

ARS □ CSREES □ ERS □ NASS

Policies and Procedures

Title: Public Advisory Committee Management Authorities,
Policy, Requirements, and Responsibilities

Number: 130.1

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Distribution: Headquarters, Areas, and Locations

This Directive:

- States authorities, policy, requirements, and responsibilities for committee management.
- Incorporates by reference Departmental Regulation 1041-1 (DR 1041-1) October 16, 1984.

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1. AUTHORITIES

Federal Advisory Committee Act of 1972, as amended Executive Order 12024, December 1, 1977 Title 5, United States Code, Appendix I

2. ARS POLICY

Advisory Committees will be used for functions solely advisory.

Final action on a committee's advice or recommendations must be made by officers or employees of the Federal Government.

Establish or use committee's only when direct assignment to provide decisions and actions to promote program objectives is not practicable.

Keep meetings to a minimum necessary to achieve goals.

Keep membership to a minimum consistent with objectives.

Fill committee membership vacancies promptly.

Terminate committees promptly when goals are met.

3. REQUIREMENTS

Each ARS Advisory Committee constituted under the provisions of the Federal Advisory Committee Act of 1972, as amended, shall have an Executive Secretary responsible for providing staff support to the committee.

All questions with regard to interpretation of the applicability of this Directive and its operation shall be referred to the Committee Management Officer.

Nominations for membership and requests to serve on Advisory Committees shall be cleared and coordinated by the Committee Management Officer.

Meeting notices for publication in the Federal Register shall be submitted to the Federal Register Liaison Officer at least 30 calendar days before the proposed meeting date (Directive 257.1).

4. RESPONSIBILITIES

The Executive Secretary will:

- Maintain the official committee file which includes the minutes of meetings held, all records pertaining to expenses incurred by the advisory committee, all reports and recommendations submitted by the committee in compliance with law, and all reports submitted by the committee in compliance with USDA regulations.
- Be responsible for the accuracy of official committee records.
- Provide staff support to the committee which includes the preparation of financial and other reports and documents required by this Directive.

The Committee Management Officer will:

- Coordinate clearance and approval of all persons nominated to serve on committees.
- Coordinate clearance and submission of all documents required by the Federal Advisory Committee Act of 1972, as amended.
- Develop procedures for an orderly process of managing committees in ARS.
- Provide liaison with Departmental offices on committee management matters.

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