SECTION IV: Committee Management Officer (CMO) Management Tools and Access to Advisory Committee Data

The Committee Management Officer (CMO) uses the system to add and manage advisory committees, add and manage agency users of the system, update the information on advisory committees during the current reporting year, and produce reports on advisory committee trends across fiscal years. The Federal Advisory Committee Act (FACA) requires that the CMO provide information about the agency's advisory committees for an annual comprehensive review, both internally to the agency, and externally, as part of a government-wide review. The web-based database accommodates and builds upon those requirements by allowing the continual updating of committee information throughout the reporting year and providing committee management functionality. Keeping the data continuously up-to-date allows a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone, ranging from the public users to interested agency officials to congressional staff with oversight responsibility.

What is the FACA Database?

The FACA database is a specialized database on the web. FACA originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. Since 1997 this web-based database has been used by all the government agencies that have advisory committees to collect that data. This online system was demonstrated to Congress at a Government Reform Committee Hearing in 1998 and, since 1999, Congress no longer requires the "**printed and transmitted**" annual report. The Annual Comprehensive Review (ACR) requirements of FACA, and the responsibilities of the Committee Management Secretariat and the agencies to provide that review information to the Congress and to the President are met through the maintenance of the online system. The "CMO" user has access with edit and update rights to the current fiscal year's data for their committees via the Internet. The CMO is given their access rights, their logon (username) and their initial password by the Committee Management Secretariat. The CMO, like any other public user, can view all of the information on all of the committees of all the agencies available for the current reporting year in a read-only mode. At the same time, only the Designated Federal Official (DFO), the Group Federal Official (GFO), the agency CMO, or a Committee Management Secretariat (CMS) staff member can edit or update the CMO's own agency's committee data for the current year.

What kind of data is being collected and maintained?

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO, which includes
- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations,
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,
- Decision maker contact information,
- Annual Performance Measures Data,

- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

Specifically for the CMO the program also collects, totals, accesses, and displays information that includes
- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** links). The DFO sees the **Consultation** information (read-only) when viewing their Committee Menu page. The database does not formally collect meeting announcements or other Federal Register announcements as a requirement, but it does the means to do so if an agency wants to include that information online. The system also has performance measure pages devoted to committee recommendations to the agency, the agency's use of those recommendations, and other performance measures.

How does the CMO use the system?

FACA requires that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.

The law states that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –
- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that
- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it

is edited and updated by the DFO or her designee year to year until the information is no longer required. When a committee is first established and chartered by an agency, the information on the committee is generally entered by the CMO or his designee and should address most of the committee's general information, membership information, and estimated cost information requirements. Obviously, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and charter when a committee is established (officially chartered). At the highest level, the process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, begins the process of developing a charter when the agency determines an advisory committee is what the agency needs.
- The agency uses the administrative guidelines and management controls it established under the law (FACA) to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under FACA.
- The CMO confers with the Committee Management Secretariat (CMS) regarding the new committee, ensures that a DFO has been appointed, creates the new committee online using the system, files the charter with the appropriate congressional oversight committees, and provides the appointed DFO and his designees with logons to the system.

The CMO's step-by-step process with a new committee and the FACA Database system generally looks something like the following:

1) To establish a committee, the CMO uses the **Add a Committee** hyperlink on the **Committee List** page to create a new committee online. The information added during the online creation process should be complete enough to address the new committee's general information, membership information, meeting information, and estimated cost information requirements.

2) The CMO and the Committee Management Secretariat (CMS) use the **Consultation** process found on the new committee's **Committee Menu** page combined with a mutual review of the new committee's charter to complete the committee establishment.

3) The CMO adds the DFO and/or the DFO's designee as a user to the system.

4) The CMO has the DFO log onto the system and

- Complete the edits to the **General Information** page. This contributes to the annual comprehensive review requirements and keeps **Reports** timely and useful,
- Add meetings as they are planned or as they occur, add the reports as they occur, and upload the meeting transcripts or minutes and reports as they become available,
- Add or delete members as they are appointed or replaced,
- Add or update costs as they occur,
- Add or update the web address if a web site is created for the committee,
- Add or update DFO contact information as it changes. This keeps the **DFO Report** useful.
- Recommend the continuance or termination of the committee by the end of the fiscal year,
- Report the Performance data at the end of the reporting year,
- Report the recommendations of the advisory committee to the agency and the agency's response or use of the recommendations, and
- Verify the accuracy and completeness of the committee data for the reporting year at the end of the reporting year.

The DFO, or the CMO if she or he chooses to do any or all of the tasks above, will find that the general information, costs, and member data added during the establishment of the committee has been carried forward to the relevant annual comprehensive review pages. At the end of any reporting year the program carries all of the committee data forward into the newly created year except for meetings and reports.

The CMO will also find the read-only **Public Access** modules of the system useful to their management concerns. Using the **Search** feature the CMO can discover what other committees exist in other agencies with issues and concerns similar to committees they are planning to charter. With that

knowledge, the CMO can **Drill Down** to the specific committees and determine if the system has information useful to them, or they can identify members of the FACA community in other agencies to contact for further investigation. From the **Public Access** area, the CMO drills down from the **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the CMO can **Search** the entire collection for any word or phrase, use **Database Search** to limit the data displayed, and/or use **Download Center** to download selected data to a spreadsheet or data table. Topical Committee Reports, the printed Annual Reports submitted by the President to Congress from 1972 through 1998, and the Annual Comprehensive Reviews conducted each year since 1998 are added to the **Public Access** section as they become available.

The opening screen for the **FACA Database** lets **CMOs** know that they have found the data repository and lists their options. The most direct address for the system is **http://www.facadatabase.gov**. The FACADatabase is part of the shared-interagency-database family at **http://www.fido.gov**. Buttons and hyperlinks control navigation throughout the system. The **Navigation Buttons** and hyperlinks that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The navigation buttons and hyperlinks are located in the top border and the left border areas of the browser page. CMOs should move from page to page with the navigation buttons and hyperlinks as much as possible and avoid use of the browser menu and buttons (like the arrows to go back or forward) unless specifically instructed to do so on the web page they are viewing.
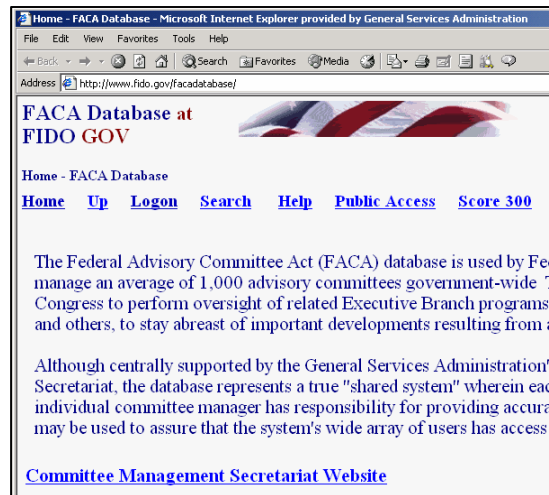
We emphasize the avoidance of the browser buttons because the **FACA Database** is an online application. Databases and online applications operate differently on the Internet than purely informational web pages. The normal browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, and all the pages have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a content-limited work session. If the user jumps around using the browser commands and button menus, it could be possible for the database application to lose track of who you are and what committee you are working on. This happens as the result of switching back and forth from one application, the browser, for navigation some of the time, and the database application for navigation the rest of the time.

The ten hyperlinks on the opening screen navigate to
Home,
Up,
Logon,
Search,
Help,
Public Access,
Score 300,
the Committee Management Secretariat website on the GSA Portal,
The Annual Report of the President on Federal Advisory Committees – 1972-1998 list, and
the **Case Digest Search** online database.
You will have noticed that the cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected.

Up moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page.

Logon allows CMOs or their designees who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. Users with DFO rights can edit and update their individual committees, users with CMO rights can edit and update all of their agency's committees, and the Committee Management Secretariat's staff can edit and update all the agencies' data.

Search allows the user to Search six different ways: **Search for Committee by Name or Number** requires the committee number or part of a name; **Search for Committee by Interest Area** requires a topic; **Search in Documents** check for phrases in uploaded documents; **Case Digest Search** searches FACA Case Law; or use the **USA.Gov** search engine. Each search option provides a different access into the system and the committee data, so experiment with the possibilities to determine which access method fits your work style.

Help explains the syntax, terms, and meaning of items of information that were collected in the database to enable the ACR. **Help** also displays manuals that explain the system's functionality for the different types of users. Each user sees a slightly different system customized for their work and use. The manuals can be viewed on the screen or printed. The manuals were created in Microsoft
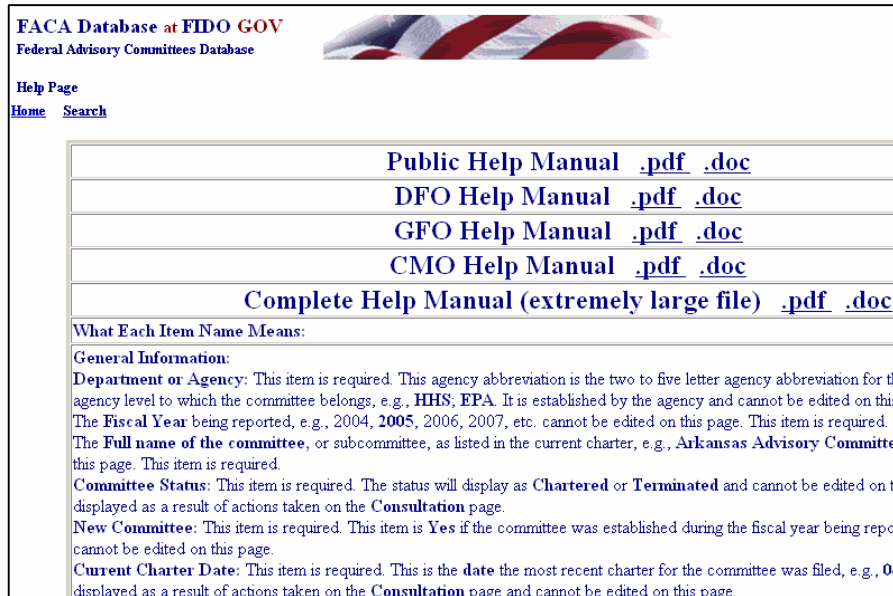

Word and saved as Word doc files or Adobe pdf documents. The Adobe files are smaller and generally load and print faster. The on-line manuals explain the functionality of the system.

Public Access takes the user to the public part of the system. The **Public Access** page includes **Committees Search,** the search features described above. The **Public Access** page also lists the **Fiscal Years** of data in the system. The page produces reports via the **Database Search**, the **Members Search**, the **Download Center,** and the **Annual Comprehensive Reviews** available online. The ACR summaries have been posted online since 1999**.** All the data in the **Public Access** section displays as read-only. While data added to the system by the users is available for viewing in real time, any one reviewing the data for the current Fiscal Year should consider the data to be in draft status and essentially incomplete. Any committee being researched may have been updated throughout the year as events took place, however the frequency and thoroughness of the updates is determined by the individual DFO and the demands upon his or her time. At the end of the fiscal year, however, each DFO and the agency's CMO are required to verify the accuracy and completeness of each committee's data. The caution is that information on a committee should not be deemed official and complete until that committee's data has been verified by the agency CMO for that fiscal year. The **Help** link provides a complete manual for the use of the **Public Access** section.
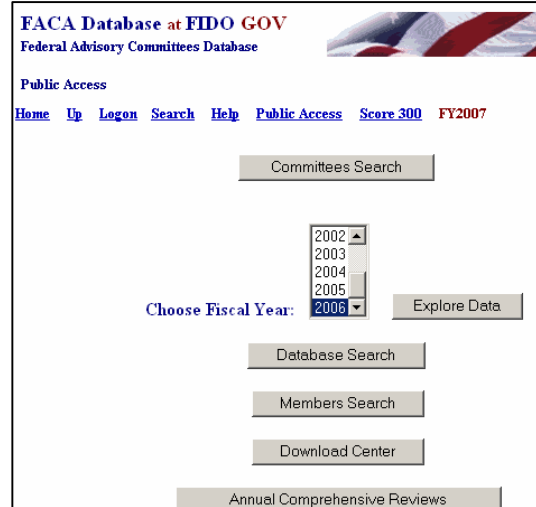
The "**Score 300**" link displays an agency ranking in terms of usage and completeness of the data for the current fiscal year to date. The score also reflects the last agency update. It is a quick way to survey the completeness and accuracy of the data. The viewer can tell from the color and the number of committees updated just how much data entry/updating activity has occurred. CMOs could think of it as friendly competition while other users can tell the status of the completeness of the current data. The user returns from the **Score 300** page by using the browser menu's **BACK Button**. In all cases, like the page below, where the **Up** link is not visible, the browser **Back Button** or **Back menu option** can be used to return the previous page.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Score 300

Home   Logon   Search   Help   Public Access   Score 300   FY2006   kf dfo DFO

Score 300 (Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300) *Not related to Exhibit 300*

Scoring Legend   0   1-299   300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Updated	Total Score
ADF-African Development Foundation	1	0	0	0	0			0
AID-Agency for International Development	2	2	0	0	0		9/21/2006 8:29:43 AM	75
AMC-Antitrust Modernization Commission	1	1	1	1	1		7/31/2006 2:18:24 PM	225
ATBCB-Architectural and Transportation Barriers Compliance Board	3	1	0	0	0		9/19/2006 1:48:23 PM	25
BBG-Broadcasting Board of Governors	1	0	0	0	0			0
CCR-Commission on Civil Rights	51	26	0	0	0		10/2/2006 10:55:23 AM	38
CFTC-Commodity Futures Trading Commission	3	1	0	0	0		2/7/2006 11:04:47 AM	25
CNCS-Corporation for National and Community Service	2	1	0	0	0		8/31/2006 9:46:26 AM	37
DHS-Department of Homeland Security	27	24	2	4	8		10/2/2006 4:03:36 PM	93
DOC-Department of Commerce	60	46	0	3	5		10/2/2006 1:13:17 PM	63
DOD-Department of Defense	53	53	11	14	16		10/2/2006 3:46:59 PM	112
DOE-Department of Energy	24	16	0	0	2		10/2/2006 3:29:05 PM	56
DOI-Department of the Interior	106	106	0	32	49		10/2/2006 3:59:53 PM	109
DOJ-Department of Justice	6	2	0	0	0		6/1/2006 1:51:51 PM	25
DOL-Department of Labor	15	10	0	0	1		9/27/2006 11:15:38 AM	55
DOS-Department of State	20	7	0	0	1		10/2/2006 11:02:04 AM	29
DOT-Department of Transportation	23	9	5	5	5		9/6/2006 12:53:08 PM	61
EAC-Election Assistance Commission	3	0	0	0	0			0

The **Committee Management Secretariat Website** links the user to the Committee Management Secretariat's organizational page on the **GSA Portal**. The direct address or URL for the Committee Management Secretariat organizational page is either **www.gsa.gov/committeemanagement** or **www.gsa.gov/faca**.

The GSA Portal website addresses: **http://www.gsa.gov/committeemanagement**, or **http://www.gsa.gov/faca**, are the Committee Management Secretariat's Home Pages on the GSA Portal. This mini-portal on the GSA agency portal is a comprehensive listing of documents examining the advisory committee process, practices, history, case law, advice and training.

The Annual Report of the President on Federal Advisory Committees - 1972-1998 is a link to an online set of the reports prepared by the Committee Management Secretariat yearly from 1972 through 1998 and sent to the Congress over the President's signature reporting the status of Federal Advisory Committees. While the printed report was discontinued in 1999, the FACADatabase system continues to collect an expanded dataset for the Annual Comprehensive Review.

Federal Advisory Committee Act

Printed Annual Reports 1972 - 1998

File Name	File Size
1972-Federal Advisory Committees First Annual Report Of The President.pdf	7,067,762 Bytes
1973-Federal Advisory Committees Second Annual Report Of The President.pdf	7,540,830 Bytes
1974-Federal Advisory Committees Third Annual Report Of The President.pdf	4,993,617 Bytes
1975-Federal Advisory Committees Fourth Annual Report Of The President.pdf	5,371,325 Bytes
1976-Federal Advisory Committees Fifth Annual Report Of The President.pdf	5,639,082 Bytes
1977-Federal Advisory Committees Sixth Annual Report Of The President.pdf	5,184,395 Bytes
1978-Federal Advisory Committees Seventh Annual Report Of The President.pdf	4,394,074 Bytes
1979-Federal Advisory Committees Eighth Annual Report Of The President.pdf	4,040,836 Bytes

Committee Management Secretariat Website

The Annual Report of the President on Federal Advisory Committees - 1972-1998

Case Digest Search ◀—

Case Digest Search is a link to an on-line, searchable compilation of the case law concerned with FACA from 1972 through May, 2004.

Address http://faca.gov/CaseDigest/SubjectView/ShowSubjectViewTable.aspx

GSA

Subject View

🔍 Subject View

Go

Search for

Subject Matter All

Export   Page 1 of 19   Page Size 10   Go

Subject Matter	Title	Text	Type	FACA Sections
	Carpenter v. Morton, 424 F.Supp. 603 (D.Nev. 1976).	The court addressed whether the Secretary of Interior was obligated to recharter the advisory boards created by the Taylor Grazing Act ("TGA"),43 U.S.C. § 315, et seq., and terminated by Section 14 of the Federal Advisory Committee Act ("FACA"),5 U.S.C. app. II, § §. 1 - 15, et seq. In 1939, Congress amended the TGA to establish boards of grazing district advisors in the several districts. "Pursuant to the TGA, the Dep't of the Interior promulgated a regulation relating to the appointment, term of office and removal of members of grazing district boards." 43 CFR Section 4114.1-3. Plaintiffs were members of grazing boards until January 1995. The board members asserted that the boards established under the TGA were exempt from any effect of the FACA because to allow termination of the boards under the FACA would necessarily involve an implied repeal of the TGA. The court agreed that implied repeals were not favored but disagreed with the basic assertion of the board members. The court noted that the purpose of FACA, "as it relates to this controversy, is to provide a means by which advisory committees which had been established by Congress, the President and various agencies could be reviewed so that those no longer furthering the purpose for which they were established could be terminated." Carpenter, 424 F. Supp. at 604; 5 U.S.C. app. 2 II, § 2. "Section 14(a)(1) of the FACA provides that each advisory committee existing at the time of the effective date of the Act shall terminate within two years unless, among other things, the advisory is one established by an act of Congress and for which Congress has provided a longer duration period. Section 14(b)(1) contemplates that an advisory committee which had been terminated may be renewed." Carpenter, 424 F. Supp. at 604, 605; 5 U.S.C. app. II, § 14. The court concluded that when Congress enacted the FACA, it was concerned with the proliferation of advisory committees that had outlived their usefulness and that, to remedy this, Congress chose to terminate all advisory committees. Further, the court also concluded, however, that Congress contemplated that the FACA would affect provisions of existing substantive laws and that, if later decided the advisory boards were necessary, Congress could enact the necessary legislation to recharter them. Thus, the court found that the Secretary had no obligation or authority to recharter the advisory boards originally established under the TGA.	Case Law	2;14(a)(1);14(b)(1)
	Center for the Defense of Free Enterprise v. President's Comm'n on Americans Outdoors, No. C87 32C (W.D. Wash. Mar. 31, 1987) (order granting motion to intervene, and	On January 28, 1985, President Reagan established an advisory commission, the President's Commission on American Outdoors ("Commission"), to study outdoor recreation resources. After preparing its report, the Commission disbanded on January 31, 1987. Plaintiff, the Center for the Defense of Free Enterprise ("Center"), sought injunctive relief to prevent defendant from printing and disseminating the Commission's report. This request was based on alleged violations of the Federal Advisory Committee Act ("FACA"), 5 U.S.C. app. II, § § 1 – 15, et seq. Specifically, the Plaintiffs asserted "that the Commission held closed meetings in violation of FACA by failing to publish notice of each meeting in the Federal Register (5 U.S.C. app. II, § 10(a)(2)), failing to appoint a federal officer or employee to chair or attend each committee meeting (5 U.S.C. app. II, § 10(c)). and failing to keep minutes of meetings (5 U.S.C. app. II, § 10(c))." Center, No. C87-32C at 2. Further, Plaintiff asserted that the FACA violations dated back to December 12, 1985. The court granted the joint motion by the National Parks and Conservation Association ("NPCA"), the National Resources Defense Council ("NRDC"), Paul C. Pritchard, and Nathaniel P. Reed, to intervene as a group. NPCA and NRDC are non-profit organizations with large memberships. Paul Pritchard, president of the NPCA, and Nathaniel Reed, a NRDC trustee, were senior advisors to the Commission. The intervenors asserted that the Plaintiff could not demonstrate that it suffered actual prejudice from any failure to comply with FACA's technical requirements. Accordingly, the court noted that "the Ninth Circuit has adopted a	Case Law	10(a)(2);10(c)

The CMO Committee Maintenance Activities

Clicking the **Logon** link displays the **Logon** page. The **Logon** page has ten hyperlinks, four data fields and one submit button. In addition to the links previously mentioned are **Presidential Committees**, and **Presidential Members**, which are reports designed for the White House Personnel Office. One of the links is an instructional online movie, **How to Logon to a Fido system**. The data fields are the **LOGON** text box, the **PASSWORD** text box, the "**I forgot my password**" check box, and the "**I WANT TO CHANGE**" check box. The submit button is labeled **Continue**.

To **Logon**, the CMO enters his/her username in the **Logon:** text box field (which has the label: **Please enter your Email**) and their password in the **Password:** text box field (which has the label: **Please enter your password**). When the **Continue** button is clicked, the program takes the CMO user to the **Committee List** page. The system design calls for all registered users to log on with their government e-mail address as the username.

If the user fills out the **User Profile/Information** page, **including their e-mail**, than the **OOPS** check box will work. To receive an email with their password, on the Logon Screen shown on the previous page the user enters their **LOGON**, checks **OOPS**, and clicks the **Continue** button.

If the CMO receives a **Logon Error**, they should note the error explanation and contact the Committee Management Secretariat to adjust their access rights. If you enter an incorrect Logon or Password, you receive the "Logon-Password not correct" error.

If your dates for access have expired, you receive "the Logon Date has been exceeded" error. The error displays "**ask your CMO**", but in the case of the CMO getting the error, it really means "Ask Committee Management Secretariat".

If the Committee Management Secretariat has designated you as an "inactive" user, you see the "inactive logon" error when you attempt to logon. In this case, the CMO also calls the Secretariat.

Logon Error

Your logon is not active. Ask your CMO to update your user information.

Please click the Up button.

Members of Committees with Presidential Involvement July 17,

FY	AgencyAbbr	CommitteeName	Member	Startdate	EndDate	AppointmentType	Appo
2002	AID	Board for International Food and Agricultural Development	Cousin, Ms. Ertharin	6/30/98	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Dobelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 yea

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list. These two hyperlinked reports are on the logon page to remind users logging on that these reports exist at the request of the White House Personnel office. These reports, like all of the database's reports for the current year, are only as useful and accurate as the data is kept up-to-date. They are also good reasons for weekly updates to the system.

These reports, like all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. The **XML** selection allows import into almost any kind of database. The ASCII selection creates a text file that can be imported into any word processor. None of the data kept for public accession online is subject to privacy provisions. Any public user may download all of the publicly accessible stored data in the online system.

July 17, 2002 12:20:46 PM
Spreadsheet XML ASCII

pe	AppointmentTerm	PayPlan	P
	No Fixed Term	None	N

The CMO's Committee List and Management Activities

When the CMO logs on to the system, they are taken straight to the **Committee List** page for their agency. The **Committee List** page provides the CMO with access to any of their committees, and displays the hyperlinks that navigate to most of the management functionality in this web system. We will discuss the hyperlinks first, then the option buttons, and finally, access to the individual committees.

FACA Database at FIDO GOV Federal Advisory Committees Database

Committee List

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

Reports   Performance Measures (ACR) Totals   Agency Totals   DFO   All Annual

Tools   Current Status   Email Addresses   Manage Groups   Manage Users   GFO Info

End of FY   Change FY   Complete FY2007

Avail Ceiling 0

Commission on Civil Rights

Committee Name	Number	Last Updated	DFO Date	GFO Date	CMO Date
Alabama Advisory Committee	251	11/8/2007			
Alaska Advisory Committee	253	11/8/2007			
Arizona Advisory Committee	254	11/7/2007			
Arkansas Advisory Committee	255	11/8/2007			
California Advisory Committee	256	11/7/2007			
Colorado Advisory Committee	257	11/8/2007			
Connecticut Advisory Committee	258	11/13/2007			
Delaware Advisory Committee	259	11/7/2007			
District of Columbia Advisory Committee	260	11/7/2007			
Florida Advisory Committee	261	11/7/2007			
Georgia Advisory Committee	262	11/7/2007			
Hawaii Advisory Committee	263	11/7/2007			
Idaho Advisory Committee	264	11/7/2007			
Illinois Advisory Committee	265	11/7/2007			
Indiana Advisory Committee	266	11/7/2007			

The **Committee List** page displays nineteen hyperlinks in addition to the links to the agency's committees. We have already discussed **Home**, **Up**, **Logon**, **Search**, **Help**, **Public Access**, and **Score 300**. The new links are to other report and management areas that the CMO should find useful. The links are grouped by:

Reports:
- **Performance Measures (ACR) Totals**,
- **Agency Totals**,
- **DFO** report*, and
- **All Annual** reports.

Tools:
- **Current Status**,
- **Emails Addresses**,
- **Add a Committee**,
- **Manage Groups**,
- **Manage Users**, and
- **GFO Info**.

End of FY:
- **Change FY**, and
- **Complete FY2007**.

The End-Of-FY-links only appear during the Annual Comprehensive Review (ACR) period and the **Add a Committee** link is removed during the ACR period for the FY being reviewed. The **Complete FY2007** link is customized to the year being completed. We will discuss all of the links.

Performance Measure Totals

The **Performance Measure (ACR) Totals** report link displays the **Annual Comprehensive Review Totals Report** page. These totals are for the categories of performance measures that are of interest to the agency, Congress, and the public during and after the reporting year. This data is carried forward for the committees from year to year, but the report begins with a count of committees updated for the current year. This data is not integrated with the rest of the committee report in this system and it should be and can be expected to be integrated into a single comprehensive report in any future system.

Annual Comprehensive Review Totals Report

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

FY 2007 Performance Measures Totals Report
VA – Department of Veterans Affairs
3 Committees have Updated the Performance Measures this year, 24 have not.

What are the most significant program outcomes associated with these com

	Yes	%
Improvements to health or safety	2	66.7
Trust in government	0	0.0
Major policy changes	0	0.0
Advance in scientific research	0	0.0
Effective grant making	0	0.0
Improved service delivery	2	66.7
Increased customer satisfaction	2	66.7
Implementation of laws or regulatory requirements	0	0.0
Other	0	0.0

Agency Totals

The **Agency Totals** report link displays the **Agency Totals** page. These totals are for categories of committee activity that are of interest to the agency, Congress, and the public during and after the reporting year. The report totals new committees, terminated committees, the distribution of committees by authority or function, the number of meetings, reports, members, costs, and federal staff time engaged in the agency's advisory committee effort.

The accuracy of the report at any point in time during a current, active reporting year depends upon the

	ACTIVE	ACTIVE COMMITTEES	26
	ADMIN INACTIVE "Y"	ADMINISTRATIVELY INACTIVE COMMITTEES	0
4.	NEW "YES"	NUMBER OF NEW COMMITTEES	2
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	17
		b. AUTHORIZED BY STATUTE	0
		c. AGENCY AUTHORITY	8
		d. PRESIDENTIAL DIRECTIVE	1
14.	COMMITTEE TYPE	a. AD HOC	0
		b. CONTINUING	26
		c. PRESIDENTIAL	1
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	7
		b. NON-SCIENTIFIC	8
		c. SCIENTIFIC/TECHNICAL	10
		d. GRANT REVIEW	0
		e. REGULATORY NEGOTIATION	0
		f. OTHER	1
16a.	REPORTS	NUMBER OF REPORTS	1
17.	MEETINGS	a. OPEN	6
		b. CLOSED	0
		c. PARTIALLY CLOSED	0
		d. TOTAL	6
		DATA ELEMENTS	

frequency and timeliness of committee information data entry on the part of the DFOs. The timeliness and frequency of DFO data entry depends, for a large part, on the requirements, interest, and guidance demonstrated or provided by the agency leadership and the agency CMO.

	DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
18. COMMITTEE COST	a. PERSONNEL PAYMENTS		
	(1) NON-FEDERAL MEMBERS	$151,420.00	$502,298.00
	(2) FEDERAL MEMBERS	$366,378.00	$35,500.00
	(3) FEDERAL STAFF	$3,235,630.00	$3,265,630.00
	(4) NON-MEMBER CONSULTANTS	$2,098,094.00	$2,098,094.00
	b. TOTAL TRAVEL AND PER DIEM	$1,676,391.00	$1,822,391.00
	c. OTHER	$322,983.00	$322,983.00
	d. TOTAL	$7,850,896.00	$8,046,896.00
19. FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS	37	37
5. TOTAL MEMBERS SERVING DURING FISCAL YEAR		633	

DFO Report

Committee	Name	Title	Phone	Fax	Eail
Advisory Committee on Cemeteries and Memorials	Paige Lowther	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov
Advisory Committee on Former Prisoners of War	Dennis Rhoades	DFO	202.273.7334	202-275-1728	capdrhoa@vba.va.gov
Advisory Committee on Homeless Veterans	Pete Dougherty	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Advisory Committee on Minority Veterans	Anthony Hawkins	Associate Director, Center for Minority Veterans	202-273-6708	202-273-7092	00mcmv@mail.va.gov

The **DFO Report** link displays the **DFO Report** page, a listing of the Committees and the assigned DFOs' contact information. Like all the system's current year reports, this information is only as useful as the DFOs' timeliness in keeping their information up to date.

All Annual Reports

The **All Annual** reports link displays a printer-friendly, continuous, scrollable page of all the reportable information for all the committees in the agency for that year to date. This report is generally only useful after the end of the reporting cycle after the end of the fiscal year, so it should only be generated and made available at that time. Depending upon the number of committees in the agency, this page can take a **"very"** long time to generate the first time it is created, loaded to the web site, and displayed on the screen. This page can also be saved to a **Word** document, although the larger the number of committees, the larger the file size and the longer the save process. Once in Word, the user can add page breaks and other formatting features to display the reports as required. To return from this page to the system menu pages is an instance of when the CMO will have to use the browser **Back** button.

2002 Annual Report: Review of Federal Advisory Committee

8/6/2002 9:53:05 AM

1. Department or Agency					2. Fiscal Year
Department of Veterans Affairs					**2002**
3. Committee or SubCommittee					3b. GSA Committee No.
Advisory Committee on Cemeteries and Memorials					**1328**

4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	**9/5/2001**	**9/5/2003**	

8a. Was Terminated During FY?	8b. Specific Termination Authority	8c. Actual Termination Date
No		

9. Agency Recommendation for Next FY	10a. Legislation Req to Terminate?	10b. Legislation Pending?
Continue		

11. Establishment Authority	**Statutory(Congress Created)**

12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
38 U.S.C. 2401	**6/18/1973**	**Continuing**	**No**

15. Description of Committee	**Non Scientific Program Advisory Board**

16a. Total Number of Reports **0**

16b. Report Titles and Dates

17a Open: **0**	17b. Closed: **0**	17c. Partially Closed: **0**	17d. Total **0**

	Current Fiscal Year	Next Fiscal Year
18a(1) Personnel Pmts to Non-Federal Members	$13,920	$13,920
18a(2) Personnel Pmts to Federal Members	$0	$0
18a(3) Personnel Pmts to Federal Staff	$40,272	$40,272
18a(4) Personnel Pmts to Non-member Consultants	$0	$0

Current Status

The **Current Status** link in the **Tools** group is an assortment of helpful, heads-up and on-guard reports for the CMO and other parts of the agency leadership.

Annual Reporting Activity			
Total Committees	51	Total Verified By CMO	0
Total Updated This FY	51	Total Verified By GFO	0
Total Updated This Week	6	Total Verified By DFO	0

Reports (signified by a hyperlinked title) are only generated if data is present that makes the report potentially relevant or suggests that a "possible" problem could exist.

Upcoming Events (Next 6 Months)		
Scheduled Meetings	11	Meetings Report
Committee Renewals	7	Renewals Report
Committee Terminations	2	Terminations Report
Member Appointment Expirations	427	Member Appointment Expirations Report

For instance, the **General Info** page has a **Yes/No** response field regarding whether any committee members are **Presidential Appointments.** The **Members List** page has an appointments field that indicates the source authority of the appointment. Is there a problem if the pages don't agree? Usually! Could there be a reasonable explanation for the conflicting information? Possibly? In all cases, intelligence is to be applied. These report items are potential alerts, not flags

Possible Problems		
Pres Members don't match Pres Appoint	0	
Meeting Dates not in FY	0	
Report Dates not in FY	0	
Costs with No Meetings	2	Costs with No Meetings Report
Costs with No Reports	19	Costs with No Reports Report
Members with Bad Dates	110	Member Bad Dates Report
Members with No Email	186	Member No Email Report
Members with No Designation	0	
CMOs with No Email	0	
DFOs with No Email	2	DFO No Email Report
Decision Makers with No Email	9	Decision Maker No Email Report
Potentially Administratively Inactive	0	
Member Last Name is TBD or Vacant	0	
FTE > 10	0	
Meetings with No Members	0	
Pending Committees	0	
Committees with No Interest Areas	1	Committees No Interest Areas Report

that specific content is wrong. A more complete description of each separate report in the possible problems section exists below in this section.

The Current Status Page Management and Tracking Reports

The **Current Status** page is a set of reports that should be helpful to the CMO and agency in managing and tracking the activities and administrative details of their advisory committees. The page is divided into two sections, **Upcoming Events** and **Possible Problems**. **Upcoming Events (Next 6 Months)** displays reports that are useful for planning and managing anticipated events, while **Possible Problem**s displays report where discrepancies that "might be problems" exist in the data. I hope we all are aware that the entire system is an attempt to categorize and describe in consistent terms and a unified fashion almost 1000 distinct and uniquely functioning advisory committees. The term "possible" in the possible problems heading is a clue that intelligence should be applied in the analysis of these reports, and the term "problems" could be entirely the wrong word.

Upcoming Events (Next 6 Months)		
Scheduled Meetings	11	Meetings Report
Committee Renewals	7	Renewals Report
Committee Terminations	2	Terminations Report
Member Appointment Expirations	427	Member Appointment Expirations Report

Possible Problems		
Pres Members don't match Pres Appoint	0	
Meeting Dates not in FY	0	
Report Dates not in FY	0	
Costs with No Meetings	2	Costs with No Meetings Report
Costs with No Reports	19	Costs with No Reports Report
Members with Bad Dates	110	Member Bad Dates Report
Members with No Email	186	Member No Email Report
Members with No Designation	0	
CMOs with No Email	0	
DFOs with No Email	2	DFO No Email Report
Decision Makers with No Email	9	Decision Maker No Email Report
Potentially Administratively Inactive	0	
Member Last Name is TBD or Vacant	0	
FTE > 10	0	
Meetings with No Members	0	
Pending Committees	0	
Committees with No Interest Areas	1	Committees No Interest Areas Report

The Upcoming Events (Next 6 Months) Reports

The **Upcoming Events** section potentially displays four reports, one each for Future Meetings, Charter Renewals, Charter Terminations, and Member Appointments which are expiring. A report link will

Upcoming Events (Next 6 Months)		
Scheduled Meetings	11	Meetings Report
Committee Renewals	7	Renewals Report
Committee Terminations	2	Terminations Report
Member Appointment Expirations	427	Member Appointment Expirations Report

only appear when data exists to produce a useful report, so no links will display for empty reports.

When the DFOs post committee meetings to the on-line system, the number of future posted meetings for the Fiscal Year being managed is displayed and a **Meetings Report** link shows up in the report column. If the DFOs post future meetings as soon as they are scheduled, the meetings for the next six months are displayed.

When committee charters are due for renewal in the next 6 months, the **Renewals Report** will display that committee on the list. The **Renewals Report** also displays any committees for which the data on the committee could be interpreted that the committee has been overlooked or is overdue for re-chartering. Committees can be removed from the **Renewals Report** by changing the data on the committee on the **General Info** page, the **Agency Recommendations** page, or the **Consultation** pages.

By the same token, the **Terminations Report** displays any committees for which the data on the committee could be interpreted that the committee is a candidate for termination. Committees can be removed from the **Terminations Report** by changing the data on the committee on the **General Info**, the **Agency Recommendations**, or the **Consultation** pages.

The **Member Appointment Expirations Report** lists those members agency-wide whose recorded appointment end dates have either already elapsed or will elapse in the next six months.

A **Meetings Report** link and a **Member Appointments Expiration Report** link for their committee data are available to individual DFOs on the **Current Status** link for their committee on their **Committee Menu** page.

The Scheduled Meetings Count Results in the Meetings Report

The helpfulness of being able to display a count of already posted future meetings and a resulting Meetings Report will differ from agency to agency. It is highly likely that the CMO already has an alert or tickler system to anticipate and plan for scheduled meetings and the associated meeting logistics, Federal Register Notices, etc. However, since, the displayed report rolls cumulatively up from the Committee (DFO) to the office (GFO) and agency (CMO) level, posting committee meetings like this in advance serves to keep the whole agency informed and involved. The meetings have to be recorded anyway at some point during the Fiscal Year,

	Scheduled Meetings for Next 6 Months (11 rows returned)					June 26, 2007 8:13:45 AM
						Spreadsheet XML ASCI
AgencyABBR	MeetingStartDate	CNo	CommitteeName	MeetingType	Location	Purpose
VA	6/26/2007	30917	Advisory Committee on OIF-OEF Veterans and Families	Open	Las Vegas, Nevada The site visit will include a town hall meeting, tours and briefings at various VA facilities, and a tour of Nellis AFB medical facilities.	Attended a veterans small business conference, briefings by Nellis AFB officials; tour several VA medical clinics, briefings by Veterans Health Administration and Veterans Benefits Administration on issues relevant to OIF/OEF veterans and their families; a town hall meeting, and reviewed and analyzed the previous days' briefings.
VA	7/9/2007	30917	Advisory Committee on OIF-OEF Veterans and Families	Open	Miami/Ft. Bragg	To be mentioned
VA	7/16/2007	30917	Advisory Committee on OIF-OEF Veterans and Families	Open	San Diego	To be mentioned
						Review VA program

so why not post the information when the meetings are scheduled and use this feature profitably. Meeting records can always be edited further if the scheduled is rearranged or details change.

The Committee Renewals Count Results in the Renewals Report

The Committee **Renewals Report** is an obvious tool for the CMO to use to anticipate what committees are up for review this month and what committees are up for renewal in the near future. If a lot of committees show up on the report that should not be there, then the data recorded in the system for those committees is not useful or accurate and the CMO should review the data with their desk officer.

FACA Database at FIDO GOV
Federal Advisory Committees Database

	Committee Renewals in Next 6 Months (7 rows returned)			June 26, 2007 8:22:01 AM
				Spreadsheet XML ASCI
AgencyABBR	DateOfRenewalCharter	CNo	CommitteeName	EstablishmentAuthority
VA		10724	Professional Certification and Licensure Advisory Committee	Statutory(Congress Created)
VA	9/4/2007	1328	Advisory Committee on Cemeteries and Memorials	Statutory(Congress Created)
VA	9/15/2007	1331	Advisory Committee on the Readjustment of Veterans	Statutory(Congress Created)
VA	10/7/2007	1332	Advisory Committee on Women Veterans	Statutory(Congress Created)
VA	11/1/2007	5293	National Research Advisory Council	Agency Authority
VA	12/14/2007	1330	Advisory Committee on Former Prisoners of War	Statutory(Congress Created)
VA	12/21/2007	1983	Advisory Committee on Minority Veterans	Statutory(Congress Created)

The Committee Terminations Count Results in the Terminations Report

The Committee **Terminations Report** is an obvious tool for the CMO to use to anticipate what committees are up for termination. If committees show up on the report that should not be there, then the data recorded in the system for those committees is not useful or accurate and the CMO should review the data with their desk officer.

FACA Database at FIDO GOV
Federal Advisory Committees Database

	Committee Terminations in Next 6 Months (2 rows returned)			June 26, 2007
				Spreadsheet
AgencyABBR	DatetoTerminate	CNo	CommitteeName	
VA	12/31/2006	10724	Professional Certification and Licensure Advisory Committ	
VA	12/1/2007	25152	Veterans' Disability Benefits Commission	

The Member Appointment Expiration Report

A significant number of DFOs from larger committees report that staying on top of member appointments verges on being a full-time job. CMOs from small agencies report the same thing. The **Member Appointment Expiration Report** is designed to display all the members whose appointments have expired or which will expire in the next six months. How a tool like this fits into the agency process for vetting and appointing new members and re-appointing and replacing existing members will differ from agency to agency and even from committee to committee within the agency based on the establishment authority.

Upcoming Events (Next 6 Months)		
Scheduled Meetings	11	Meetings Report
Committee Renewals	7	Renewals Report
Committee Terminations	2	Terminations Report
Member Appointment Expirations	427	Member Appointment Expirations Report

However, this report, like the **Meeting Report** above, displays at the committee, office, and agency level. This can facilitate the communication necessary to handle the process in an orderly and timely fashion without continuous data calls. Both of these reports, and essentially, all the reports available and utilized by the system are only as useful and accurate as the data from which they are generated. What this means and comes down to for the FACA community and the interested public is that everything works best, if, when data about the committee changes, it is updated in the on-line system.

Member Appointments Expiring in Next 6 Months (427 rows returned) June 26, 2007 8:37:37 AM
Spreadsheet XML ASCII

AGencyAbbr	CNo	CommitteeName	StartDate	EndDate	Prefix	FirstName	MiddleName	LastName	Suffix
VA	1328	Advisory Committee on Cemeteries and Memorials	10/1/2001	8/31/2006	Mr.	Tom		Sole	
VA	1328	Advisory Committee on Cemeteries and Memorials	10/1/2001	8/31/2006	Mr.	Edwin	C.	Bearss	
VA	1328	Advisory Committee on Cemeteries and Memorials	10/1/2001	8/31/2006	Mr.	John (Jack)	C.	Metzler	Jr.
VA	1328	Advisory Committee on Cemeteries and Memorials	9/1/2004	2/25/2007	Mr.	Mylio	S.	Kraja	
VA	1328	Advisory Committee on Cemeteries and Memorials	9/1/2003	8/31/2007	Mr.	Joseph	J.	Martory	
VA	1328	Advisory Committee on Cemeteries and Memorials	9/1/2004	8/31/2007	Mr.	Benedict		Spadaro	
		Advisory Committee on							

The Possible Problems Reports

The **Possible Problems** reports set is a compilation of items identified over the years as the result of discrepancies in how the same committee data is treated differently in different places and at different times, or as areas of concern raised by users of committee data (agency leadership, congress, GAO, White House, public, etc.). These items have usually been resolved during the Annual Comprehensive Review (ACR) reconciliation process, if they were not resolved immediately upon discovery by data calls, investigation, analysis, and lengthy explanations. They are available here to be an ongoing tool to assist the

Possible Problems		
Pres Members don't match Pres Appoint	0	
Meeting Dates not in FY	0	
Report Dates not in FY	0	
Costs with No Meetings	2	Costs with No Meetings Report
Costs with No Reports	19	Costs with No Reports Report
Members with Bad Dates	110	Member Bad Dates Report
Members with No Email	186	Member No Email Report
Members with No Designation	0	
CMOs with No Email	0	
DFOs with No Email	2	DFO No Email Report
Decision Makers with No Email	9	Decision Maker No Email Report
Potentially Administratively Inactive	0	
Member Last Name is TBD or Vacant	0	
FTE > 10	0	
Meetings with No Members	0	
Pending Committees	0	
Committees with No Interest Areas	1	Committees No Interest Areas Report

CMO in tracking and managing the agency's data, and an invaluable tool in completing the Annual Comprehensive Review (ACR). The reports have already been demonstrated to serve multiple purposes for multiple audiences, as you will see in the explanations below.

The first three reports,

Presidential Members don't match Presidential Appointments,

Meeting Dates not in Fiscal Year, and

Report Dates not in Fiscal Year,

Pres Members don't match Pres Appoint	0
Meeting Dates not in FY	0
Report Dates not in FY	0
Costs with No Meetings	1

are usually the result of mistaken data entry based on a misunderstanding of what was required. For the **Pres Members** report, the **General Information** page has a question whether the committee utilizes members appointed by the President, and the **Members** page includes a question about appointment type (Presidential being one of the types of appointments). When this information, perhaps entered by different people, is inconsistent, it needs to be resolved. This question was first asked by the White House personnel office.

The **Meeting Dates** and **Report Dates** reports occur when the user manages to add a meeting with dates that do not fall within the reporting year. You might wonder how this can happen if the meeting record's date fields have code to catch that kind of error. It's a mystery. Some data is uploaded in batch files and the "bad" dates get by the screening, and some users are very creative and determined to put in precisely the date they want, even if it falls outside of the Fiscal Year.

The next two reports,

Costs with No Meetings,

Costs with No Reports,

Report Dates not in FY	0	
Costs with No Meetings	1	Costs with No Meetings Report
Costs with No Reports	1	Costs with No Reports Report
Members with Bad Dates	11	Member Bad Dates Report

are in response to questions which are often asked about and just as often not very significant in the results shown. CMOs are familiar with many reasons why a committee may be reporting costs with no visible activity of any kind showing up in the on-line data. The most common reason is that meetings or reports have not been reported yet. The cost data is carried forward by the system from the previous reporting year while the meeting and report data is new and has to be added each year. It is also true that the cost versus visible activity ratio tends to be greater during the first year of a committee during setup and the terminating year when things are being wrapped up. This set of reports becomes more useful when the agency is reconciling its ACR data and is a prime example for why some intelligence needs to be applied to report analysis.

Three reports on member data deal with appointment dates, email addresses, and Member Designations.

Members with Bad Dates	110	Member Bad Dates Report
Members with No Email	186	Member No Email Report
Members with No Designation	0	

The **Members with Bad Dates** report might seem redundant of the **Member Appointments Expiration Report**, however the purpose is different since the **Expiration** report is usually an alert and the **Bad Dates** report is probably a real problem. The **Bad Dates** report indicates those members whose appointment dates fall outside of the current Fiscal Year, so we are no longer concerned with members whose appointments are coming due to expire. The **Bad Dates** report points to members whose appointments ended the previous fiscal year or whose appointment don't start until the next fiscal

Members Bad Dates (110 rows returned)   June 26, 2007 8:57:35 AM
Spreadsheet XML ASCII

AgencyAbbr	CNo	CommitteeName	StartDate	EndDate	Prefix	FirstName	MiddleName	LastName	Suffix
VA	1331	Advisory Committee on the Readjustment of Veterans	6/24/2002	10/31/2005	Mr.	Michael	G.	DePaulo	
VA	1331	Advisory Committee on the Readjustment of Veterans	6/24/2002	10/31/2005	Mr.	Robert	W.	Maras	
VA	2018	Clinical Science Research and Development Service Cooperative Studies Scientific Merit Review Board	12/1/1997	12/1/2005		Marie		Diener-West	Ph.D.
VA	2017	Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services	7/1/2004	12/30/2005		Guy	A	Howard	PhD

year. This may be a non-issue for some CMOs and DFOs if their members can continue to serve until a replacement is appointed or if the CMO is completely disconnected from the agency appointment process. However, this can seriously affect the accuracy of the number of members serving on agency committees.

The **Members with No Email** report would only be a problem if the CMO or the DFO thought it was a problem or the agency needed the email for a Committee Management survey activity. Member emails do not display from the Public Access part of the on-line system and generally should only be reported with the Members knowledge and permission and if it is agency policy to collect the emails.

The **Members with No Designation** report is another instance of a report that should not be necessary, since the program is coded so that a DFO should not be able to add a member without including the Member Designation. The Member Designation is a required field in the system and, by law, is part of the appointment process of every advisory committee member. Somehow, it still happens that a Member Designation field comes up blank, and this report is an alert to those concerned.

The next three reports are considered alerts to what can only be labeled as oversights. These reports are more useful as alert reports when the results for all the committees in the agency are rolled up into reports for the CMO and other agency officials.

Members with No Designation	0
DFOs with No Email	0
Decision Makers with No Email	0
Potentially Administratively Inactive	0

Regarding **DFOs with No Email** and **Decision Makers with No Email**, the online program creates email mailing lists for CMOs and GFOs and other agency officials with logon rights. The emails for the lists are collected from the DFO and Decision Maker Page forms, hence the usefulness of the **DFOs with No Email** and the **Decision makers with No Email** reports. The CMOs and or other agency officials can know who is missing from the mailing list.

The **Potentially Administratively Inactive** report lists those committees which may no longer require ongoing attention and active DFO participation, so that the CMO can make sure that the committee's records and reporting does not administratively slip through the cracks and can move the committee to the agency's Administratively Inactive group of committees. When a statutory committee has completed its work, it cannot often be easily terminated or removed from the agency's committee inventory unless the statute that created the committee included language to terminate the committee. The DFO involved with the work of the committee will generally wrap up his or her responsibilities and move on to other tasks as assigned, but the committee and the responsibility to track and report the committee lingers on, sometimes for years or decades.

The Member Last Name is TBD or Vacant Report

The **Member Last Name is TBD or Vacant** report is a special kind of possible problem report in that it serves multiple purposes. The agency can

Member Last Name is TBD or Vacant	0	
FTE > 10	0	

choose to use this report as a helpful "**identification of need**" tool in the committee member appointment management process. To do so, the DFO can add a member to the committee member list with **TBD** or **Vacant** in the **Last Name** field. The DFO would do this to indicate that a member's appointment has

expired or that a member has resigned and a new member needs to be appointed.

When the GFO or CMO or other agency officials look at this report from a group or agency-wide basis, they will see a list of all the committees with potentially empty member slots needing new members to be appointed. Used this way, this report is a visible, accessible, communication link that allows the agency to stay abreast of, if not ahead of the member appointment process without duplication and multiple email exchanges. Best of all, this process is capable of being managed in real time.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Member Last Names = TBD or Vacant (60 rows returned)   May 15, 2006 3:52:50 PM
Spreadsheet XML ASCII

AgencyAbbr	CNo	CommitteeName	StartDate	EndDate	Prefix	FirstName	MiddleName	LastName	Suffix	MemberDesignation	RepresentedGrou
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				vacant		Representative	Environmental Organization
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				Vacant		Representative	State, Interstate, Metropolitan or County Water-Related Association
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				Vacant		Representative	Federal Agency - Land or Emergency Management or Homeland Security
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				Vacant		Representative	Private Industry Association
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				Vacant		Representative	National or Regional Tribal Association or Council
DOI	42	Advisory Committee on Water Information	4/19/2006	4/20/2010				Vacant		Representative	National or Regional Coastal or Ocean Organization

While the **TBD or Vacant** report can be used this way to manage the "identification of need part" of the appointment process, we probably should not forget that the member who is resigning or whose appointment has expired is also part of the current committee member list. At the end of the reported year, the online system will be used to retain and count the members who actually served on the committees and not the empty slots that needed to be filled. When the Annual Comprehensive Review (ACR) is completed and the data verified by the DFO, the committee data will be rolled into a new fiscal year. The new year's data will still include all the member slots that have a **TBD** or **Vacant** in the **Last Name** field. The data verified for the ACR will have the member records with **TBD** or **Vacant** in the **Last Name** field removed.

The last four reports in the possible problems list are designed to catch errors. Since a committee seldom has a support staff of greater than 10, the **FTE > 10** report lets the DFO, CMO, or Committee Management know when someone has successfully put the total cost of the committee in the **Federal Staff Support** field.

FTE > 10	0
Meetings with No Members	0
Pending Committees	0
Committees with No Interest Areas	0

The second report, **Meetings with No Members**, is seldom a problem for committees where the data is entered directly by the DFO or his or her designee. Every agency works a little differently, and there are several agencies that provide the data for the online system in batch uploads. This report has proved helpful in catching missing data from such uploads.

The third report, the **Pending Committees** report is a problem for the CMO as the end of the FY approaches. This report shows the committees that are not yet live with authority to act, i.e., the charters have not been filed. While this report is most useful to the CMO on an agency-wide basis, it can also be important to the DFO working against a deadline and/or agency expectations.

The last report, **Committees with No Interest Areas**, identifies committees without any assigned interest areas. This could leave the committee out of the result set when a search is conducted.

While this list of reports could be larger, we do not plan to add any additional problems reports to this version of the system. Any new reports of this type will be added to the next version of the online system.

Emails Addresses

The **Get Emails** link displayed in the **Tools** group provides different combination of email addresses. These emails belong to the agency users of the online system. The emails are found in the user profiles and the DFO page data and the CMO page data kept in the online system. This information extends beyond the formal agency DFO list to everyone with responsibility for data management from the agency in the system that has been given a login or otherwise added to the system list, including decision makers, supervisors, and administrative staff. We expect a contact list like this to become more and more useful, so it is best to urge everyone to keep his or her information up-to-date.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Get Email Addresses

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

Email Addresses   (cut the addresses in the white space below and paste into your email program)

Get Email Addresses for:

CMO's Only

DFO's Only

GFO's Only

CMO's and GFO's

CMO's and DFO's

GFO's and DFO's

All Addresses

Create Email

Add a New Committee

Despite the fact that at least one government agency has more than 250 advisory committees, creating a new Federal Advisory Committee is not a casual act and usually requires an enormous amount of collaboration and coordination. When the agency has completed all the background work and the CMO is ready to add a new advisory committee to the agency roster, doing so can occur online with the **Add a Committee** link from the **Tools** group.

The **New Committee Information** form has only two fields to establish a new committee. However, to comply with the requirements of the Federal Advisory Committee Act (FACA), the CMO should fill out all the fields of the **General Information**, **Agency Recommendations**, **Justifications**, **Costs**, **DFO**, and **Committee Decision Maker**, and **Consultation** pages completely and specifically after the new committee has been created. No field should be left blank, as every field is a required field. The information required by these pages should have been fully developed by the agency in the process of formulating the charter. Some CMOs delegate the data entry to the committee's DFO, but that is only appropriate if the DFO has been involved in the formulation of the committee all along. Once entered, the data will carry forward to the annual review process.

The first text box requires a unique committee name. The name must be unique not only to the agency but to the entire inventory of advisory committees, government wide, between and among all agencies. The second text box asks the CMO to select the establishment authority under which the committee is being created. When the CMO clicks the "**Add This Committee**" button, the program checks to see if the name is already in use and, when the authority is discretionary, if the agency has available slots for new discretionary committees.

The CMO should be aware of the agency's room to create new "discretionary" committee since their available "ceiling" (or room to grow) is displayed on the **Committee List** page below the **Add a Committee** hyperlink. This is not an issue if the committee is established with Presidential or Congressional Authority.

If "**Add This Committee**" fails, the CMO is alerted immediately with a message similar to the one below. If the CMO should get an unexplainable error, they should stop what they are doing immediately or their computer could blow up. Well, maybe not, but at least call the Secretariat and clue them in that there is a problem.

> *Sorry, but you can not add 'Advisory Committee on Former Prisoners of War ' now. It is already in the system. Please choose a different name or contact the Support Team for further information.*

If the name is unique and the agency has sufficient ceiling, the committee is created and the CMO continues to fill out the information on the **General Information**, **Agency Recommendations**, **Justifications**, **Costs**, **DFO**, and **Committee Decision Maker**, and **Consultation** pages as mentioned above. The reality is that the required information already exists in electronic format in documents, previously exchanged e-mails, and word-processing files generated within the agency while formulating the new committee's charter and mission. The process should be such that the CMO displays the relevant document in a word-processing program, "copies" the needed information from that document, and "pastes" that information into the appropriate fields in the correct fields on the correct pages of the FACA system online. The CMO may find it helpful to point out to others urgently trying to set up a new committee, that if this information does not already exist in some kind of accessible electronic media, perhaps the agency is not quite ready to establish the committee.

The data is entered into the fields used for the comprehensive annual review. It is understood that most of these entries are either speculation or estimates that will be updated and corrected later. Every field except "**Remarks**" requires an entry. Costs are in whole dollars, so use numbers without dollar signs ($), commas (,), and decimals (.).

When the new committee is submitted by clicking the **Add This Committee** button, some data is transferred automatically to the required fields for the annual comprehensive review process. The new committee is created in the system and the **Consultation** page for the new committee is presented to the CMO user. At the same time an automatic "alert" e-mail is generated by the system and sent to the agency's Desk Officer at Committee Management Secretariat. Whenever the **Consultation** page is Updated and saved, the program will also generate an e-mail to the Agency CMO and the Desk Officer at Committee Management Secretariat, while also alerting the rest of the Secretariat staff to the new committee. If the CMO creates a committee and does not notice an e-mail alert notice, they should contact CMS and let their Desk Officer know. At this point in the creation of a new committee online, the CMO can open any of the pages accessible from the Committee Menu and further edit the data entered in the creation of the committee. As an alternative, of course, the CMO could add the DFO to the Agency user list and have the DFO log on and bring all the committee information up-to-date. This is only appropriate if the DFO has previously been involved in the formulation of the committee. The **DFO System Manual**

discusses the complete scope of committee information that should be added or maintained in each discrete fiscal year.

Before leaving the **Consultation** page the CMO should click the **Edit** link and add any data necessary to complete their part of the initial consultation process. The consultation record shows that the type of consultation is an **Establishment**. Creating a new committee with the **Add a Committee** form is always an **Establishment**. You can also assume that the establishment process generally needs further explanation, so let your Desk Officer know what you are planning to do next in the **CMO Remarks** field.

After the CMO adds any comments or dates, they save the changes with the **Save Changes** button. Several emails go back and forth between the CMO and Desk Officer because whenever anyone saves a change to a consultation record, the system again generates e-mail to the usual suspects.

Notice the **View Charters on FACA Website**, and **Upload Charter** links above the data entry form to the right. Those links are used display the charters once they have been uploaded, or to upload the charters after they have been filed with the agency's oversight committees.

The **Consultation** link, which is found on each committee's **Committee Menu** page, is also used for Renewals, Re-establishments, Amendments, and Terminations. The **Consultation** page includes the **Upload Charter** link. Charters can be uploaded so they can be displayed on the online system if they have been saved as a file in a word processing format like **.doc, .txt**, **.rtf**, or saved as a **.pdf** file, and if they have been saved in a folder accessible to your computer.

When the CMO clicks on the **Upload Charter** link, a form is displayed that allows the user to browse on their computer to the folder which contains the charter file. Keep in mind your eventual audience when selecting the document type when first creating your charter document.

Try to name your charter in the description box so you and others can tell to which Fiscal Year the charter belonged.

Manage Groups

Larger agencies often manage and report their advisory committees in significant sub-group breakdowns in addition to the Agency-Wide Totals. The Department of Defense often has a need to report about committees concerned with Army issues separate from Navy issues. The **Manage Groups** link opens a module that allows a CMO to create a useful sub-group name (National Park Service) and then attach advisory committees from the agency to the sub-group.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Committees and Groups Management

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kfcmo CMO

[Add a Group]   [Add Committee to a Group]

Group Name	Committee Name
VA-National Cemeteries Administration	Advisory Committee on Cemeteries and Memorials (1328)
VA-Office of the Secretary	Advisory Committee on Minority Veterans (1983)
	Advisory Committee on Women Veterans (1332)
VA-Public and Intergovernmental Affairs	Advisory Committee on Homeless Veterans (13849)
VA-Veterans Benefits Administration	Advisory Committee on Former Prisoners of War (1330)
	Professional Certification and Licensure Advisory Committee (10724)
	Veterans' Advisory Committee on Education (28)
	Veterans' Advisory Committee on Environmental Hazards (1352)
	Veterans' Advisory Committee on Rehabilitation (48)
VA-Veterans Health Administration	Advisory Committee on Prosthetics and Special-Disabilities Programs (33)
	Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities (34)
	Advisory Committee on the Readjustment of Veterans (1331)
	Clinical Science Research and Development Service Cooperative Studies Scientific Merit Review Bo
	Department of Veterans Affairs Voluntary Service National Advisory Committee (195)
	Geriatrics and Gerontology Advisory Committee (64)
	Health Services Research and Development Service Scientific Merit Review Board (2020)
	Joint Biomedical Laboratory Research and Development and Clinical Science Research and Develop

The **Add a Group** button allows the creation of a new group. Committee Management has established a standard naming convention in that all new groups will have the agency abbreviation as an initial prefix (see the screen-shot). We leave the rest of the group name to your needs and imagination. It helps when creating group names to remember that our online system has a **public** access

FACA Database at FIDO GOV
Federal Advisory Committees Database

Add New Group

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kfcmo CMO

New Group Information (* = Required)

*Please Enter New Group Name   [VA-]

[Check Name Availability]

component. Any new group names should be distinct and intelligible to the small remaining public part of the US population that does not have a military or government work experience.

The **Add a Committee to a Group** button allows the CMO to add an agency committee to an existing agency group. The process involves selecting a single committee, selecting a single group name, and then clicking the Save button. To add a second committee to a new group the same sequence is repeated. This may appear tiresome if you are creating a new group with 50 committees, but it only has to be done once. Newly created committees can be added to existing groups the same way. While we have hopefully made the process of adding groups, and committees to groups, easy, careful thought should precede the willy-nilly creation of groups of committees. One reason for care is that we

FACA Database at FIDO GOV
Federal Advisory Committees Database

Add Committee To A Group

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kfcmo CMO

Committee:

Advisory Committee on Cemeteries and Memorials
Advisory Committee on Former Prisoners of War
Advisory Committee on Homeless Veterans
Advisory Committee on Minority Veterans

Group:

VA-National Cemeteries Administration
VA-Office of the Secretary
VA-Public and Intergovernmental Affairs
VA-Veterans Benefits Administration

[Save]

have not provided a way for the CMO to remove a committee from a group or a group from an agency. This remains a manual operation, although "terminated" committees are automatically dropped from the group the year after the committees are terminated.

Manage Users

The **Manage Users** link displays the list of agency users and their access rights on the system. After the Committee Management Secretariat staff gives a user CMO status on the system, the CMO can
- Add users at the GFO and DFO levels of use and assign them a group or a committee,
- Control whether users can edit the current year's data,
- Limit when a user will have access to the system, and
- Look up the user's password.

 By clicking the hot link, which is the underlined number at the left of the row of user information (see the screenshot to the left), or by clicking the **FormView** Button (see the screenshot to the right), the CMO displays a user record to edit.

The **Add New User** link provides a form to add a new user. The **DFO Report** link displays all the user data in a list view. The **All Users** link displays all the users who have ever been added, including those who are no longer active users. This can be helpful if you want to return an inactive user to active status. The **Form View** Button displays the first record in the list in a form. The records are reviewed alphabetically. The **Hot Link**, shown above to the left, displays the record of the user identified in the **Logon** field.

Add New User

This is blank add user form. Directions for adding a new user and the rules and codes are described in the section below.

DFO Report

All Users

Note that the All Users List has an __Active Users__ link so the display can be limited to just the active users. If you check the **Active** column you will see the entry "No" for some of the users.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Users List

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

Department of Veterans Affairs   Add New User   DFO Report   Active Users   [Form View]

#	Logon	Email	Level	Access	Start	End	Active	Last Logon	Browser
1	afleshman	andy.fleshman@va.gov	DFO	2	10/1/2004	12/31/2010	Yes	10/17/2005 12:44:08 PM	IE 6.0
2	ahawkinsFmw*	anthony.hawkins@mail.va.gov	DFO	2	11/3/1997	8/20/2002	No	11/23/2001 2:44:41 PM	IE 5.0
3	andrea.jones1@va.gov	andrea.jones1@va.gov	DFO	2	6/1/2007	12/31/2008	Yes		
4	ARamos	alejandro.ramos@va.gov	DFO	2	11/1/2006	12/31/2007	Yes	12/8/2006 9:55:26 AM	IE 6.0
5	arosen	vrearose2@vba.va.gov	DFO	2	8/20/2002	9/9/2004	No	9/5/2003 1:02:40 PM	IE 5.0
6	ayoung	81	DFO	1	11/3/1997	10/14/1999	No	12/9/1998 10:07:01 AM	Unknown Unknov
7	betty.anderson@va.gov	betty.anderson@va.gov	GFO	2	9/29/2005	12/31/2008	Yes	10/4/2006 5:20:56 PM	IE 6.0
8	bfawley	1192	DFO	2	10/14/1999	12/31/2000	No	12/15/1999 2:37:31 PM	IE 4.0
9	bgoodworth	760	DFO	1	9/30/1998	10/14/1999	No	12/4/1998 2:35:59 PM	Netscape 3.0
10	Blythe.Ferguson@va.gov	Blythe.Ferguson@va.gov	DFO	2	6/1/2007	12/31/2008	Yes		
11	boliver	99	DFO	1	11/3/1997	2/28/1999	No	1/23/1998 5:51:20 PM	IE 3.01
12	brobinson	Laverne.Cooper@mail.va.gov	GFO	1	12/14/1999	12/31/2001	No	12/15/1999 10:34:57 AM	IE 4.0
13	bt	paige.lowther@mail.va.gov	DFO	2	1/1/1997	1/1/2000	No	2/12/1999 12:23:59 PM	Netscape 4.00
14	cbrockington	celestine.brockington@mail.va.gov	DFO	2	9/30/2002	12/31/2004	No	11/1/2002 3:35:10 PM	IE 5.0
15	cdavis	vrecdavi@vba.va.gov	DFO	2	9/1/2003	7/13/2005	No	10/21/2004 4:42:33 PM	IE 5.0
16	Chanel.Bankston-Carter@va.gov	Chanel.Bankston-Carter@va.gov	DFO		3/5/2007	3/5/2009	Yes		

User Form Rules and Codes to Assign User Rights

On the **User Form** page the CMO will find buttons to "__Save__" an edited record, add a "__New__" user, and return to the __User List__ page, but the CMO will not find a button to delete a user. Once a user is added to the system, they are kept in the system forever so that there is an audit trail regarding who created or edited the data in this record of the system. The personal identification information is displayed in a profile form when the new user logs on. When adding a new user, the CMO should focus on the logon, password and the user's access rights. The DFO and GFO will have an opportunity to complete any contact-information-fields (**First Name**, **Last Name**, **Phone**) that are left blank in the user profile form when they first logon.

FACA Database at FIDO GOV Federal Advisory Committees Database

Users Form

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

Department of Veterans Affairs
[Save] [New]   [Users List]

Logon	afleshman
Password	afleshman1
First Name	Andy
Last Name	Fleshman
Phone	202-273-8369
Permission Level	DFO
Permission Access	2
Start Date	10/1/2004
End Date	12/31/2010
Active User	Yes
EMail	andy.fleshman@va.gov
DFO Committee	Advisory Committee on Cemeteries and Memorials
GFO-Group	VA-Veterans Health Administration

[First Page]   [Prev Page]   [Next Page]   [Last Page]

The rules and codes regarding the user information and access rights (permission levels) follow.

Logon	ayoung
Password	mk79DR@&

1) The user's **Logon** name and **Password** together form a unique key field that is not duplicated in the system. The username (**Logon**) should

normally be in the form of the user's government email address, but the logon can be a combination of the first letter from the first name and the full last name if necessary. The actual user should be identifiable and recognizable from the username.

2) The **Password** can be any combination letters, numbers, symbols, characters, and case of up to 16 positions long. The password can be duplicated in the system with other users' passwords. However, if the individual user has more than one login, each of the individual user's passwords associated with each login must be unique. Passwords are generally a system's weakest point of defense from unwanted intrusion, so, unfortunately, the best password is usually such a complicated combination of letters, numbers, characters, and symbols that you will never be able to remember it.

3) The CMO can add users at two **Permission Levels**, GFO and DFO. The DFO can only view and edit their single committee when logged on, the GFO can view and edit all the committees in their assigned group.

4) **Permission Access** is either **read-only**: **1**, or **edit**: **2**. A user needs a Permission Access of **2** (**EDIT**) to make changes to the data and add new information.

5) The **Start Date** is the earliest date that a user can logon and the **End Date** is the last date that a user can logon.

6) The **Active User** can be set to "**Yes**" or "**No**". This field is used to turn a user's logon rights on or off without having to change all the other settings. Committee Management Secretariat switches the Active User setting to **No** for users who have not logged in for more than one full year.

7) The **Committee** for which the DFO user is responsible can be set from the "**DFO Committee**" pull-down. The pull down list will display all the possible committees for the agency. To select the DFO's committee, the CMO clicks on the correct committee.

8) The **CMO** can assign a **GFO** to an existing group. The CMO must set up a group before a GFO can be assigned to that group. The CMO should click **"Save"** before leaving the page after completing any changes to a user form.

The **Save** button save the data entry changes on the page. The **New** button displays a blank data entry page for adding a new user. The CMO returns to the full read-only **User List** page with the **Users List** button.

Saving New Users

The CMO fills in all the contact information and applies the permissions and rules to create a new user, finally "saving" the information on the new user by clicking the **Save New** button. The CMO can abandon the new record at any time before the "**SAVE**" action by clicking the **Cancel** button. The system may overreact quite negatively if you attempt to create a duplicate user, so cover your eyes before you click the **Save New** button in doubtful situations.

FACA Database **at FIDO GOV** Federal Advisory Committees Database

Users Form

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

Department of Veterans Affairs

| Save New | Cancel | Users List |

Logon	Neophyte.User@Fido.Gov	Required
Password	nuser	Required
First Name	Neophyte	Required
Last Name	User	Required
Phone	202-555-1212	Required
Permission Level	DFO	Required
Permission Access	2	Required
Start Date	6/28/07	Required e.g. 11/1/1998
End Date	12/31/2010	Required e.g. 11/1/1998
EMail	Neophyte.User@Fido.Gov	Required
Active User	Yes	Required
DFO Committee	Advisory Committee on Cemeteries and Memorials	Required
GFO-Group	VA-National Cemeteries Administration	Required

The GFO Information

kf cmo CMO

Annual

ups   Manage Users   GFO Info
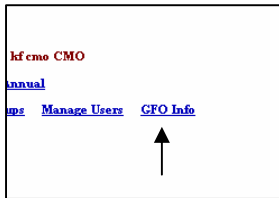
The GFO Info link displays the **Group Information** page, a list of current groups set up for the agency. By clicking the **Edit** link in the column to the left of the group name, the CMO will be able to edit the GFO information for the primary GFO for the group.

FACA Database **at FIDO GOV** Federal Advisory Committees Database

Group Information

Home   Up   Logon   Search   Help   Public Access   Score 300   FY2007   kf cmo CMO

VA - -

Committee Menu   General Info   Agency Recommendations   Reports   Meetings   Costs   Just

| Show | 20 | 1 of 1 pages | Add New Record | First | Prev | Next | Last |

	Name
Edit	VA-Veterans Health Administration
Edit	VA-Veterans Benefits Administration
Edit	VA-National Cemeteries Administration
Edit	VA-Office of the Secretary
Edit	VA-Public and Intergovernmental Affairs

| Add New Record | First | Prev | Next | Last |

This will be necessary in those cases where there is more than one GFO for the group or where the primary GFO changes from one year to the next. Information should be added in the same categories that were required for the CMO and the DFOs. All fields are required except for Prefix, Middle Name or MI, and Suffix.

The End of FY group

Generally, CMOs and the Committee Management Secretariat have the need during the first quarter of any new FY to continue to manage the advisory committee process for the current FY. At the same time, they need to finalize and verify the data for the Annual Comprehensive Review (ACR) process for the Fiscal Year that was just completed. While advisory committees are a

continuous and ongoing fact of government, the Congress in the Federal Advisory Committee Act requires that each individual FY of each Advisory Committee's life be treated as a separate, discrete, reportable unit. So the fall is a complex time with the ACR being completed while the new Fiscal Year gets underway. While the ACR is occurring, there are several additional links found in the **End of FY** group to support the completion of that process while trying to avoid confusion. The added links are intuitive, and the CMOs receive a regular inundation of communications from Committee Management about how to use the links and treat the reporting period.

The two additional links appear only for the CMO, and are not available to the GFO and DFO. The links are **Change FY** and **Complete FY200N**. The reason they appear for the CMO is that the CMO needs to work in both fiscal years. The CMO needs to work in the reporting fiscal year to complete the ACR. The CMO also needs to work in the new fiscal year to create new committees and conduct necessary consultations on existing committees. The **Change FY** link allows the CMO to move between fiscal years and the **Complete FY200N** lets the CMO wrap up the reported ACR and move all of the agency's verified data forward into the new fiscal year. The GFO and DFO do not have these links. The major reason for that design choice is that we found that data was continuously being entered by the DFOs in the wrong FY.

Change FY

Clicking the **Change FY** link presents a choice between the two open fiscal years. The CMO user clicks the radio button reflecting the year to work in and clicks the **Change FY** button. The CMO is immediately presented with a **Committee List** page for the FY selected. In the new fiscal year the CMO's actions are limited to creating new committees with the **Add A Committee** link on the **Tools** line, consultations for existing committees with the **Consultation** link on the **Committee Menu** page, and changing back to the reporting FY with the **Change FY** link on the **End of FY** line. There are other links on the Committee List page in the new fiscal year, and they are visible and active, but you cannot do much with them until the ACR is complete and the data has been rolled into the new FY.

Complete FY2007

When the DFOs have completed data entry and data verification for all of their committees, the GFOs and/or CMOs can complete their verification as well. After the Secretariat staff has reviewed and passed on the data from their perspective, the CMO can transfer an up-to-date copy of the completed data to the new fiscal year by clicking the **Complete FY2007** link. Of course, this link will change its name based on the fiscal year being reviewed and completed, and the new fiscal year getting underway.

There are a variety of messages that will appear if the CMO should click the **Complete FY2007** link without having completed all of the requirements that have been defined in the system. If the CMO has not verified all the committees the system will stop the process with the message above displayed.

Sometimes the CMO has verified all of the committees and forgets that the Committee Management Secretariat desk officer is part of the ACR process. If the CMO should click the **Complete FY2007** link and the desk officer has not yet signed off on their review of the data, the system will stop the process with the message to the right displayed.
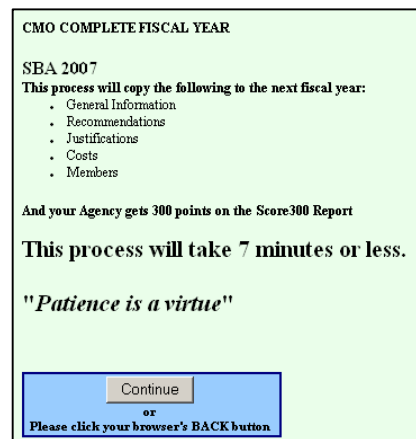
After the Committee Management Secretariat desk officer completes their review of the data, the desk officer clicks a link visible on the **End of FY** line of their screen of the agency's **Committee List** page. This is the **CMS Reviewed** link, and, if there are no coded protections activated by the desk officer having skipped some vital step, the screen to the right is displayed.

Congratulations

CMS has reviewed the agencies FACA information for FY2007

Return to Committees List

Usually, however, at the conclusion of the review, the CMO or the Desk Officer will click the link and view the following sequence of screens. First the CMO sees a warning so that the CMO or desk officer is not tempted to interrupt the process. It would be reasonable to think that the program has hung up while the data from some of the larger agencies is being copied from one fiscal year to the next, because it takes quite a while and nothing appears to be visibly happening.

CMO COMPLETE FISCAL YEAR

SBA 2007
This process will copy the following to the next fiscal year:
- General Information
- Recommendations
- Justifications
- Costs
- Members

And your Agency gets 300 points on the Score300 Report

This process will take 7 minutes or less.

"*Patience is a virtue*"

Continue
or
Please click your browser's BACK button

Once the process has completed, the CMO or desk officer is presented the final screen, congratulations on the successful completion of the ACR. At this point, the CMO or the desk officer has been logged out of the on-line system. This is done to try to prevent an accidental return to the fiscal year data which has just been copied as final. If the CMO or desk officer did manage to return to the year that they just reported and completed, they could then, inadvertently of course, make further changes to the data.

The next time that anyone from the agency logs into the system he or she will find themselves in the new fiscal year. At that point, the only way to see the previous FY's data is with the **Public Access** link.

Congratulations

You have completed your agencies FACA information for FY2007

Good luck with FY2008

Return to Login

The Committee List page and Committee Name Hyperlinks

The CMO has complete editing rights to all the committee data. Changes to the pages are made, and meetings, reports, and members are added by linking to the correct data entry page through the **Committee Menu** page. The CMO reaches the **Committee Menu** page via the **Committee Name** hyperlink from the **Committee List** page.

The Committee List page also keeps the CMO informed of the last time a committee's data was updated. The data validation status for completing the reporting year is managed by means of the date stamps in the **DFODate**, **GFODate**, and **CMODate** columns.

Data Entry at the Committee Level

For further data entry directions, the **DFO System Manual** has a complete explanation of the **Committee Menu** page options. The links shown in this manual may be able to display that manual if you have opened this document in Microsoft Word. The menu options include

- **General Info**,
- **Recommendations**,
- **Reports**,
- **Meetings**,
- **Costs**,
- **Justifications**,
- **Members**,
- **Sub-Committees**,
- **Performance Measures (ACR)**,
- **Current Status**,
- **Interest Areas**,

- **Committee Report,**
- **DFO Info,**
- **GFO Info,**
- **CMO Info,**
- **Committee Decision Maker,**
- **View Charter,**
- **Web Site,** if one exists and the url has been added to the **General Info** page,
- **Mark Verified,** and
- **Consultations.**

You may remember from our discussion long ago and many pages above, when the CMO views the **Committee Menu** page from their logon, the CMO sees the link for the **Consultations** page. The **Consultation** page is available read-only to the DFO so that the DFO can stay abreast of the committee's life cycle from the agency perspective.

The Rest of the Story

There are many other features and reports available to assist the CMO in the FACA Database online system, most of which are found and described in the **Public System** part of the manual. All of the features and reports are only as useful and accurate as the data is kept up-to-date. This task falls primarily to the DFOs or their designees. Keeping the system up-to-date whenever the committee data changes can transforms the FACA database into a highly sought commodity in government: a useful, interagency data sharing and management tool. The FACA Database online system has been available since 1997. It is a living system in the sense that it has grown in usefulness and functionality (and size) every year that it has existed. Some of the improvement is due to the improved technology of the Internet, and a little can be counted due to the increasing skill of the development team. However, most of the improvement is due to the feedback, patience, and willingness of the users to participate both in the development process and with on-line record keeping. The FACADatabase is truly a shared system that belongs to all of us.