIEO will send the approved TA to the traveler by email or fax within 5 business days.
2. EPA travel (via Omega World Travel) will issue an electronic ticket for pick-up from the airport with an approved picture ID. EPA pays for the airline ticket directly; there will be no cost to the traveler.
3. Cash advances are not available to invitational travelers.
4. Rental cars may only be used if authorized by AIEO. The traveler must submit a justification for the rental. It is not EPA's policy to authorize use of rental cars for invitational travelers.
5. ALL NTC members are required to carry approved travel authorizations when traveling for the federal government, regardless of the mode of travel.

Important Information for Travelers from Alaska

Alaska travelers may book an extra travel day on either end of the trip. In addition, Alaska travelers should inform Edna Silver of the specific mode of transportation (and costs) from their primary place of residence to the main departure airport (e.g., Anchorage).

Canceling Travel Plans

If for any reason travel plans change, the member or alternate is responsible for canceling all travel and lodging reservations as soon as possible by:

1. Contacting Omega World Travel to cancel airline travel and asking for and recording the cancellation number;

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2. Contacting the hotel to cancel lodging and asking for and recording the cancellation number; and
3. Informing AIEO of the cancellation as soon as possible by email or phone.

Reimbursement Process

Step 1: Receipt Submittal

1. Each NTC traveler is responsible for all airline tickets as well as hotel and other expense receipts.
2. Each traveler must collect and retain all original receipts and submit them to AIEO with the signed travel voucher to complete the reimbursement process, as noted in the next step.
3. *Within 5 business days of completion of the trip*, the traveler must submit receipts to AIEO by faxing or emailing photocopies of all receipts to Edna Silver at the AIEO office. Travelers will not be funded by AIEO for subsequent NTC travel until vouchers are received.

Step 2: Travel Voucher Preparation/Submittal by AIEO

1. AIEO will prepare and complete travel vouchers based on the receipts sent.
2. AIEO will fax or email the travel voucher for traveler review and signatures.
3. Each traveler must initial, sign, and date the travel voucher where indicated using a pen with blue ink.
4. The traveler must mail, or send via courier, the signed travel voucher and original receipts to AIEO (address on following page).
5. AIEO will forward the completed travel voucher package to EPA's Financial Management Center (FMC) for Agency review and processing.

Step 3: Reimbursement of Travel Costs

1. FMC disburses a reimbursement check directly to the traveler within 10 business days of receipt of a completed travel voucher package.
2. Travelers should contact Edna Silver with any questions regarding the status of a travel authorization or travel voucher.

Canceling Travel

If unable to attend the event, the traveler is responsible for canceling travel and lodging reservations. Members or alternates will be **personally liable** for all travel expenses that are not canceled.

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AIEO Contact and Mailing Information

By Email: Edna Silver at Silver.Edna@epamail.epa.gov
By Phone: Edna Silver at 202-564-0286
By Fax: Attn: Edna Silver 202-565-2427
Alternate: Elvira Dixon at 202-564-0378 or dixon.elvira@epa.gov

By U.S. mail: Attn: Edna Silver
Environmental Protection Agency
American Indian Environmental Office—MC 2690R
1200 Pennsylvania Avenue, NW
Washington, DC 20460

By Courier: Attn: Edna Silver
Environmental Protection Agency
American Indian Environmental Office
Ronald Reagan Building, Room 31244, MC 2690R
1201 Constitution Avenue, NW
Washington, DC 20460

Working with Contractors

All NTC members have important responsibilities and jobs outside of their duties on the NTC. Some run tribal environmental programs or are elected members of their tribes. Others actively engage in important environmental work on tribal lands and throughout the Regions. To help ease some of the duties and logistical complexities of being an NTC member, EPA has engaged contractor support. Currently, contract support is provided by Kauffman & Associates, Inc. (KAI), a Native American owned firm. KAI provides technical support to the NTC, coordinated by EPA.

EPA engaged KAI in the fall of 2011 to provide the NTC with timely and effective analysis of issues that may have national importance for tribal environmental programs. KAI may be tasked by the NTC to assemble, analyze, and report data and information. All requests for support must follow the guidelines presented in the text box on the following page.

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Guidelines for Working with Technical Support Contractors

1. All NTC requests for contract support are to be made by the NTC chair to the EPA contracting officer's representative (COR). **Due to legal restrictions of federal contract work, requests cannot be made directly from an NTC member, including the chair, to KAI.**
2. KAI will provide analytical support that consists of gathering publicly available environmental data, analysis (arranging data for presentation), and compiling information into appropriate documents.
3. It is the NTC's responsibility to determine how to use the data or information (e.g., to help support a policy recommendation).
4. At the request of the COR, the contractor may provide an analysis of the data, but cannot provide their own recommendation or views on policy matters.
5. As requested by the COR, the contractor can provide word processing support for any reports that need to be prepared for the NTC (e.g., briefing documents).
6. The contractor cannot be involved in developing the technical content (what the NTC will be recommending) of the documents, nor represent their own views in the materials.
7. The contractor may attend the regularly scheduled in-person NTC meetings and should participate in the monthly conference calls. This will enable them to hear the background discussion that leads to the request for research from the NTC.

Coordinating with EPA's Strategic Goals

As noted in Section 3, the NTC typically aligns and coordinates tribal environmental priorities and budget requests with goals from EPA's strategic plan.¹⁰ For EPA's FY 2014–FY 2018 fiscal years, the goals are:

- **Goal 1:** Addressing Climate Change and Improving Air Quality
- **Goal 2:** Protecting America's Waters
- **Goal 3:** Cleaning Up Communities and Advancing Sustainable Development
- **Goal 4:** Ensuring the Safety of Chemicals and Preventing Pollution
- **Goal 5:** Protecting Human Health and the Environment by Enforcing Laws and Assuring Compliance

During the fall NTC meeting, the NTC selects members to serve as lead contacts for each of the EPA goals. The EPA headquarters tribal program managers (TPMs) serve in their respective program areas under each goal as well as serving as the contact point and generally supporting the data and information gathering conducted by NTC goal leads, as needed. Each goal lead is expected to regularly communicate with the chair of the related media-specific Tribal Partnership Group at EPA (e.g., the National Tribal Water Council).

The NTC goal leads are responsible for leading the creation of priorities and budget requests for their specific areas, and are expected to devote a significant amount of time to this purpose if needed. All

¹⁰ For EPA's 2011-2015 Strategic Plan see: <http://www.epa.gov/planandbudget/strategicplan.html>

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NTC members are encouraged to work closely with the TPM and that individual's respective Tribal Partnership Group (see Appendix F) throughout the year to provide expertise, regional viewpoints, and data to develop the fiscal year priorities. The NTC goal leads also provide progress updates on their goals at each NTC meeting, coordinate with groups on responding to media-specific policies and programs at EPA, and work closely with the NTC Executive Committee and AIEO to create the annual budget recommendation document and annual updates. All members, along with AIEO and contractor support, work together to finalize the document in the late spring and present it to EPA at the annual NTOC meeting (see Appendix G for more information about the NTC goal leads).

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Acronyms

The following acronyms are commonly used by the NTOC.

AIEO	American Indian Environmental Office
CAA	Clean Air Act
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act (a.k.a, Superfund)
CWA	Clean Water Act
DFO	Designated Federal Office
DITCA	Direct Implementation Tribal Cooperative Agreement
EPCRA	Emergency Planning & Community Right-to-Know Act
FACA	Federal Advisory Committee Act
FFDCA	Federal Food, Drug, and Cosmetic Act
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
ITEP	Institute of Tribal Professionals
LUST	Leaking Underground Storage Tanks
MPRSA	Marine Protection, Research, and Sanctuaries Act
NCAI	National Congress of American Indians
NEJAC	National Environmental Justice Advisory Council
NEPA	National Environmental Policy Act
NIWG	National Indian Workgroup
NTAA	National Tribal Air Association
NTC	National Tribal Caucus
NTOC	National Tribal Operations Committee
NTWC	National Tribal Water Council
OAR	Office of Air and Radiation
OCFO	Office of Chief Financial Officer
OCR	Office of Civil Rights
OCSP	Office of Chemical Safety and Pollution Prevention
OECA	Office of Enforcement and Compliance Assurance
OEI	Office of Environmental Information
OGC	Office of General Counsel
OIG	Office of Inspector General
OITA	Office of International and Tribal Affairs
OMB	Office of Management and Budget
OPA	Oil Pollution Act
ORD	Office of Research and Development
OSWER	Office of Solid Waste and Emergency Response
OW	Office of Water

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PPA	Pollution Prevention Act
RCRA	Resource Conservation and Recovery Act
RIC	Regional Indian Coordinator
RTOC	Regional Tribal Operations Committee
SAB	Science Advisory Board
SDWA	Safe Drinking Water Act
TAS	Treatment in a Manner Similar to States
TGC	Tribal Grants Council
TGG	Tribal Governance Group (Exchange Network)
TPPC	Tribal Pesticides Program Council
TPM	Tribal Program Manager
TSC	Tribal Science Council
TSCA	Toxic Substances Control Act
TWRAP	Tribal Waste and Response Assistance Program
UST	Underground Storage Tanks

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Appendix A: NTOC Charter

EPA National Tribal Operations Committee Charter

1. TITLE

Committee's Official Designation: National Tribal Operations Committee (NTOC)

2. AUTHORITY

This Charter complies with the statutory provisions as set forth at 2 U.S.C. Sec. 1534(b) (1) & (2), and therefore the NTOC is not subject to the Federal Advisory Committee Act (FACA).¹¹

3. VISION STATEMENT

EPA and federally recognized tribes¹² are implementing environmental programs consistent with federal environmental laws, EPA's mission, and tribal values and lifeways that address the gaps in environmental protection in Indian country and achieve high levels of protection for human health while safeguarding the environment.

For the purposes of this Charter, Indian country may include, as appropriate to the circumstance or activity being described, Indian country as defined at 18 U.S.C. § 1151 and/or other tribal areas, including Alaska Native Villages, where federally recognized tribes have rights and interests.

4. MISSION STATEMENT

The NTOC serves as a forum for federally recognized tribes to work with EPA Senior Leadership on policy and resource matters related to tribal capacity building, environmental program development and implementation in Indian country. Further, the NTOC identifies mechanisms for federally recognized tribes and EPA to facilitate actions that protect human health and the environment in Indian country. The NTOC seeks to implement this mission in a manner consistent with *EPA's 1984 Indian Policy*,¹³ the

¹¹ 2 U.S.C. § 1534 (b) provides: "The Federal Advisory Committee Act (5 U.S.C. App.) shall not apply to actions in support of intergovernmental communications where –

(1) meetings are held exclusively between Federal official and elected officers of State, local and tribal governments (or their designated employees with authority to act on their behalf) acting in their official capacities; and

(2) such meetings are solely for the purposes of exchanging views, information, or advice relating to the management or implementation of Federal programs established pursuant to public law that explicitly or inherently share intergovernmental responsibilities or administration.

¹² A "federally recognized tribe" is an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1944, 25 U.S.C. 479a.

¹³ *The EPA Policy for the Administration of Environmental Programs on Indian Reservations, November 8, 1984 can be found at <http://www.epa.gov/tribal/pdf/indian-policy-84.pdf>*

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federal trust responsibility to federally recognized tribes, federal laws, regulations, policies, and guidance as well as tribal values and interests. *The 1984 Indian Policy* states that EPA will work directly with tribes on a one-to one (or Nation-to-Nation) basis and not as political subdivisions of States or other governmental units. The interactions of the NTOC do not substitute for this government-to-government relationship between EPA and federally recognized tribes.

5. Roles and Responsibilities

A. National Tribal Operations Committee

The NTOC is composed of the National Tribal Caucus (NTC) and EPA Senior Management across the Agency, including the American Indian Environmental Office (AIEO). The NTOC members work together to:

- Exchange views, information and advice concerning intergovernmental efforts to manage and implement EPA's programs in Indian country.
- Identify and facilitate actions that address the gaps in data, information, policy and understanding that impact environmental and human health protection in Indian country and strive for relative parity in resources for environmental protection between state and tribal programs.
- Strengthen EPA-tribal partnerships to build capacity to develop and implement environmental programs in Indian country.
- Promote mutual understanding of interests and perspectives on national tribal environmental issues, policies, and priorities.
- Monitor and assess progress in EPA's tribal program, including the performance of the NTOC in fulfilling its mission.

B. National Tribal Caucus

To support the mission of the NTOC, the NTC members of the NTOC:

- Identify and articulate the relative environmental and human health priorities and issues of tribes that are national in scope, cross-EPA or cross-media in nature, and/or are emerging or urgent.
- Provide advice and feedback to the NTOC on tribal goals and strategies for protecting human health and the environment and environmental program development and implementation in Indian country.
- In accordance with the *EPA Policy on Consultation and Coordination with Indian Tribes*,¹⁴ assist in the identification of EPA matters that may be appropriate for tribal consultation.
- Listen to, understand and provide feedback on the environmental and human health issues and requests put forward by EPA.

¹⁴ <http://www.epa.gov/indian/pdf/cons-and-coord-with-indian-tribes-policy.pdf>

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- Request and analyze data, information and input from EPA, federally recognized tribes and EPA Tribal Partnership Groups¹⁵ to understand the relative environmental and human health priorities and issues of tribes nationally.
- Identify the resource needs of tribes to address the environmental and human health priorities identified.
- Convey information about the work of the NTOC to tribes and EPA Tribal Partnership Groups in a timely way.
- Work with tribal organizations outside of EPA to raise environmental and human health issues and advance NTOC initiatives that are mutually beneficial.
- Identify issues to be placed on NTC and NTOC meeting agendas and, as necessary, develop issue papers for discussion.

C. EPA Senior Management

To support the mission of the NTOC, the EPA Senior Leadership works together to:

- Share data, information and Agency initiatives that may be of interest to federally recognized tribes or that may have an impact on tribal environmental programs in a timely manner.
- Listen to, understand and provide feedback to the NTC on the environmental and human health issues and requests that they put forward.
- Request environmental and human health priorities from the NTC and take action, as appropriate, to address these priorities.
- Ensure that tribal interests are addressed consistently and routinely in the course of EPA operations.
- Update the NTC at least annually about progress being made by EPA in addressing tribal priorities.
- Support the NTC with the resources, data and information necessary to do their work as part of the NTOC.
- Support EPA Tribal Partnership Groups and internal Agency groups in collecting and disseminating information to ensure issues are brought to the NTOC in a timely way.
- Consistent with NTOC agendas and NTC priorities and requests, work with other federal agencies to address programmatic inconsistencies and explore opportunities for collaboration to protect human health and the environment in Indian country.

¹⁵ EPA Tribal Partnership Groups include Regional Tribal Operations Committees or their equivalents and Headquarters Tribal Partnership groups (e.g., Tribal Water Council, Tribal Science Council) focused on media, programmatic, or regional issues.

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6. NTOC Membership

A. National Tribal Caucus Membership

Members: There are 19 members of the National Tribal Caucus of the NTOC from nine EPA Regions as indicated below:

- | | | | |
|-------------|-----|-------------|---|
| • Region I | - 1 | Region VII | - 1 |
| • Region II | - 1 | Region VIII | - 3 |
| • Region IV | - 1 | Region IX | - 4 (one member from the Navajo Nation) |
| • Region V | - 2 | Region X | - 4 (two members from Alaska) |
| • Region VI | - 2 | | |

If one or more tribes or nations receive federal recognition in Region III, the NTC membership will be adjusted to include one member from that Region.

Alternates: Each Region is to have a single alternate member. There is also an alternate member for Navajo Nation and for Alaska. The NTC member is responsible for informing his or her alternate member and AIEO of any meeting or conference call for which they will be absent or unable to attend. All alternate members have the same voting rights as the NTC member in the absence of the NTC member.

Selection: Tribes in each Region are responsible for determining the method of selection of NTC members and alternate members and ensuring an open membership renewal process. EPA Regions are responsible for providing assistance to tribes in the selection process, if requested.

Members and alternate members should meet all criteria under either (1) the Environmental Experience option OR (2) the Elected Official option. If members meet the criteria under the Environmental Experience option and are not tribal elected officials, they must be designated in writing by their tribal leadership to act on behalf of their federally recognized tribe as an NTC member.

Environmental Experience Option:

- Served for at least 3 years as an Environmental Director, Deputy Director or an equivalent position for a federally recognized tribe.
- Experience managing the implementation of a variety of tribal environmental programs for a federally recognized tribe.
- Experience working with, or interacting with, EPA Senior managers at the Regional or Headquarters levels. This interaction could include involvement with Regional Tribal Partnership groups.

Elected Official Option:

- Serves as an elected official or traditionally appointed representative of a federally recognized tribe with broad responsibilities that include oversight of environmental, natural resource, and/or human health issues.
- All members and alternates should be willing and able to commit time and energy to the work of the NTC and NTOC.

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- The Regional Administrator recertifies each NTC member annually in a letter to the NTOC Co-chairs and the Director of AIEO. The Regional Administrator also issues letters to the NTOC Co-chairs and Director of AIEO when members are appointed to or resign from the NTC.

Regular Attendance: Each NTC member or their alternate is expected to participate fully in all in-person meetings. Participation can be in-person or virtual (e.g., through a web conference). Attendance on conference calls is also encouraged for all NTC members or their alternates.

Replacement of Members: If an NTC member fails to participate (in person or virtually) in two in-person meetings in a year¹⁶, regardless of alternate participation, the NTC leadership and AIEO will work with the respective RTOC (or equivalent group) to assess the situation and determine if the member is able to continue to participate or needs to be replaced with someone who can participate fully. This determination should be made within one month of the second missed meeting. AIEO is responsible for tracking the participation of NTC members for all meetings and calls and providing participation information to NTC leadership and to the applicable RTOC on a regular basis.

Length of Term: The length of term is to correspond with the RTOC or equivalent Regional tribal group's length of term designation.

B. EPA Membership

Members: The following are EPA members of the NTOC:

- Administrator
- Deputy Administrator
- Assistant Administrator for International and Tribal Affairs
- AIEO Director
- Chief Financial Officer
- Assistant Administrators
- Regional Administrators
- General Counsel
- Inspector General
- Associate Administrators
- Senior Advisor to the Administrator on Environmental Justice

Regular Attendance: EPA members of the NTOC are expected to fully participate in the annual meeting of the entire NTOC. If a member is unable to attend this meeting, the member's Deputy is expected to participate. EPA members may be requested to attend additional meetings with the NTC to discuss specific priorities that impact their Program or Region. EPA members are expected to make every effort to attend such meetings, or send their Deputy or other designated representative to participate in their absence. Regional and Headquarters Tribal Program Managers are expected to participate in

¹⁶ A "year" is measured based on the term of the individual member. For example, if they are selected to serve on the NTC in August, their participation will be evaluated from that point until the following August.

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conference calls and in-person meetings with the NTC, as needed, to further the work of the NTOC. AIEO is responsible for tracking the participation of EPA NTOC members for all meetings and calls and providing participation information to EPA leadership at Headquarters and in the Regions.

Length of Term: The length of term for EPA members is to correspond to the length of time they serve in their position.

C. NTOC Leadership

The EPA Administrator serves as the Co-chair of the NTOC representing the Agency. The EPA Deputy Administrator serves as the Co-chair in the absence of the Administrator. The NTC Chair serves as the Co-chair of the NTOC representing the NTC. The Vice-Chair serves as the NTOC Co-chair in the absence of the NTC Chair.

7. National Tribal Caucus Officers

A. 7.1. Officers

- Chair
- Vice-Chair
- Secretary

B. Selection of NTC Officers

The selection of NTC Officers is to be held every year at a regular meeting of the NTC. Nominations are to be made by an NTC member in writing. Only sitting NTC members are eligible to become officers. Officers are to be elected by a majority vote of the 19 members of the NTC. If all 19 members are not present, the group is to have a quorum present to vote, and the officers are to be elected based on a majority vote of the quorum. (Quorum is defined in Section 8.5.) Thirty days advance notice of any pending elections and nominations of officers is to be provided to each NTC member. Officers shall hold office for one year or until their successor is elected. Nomination and election processes are to be initiated and coordinated by AIEO in consultation with the NTC Officers. Additional details about the election process can be found in the NTOC Orientation Manual.

C. Duties of National Tribal Caucus Officers

➤ Chair

- Presides at meetings of the NTC and co-chairs NTOC meetings.
- Facilitates consensus of the NTC on national tribal environmental issues.
- May convene the NTC as a separate subcommittee from the NTOC to accomplish goals and objectives.
- Serves as ex-officio member of subcommittees and work groups.
- Delegates issues to smaller work groups of the NTC.
- Facilitates the consensus of the NTC at EPA Regional and National Indian Workgroup meetings.
- Represents the NTC on various EPA work groups and committees, as appropriate.

➤ Vice-Chair

- Presides at meetings in the absence of the Chair.

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- Assumes and discharges all the duties of the Chair in the Chair's absence.
- Takes leadership on specific issues per Chair's direction.
- **Secretary**
 - Creates or reviews a written record of all meetings, teleconferences and discussions of the NTC.
 - Ensures NTC comments are accurately reflected in written records.
 - Transmits this information to the NTC and, as appropriate, to EPA.
 - May receive assistance from AIEO to help distribute information in a timely manner to the NTC members.

8. MEETINGS

D. Regular Meetings

Face-to-face interactions are critical to the success of the NTC and NTOC. Depending on the availability of funds, these interactions may occur in person. In lieu of in-person meetings or if participants are unable to travel to meetings, virtual opportunities for interaction (e.g., conference call, webinar, video conference, etc.) may be provided.

The annual meeting of the entire NTOC may be held in conjunction with the Annual Agency Planning Meeting where the NTC members participate in priority setting and budget formulation discussions for the upcoming fiscal year.

E. Special Meetings

Special meetings can be requested by either the Co-Chair of the NTOC or the Director of AIEO with concurrence of the Co-Chairs of the NTOC.

F. Conduct of Meetings

Tribal customs, practices and manner are to govern the order of the meeting for all NTC meetings and NTOC meetings, as appropriate. The NTC is expected to strive for consensus decision-making as a means to formally establish the position of the NTC. Where NTC members cannot reach consensus on a specific issue, members may craft or articulate dissenting opinions that are to be entered into meeting records alongside other opinions on specific matters.

All meetings will be conducted pursuant to Section 204(b) of the Unfunded Mandates Reform Act [2 U.S.C. Section 1534(b)].

G. Conference Calls

The NTC and EPA Tribal Program Managers meet monthly via conference calls. AIEO is responsible for administering conference calls for the NTC on a regular schedule.

H. Quorum

A majority (at least 51%) of the full membership of the NTC constitutes a quorum for all NTC meetings. The lack of a quorum at an NTC meeting does not prevent those present from proceeding with discussions and consensus building. The lack of a quorum, however, prevents the NTC from voting on the election of NTC officers.

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9. SUBCOMMITTEES & WORKGROUPS

EPA or the NTC with EPA's concurrence may establish subcommittees or workgroups, when necessary, to facilitate the mission of the NTOC. NTOC members may be asked to participate in these subcommittees or workgroups to lend their technical expertise. A lead from EPA and the NTC will be designated to convene and oversee the subcommittee or workgroup. The leads are responsible for ensuring the group and/or subcommittee carries out its assigned tasks and placing items on NTC meeting agendas for discussion and reporting. AIEO is responsible for communicating all issues and concerns of any subcommittees or workgroups to the full NTOC, when appropriate. AIEO is expected to coordinate between the NTC workgroups and EPA workgroups.

10. AMENDMENTS

This Charter may be amended at a full NTOC meeting, or outside of a full meeting with consent from the NTOC Co-chairs. Amendments are effective and incorporated into the Charter when accepted by the consensus of the NTC, the EPA Administrator, the Assistant Administrator of the Office of International and Tribal Affairs, and the AIEO Director.

11. CERTIFICATION

We hereby certify that the National Tribal Operations Committee Charter was amended and adopted at a duly called meeting of the National Tribal Operations Committee held on the 18th day of July 2012, where a quorum was present.

Dated this 18th day of July 2012.

Lisa P. Jackson, EPA Administrator NTOC Co-Chair	William Clay Bravo, NTC Chair NTOC Co-Chair
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Appendix B: Major EPA Programs

As noted throughout this manual, EPA and the NTC work closely together throughout the year to support the goals of the NTOC. Although NTC members may interact with many different EPA offices, main interactions will be with the offices briefly described in this appendix. Each office has at least one specific senior-level tribal program coordinator who works on tribal environmental issues and acts as a point-person for communications between EPA and tribes. An updated list of specific EPA tribal program coordinators can be found at: <http://www.epa.gov/tp/contactinfo/hqcontacts.htm>.

Office of Air and Radiation (OAR)

OAR's Tribal Air Program works to strengthen EPA and tribal air quality programs in Indian country by providing timely and user-friendly access to key information, promoting the exchange of ideas, and making relevant documents available to all environmental professionals who live and work in Indian country. For additional information please contact tribal air coordinators: <http://www.epa.gov/air/tribal/coordinators.html>

Office of Water (OW)

EPA's Office of Water has several interoffice programs specifically tasked with supporting tribal water programs via: the Tribal Drinking Water Program in the Office of Ground Water and Drinking Water; Tribal Nonpoint Source Pollution in the Office of Wetlands, Oceans, and Watersheds; and Tribal Wastewater located in the Office of Wastewater Management. For more information, visit <http://www2.epa.gov/aboutepa/about-office-water>

Office of Chemical Safety and Pollution Prevention (OCSP)

OCSP's Office of Pesticide Programs (OPP) works with tribes, EPA Regions, states, other EPA program offices, the EPA Office of General Counsel (OGC), and other federal agencies to coordinate efforts related to tribes and pesticides. In particular, OPP works closely with the Office of Enforcement and Compliance Assurance (OECA). OECA provides continuing funding support, through the EPA regional offices, for tribal cooperation in pesticide enforcement and related activities. OECA presently has cooperative enforcement agreements with 38 tribes. For more information, visit <http://www.epa.gov/ocspp/pubs/tribal/index.htm>

Office of Solid Waste and Emergency Response (OSWER)

OSWER provides financial and technical assistance to tribal governments to build capacity in OSWER programs. In 2010, OSWER funding supported over 135 cooperative agreements with tribes to build program capacity in OSWER programs. The same year, OSWER supported a strong array of tribal-specific training on solid and hazardous waste, emergency preparedness, tribal response programs, and

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underground storage tank prevention and cleanup. For additional information please contact OSWER tribal coordinators: <http://www.epa.gov/oswer/tribal/contacts.htm>

Office of Enforcement and Compliance Assurance (OECA)

OECA works closely with federally recognized tribes to ensure compliance with environmental laws at federally regulated facilities in Indian country. Tribes authorized to manage federal programs must have enforcement authorities who are at least as stringent as federal law. Where enforcement is lacking, EPA directly implements federal programs and ensures compliance with federal environmental laws. In both cases, EPA works with tribal officials in environmental, health, and agricultural agencies on strategic planning, priority setting, and measurement of results. For more information, visit: <http://www.epa.gov/aboutepa/oeca.html>

Office of Environmental Information (OEI)

OEI works with EPA programs and regional offices on using environmental data to support tribal priorities and tribal self-governance and to strengthen the government-to-government relationship between EPA and tribes. For more information, visit: <http://www.epa.gov/aboutepa/oei.html>

Office of Research and Development (ORD)

As the scientific research arm of EPA, ORD provides leading research that creates a solid foundation of science and technology for the Agency. ORD gathers a wide range of science information and resources through tribal traditional knowledge, analytical science, and integrated approaches to science by tribes. ORD is also the host office for EPA's Tribal Science Council. For more information, visit: <http://www.epa.gov/osp/tribes/tribes.htm>

Office of General Counsel (OGC)

OGC provides legal service to all organizational elements of the Agency with respect to Agency programs and activities. OGC provides legal opinions, legal counsel, and litigation support. In addition, OGC assists as a legal advisor in the formulation and administration of the Agency's policies and programs. OGC provides tribal support to tribal law issues and tribal funding or finance issues. For more information, visit <http://www2.epa.gov/aboutepa/about-office-general-counsel-ogc>

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Appendix C: EPA Budget Cycle

This appendix provides a high-level summary of EPA's budget process, from planning through passage in Congress and oversight. This abbreviated timeline (see Figure 5) covers approximately 1.5 years and includes areas where NTC involvement may be requested and incorporated into EPA's budget process.

The President, according to the Budget and Accounting Act of 1921, must submit a budget to Congress each year. EPA begins work on each annual fiscal year budget at least 1.5 years before the start of that fiscal year. For example, the OMB guidance for the 2014 fiscal year was released in the spring of 2012. At any point in the timeline, EPA is working on the planning, enacting, or oversight of three or four consecutive fiscal years. This appendix illustrates budget activities for an example year of FY 2014.

Fiscal Year

The federal government's fiscal year begins on October 1 and ends on September 30 of the next calendar year. The fiscal year corresponds to the calendar year in which it ends. For example, FY2014 begins on October 1, 2013 and ends September 30, 2014.

Example Budget and Planning Meetings for FY 2014 Budget

OMB Guidance (Spring 2012) OMB issues planning guidance to EPA for the upcoming budget (FY 2014 in this example), and EPA holds internal goal meetings to discuss progress toward Agency strategic goals.

- **NTC Involvement:** NTC involvement is limited; the group may be asked to provide information for internal EPA meetings.

EPA's Annual Planning Meeting (Late Spring/Early Summer 2012) All regional administrators and assistant administrators meet to discuss fiscal year planning for 2014.

- **NTC Involvement:** The NTC may be asked to provide input on tribal program budgetary needs in preparation for this meeting or during the meeting.

The Budget Forum (July/August 2012) EPA regional administrators and assistant administrators discuss budget initiatives at the Agency Budget Forum.

- **NTC Involvement:** The NTC delivers budget and priority requests for 2014, which are discussed by EPA during this meeting. The annual NTOC meeting is generally scheduled to take place at the same time as the forum.

OMB Meetings (July/August 2012) EPA works with OMB on the 2014 budget proposal.

- **NTC Involvement:** The NTC leadership may be invited to meet with OMB at this time to formally present and discuss the NTC budget and priority requests.

EPA Budget Submittal (September 2012): EPA submits full Agency 2014 budget proposal to OMB.

- **NTC Involvement:** None

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OMB Budget Preparation (September–December 2012) OMB analyzes proposed budgets with consideration to presidential priorities, program performance, and budget constraints. OMB and agencies continue communication and budget adjustments. OMB briefs the president and senior advisors on proposed budget policies.

- **NTC Involvement:** None

Budget Transmittal to Congress (January 1, 2013–first Monday in February, 2013) The president transmits the presidential FY 2014 budget proposal to Congress, usually a week or so after the State of the Union Address.

- **NTC Involvement:** None

Budget Finalization (February 2013–September 30, 2013) The Congressional Budget Office (CBO), budget committees in the U.S. House of Representatives and Senate, and the full Congress work toward finalizing the FY 2014 budget and completing action on appropriations bills for the upcoming fiscal year.

- **NTC Involvement:** None

Budget Passage (By September 30, 2013) Congress passes the FY 2014 budget. In recent years, Congress has passed one or more continuing resolutions (*see text box below*), or temporary budgets, before passing the final budget. The final budget has been passed well into the fiscal year.

- **NTC Involvement:** AIEO reports back to the NTC the outcome of their budget and priority requests based on the approved budget.

Continuing Resolution

In recent years, the federal government budget has been subject to a continuing resolution. A continuing resolution is legislation enacted when the new fiscal year is about to begin (or has begun). It provides budget authority for federal agencies and programs to continue in operation until the regular appropriations acts are enacted. When continuing resolutions are in effect, EPA generally does not have a detailed picture of available programmatic resources for the fiscal year. This makes longer-term planning difficult for both tribes and the Agency.

Figure 3: Overview of the Federal Budget Process



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Appendix D: Interactions with other EPA Tribal Partnership Groups

Applicable NTOC Charter Section: Part 5

When the NTOC was formed in 1994, its purpose was to provide a main link between EPA and tribal nations. Now, there are many more Tribal Partnership Groups (TPGs) both at EPA and outside of EPA. In some cases, NTC members also belong to one or more of these Tribal Partnership Groups, (e.g., RTOCs). As noted in the previous section, NTC members (and NTC goal leads in particular) communicate with these groups, as appropriate, to establish their annual priorities.

This section presents information on working with TPGs and summary data on some of the tribal groups that NTC members interact with throughout the year.

Working with TPGs

NTC members should be aware that each TPG operates through different funding vehicles and has different processes for initiating interactions. NTC members should rely on tribal program managers (TPMs) to help navigate the interactions with their respective groups. These interactions must focus on coordination and cooperation and should not imply that any group is directing the work of another.

Coordinating with the appropriate TPM contact, the NTC Goal Leads are encouraged to maintain regular communications with their respective Tribal Partnership Groups, and to participate in the activities and discussions of the groups when possible. Working with these groups to discuss and coordinate messages and priorities helps EPA develop a clear plan to address gaps in environmental protection in Indian country and achieve high levels of protection for human health while safeguarding the environment.

Value of Working with TPGs

As articulated in the NTOC Charter, it is the responsibility of the NTC to share information about national tribal environmental priorities with all EPA Tribal Partnership Groups, but especially the regional groups. This exchange at the regional level ensures that information about priorities is disseminated broadly to tribes across the country.

In addition, both regional and programmatic or media-specific EPA TPGs benefit from these interactions. Their engagement provides the opportunity to raise the profile of national issues they are working on and could result in increased resources or Agency attention.

In addition to inviting the Tribal Partnership Group leaders to attend the annual spring planning meeting in Washington, DC (as budget allows), the NTC dedicates each monthly conference call to a Tribal Partnership Group, to discuss their priorities and opportunities for collaboration.

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Tribal Partnership Groups are encouraged to review, amend, or enhance the description of their purpose and work in the dedicated section of this guide.

Developing National Priorities

To develop the national tribal program priorities and resource needs, the NTC relies on both regional EPA Tribal Partnership Groups and programmatic/media-specific partnership groups. Regional EPA TPGs collect and communicate to the NTC the regional priorities and resource needs throughout the year. During NTC meetings, members examine regional priorities and identify issues that have national significance. NTC members are expected to communicate back to the Regions (via TPGs and direct communications with the EPA regional leadership) regarding any nationally significant issues.

- Programmatic/media-specific Tribal Partnership Groups support developing the national priorities in two ways. First, they provide information on trends and topics of interest for their particular programs. These topics and trends may provide indicators of, or support for, issues that are nationally significant or cross-media in nature. Second, some programmatic/media-specific Tribal Partnership Groups assess national priorities within their respective focus areas. They provide these priorities to the NTC for evaluation along with the regional priorities that they have received.

Based on these inputs, the NTC identifies themes, trends, and common priorities to develop a set of national tribal environmental priorities and resource needs. The NTC reaches out to regional or programmatic/media-specific Tribal Partnership Groups to clarify issues or gather input that adds impact or urgency to these priorities. As discussed in Section 3, the NTC develops a priority and resource needs document and presents it to the EPA Administrator and senior leadership at the annual NTOC meeting.

Some EPA programs, such as EPA's Office of Environmental Compliance and Assurance (OECA), do not have specific Tribal Partnership Groups. In this case, the NTC directly works with these offices and other regional and national groups (e.g., National Environmental Justice Advisory Council) to coordinate programmatic priorities.

National Tribal Air Association (NTAA)

The mission of the NTAA is to advance air quality management policies and programs, consistent with the needs, interests, and unique legal status of American Indian and Alaska Native tribes.

- **Member criteria:** All federally recognized tribes are eligible to become member tribes of the NTAA.
- **Selection process:** Administration of the NTAA is vested in the NTAA Executive Committee, which consists of 12 tribal representatives: one from each of the 10 EPA Regions, plus one each from Alaska and Hawaii. The tribes in each Region determine their own processes for selection of a regional tribal representative to serve on the NTAA Executive Committee.

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- **Term lengths:** There is no term limit for member tribes. Representatives of the Executive Committee Board serve staggered terms of 2 years.
- **Website:** <http://www4.nau.edu/itep/ntaa/>

National Tribal Water Council (NTWC)

The NTWC advocates for the best interests of federally recognized American Indian and Alaska Native tribes and tribally authorized organizations in matters pertaining to water. The NTWC advocates for the sustainability of clean and safe water and for the productive use of water for the health and well-being of Indian country, Alaska Native tribes, and Alaska Native villages.

- **Member criteria:** The NTWC uses detailed criteria to determine the qualifications of nominees for NTWC membership. The criteria are based on: professional water-related experience in Indian country, including Alaska Native villages; affiliation with a tribe or tribally authorized organization; and willingness to participate in NTWC activities and share expertise. A detailed list of criteria is available at: <http://www.nationaltribalwatercouncil.org/members.htm>.
- **Selection process:** The Council consists of 15 members. One person is appointed from each of the nine EPA Regions containing federally recognized tribes, and another six individuals serve as at-large members. The NTWC reserves the right to appoint additional members up to a total of 20 Council members.
- **Term lengths:** Members of the first full Council serve staggered 2- or 3-year terms, as determined by lot. Thereafter, all Council members serve 3-year terms. A member whose term is about to expire may be re-nominated and reappointed for another term.
- **Website:** <http://nationaltribalwatercouncil.org/>

EPA—Tribal Science Council (TSC)

The TSC was created in partnership with tribal representatives to help integrate Agency and tribal interests, specifically with respect to environmental science issues. The TSC provides a forum for tribes and EPA to identify priority environmental science issues and collaboratively design effective solutions.

- **Member criteria:** All TSC members must have an adequate scientific background to understand and work on tribal science issues effectively.
- **Regional selection process:** The TSC is comprised of a single tribal representative from each of the nine EPA Regions with federally recognized tribes, with an additional tribal representative designated in Region 10 to represent Alaska Native communities. Tribal representatives are nominated by their Regional Tribal Operations Committees or similar bodies through the NTOC. Assistant administrators from each EPA headquarters program office and Region designate one Agency representative to serve on the TSC.
- **Term lengths:** Unknown
- **Website:** <http://www.epa.gov/osp/tribes/who.htm>

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EPA's National Tribal Toxics Council (NTTC)

The recently formed Tribal Toxics Council gives tribes a forum for providing advice on the development of EPA's chemical management and pollution prevention programs that affect tribes. The Council held its first meeting in 2011.

- **Regional selection process:** Membership in the NTTC is open to representatives of federally recognized tribes or intertribal consortia with written permission from that tribe or consortia.
- **Term lengths:** Members of the NTTC serve staggered 2-year terms, with the option to renew.
- **Website:** <http://www4.nau.edu/itep/nttc/index.asp>

Tribal Pesticides Program Council (TPPC)

The TPPC is a tribal technical resource and program, as well as a policy dialogue and development group, focused on pesticide issues and concerns. It is comprised of authorized representatives from federally recognized tribes, tribal nations, and intertribal organizations.

- **Member criteria:** All tribes and intertribal organizations that wish to participate in the TPPC may authorize a representative to serve on the TPPC.
- **Regional selection process:** The tribal chairperson, tribal council, or a similar governing body must authorize new representatives by writing a letter or resolution.
- **Term lengths:** Unknown
- **Website:** <http://www.epa.gov/oppfead1/tribes/tppc.htm>

Tribal Waste and Response Assistance Program (TWRAP)

The TWRAP is funded by EPA and provides training and assistance to tribes regarding solid and hazardous waste management, compliance, and enforcement programs. The Institute of Tribal Professionals (ITEP) has established a national tribal steering committee in order to assist with the work of the TWRAP and to ensure that tribal needs and priorities are addressed by the TWRAP activities.

- **Member criteria:** The TWRAP Committee is an advisory body of tribal representatives who comprise a broad range of expertise and national geographic distribution. Each tribal representative serving on the Committee must be affiliated with a federally recognized tribe and engaged in tribal environmental quality issues. Any person meeting these criteria may be nominated for Committee membership.
- **Regional selection process:** To be eligible to participate as a member of the Committee, each nominee must have authorization from an appropriate elected official. Once an individual is nominated, ITEP will send a letter of notification to the nominee and to the appropriate elected official. The Committee strives to maintain a minimum of seven members to ensure broad programmatic experience and national geographic distribution.
- **Term lengths:** The Committee may consist of up to 10 members, who serve 2-year terms. The chair and vice-chair serve 1-year terms. Terms are limited to a period of 4 consecutive years.
- **Website:** <http://www4.nau.edu/itep/waste/twrap.asp>

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National Environmental Justice Advisory Council (NEJAC)

The NEJAC was established in 1993 by charter pursuant to the Federal Advisory Committee Act (FACA). The Council meets once each year to discuss human health and environmental conditions in all communities, including minority populations and low-income populations, and to consider tribal issues.

- **Member Criteria:** The full NEJAC is made up of approximately 26 members and one Designated Federal Office (DFO). To ensure that all views are represented, membership must represent a balance of the following groups: tribal governments or indigenous groups, academia, community groups, industry or business, non-government or environmental organizations, and state and local governments. The NEJAC has an Indigenous People's Subcommittee.
- **Regional selection process:** Typically, at least one member of the NTC is also a member of the NEJAC. This individual helps ensure that tribal interests are considered in all NEJAC actions and discussions. The NEJAC coordinates selection of tribal representation with that of the NTC.
- **Term lengths:** Each NEJAC member's term lasts for one year, from January 1–December 31. Extensions may be granted for up to 3 years. If a member resigns, a replacement is appointed to complete the remainder of the term.
- **Website:** <http://www.epa.gov/environmentaljustice/nejac/>

Exchange Network Tribal Governance Group

The Exchange Network includes representatives from states, tribes, territories, and EPA who work together to provide better access to high-quality environmental data. All partners share in the management and administration of the Network, basing decisions on collaborative consensus. Tribal representatives from across Indian country, as well as from national and regional tribal organizations, have served on Exchange Network Governance Groups since 2005. These representatives form the Tribal Governance Group (TGG) and support tribal representation within the Network.

- **Website:** <http://www.exchangenetwork.net/about/network-management/tgg/>

Regional Tribal Operations Committees/Regional Operations Committees (RTOCs/ROCs)

RTOCs serve as a liaison among the NTOC, the tribes, and EPA Regions on national policy issues and articulate tribal concerns regarding regional issues to senior managers and staff.

- **Member criteria:** Membership criteria vary, depending on regional criteria.
- **Regional selection process:** The selection process varies, depending on regional procedures.
- **Term lengths:** Lengths of terms varies, depending on regional procedure
- **Website:** <http://www.epa.gov/tribalportal/wherelive/regions.htm>

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Appendix E: Goal Lead Document

NTC Goal Leads and Tribal Partnership Groups for FY 14-15					
Partnership Group	Phone Meetings	In-Person Meetings	Staff Contact	Tribal Contact	NTC Goal Lead
National Tribal Water Council	Second Wednesday of the month, 1pm ET/ 10am PT	Annual 2-day meeting with EPA Office of Water Leadership	Contractor: 615-467-1667 Felicia Wright, EPA, wright.felicia@epa.gov , 202-566-1886	Ken Norton, Chair, Hoopa Valley Tribe (Region 9), kenpnorton@gmail.com 530-625-5515, x303	Alex Cabillo
National Tribal Air Association	First Thursday of the month, 2pm ET/ 11am PT	Annual 2-day meeting (Tribal Air Forum) with EPA Office of Air Leadership and other experts	ITEP, Andy.Bessler@nau.edu , 928-523-0526 Pat Childers, EPA, childers.pat@epa.gov , 202-564-1554	Bill Thompson, Chair, Penobscot Nation, Bill.Thompson@Penobscotnation.org	Scott Clow
Tribal Waste Response and Assistance Program	N/A	Meets quarterly – two virtual meetings, two in-person, including Tribal Lands Forum	ITEP, Todd.Barnell@nau.edu , 928-523-9555 Janice Sims, EPA, sims.janice@epa.gov , 202-566-2892	Katie Kruse, Chair, Keweenaw Bay Indian Community	Gerald Wagner
National Tribal Toxics Council	N/A	N/A	ITEP, John.Mead@nau.edu , 928-523-2005 Caren Robinson, EPA, Robinson.caren@epa.gov , 202-564-0544	Diane Barton, Chair, Columbia River Inter-Tribal Fish Consortium, bard@critfc.org	Sharri Venno
National Pesticide Program Council	Third Wednesday of the month, 1pm ET/ 10am PT	Two annual meetings, approximately 6 months apart	Brian Davidson 602-307-1522 brian.davidson@itcaonline.com Caren Robinson, EPA, Robinson.caren@epa.gov , 202-564-0544	Fred E. Corey, Aroostook Bank of Micmacs 207-764-7765 fcorey@micmac-nsn.gov	David Nelson
Tribal Science Council	Third Monday of the month, 1pm ET/ 10am PT	One annual in-person meeting	Mike Durglo, miked@cskt.org Monica Rodia, EPA Rodia.monica@epa.gov , (202) 564-8322	Rodia.monica@epa.gov , 202-564-8322	Lee Juan Tyler
National Environmental Justice Advisory Committee		One or two in-person meetings per year	Sherri White, EPA White.sherri@epa.gov , (202) 564-2462	White.sherri@epa.gov , 202-564-2462	Kelly Wright

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Appendix F: NTC Basecamp Guide

Guide to Basecamp

*Prepared for National Tribal Caucus
November 2012*

In response to a request from the National Tribal Caucus to provide an online forum for sharing documents and discussions, AIEO has subscribed to Basecamp, an online project management tool. Each NTC member should have received an e-mail inviting them to the site in October. Contact Paige Ingram with any questions at ingram.paige@epa.gov or 202-564-9957.

The site has a number of features, which are detailed in this guide. However, the effectiveness of the site depends upon how much members use it, and the quality of content that they share.

Questions for NTC:

1. What kind of information do you want access to?
 - a. files that are static, e.g. NTOC Charter, meeting minutes from NTC and workgroups
 - b. files that are updated, member contact lists
 - c. meeting dates for NTC and other relevant groups
 - d. who should be responsible for uploading this information?

2. Do you want to use the site to continue discussions from one meeting to the next?
 - a. propose agenda items for upcoming meetings and allow other members to provide comments that focus the topic, or to share relevant resources
 - b. post documents for review, e.g. draft agendas, letters to Administrator

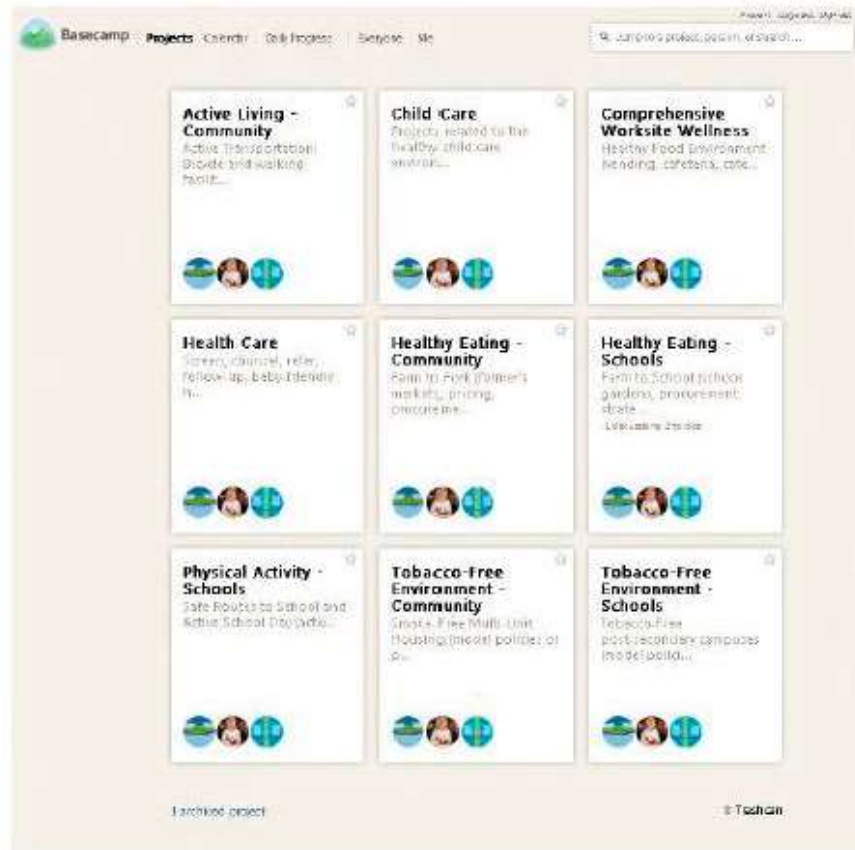
3. Who do you want to have access to this site?
 - a. NTC and AIEO only
 - b. EPA tribal program managers

4. Do you want to use this site to track action items? Allows all members to view list, who been assigned task, and whether they are on track for completion.

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BASECAMP MAIN PAGE

This is what the main page of Basecamp looks like. Click on any of the boxes to access one of the health improvement strategy topic areas.

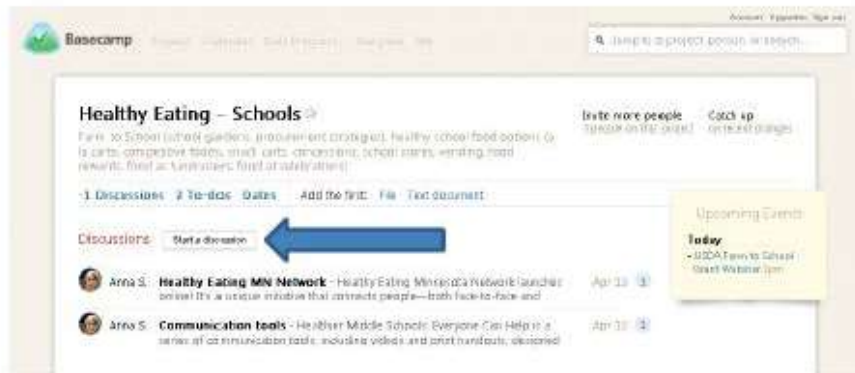


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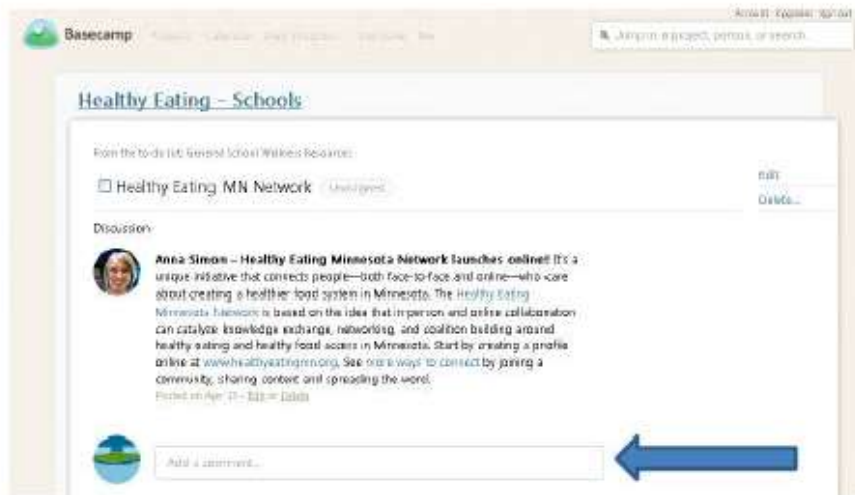
DISCUSSION BOARDS

After you click on one of the health improvement strategy topic areas, you will be brought to the project main page.

The discussion section is at the top. Click "Start a discussion" to begin a new discussion.



To contribute to an existing discussion, click on the bolded discussion title, enter your comment and press enter.



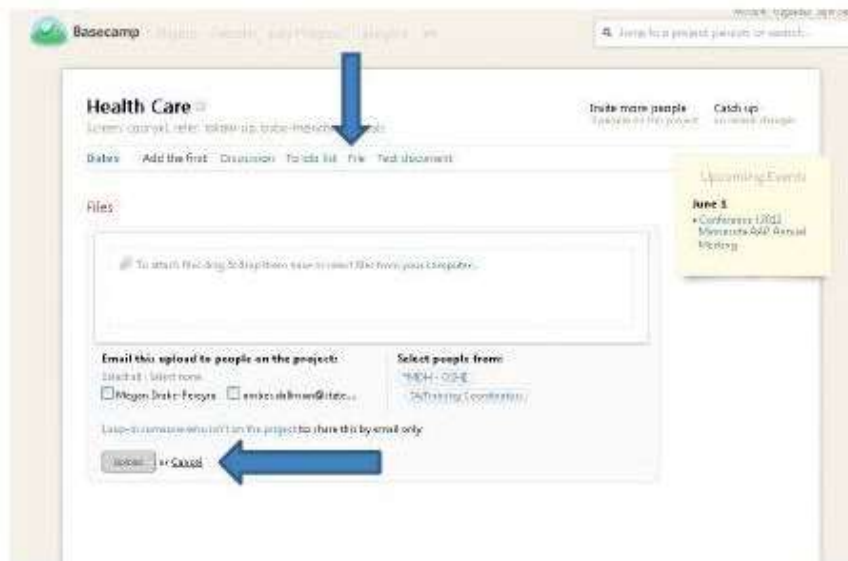
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ADDING RESOURCES

There are three ways to add resources:

1. Add a file
2. Create a text document (type in a comment that is longer than a discussion post)
3. Put an item on the "to-do" list

To add a file: click on "file" at the top of the project. Then select the file you wish to share and click "upload"



To add a text document, click "Text document" at the top of the project page. Enter your text and click enter.



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To add an item (such as a link to a terrific resource) to the to-do list, scroll down to “To-do lists” below the discussion category

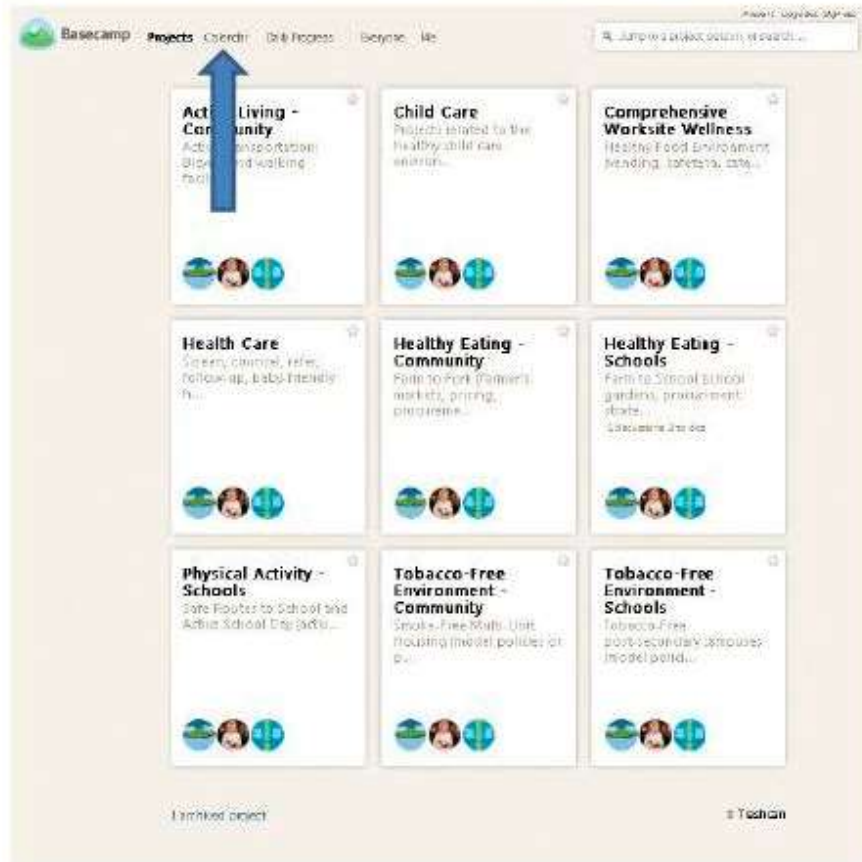
- To add to an existing “To-do list”, click on the topic area, then on “add a to-do”
- To start a new category, click “Add a to-do list”. Title the category and add your resource.



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CALENDAR

The calendar is available at the very top of every project page and the homepage.

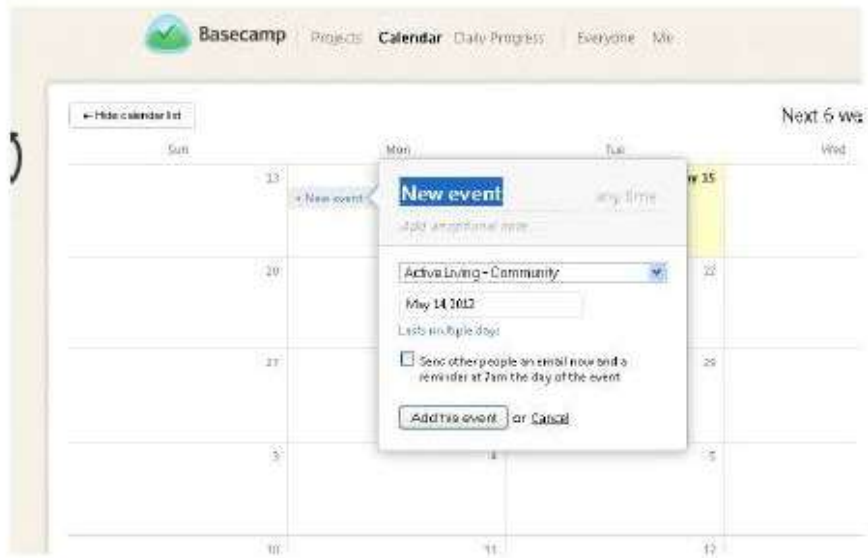


To add a new event to the calendar, just click on a date. Enter the:

- Event title
- Event time
- Relevant health improvement strategy

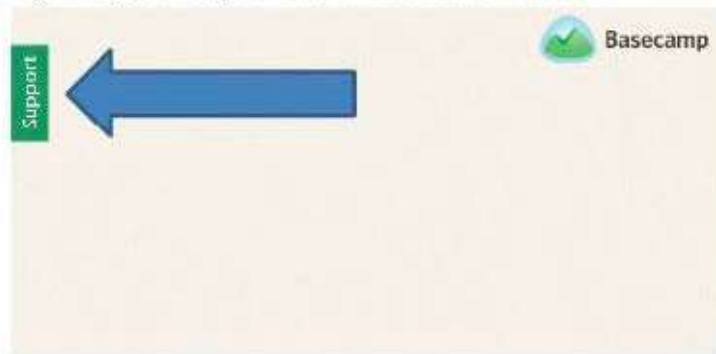
Then click "add this event"

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GETTING HELP

If you need help using the Basecamp site, you may contact that Basecamp support team by clicking on the green "Support" tab on the left side of the screen:



Basecamp also has weekly online training modules. A schedule of those trainings is available at <http://basecamp.com/classes>