

The Shared Management System

FACA Database at FIDO GOV

Federal Advisory Committees Database



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The Federal Advisory Committee Act (FACA) database is used by Federal agencies to continuously manage an average of 1,000 advisory committees government-wide. This database is also used by the Congress to perform oversight of related Executive Branch programs and by the public, the media, and others, to stay abreast of important developments resulting from advisory committee activities.

Although centrally supported by the General Services Administration's Committee Management Secretariat, the database represents a true "shared system" wherein each participating agency and individual committee manager has responsibility for providing accurate and timely information that may be used to assure that the system's wide array of users has access to data required by FACA.

[Committee Management Secretariat Website](#)

[The Annual Report of the President on Federal Advisory Committees - 1972-1998](#)

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Committee Management Secretariat

Complete System Manual

12/10/07

SECTION I: Public Access to Advisory Committee Data

What is the Shared Management System?

The Shared Management System is a specialized, Federal Government, interagency, information-sharing database available publicly on the web. The Federal Advisory Committee Act (FACA) originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. This data collection and summarization was done after the end of the calendar year in the seventies. When the government changed to a Fiscal Year beginning in October rather than in July, the data collection was done in the fall, after the end of the FY. This data collection, collation, summarization, and publication continued, with few and minor changes in data items, content, and presentation, for 26 years from 1972 through 1998. The process would begin each year with the more than 1000 committees throughout the government submitting paper reports on approved forms and in a common format to their agencies. Some of the reports were hundreds of pages long due to the number of members and the numbers of meetings. The agencies duplicated the reports (8 copies per committee), summarized the numeric data (member counts, meeting counts, costs breakdowns, etc.) by their agencies, and sent the sets of duplicates and summaries to the Committee Management Secretariat. The Secretariat, with a small staff of usually less than 6 employees, spent most of a year verifying and combining the committee reports, arranged by agency, into multiple loose-leaf bound sets for shipment to the Library of Congress and for internal reference. The Secretariat summarized and analyzed the numeric data government wide by agency, submitting that analysis as a printed report annually to Congress over the President's signature.

In 1997 this web-based database began to be used by all the government agencies that have advisory committees to collect and report that same data. In 1998, this online system was demonstrated to Congress (at a Government Oversight Subcommittee Hearing). In 1999, Congress implemented part of the "Report Reduction Act" which had been passed in 1995 and which determined that "the printed and transmitted hard-copy annual report" was no longer required. However, the data has continued to be collected to facilitate compliance with the Annual Comprehensive Review (ACR) requirement of FACA. With this online, publicly accessible, shared, continuously updated, data-collection and management system, the Congress, the President, federal agencies, the Committee Management Secretariat, and the public have complete access to the Federal Advisory Committee data in the system via the Internet in a read-only mode, in real time. However, the reality of the reporting cycle intrudes in that the data for any current year can only be considered complete and accurate after it is verified and certified by the agencies at the conclusion of the fiscal year.

The Federal Advisory Committee Act continues to require that the agencies, through their Committee Management Officers (CMOs), provide information about the agency's advisory committees for the ACR. This web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the reporting year and providing some ongoing committee-management functionality. Each

advisory committee's Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year. Doing so allows them to both 1) manage the committee information flow within the agency as frequently as required, as well as to 2) report the data required by law. The DFO is given their access rights to this online system, their logon (username) and their initial password, by their agency CMO. The CMO is given their access rights by the Committee Management Secretariat. The DFOs and CMOs, like any other public users, can view all of the information on all of the committees of all the agencies of the federal government available for the current fiscal year in a read-only mode. At the same time, only the DFO, or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update their specific committee data for the current year.

When the FACA community began keeping the data continuously up-to-date, we converted the system and the process of record keeping from a focus on history and reporting, to a focus on management and immediate relevancy. With frequent and timely updates, the system became more useful to everyone. Everyone, in this extraction, ranged

- from the public user interested in a specific issue,
- to the agency official wanting an overview of specific committee activity,
- to the agency manager who wanted a broader view of committee activity across the agency,
- to researchers at the Library of Congress, and finally
- to congressional or executive branch staff with oversight responsibility.

What kind of data has been collected?

For the DFO, the program collects and displays

- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The number of the committee's recommendations to the agency and the action 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 transcript,
- Activity and justification (raison d'être) information,
- DFO appointment and contact information,
- Committee Decision Maker contact information,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not consistently contain meeting announcements, although proposed future meetings can be listed. Some of the agencies and committees upload their meeting minutes and/or reports to this system. Some of the committees also put their

meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on a committee web site or the agency web site. While the law and associated regulation requires that the minutes and reports be maintained in a central and accessible location, during and beyond the active life of the committee, they do not require that the minutes and reports be uploaded to this system.

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO mentioned above. 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 growing set of heads-up/potential problem comparisons about and between agency committees,
- The available discretionary ceiling pertinent to the agency for new committees,
- 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](#) link). Public users do not see the [Consultation](#) link when viewing a **Committee Menu** page, since that process is essentially an internal government function. Users see the data and functions relevant to their role's requirements. Most of the meetings and work of federal advisory committees are considered public information, and all the data stored in the system except for committee members e-mail addresses is available for downloading and viewing. At the same time, the system provides management functionality to the committee managers and the Committee Management Secretariat, so some internal, narrowly focused, government-function parts of the system are not viewable by all users.

How does one use the system?

FACA stated that each agency shall establish uniform administrative guidelines and management controls for advisory committees created 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's language directs 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 Shared Management 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 from 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 under the law. Normally, when the CMO adds a committee to the system, the DFO is already officially appointed, and involved in the committee's mission and charter. The process is ordinarily expected to proceed 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,
- In the case of the President, he or she executes an executive order.
- In the case of the Congress, the congress passes a law that includes language assigning the responsibility for the committee to an agency.
- In the case of an agency, the agency, given it has the means and latitude; simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law 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 the law.
- Simultaneously with the above step, 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 the Library of Congress, and provides the appointed DFO and his designees with logons to the system.

When notified that she has been given a logon, the DFO logs onto the system and

- Edits all of the information entered by the CMO for completeness and accuracy. Most DFOs confer with the agency CMO before changing data entered by another user, but any user given edit rights by a CMO to a committee's data can make the changes they deem necessary. Two users can even be changing data in the same committee at the same time. The last data saved wins.
- Adds meetings and reports as they are scheduled or occur,
- Adds or deletes members as they are appointed or replaced,
- Adds or updates costs as they occur,
- Adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants,
- Adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites,
- Adds or updates the committee performance measures,
- Adds or updates their own contact information as it changes, and,
- At the end of the fiscal year, the DFO, in consultation with the CMO, recommends the continuance or termination of the committee, and
- Verifies the accuracy and completeness of the committee data for the closing year.

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports. Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the **Public Access** link.

The **Public Access** part of the system is a useful tool to the DFO and CMO as well as to the public, especially in areas related to their management concerns. Using the **Search** feature, the DFO can discover what other committees exist with issues and concerns similar to their committee's own charter. With that committee information, the user can **Drill Down** to the specific committees and determine if the system has information useful to them, or they can identify the appropriate people to contact for further investigation. In the **Public Access** part of the system the user drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the user can **Search** the entire collection for any word or phrase. Like the public user, the government user can

- Perform a **Database Search** using criteria to limit the data displayed,
- Perform a **Member Search** using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the **Download Center**,
- Check the **Annual Comprehensive Reviews** from previous years,
- Examine the **printed annual reports** submitted by the president since 1972, and
- Search out legal nuances relevant to their committee concerns via the **FACA Case Digest**.

Finding and Using the System

The opening screen for the **Shared Management System** lets users 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 Shared Management System is part of a family of shared-interagency-databases located at

<http://www.fido.gov>.

Hyperlinks and buttons control navigation throughout the system. The **hyperlinks** that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The

hyperlinks are located in the top border area. Users should move from page to page with the links in the program as much as possible and avoid use of the browser 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 **Shared Management System** is an online application. A database and online application operates differently on the Internet than purely informational Internet pages. 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, but 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 an online work session viewing specific content in a specific context. If the user jumps around using the browser menu, it is possible for the database application to lose track of who the user is and what committee the user is examining. It doesn’t usually happen and the technology is continuously improving to prevent this conundrum, but a word to the wise.



The ten hyperlinks on the opening screen navigate to

- the **Home** page,
- **Up**,
- the **Logon** page,
- the **Search** page,
- the **Help** page,
- the **Public Access** page,
- the **Score 300** page,
- 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. As you probably have noticed, the cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected. The eight links not explained are **FACA Database**, **FIDO**, the picture of the American Flag, **GSA**, **DataCall Systems**, the GSA Logo, **Support Team**, and the **Security and Privacy Notice**.

Home is both the starting and the ending page in the system. The **Home** link returns the user to the **Home** page and ends the work session, with the system forgetting any session variables and removing them from the cookies used by the system to keep track of the user's work session.

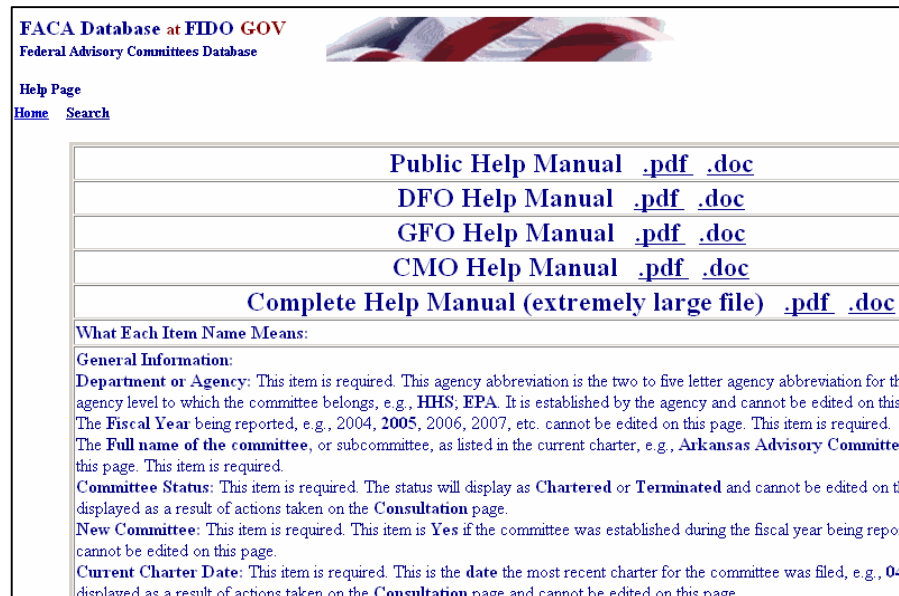
Up, from the **Home** page, moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page. Generally, "**Up**" moves the user up to the previous page in the system hierarchy from which the user previously drilled down.

Logon allows users 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. A **Logon** is only needed if a user has to change, add, or delete data. This is because all the committee data in the system except for consultations with the Secretariat can be viewed in a read-only mode from the **Public Access** page.

[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.



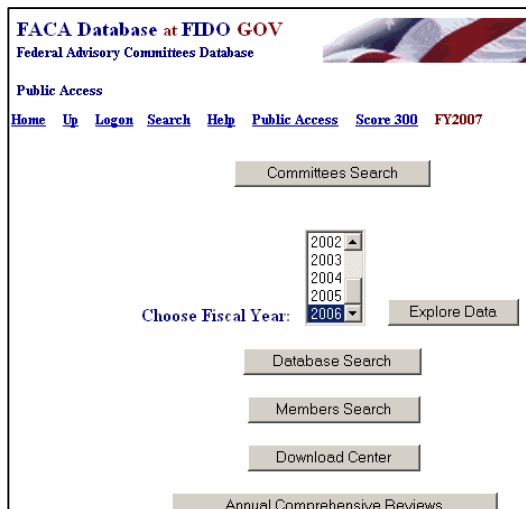
[Help](#) explains the syntax, terms, and meaning of items of information collected in the database to enable the ACR. [Help](#) also displays links to manuals that explain the system's functionality for the different types of users. Each user sees a slightly different system customized for their work and use. The manuals can be viewed on the screen or printed. The manuals were created in Microsoft Word and saved as Word and Adobe pdf documents. The Adobe files are smaller and generally load and print faster.





[Public Access](#) takes the user to the public part of the system. The **Public Access** page includes [Committees Search](#), which repeats the search features described above, as well as 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 is 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 be updated throughout the year as events take 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. This verification is posted at the bottom of the Committee's **Committee Menu** page. The **Help** page provides a link to 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 (Left Arrow)**. In all cases, like in the screen shot below, where the [Up](#) link is not visible, the browser **Back Button** can be used to return the previous page.



FACA Database at FIDO GOV
Federal Advisory Committees Database

Score 300

[Home](#) [Login](#) [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 9:29:43 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 |
| BBC-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 <http://www.gsa.gov/faca> or <http://www.gsa.gov/committeemanagement>.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Home - FACA Database

[Home](#) [Up](#) [Login](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#)

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[Committee Management Secretariat Website](#) ←

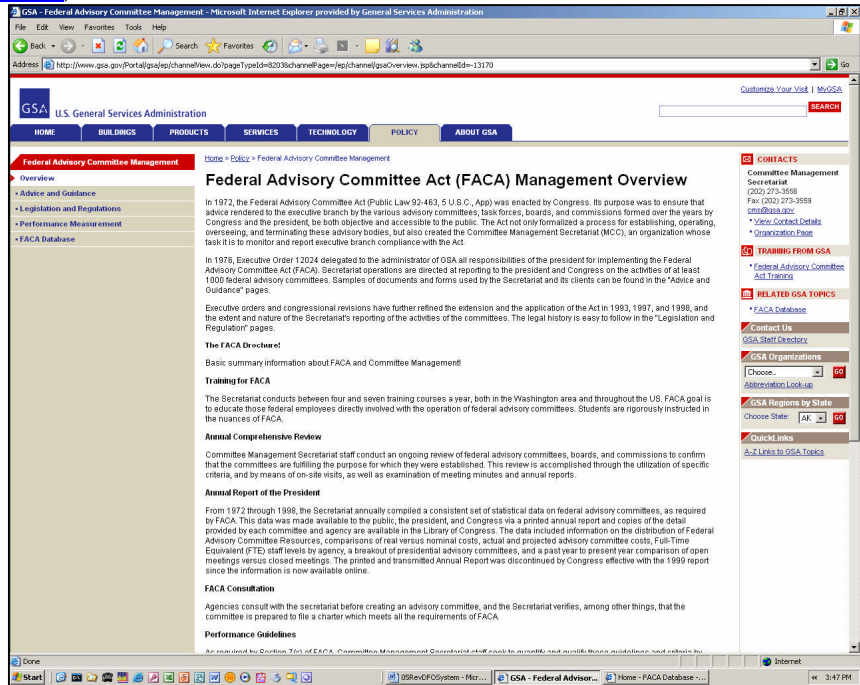
[The Annual Report of the President on Federal Advisory Committees - 1972-1998](#)

[Case Digest Search](#)

The GSA Portal website addresses:

- <http://www.gsa.gov/committeemanagement>, or
- <http://www.gsa.gov/faca>,

link to the Committee Management Secretariat's Home Page 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.



[Committee Management Secretariat Website](#)

[The Annual Report of the President on Federal Advisory Committees - 1972-1998](#) ←

[Case Digest Search](#)

[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 Shared Management System continues to collect an expanded dataset for the Annual Comprehensive Review.

Federal Advisory Committee Act

Printed Annual Reports 1972 - 1998

Congress eliminated the requirement for the Printed Annual Report in 1999.

| File Name | File Size |
|---|-----------------|
| 1998-Twenty-Seventh Annual Report Of The President On Federal Advisory Committees.pdf | 7,835,834 Bytes |
| 1997-Twenty-Sixth Annual Report Of The President On Federal Advisory Committees.pdf | 7,845,617 Bytes |
| 1996-Twenty-Fifth Annual Report Of The President On Federal Advisory Committees.pdf | 5,010,466 Bytes |
| 1995-Twenty-Fourth Annual Report Of The President On Federal Advisory Committees.pdf | 7,102,055 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

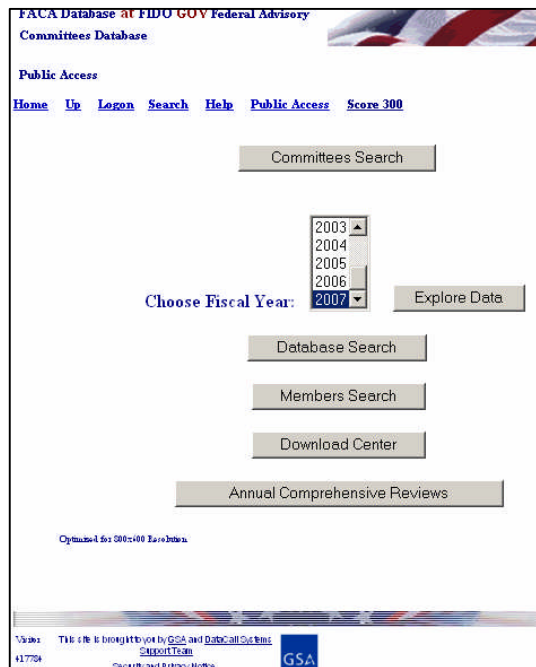
the case law concerned with FACA from 1972 through May, 2004.



| 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 Dept. 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 relieved 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) |

Public Access Page

The **Public Access** page presents the Advisory Committee data organized by the constructs and parameters that the different audiences in the FACA user community have requested over the past ten years. **Committees Search** encompasses several different methods all on its own. We will examine the possibilities found on the **Public Access** page in order, one at a time, and beginning with the **Committees Search**.



FACA Database at FIDO.GOV Federal Advisory Committees Database

Public Access

Home Up Logon Search Help Public Access Score 300

Committees Search

Choose Fiscal Year: 2003 2004 2005 2006 2007 Explore Data

Database Search

Members Search

Download Center

Annual Comprehensive Reviews

Optimized for 800x600 Resolution

This site is brought to you by GSA and DataCall Systems Support Team

GSA Security and Privacy Notice

Committees Search

The FACA Search page, accessed by the **Committees Search** button from the **Public Access** page or the **Search** link found upon almost every web page in the system, contains six distinct methods for searching the contents of the system, Name or Number, Interest Area, Advanced Interest Area, Documents Search or Case Digest Search. The Search USA.Gov is for the USA.Gov web site.

Search for Committee by Name or Number

By entering the committee number if it is known, or part of

the committee's name, and then clicking the **Search by Name or Number** button, the user is presented with a list of committees. Then by clicking on a specific name presented as a link, like the **National Cancer Advisory Board-960-HHS**, the user is presented with a **Committee Menu** page for the current year's information on the selected committee.

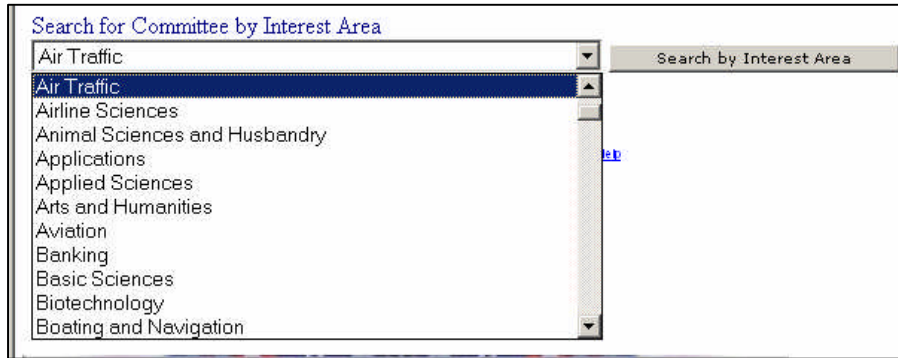
Multiple matches found for - Cancer :

[Advisory Committee to the Director, National Cancer Institute -- 5149 -- HHS](#)
[Board of Scientific Counselors for Basic Sciences, National Cancer Institute -- 25160 -- HHS](#)
[Board of Scientific Counselors for Clinical Sciences and Epidemiology, National Cancer Institute -- 86 -- HHS](#)
[Breast and Cervical Cancer Early Detection and Control Advisory Committee -- 1952 -- HHS](#)
[National Cancer Advisory Board -- 960 -- HHS](#)
[National Cancer Institute Board of Scientific Advisors -- 1483 -- HHS](#)
[National Cancer Institute Clinical Trials Advisory Committee -- 29125 -- HHS](#)
[National Cancer Institute Director's Consumer Liaison Group -- 5248 -- HHS](#)
[National Cancer Institute Initial Review Group -- 814 -- HHS](#)
[National Cancer Institute Special Emphasis Panel -- 85 -- HHS](#)
[NCLC, Cancer Centers -- 814 -- HHS](#)
[NCLC, Cancer Epidemiology, Prevention and Control -- 814 -- HHS](#)
[President's Cancer Panel -- 1001 -- HHS](#)

Please click your browser's BACK button

From the **Committee Menu** page, the user can find out what data was posted to the committee thus far this current fiscal year.

Search for Committee by Interest Area



Search for Committee by Interest Area

Air Traffic

Air Traffic

Airline Sciences

Animal Sciences and Husbandry

Applications

Applied Sciences

Arts and Humanities

Aviation

Banking

Basic Sciences

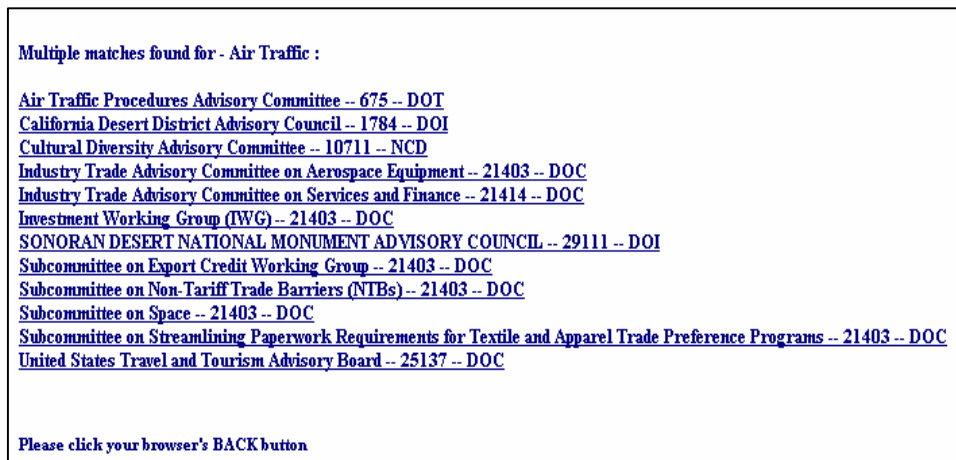
Biotechnology

Boating and Navigation

Search by Interest Area

By selecting one of the interest areas from the **Interest Area** list, the user displays a list of committees that have been identified by their DFOs as including that **Interest Area**.

Selecting **Air Traffic** from the list and clicking the **Search by Interest Area** button presents a committee list that includes some advisory committees you would expect, and perhaps some that you would not. The user can click on any of the named links to see the **Committee Menu** page for that committee for the current year.



Multiple matches found for - Air Traffic :

[Air Traffic Procedures Advisory Committee -- 675 -- DOT](#)

[California Desert District Advisory Council -- 1784 -- DOI](#)

[Cultural Diversity Advisory Committee -- 10711 -- NCD](#)

[Industry Trade Advisory Committee on Aerospace Equipment -- 21403 -- DOC](#)

[Industry Trade Advisory Committee on Services and Finance -- 21414 -- DOC](#)

[Investment Working Group \(IWG\) -- 21403 -- DOC](#)

[SONORAN DESERT NATIONAL MONUMENT ADVISORY COUNCIL -- 29111 -- DOI](#)

[Subcommittee on Export Credit Working Group -- 21403 -- DOC](#)

[Subcommittee on Non-Tariff Trade Barriers \(NTBs\) -- 21403 -- DOC](#)

[Subcommittee on Space -- 21403 -- DOC](#)

[Subcommittee on Streamlining Paperwork Requirements for Textile and Apparel Trade Preference Programs -- 21403 -- DOC](#)

[United States Travel and Tourism Advisory Board -- 25137 -- DOC](#)

Please click your browser's BACK button

Spend a few minutes thinking about the term “air traffic”, and you might start to see how some of the committees above got on the list. You might also see why you might want to use the **Search by Interest Area’s “Advanced Interest Area Search”** feature to add some additional criteria and further limit the eventual result set you get from the choices you make.



Search for Committee by Interest Area

Air Traffic

[Advanced Interest Area Search](#)

When the user clicks on the link for **Advanced Interest Area Search**, the user can select multiple criteria from the page by clicking a check mark in the various boxes. When the **Search** button is clicked, the resulting committee list will only include committees where all the selections are included.

Matches found for - Animal Sciences and Husbandry, Air Traffic, California Desert District Advisory Council - 1784 Cultural Diversity Advisory Committee - 10711

In the example to the right, clicking **Animal Sciences and Husbandry** in addition to **Air Traffic** results in a much more limited list of committees, which you see above. This is much more likely to include the advisory committee that the user hopes to find. The danger, of course, is that the DFO might not have included all the criteria when he or she selected the interest areas for his or her committee, or he or she may have attributed different meanings to the words, and you miss getting the committee by being specific and targeted within your own context of meanings.

FACA Database at FIDO GOV Federal Advisory Committees Database

Committee Interest Areas

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#)

| Category | Area |
|-----------------|---|
| Agriculture | Agriculture <input type="checkbox"/> |
| | Forestry <input type="checkbox"/> |
| | Plant Biology <input type="checkbox"/> |
| | Rural Development <input type="checkbox"/> |
| Animals | Animal Sciences and Husbandry <input checked="" type="checkbox"/> |
| | Fish and Wildlife <input type="checkbox"/> |
| | Veterinary Medicine <input type="checkbox"/> |
| Applied Science | Applied Sciences <input type="checkbox"/> |
| | Engineering <input type="checkbox"/> |
| | Mathematics <input type="checkbox"/> |
| | Statistics <input type="checkbox"/> |
| Arts | Arts and Humanities <input type="checkbox"/> |
| Aviation | Air Traffic <input checked="" type="checkbox"/> |
| | Airline Sciences <input type="checkbox"/> |
| | Aviation <input type="checkbox"/> |

Search in Documents

Search in Documents allows the user to type in a word or phrase into the text box, and the program will search a word index of the text in the documents that have been uploaded to the Shared Management System.

Search in Documents

[Search Documents Help](#)

The documents that have been uploaded are all identified with a committee number or a committee name, so the search result can be utilized with the **Search for Committee by Name or Number** feature above to link to the committee. This is a two step process and the user cannot link directly from the document to the committee. Other than the charters, committee managers are not required to upload documents to the system.

Search in Documents
 [Search Document Help](#)

Your Search for **pandemic flu** matched 7 Documents (Page 1 of 1).
Results Indexed by relevance.

1. [SMAG 11/16/05 Minutes](#) (13%)
Abstract: Special Medical Advisory Group (SMAG) Minutes November 16, 2005 Welcome and Day's Charge: The Principal Deputy Under Secretary for Health began the meeting by updating the group on the Department of V...
[https://www.fido.gov/facadatabase/docs_meetings/2006-1351-143147_minutes_\(2006-07-17-11-41-18\).doc](https://www.fido.gov/facadatabase/docs_meetings/2006-1351-143147_minutes_(2006-07-17-11-41-18).doc)
 File Name: 2006-1351-143147_minutes_(2006-07-17-11-41-18).doc, Size: 52.5 KB, Last Modified: Monday, July 17, 2006 at 3:41:18 PM
2. [SMAG 11/16/05 Minutes](#) (13%)
Abstract: Special Medical Advisory Group (SMAG) Minutes November 16, 2005 Welcome and Day's Charge: The Principal Deputy Under Secretary for Health began the meeting by updating the group on the Department of V...
[https://www.fido.gov/facadatabase/docs_meetings/2006-1351-143147_minutes_\(2006-07-17-11-40-32\).doc](https://www.fido.gov/facadatabase/docs_meetings/2006-1351-143147_minutes_(2006-07-17-11-40-32).doc)

The **Search Document Help** link provides some useful advice about how to effectively conduct text searches.

Search in Documents
 [Search Document Help](#)

Exceptions:
'Noise' words:
 These are common words such as: [a](#), [an](#), [and](#), [as](#) and others. These words will be ignored by the search engine unless they are part of a Boolean (see below) search.

Punctuation marks:
 Punctuation marks such as: [;](#) ([semicolon](#)), [:](#) ([colon](#)), [.](#) ([full stop/period](#)), [,](#) ([comma](#)) and others are ignored by the search engine.

Special Characters:
 To use specially treated characters such as [&](#), [|](#), [^](#), <#>, [@](#), [\\$](#), [\(](#), [\)](#), in a query, enclose your query in quotation marks ("").

Search Help:
Case:
 The search engine is case insensitive so the query "User Manual" will return the same results as "user manual".

Case Digest Search links to the searchable legal case file database mentioned above. The user can search all of the fields for specific text or phrases, or can search for cases groups by Subject Matter category.

Search USA.Gov links to the USA.GOV web site.

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- [Contact Elected Officials](#)

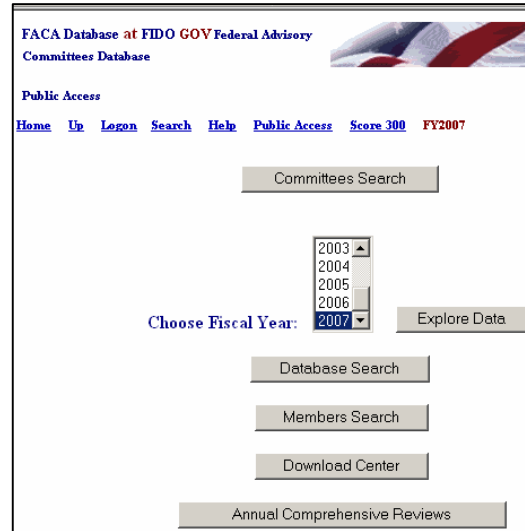
[100 More Online Services >>](#)

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The Drill Down Feature

The **Explore Data** button is for the user interested in information on a specific committee or with questions about specific advisory committee operations. To use the **Explore Data** feature, users make choices as they drill down into the data. The **Up** hyperlink takes the user back up a level.



Agency List

When the user selects a year and clicks the **Explore Data** button, the program presents an **Agency List** page listing all the agencies that had advisory committees that year. In addition to the navigation links discussed back on page 5, the **Agency List** page has five report links, **Performance Measures**, **GOV Totals** and **Stats**, a **CMO** report and an **Administrative Inactive** report. These reports will be discussed below. The page also features a **Committee Quick Find** data entry box for jumping directly to a committee when the number or name of the committee of interest is known. A partial name will list all the committees that have the part of the name in common.

| Agency Info | Abbreviation | Agency Web Site | CMO Roll-over |
|--|--------------|---|---------------|
| African Development Foundation | ADF | http://www.adf.gov | ----- |
| Agency for International Development | AID | http://www.info.usaid.gov | ----- |
| Antitrust Modernization Commission | AMC | http://www.amc.gov | ----- |
| Architectural and Transportation Barriers Compliance Board | ATBCB | http://www.access-board.gov | ----- |
| Broadcasting Board of Governors | BBG | http://www.bbb.gov/bbg/ | ----- |
| Commission on Civil Rights | CCR | http://www.usccr.gov | ----- |
| Commodity Futures Trading Commission | CFTC | http://www.cftc.gov/ | ----- |
| Corporation for National and Community Service | CNCS | http://www.nationalservice.org | ----- |
| Department of Agriculture | USDA | http://www.usda.gov/ | ----- |
| Department of Commerce | DOC | http://www.doc.gov | ----- |
| Department of Defense | DOD | http://www.defenselink.mil | ----- |
| Department of Education | ED | http://www.ed.gov | ----- |
| Department of Energy | DOE | http://www.doe.gov | ----- |
| Department of Health and Human Services | HHS | http://www.hhs.gov/ | ----- |
| Department of Homeland Security | DHS | http://www.dhs.gov | ----- |

If the column heading for the page contents is underlined, like **Agency Info** above, clicking on the column heading sorts the column. If field contents, like the agency names in the picture, are underlined, they are drill-down hot links that jump directly to that agency's **Committee List** on another page.

Performance Measures (ACR) Totals

Clicking the **Performance Measures Totals** link displays the Performance Measures report.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Annual Comprehensive Review Totals Report

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#)

FY 2007 Performance Measures Totals Report

88 Committees have Updated the Performance Measures this year, 834 have not.

What are the most significant program outcomes associated with these committee(s)? Select all that apply.

| | Yes | % |
|---|-----|------|
| Improvements to health or safety | 19 | 21.6 |
| Trust in government | 31 | 35.2 |
| Major policy changes | 24 | 27.3 |
| Advance in scientific research | 10 | 11.4 |
| Effective grant making | 1 | 1.1 |
| Improved service delivery | 29 | 33.0 |
| Increased customer satisfaction | 31 | 35.2 |
| Implementation of laws or regulatory requirements | 25 | 28.4 |
| Other | 6 | 6.8 |

What are the cost savings associated with these committee(s)?

| | |
|----------------------------|----|
| None | 13 |
| Unable to Determine | 63 |
| Under \$100,000 | 0 |
| \$100,000 - \$500,000 | 0 |
| \$500,001 - \$1,000,000 | 0 |
| \$1,000,001 - \$5,000,000 | 1 |
| \$5,000,001 - \$10,000,000 | 0 |
| Over \$10,000,000 | 0 |
| Cost Savings Other | 11 |

What is the approximate Number of recommendations produced by these committee(s) for the life of the committee(s)?

1,426 Total

What is the approximate Percentage of these recommendations that have been or will be Fully implemented by the agency?

49%

What is the approximate Percentage of these recommendations that have been or will be Partially implemented by the agency?

19%

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes: 44 No: 27 Not Applicable: 8

Government Totals Report

The **GOV Totals** report link presents the totals for what were originally the data items of interest and concern to Congress for the first 26 years of the FACA Annual Reports. Congress and the President generally wanted to know for measurement

purposes,

- The number of new committees,
- The number of terminated committees,
- The distribution of the committees established by Congress or the President or Agencies,
- The general focus of the committees,
- The number of reports submitted,
- The number of meetings held and whether the meetings were open or closed,
- The total cost to the government, and
- The number of people involved.

To return to the **Agency List** page from the **GOV Totals** page, the user clicks the **Up** hyperlink.

| FACA Database at FIDO GOV | | | |
|--|--|--|-----------------------------------|
| Federal Advisory Committees Database | | | |
| Government Totals | | | |
| Home Up Login Search Help Public Access Score 300 FY2007 | | | |
| FY2007 Government Totals | | | |
| | ACTIVE | ACTIVE COMMITTEES | 920 |
| | ADMIN INACTIVE "Y" | ADMINISTRATIVELY INACTIVE COMMITTEES | 2 |
| 4. | NEW "YES" | NUMBER OF NEW COMMITTEES | 35 |
| 8a. | TERMINATE "YES" | NUMBER OF TERMINATED COMMITTEES | 14 |
| 11. | COMMITTEE AUTHORITY | a. REQUIRED BY STATUTE | 417 |
| | | b. AUTHORIZED BY STATUTE | 193 |
| | | c. AGENCY AUTHORITY | 277 |
| | | d. PRESIDENTIAL DIRECTIVE | 35 |
| 14. | COMMITTEE TYPE | a. AD HOC | 16 |
| | | b. CONTINUING | 906 |
| | | c. PRESIDENTIAL | 43 |
| 15. | COMMITTEE DESCRIPTION | a. NATIONAL POLICY/ISSUE | 124 |
| | | b. NON-SCIENTIFIC | 266 |
| | | c. SCIENTIFIC/TECHNICAL | 205 |
| | | d. GRANT REVIEW | 92 |
| | | ---GRANT REVIEW SPECIAL EMPHASIS PANEL | 27 |
| | | e. REGULATORY NEGOTIATION | 2 |
| | | f. OTHER | 206 |
| 16a. | REPORTS | NUMBER OF REPORTS | 167 |
| 17. | MEETINGS | a. OPEN | 659 |
| | | b. CLOSED | 1182 |
| | | c. PARTIALLY CLOSED | 81 |
| | | d. TOTAL | 1922 |
| | | DATA ELEMENTS | |
| | | CURRENT ACTUAL | NEXT ESTIMATE |
| 18. | COMMITTEE COST | a. PERSONNEL PAYMENTS | |
| | | (1) NON-FEDERAL MEMBERS | \$50,841,701.00 \$51,145,529.00 |
| | | (2) FEDERAL MEMBERS | \$2,434,512.00 \$2,330,701.00 |
| | | (3) FEDERAL STAFF | \$155,915,992.00 \$157,577,297.00 |
| | | (4) NON-MEMBER CONSULTANTS | \$17,073,696.00 \$14,252,506.00 |
| | | b. TOTAL TRAVEL AND PER DIEM | \$156,714,786.00 \$157,643,691.00 |
| | | c. OTHER | \$249,355,924.00 \$248,285,504.00 |
| | | d. TOTAL | \$632,336,611.00 \$631,235,228.00 |
| 19. | FEDERAL STAFF SUPPORT YEARS | TOTAL FTE YEARS | 136705 136691 |
| 5a. | MEMBERS | | 32609 |
| 5b. | SEP MEMBERS | | 21281 |
| 5. | TOTAL MEMBERS SERVING DURING FISCAL YEAR | | 53890 |

Committee Management Officer Report

The **CMO** Report link deploys the **CMO Report** page that displays the Committee Management Officer list for that year.

The **Up** hyperlink returns the user to the **Agency List Page**.

| FACA Database at FIDO GOV | | | | | |
|--|-----------------|---|------------------------|----------------|---------------------------|
| Federal Advisory Committees Database | | | | | |
| CMO Report | | | | | |
| Home Up Logon Search Help Public Access Score 300 FY2007 | | | | | |
| FY2007 | | | | | |
| Agency | Name | Title | Phone | Fax | Email |
| ADF-African Development Foundation | Doris Martin | General Counsel | (202) 673-3916 | (202) 673-3810 | dmartin@adf.gov |
| AID-Agency for International Development | Josune Pasikur | Chief, Information and Records Division | (202) 712-1217 | (202) 216-3070 | jpasikur@usaid.gov |
| AMC-Antitrust Modernization Commission | Andrew Heimert | Executive Director & General Counsel | (202) 233-0707 | (202) 233-0710 | heimert@amc.gov |
| ATBCB-Architectural and Transportation Barriers Compliance Board | James Raggio | CMO | (202) 272-0080 | 202-272-0081 | rraggio@access-board.gov |
| BBG-Broadcasting Board of Governors | Carol Booker | Committee Management Officer | (202) 203-4545 | (202) 203-4585 | cbooker@bbg.gov |
| CCR-Commission on Civil Rights | Ivy Davis | CMO | (202) 376-7533 | 202-376-7548 | idavis@usccr.gov |
| CFTC-Commodity Futures Trading Commission | Martin White | CMO | (202) 418-5129 | (202) 418-5524 | mwhite@cftc.gov |
| CNCS-Corporation for National and Community Service | Frank Trinity | General Counsel/CMO | (202) 606-6677 | (202) 606-3467 | ftrinity@cnsc.gov |
| DHS-Department of Homeland Security | Georgia Abraham | Committee Management Officer | (202) 282-9150 | (202) 282-9599 | Georgia.Abraham@dhs.gov |
| DOC-Department of Commerce | Linda Anadale | CMO | (202) 482-7873 | 202-482-1423 | LAnadall@doc.gov |
| DOD-Department of Defense | Frank Wilson | CMO/Chief, Administrative Services Division | (703) 601-2554 x113 | (703) 601-3000 | Frank.wilson@vhs.mil |
| DOE-Department of Energy | James Solt | Director, Office of the Executive Secretariat | (202) 586-3279 | (202) 586-6879 | James.Solt@hq.doe.gov |
| DOI-Department of the Interior | Sharon Norman | CMO | (202) 208-4524 | 202-208-1481 | Sharon_Norman@ios.doi.gov |
| DOJ-Department of Justice | Lee Lottner | Assistant Attorney General for Administration (CMO) | (202) 307-1872 | (202) 307-1874 | Kathy.S.Thirt@usdoj.gov |
| DOL-Department of Labor | Mahdi Close | Agency Liaison Officer | (202) 693-6115 | 202-693-6111 | close-mahdi@dol.gov |
| DOS-Department of State | Hilaine Shmick | CMO | (202) 647-8170 | 202-647-2202 | ShmickH@state.gov |

Administratively Inactive Report

A significant number of advisory committees established by legislation. Some of these committees did have sunset clauses in the legislation. When such a committee has

| FACA Database at FIDO GOV | | | | | | | | | | |
|--|-------------|---------------------------------|-------|--|---------------------------------------|--------------|--------------------------|-----------------------------|---------------|-------------|
| Federal Advisory Committees Database | | | | | | | | | | |
| Potentially Administratively Inactive (45 rows returned) | | | | | | | | | | |
| Admin Inactive | | | | | | | | | | |
| July 23, 2007 2:47:45 PM | | | | | | | | | | |
| Spreadsheet XML ASCII | | | | | | | | | | |
| FY | Agency/Abbr | AgencyName | CNo | CommitteeName | CommitteeFunction | Presidential | PresidentialAppointments | EstablishmentAuthority | CommitteeType | CommitteeSt |
| 2007 | ADF | African Development Foundation | 250 | African Development Foundation Advisory Council | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | AdminInact |
| 2007 | BBG | Broadcasting Board of Governors | 1316 | Advisory Board for Cuba Broadcasting | Non Scientific Program Advisory Board | Yes | Yes | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DHS | Department of Homeland Security | 5321 | U.S. Customs Service COBRA Fees Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DOC | Department of Commerce | 315 | Advisory Council on Children's Educational Television | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DOD | Department of Defense | 30786 | Commission on the Implementation of the New Strategic Posture of the | Other | No | No | Statutory(Congress Created) | Continuing | Chartered |

were

not

finished its work, the committee has to be kept on the books until Congress passes legislation to abolish the committee. The **Administratively Inactive Report** page is a list of committees that the agencies and the Secretariat have agreed are currently Administratively Inactive. Some are waiting for legislation to be abolished and some are waiting for legislation to provide funding. A committee in this category can come back to active use and go back into a state of hiatus several times before it is formally terminated.

Sorting the Columns on the Agency List Page

Sorting the column can help the user to find an item in the list more efficiently. By clicking on the underlined column headings (**Agency Name** or **Abbreviation** or **Web Site**) the user can order the display by that column. The first click sorts in ascending (A-Z or low to high) order. Following clicks reverse the previous order. Ascending becomes descending (Z-A and high to low). The columns above were sorted by Abbreviation in reverse order.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Agency List

Home Up Logon Search Help Public Access Score 300 FY2007

Reports Performance Measures (ACR) Totals GOV Totals GOV Stats CMO Admin Inactive

Committee Quick Find: Go

53 Agencies

| Agency Info | Abbreviation | Agency Web Site | CMO R |
|--|--------------|---|-------|
| African Development Foundation | ADF | http://www.adf.gov | |
| Agency for International Development | AID | http://www.info.usaid.gov | |
| Antitrust Modernization Commission | AMC | http://www.amc.gov | |
| Architectural and Transportation Barriers Compliance Board | ATBCB | http://www.access-board.gov | |
| Broadcasting Board of Governors | BBG | http://www.ibt.gov/bbg/ | |
| Commission on Civil Rights | CCR | http://www.usccr.gov | |
| Commodity Futures Trading Commission | CFTC | http://www.cftc.gov/ | |
| Corporation for National and Community Service | CNCS | http://www.nationalservice.org | |
| Department of Agriculture | USDA | http://www.usda.gov/ | |
| Department of Commerce | DOC | http://www.doc.gov | |
| Department of Defense | DOD | http://www.defenselink.mil | |
| Department of Education | ED | http://www.ed.gov | |
| Department of Energy | DOE | http://www.doe.gov | |

Selecting an Agency and Drilling Down to a Committee List

After an agency has been selected, the user can drill down to the next level (i.e., from agencies down to a list of the agency's committees) by clicking on the hyperlinked text (in this case, the agency name). On a web page, text is hyperlinked if it is underlined. Hyperlinked text is a different color than the remaining displayed text. The cursor will change from an Arrow to a Hand when the cursor is positioned over hyperlinked text.

The **Committee List** page has four report links:

[Performance Measures \(ACR\) Totals](#),
[Agency Totals](#),
[DFO](#), and
[All Annual](#) reports.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Committee List

Home Up Logon Search Help Public Access Score 300 FY2007

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

Commission on Civil Rights

| Committee Name | Number | Last Updated | DFO Date | GFO Date | CMO Date |
|---|--------|--------------|----------|----------|----------|
| Alabama Advisory Committee | 251 | 4/26/2007 | | | |
| Alaska Advisory Committee | 253 | | | | |
| Arizona Advisory Committee | 254 | 1/31/2007 | | | |
| Arkansas Advisory Committee | 255 | | | | |
| California Advisory Committee | 256 | 4/2/2007 | | | |
| Colorado Advisory Committee | 257 | 3/22/2007 | | | |
| Connecticut Advisory Committee | 258 | | | | |
| Delaware Advisory Committee | 259 | | | | |
| District of Columbia Advisory Committee | 260 | | | | |
| Florida Advisory Committee | 261 | 3/29/2007 | | | |
| Georgia Advisory Committee | 262 | 6/5/2007 | | | |
| Hawaii Advisory Committee | 263 | | | | |
| Idaho Advisory Committee | 264 | | | | |

Performance Measures

Clicking the **Performance Measures Totals** link displays the **Performance Measures** report. The agency level report is the same design as the government level report but limited to the specific agency. Since Performance Measure data was not collected for this system before 2003, selecting an earlier year will not produce a report.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Annual Comprehensive Review Totals Report

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#)

FY 2007 Performance Measures Totals Report
DOD - Department of Defense

15 Committees have Updated the Performance Measures this year, 36 have not.

What are the most significant program outcomes associated with these committee(s)? Select all that apply.


| | Yes | % |
|---|-----|------|
| Improvements to health or safety | 1 | 6.7 |
| Trust in government | 5 | 33.3 |
| Major policy changes | 2 | 13.3 |
| Advance in scientific research | 1 | 6.7 |
| Effective grant making | 0 | 0.0 |
| Improved service delivery | 6 | 40.0 |
| Increased customer satisfaction | 6 | 40.0 |
| Implementation of laws or regulatory requirements | 4 | 26.7 |
| Other | 2 | 13.3 |

In the event that a report is requested by a user about an agency where no performance measure data has yet been entered for the current year, the report is limited to a statement of that fact.

No committees provided ACR information

Please click your browser's BACK button

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Agency Totals

The **Agency Totals** hyperlink provides the same kind of information to the agency that **GOV Totals** provided to the government as a whole, the data items of interest and concern to Congress for the first 26 years of the FACA Annual Reports.

FACA Database
Agency Totals
[Home](#) [Up](#) [Search](#) [Help](#) [FY2002](#)

Department of Commerce

| | | | |
|------|-----------------------|--------------------------------------|-----|
| | ACTIVE | ACTIVE COMMITTEES | 58 |
| | ADMIN INACTIVE "Y" | ADMINISTRATIVELY INACTIVE COMMITTEES | 1 |
| 4. | NEW "YES" | NUMBER OF NEW COMMITTEES | 2 |
| 8a. | TERMINATE "YES" | NUMBER OF TERMINATED COMMITTEES | 2 |
| 11. | COMMITTEE AUTHORITY | a. REQUIRED BY STATUTE | 37 |
| | | b. AUTHORIZED BY STATUTE | 1 |
| | | c. AGENCY AUTHORITY | 16 |
| | | d. PRESIDENTIAL DIRECTIVE | 5 |
| 14. | COMMITTEE TYPE | a. AD HOC | 0 |
| | | b. CONTINUING | 59 |
| | | c. PRESIDENTIAL | 4 |
| 15. | COMMITTEE DESCRIPTION | a. NATIONAL POLICY/ISSUE | 33 |
| | | b. NON-SCIENTIFIC | 10 |
| | | c. SCIENTIFIC/TECHNICAL | 15 |
| | | d. GRANT REVIEW | 0 |
| | | e. REGULATORY NEGOTIATION | 0 |
| | | f. OTHER | 1 |
| 16a. | REPORTS | NUMBER OF REPORTS | 45 |
| 17. | MEETINGS | a. OPEN | 42 |
| | | b. CLOSED | 96 |
| | | c. PARTIALLY CLOSED | 27 |
| | | d. TOTAL | 165 |

| | DATA ELEMENTS | CURRENT ACTUAL | NEXT ESTIMATE |
|---|------------------------------|----------------|----------------|
| 18. COMMITTEE COST | a. PERSONNEL PAYMENTS | | |
| | (1) NON-FEDERAL MEMBERS | \$114,700.00 | \$119,000.00 |
| | (2) FEDERAL MEMBERS | \$14,544.00 | \$16,984.00 |
| | (3) FEDERAL STAFF | \$2,816,718.00 | \$3,100,262.00 |
| | (4) NON-MEMBER CONSULTANTS | \$19,000.00 | \$39,000.00 |
| | b. TOTAL TRAVEL AND PER DIEM | \$444,090.00 | \$615,607.00 |
| | c. OTHER | \$300,136.00 | \$873,493.00 |
| | d. TOTAL | \$3,709,188.00 | \$4,764,346.00 |
| 19. FEDERAL STAFF SUPPORT YEARS | TOTAL FTE YEARS | 33 | 35 |
| 5. TOTAL MEMBERS SERVING DURING FISCAL YEAR | | 892 | |

DFO Report

The **DFO** report displays contact information for all the users with DFO rights currently active in the agency.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | |
|---|--------------------|--|----------------|----------------|------------|
| DFO Report | | | | | |
| Home Up Logon Search Help Public Access Score 300 FY2007 | | | | | |
| Commission on Civil Rights | | | | | |
| Committee | Name | Title | Phone | Fax | Eail |
| Alabama Advisory Committee | Farella Robinson | Director, Central Regional Office, USCCR | (913) 551-1400 | 913-551-1413 | fobinson@ |
| Alaska Advisory Committee | VACANT | Director, Western Regional Office, USCCR | (213) 894-3437 | (213) 894-0508 | tpilla@usc |
| Arizona Advisory Committee | VACANT | Director, Western Regional Office, USCCR | (213) 894-3437 | (213) 894-0508 | strevino@ |
| Arkansas Advisory Committee | Farella Robinson | Director, Central Regional Office, USCCR | (913) 551-1400 | 913-551-1413 | fobinson@ |
| California Advisory Committee | VACANT | Director, Western Regional Office, USCCR | (213) 894-3437 | 213-894-0508 | strevino@ |
| Colorado Advisory Committee | Malee Craft | Regional Director, Rocky Mountain Regional Office, USCCR | (303) 866-1040 | 303-866-1050 | mcraft@us |
| Connecticut Advisory Committee | Barbara de La Viaz | Civil Rights Analyst, Eastern Regional Office, USCCR | (202) 376-7533 | (202) 376-7548 | delaviaz@ |

All Annual Reports

The **All Annual Reports** hyperlink provides a quick way to display and print all of the Annual Comprehensive Review information for the selected agency for the selected year.

| 2001 Annual Report: Review of Federal Advisory Committee | | | |
|--|--|---------------------------|-------------------------------|
| 1. Department or Agency | Department of Commerce | | 2. Fiscal Year 2001 |
| 3. Committee or SubCommittee | Advanced Technology Program Advisory Committee | | 3b. GSA Committee No. 5281 |
| 4. Is this New During Fiscal Year? | 5. Current Charter | 6. Expected Renewal Date | 7. Expected Term Date |
| No | 7/13/2001 | 7/13/2003 | 7/13/2003 |
| 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 | Agency Authority | | |
| 12. Specific Establishment Authority | 13. Effective Date | 14. Committee Type | 14c. Presidential? |
| Secretary's Decision Memorandum | 5/7/1999 | Continuing | No |
| 15. Description of Committee | Scientific Technical Program Advisory Board | | |
| 16a. Total Number of Reports | 1 | | |
| 16b. Report Titles and Dates | | | |
| 2000 Annual Report of the Advanced Technology Program Advisory Committee | | | 1/1/2001 |
| 17a. Open: | 0 | 17b. Closed: | 0 |
| | | 17c. Partially Closed: | 3 |
| 17d. Total 3 | | | |
| Discussion of streamlined/revamped proposal process, ATP 2000 awardee demographics, discussion of outreach efforts, leveraging states and future ATP strategic initiatives | | | |
| Update on ATP, recent program offsite, the | | | |
| | 7/13/2001 8:25:00 AM | 7/13/2001 4:00:00 | |

Selecting a Committee

To select a specific committee, the user clicks on the hyperlinked committee name (the underlined committee name). This selection will take the user to the **Committee Menu** page for that committee. Note in the screenshot to the right that the data is from FY2005 and that the CMO has verified the completeness and accuracy of the data provided.



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right

The hyperlinks on the **Committee Menu** page group the information about the committee into related units. Information reported at least annually is grouped in the left column of buttons and agency information relative to the committee is grouped in the right column of buttons. The **Committee Menu** page hyperlinks are

[General Info](#),
[Agency Recommendations](#),
[Reports](#),
[Meetings](#),
[Costs](#),
[Justifications](#),
[Members](#),
[Sub-Committees](#),
[Performance Measures](#),
[Committee Report](#),
[DFO Info](#),
[GFO Info](#),
[CMO Info](#),
[Committee Decision Maker](#),
[View Charter](#),
[Web Site](#), and
[Participant Logon](#).

The General Information Page

The **General Info** hyperlink displays the **General Info** page. Most of the information on the **General Information** page doesn't change from year to year, other than the current charter date and the dates a committee is renewed or terminated. The committee name, function, and authority under which the committee was established tend to remain the same for the life of the committee. The links on the **General**

| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
|---|--|--|
| General Information | | |
| Home Up Logon Search Help Public Access Score 300 FY2005 | | |
| USDA 99 - Advisory Committee on Meat and Poultry Inspection - Statutory(Congress Created) | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Department or Agency: USDA </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Committee Status: Chartered </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> New Committee: No </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Current Charter Date: 3/16/2005 </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Expected Renewal Date: 3/16/2007 <input type="text"/> </div> | | |

Information page under the **Committee Name** are to facilitate movement and data entry to the rest of the information pages without having to return each time to the **Committee Menu** page.

The Agency Recommendations Page

The **Agency Recommendations** hyperlink on the **Committee Menu** page and the **Agency Recommendations** link on the **General Information** page display the **Agency Recommendations** page. The **Agency Recommendations** page is sometimes misinterpreted. It does not report the committee recommendations to the government official it advises. This page actually reports the agency's recommendations regarding the continued usefulness of the committee. The advisory committee's

| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
|--|--|--|
| Agency Recommendations | | |
| Home Up Logon Search Help Public Access Score 300 FY2005 | | |
| USDA 99 - Advisory Committee on Meat and Poultry Inspection - Statutory(Congress Created) | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Recommendation Continue </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Is Legislation Required to Terminate? (Fill in if Recommendation Field is Terminate) No </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Legislation Status (Fill in if Legislation Required to Terminate Field is Yes) Enacted </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Remarks </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Note: Use 21 Remarks to provide additional information about this committee. It will be included in the Current FY Committee Report. </div> | | |
| <div style="background-color: #000080; color: white; padding: 2px;"> Changed At: 12/7/2005 8:18:28 AM By Sonya West, sonya.west@usda.gov, (202) 720-2561 </div> | | |

recommendations to the federal official asking for the advisory committee's advice were not reported in the Comprehensive Annual Reviews (ACRs) of the past. However, the number of the recommendations and how the recommendations are treated by the agency are a vital part of an advisory committee's ACRs now and will continue to be a vital part in the future. That information is found in the [Performance Measures report](#).

The Reports List and Form Pages

The **Reports** hyperlink on the **Committee Menu** page and the **Reports** link on the **Agency Recommendations** page display the **Reports** page. The **Reports** page is a list of reports. When a list is shown, the user can drill down to see if further detail is available with the **View** link on the left side of the report list.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Report Form
Home Up Logon Search Help Public Access Score 300 FY2001

DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Membe

Show 20 1 of 1 pages First Prev Next Last

| Report Title | Report Date |
|--|-------------|
| View Minutes and Report of Committee Recommendations: 2000 | 11/1/2000 |
| View Joint Meeting of Race and Ethnic, Professional and Decennial Census Advisory Committees | 3/15/2001 |
| View Race and Ethnic Advisory Committees Census 2000 Debriefing Report | 6/19/2001 |
| View Minutes and Report of Committee Recommendations: 2001 | 3/14/2001 |

First Prev Next Last

The detail on the individual **Reports** form page might not display any more information than the user had available while looking at the report list. However, the system does support the capture and display of committee reports if the DFOs choose to provide them here online rather than requiring a request at their office. If the DFO does upload the reports to the Shared Management System web site, the **View Reports at FACA Website** hyperlink will display the files as further links. Some committees also maintain their own web sites and provide access to reports at that site.


FACA Database at FIDO GOV
Federal Advisory Committees Database

Report Form
Home Up Logon Search Help Public Access Score 300 FY2001

DOC 1397 - Census Advisory Committee on the Hispanic Populati

Committee Menu General Info Agency Recommendations Reports Meetings

Return

| | | |
|--|--|--|
| Report Title | Minutes and Report of Committee Recommendations: 2000 | This item is required. All form made to the agency, the Pre e.g., Annual Report to th uniquely identified. The on- agency has determined othe the agency. It is also not re |
| Report Date | 11/1/2000 <input type="text"/> | This item is required for each or last day of the month. Re |
| Presidential Action? | No | This item is required. This it Information page) otherwis President in response to the |
| View Report At Another Website | Go The URL to your site should be entered with the "http://" in front | If the committee posts the re (http://www.gsa.gov/FACA/IR generate a hyperlink to the r |
|  | View Reports at FACA Website | This link displays a list of re |
| | Changed At 12/12/2001 1:47:12 PM By 2031 | This information identifies th |

The Meetings List and Form Pages

Either the **Meetings** hyperlink from the **Committee Menu** page or the **Meetings** link from the **Reports** page displays the **Meetings** page. Like the **Reports** (list) page, the **Meetings** page is a list page. The user can drill down to the **Meetings** form page with the **View** link on the left side of the meetings list.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Meeting Form
Home Up Logon Search Help Public Access Score 300 FY2001

DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures

Show 20 1 of 1 pages First Prev Next Last

| Purpose | Meeting Start Date | Meeting Stop Date | Meeting Type |
|---|--------------------|-------------------|--------------|
| View To discuss Census 2000 Evaluations and Working Groups | 3/14/2001 | 3/14/2001 | Open |
| View A joint meeting of all Census Advisory Committees to discuss the Census Bureau's recommendation on Census 2000 Adjustment. | 3/15/2001 | 3/15/2001 | Open |
| View To participate in a formal debriefing on Census 2000 operations and programs. | 6/21/2001 | 6/22/2001 | Open |
| View Meeting of the Race and Ethnic Advisory Committees | 11/1/2000 | 11/3/2000 | Open |

First Prev Next Last

The **Meetings** (form) page has included the notation of a purpose and location for the meeting from 2002 forward. The DFOs can upload the meeting minutes for display on the online system if they wish and/or if they do not have the resources to have the minutes available on their own web sites.

| Meeting Form | | |
|--|---|---|
| Home Up Logon Search Help Public Access Score 300 FY2001 | | |
| DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Perform | | |
| Return | | |
| Open Or Closed | Open List all other activities the agency decides to include in this report, e.g., site visits, information-gathering or research sessions, etc., by using N/A in the Open Or Closed field above and by adding an explanation to Remarks on the Recommendation page. | This item is required. Each meeting selection of whether the meeting was used to report an activity that is not included and listed, each on a separate page. The program produces a total count if more than one meeting is held on each separate meeting. The total number of meetings report subsequently canceled) in the Federal notices in the future. |
| Meeting Start Date | 3/15/2001 <input type="text"/> The system can list the meetings entered in date order. | This item is required. The date the r |
| Meeting Stop Date | 3/15/2001 <input type="text"/> | This item is required. The date the r Both the Start Date and Stop Dates |
| Location | | This item is required. The detail in |
| Purpose | A joint meeting of all Census Advisory Committees to discuss the Census Bureau's recommendation on Census 2000 Adjustment. | This item is required. The detail in |
| View Minutes At Another Website | Go The URL to your site should be entered with the "http://" in front | This item is not required to be added on a web site, enter the web site address (http://www.gsa.gov/FACA/MeetingM |
| | View All Meeting Documents on FACA Website | If the minutes or other documents a will provide a listing here. |

The Costs Page

By clicking the **Costs** hyperlink from either the **Committee Menu** page or the navigation button from the **Meetings** page, the user displays the **Costs** page. A common misunderstanding of Advisory Committee costs derived from the fact that the costs are usually paid out of an agency's annual appropriation and are not a separate line item in the agency's budget. Committees set up by the Congress or the President may have their own budgets, but the costs for most advisory committees are taken from other agency programs. The returns from the advice provided are expected to justify the funds lost to other activities.

| FACA Database at HDO GOV | | |
|--|---|--|
| Federal Advisory Committees Database | | |
| Report Form | | |
| Home Up Logon Search Help Public Access Score 300 FY2001 | | |
| DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members | | |
| | | |
| | Note: The value of Federal Staff Support is normally equivalent to Payments to Federal Staff | |
| | Current FY | The Current FY is the fiscal year for each item and do not use either Available, or leave the entry field |
| Payments to Non-Federal Members | \$0 | This item is required if funds are Government to any advisory committee where the monies are not reimbursed |
| Payments to Federal Members | \$0 | This item is required if funds are Government to any advisory committee |

The Justifications Page

By using either the **Justifications** link from the **Costs** page or the **Justifications** hyperlink from the **Committee Menu** page, the user displays the **Justifications** page. The justifications reflect the agency's reasons for creating and continuing to utilize the advisory committee.

Justification Form

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2001](#)

DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#) [Members](#) [Performance Measures](#)

IMPORTANT: Show the effect of Committee reports, advice or recommendations on Agency operations. Be as specific as possible and include workload indicators as appropriate.

| | | |
|--|---|---|
| <p>How does the Committee Accomplish its Purpose?</p> | <p>The Committee assessed the implementation of Census 2000 operations and programs by conducting onsite field evaluations of census operations throughout the country. Their input provided valuable first-hand assessments to Census managers. Committee members have participated in numerous community activities across the nation in support of Census 2000, including participating in regional outreach activities, providing presentations at national conferences, sponsoring fairs and kick-off events, disseminating Census posters, tee-shirts and caps, as well as numerous other activities. The Committee provided invaluable input to the paid advertising campaign recommending specific strategies to reach English-speaking Latinos. Committee members reviewed and provided substantive comments on Census 2000 outreach materials relating to language translations and literacy. The Committee has</p> | <p>This item is required. When a committee was first established this response was a statement of the plan for achieving the committee's purpose. For all subsequent reviews, this response should be a statement of how the committee continues to accomplish its purpose.</p> |
|--|---|---|

The Members List and Form Pages

The user clicks the **Members** hyperlink from either the **Committee Menu** page or the **Justifications** page to display the **Members** page. From the **Members** page, the user clicks the **View** link to the left of the member's name to view the member's detailed data. Like the **Reports** and **Meetings** pages discussed previously, the **Members** page is a list page.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Members

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2001](#)

DOC 1397 - Census Advisory Committee on the Hispanic Population - Agency Authority

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#) [Members](#) [Performance Measures](#)

Show 20 1 of 1 pages [First](#) [Prev](#) [Next](#) [Last](#)

| | FirstName | LastName | MemberDesignation | RepresentedGroup | OccupationOrAffiliation | StartDate | EndDate | Chairperson | AppointmentType | AppointmentTerm | PayPlan | Pe |
|----------------------|-----------|----------|-------------------------|-------------------------|---|-----------|------------|-------------|-----------------|-----------------|---------|----|
| View | Marisa | Demeo | Not required until FY05 | Not required until FY05 | Vice Chair, Decennial Census Advisory Committee (Ex-officio member) | 7/15/1999 | 9/30/2002 | No | Other | No Fixed Term | None | N |
| View | Susana | Gomez | Not required until FY05 | Not required until FY05 | Assistant Director, Civil Rights Department, AFL-CIO | 8/23/2000 | 12/31/2003 | No | Other | No Fixed Term | None | N |
| View | Maria | Roman | Not required until FY05 | Not required until FY05 | Special Assistant, Governor George Pataki, New York | 11/1/1997 | 12/31/2003 | No | Other | No Fixed Term | None | N |
| View | Jorge | Chapa | Not required until FY05 | Not required until FY05 | Professor/Director, Latino Studies, Indiana University | 11/1/1994 | 12/31/2002 | No | Other | No Fixed Term | None | N |
| View | Aileen | Lucero | Not required until FY05 | Not required until FY05 | Associate Professor, Department of Sociology and Anthropology | 11/1/1994 | 12/31/2002 | Yes | Other | No Fixed Term | None | N |
| View | John | Garcia | Not required until FY05 | Not required until FY05 | University of Arizona | 11/1/1994 | 12/31/2002 | No | Other | No Fixed Term | None | N |
| View | Anthony | Chavez | Not required until FY05 | Not required until FY05 | Attorney | 11/1/1994 | 12/31/2002 | No | Other | No Fixed Term | None | N |

Internet Pages are usually arranged with the most important and/or used information at the top and left of the screen display to try to minimize the need to scroll. In the early years of this system, the agencies were not required to provide all of the information found on the **Members** form page.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Members

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2006](#)

ED 21542 - National Board for Education Sciences - Statutory(Congress Created)

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#)

Return

| | | |
|--------------------|--------|---|
| Prefix | Mr. | This item is not required. |
| First Name | Gerald | This item is not required. |
| Middle Name | | This item is not required. |
| Last Name | Lee | This item is required. Prefix, First Name is the only field used to identify an individual member for the next Fiscal Year. Last Name field is optional. |
| Suffix | | This item is not required. |

List each member on a separate record. The program counts the number of members for each committee by counting the number of records. Report all members serving on the committee at any time during the fiscal year being reported. **NOTE:** The determination of which persons are to be counted as "members" of the committee, including members of any subcommittee, is subject to the statutory or administrative authority for the committee under which such members are appointed or selected, and is the responsibility of the agency. This includes such undefined categories as "substitute" (or "alternate"), or "ad hoc" (i.e., temporary member).

Member Designation

Special Government Employee (SGE)
If Representative, then enter Represented Group below.

This item is required. Individual agencies are responsible, under appropriate statutory mandates and personnel rules, for determining the designation of members who will serve on their Federal advisory committees. For purposes of the FACA Database, advisory committee members normally come under ONE of the following designation categories. Please ensure that each reported advisory committee member is characterized properly in the Database as designated previously by the agency. The default entry to the database will be Special Government Employee (SGE).

Regular Government Employee (RGE) Member: Generally, an individual employed within the meaning of 5 U.S.C. 2105, or a Federal officer as defined in 5 U.S.C. 2104. For purposes of the FACA Database only, this category also includes a Federal officer holding a position in the uniformed services. (See 5 U.S.C. 2101(B) for a listing of the uniformed services.)

Special Government Employee (SGE) Member: An officer or employee of the executive or legislative branch who is retained, designated, appointed, or employed to perform temporary duties (either on a full-time or intermittent basis) for not to exceed 130 days during any period of 365 consecutive days. An SGE may serve with or without compensation. The full definition of SGE also includes individuals in certain miscellaneous positions, who are deemed SGEs without any regard to the number of days of service. In general, SGEs provide Federal advisory committees with their own best independent judgment based on their individual expertise. (For more information on the definition of a SGE, see 18 U.S.C. 202(a), or consult with the agency's ethics official.)

Representative Member: An individual who is not a Federal employee (or a Federal employee who is attending in a personal capacity), who is selected for membership on a Federal advisory committee for the purpose of obtaining the point of view or perspective of an outside interest group or stakeholder interest. While representative members may have expertise in a specific area, discipline, or subject matter, they are not selected solely on the basis of this expertise, but rather are selected to represent the point of view of a group or particular interest. (See, for example, Office of Government Ethics (OGE) Informal Advisory Letter 93 x14.) A representative member may represent groups or organizations, such as industry, labor, consumers, or any other recognizable group of persons having an interest in matters before the committee, including on occasion the public at large. (See, generally, OGE Memorandum 83 x22.)

Ex Officio Member: An individual who serves on a Federal advisory committee strictly by virtue of holding a particular governmental or organizational office, title, or other specified position. For example, if the committee's authority or charter states that a Federal officer by position, or the Governor of a particular State, or the leader of a particular tribe, or the head of a particular trade association or other organization will serve as a member of the committee, that individual would be characterized as an Ex Officio member for purposes of the FACA Database.

Peer Review Consultant Member: An individual, primarily non-government expert, qualified by training and experience in particular scientific or technical fields, or qualified as an authority knowledgeable in the various disciplines and fields related to the scientific areas under review. For purposes of the FACA Database, this category applies only to an individual serving on a particular Department of Health and Human Services, National Institutes of Health peer review Federal advisory committee, who provides expert advice on the scientific and technical merit of grant applications or contract proposals, or the concept of contract proposals. (See 42 CFR Part 52h.)

Represented Group

This item is required if Representative Member is selected in the field above. The group represented must be entered in this field.

The data requirements have changed and grown over the years, usually at the behest of congress or the current administration. For instance, the **Member Designation** field was added as a data collection requirement in 2005. The need for this data became an issue as the result of an audit of the committee member appointment process performed by the Government Accountability Office (GAO) at the request of congress.

The **Appointment Start Date** and **Appointment Stop Date** were added in

1997 for clarity and convenience. The Annual Report, prepared from 1972 through 1978, required that everyone who served during the year be listed. The Annual Comprehensive Review (ACR), which has always served as the statutory basis for data collection by the Secretariat, continues to collect similar information. Listing all the members that serve in a single year could be misleading, because, often, a committee might have 15 members required in the charter, but some members serve only part of the year and then are replaced for the remainder of the year by someone else. When everyone is listed the count of the members of a 15-member committee could easily be any number between 15 and 30. The **Appointment Start** and **Stop** dates add clarity to whom served when, especially when two terms overlap the same report year. The other appointment information collected helps help assure the law’s requirement that committee membership be balanced.

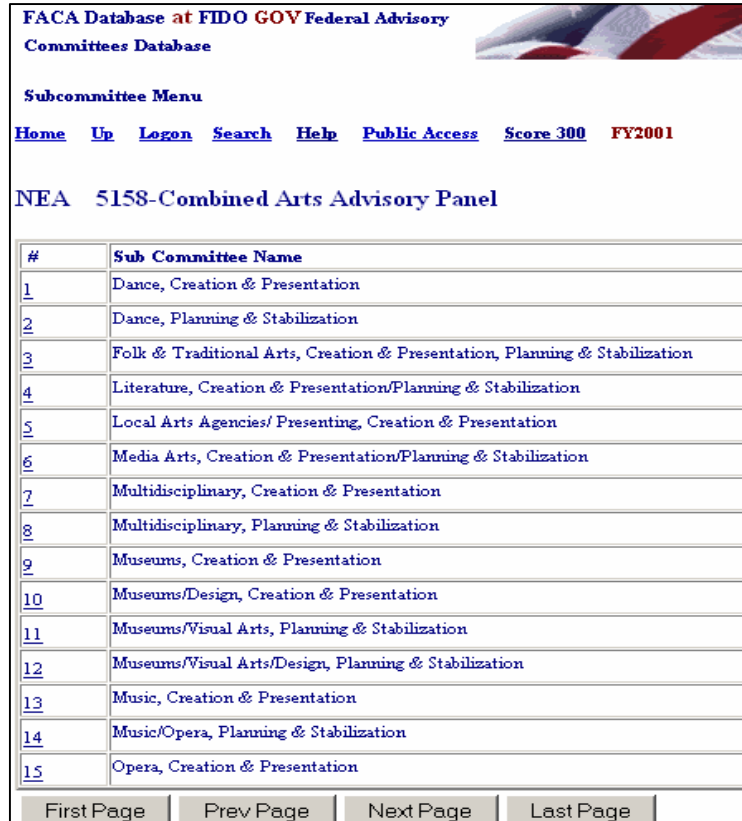
| | | |
|--|--|---|
| Represented Group | Not required until FY05 | This item is r |
| Chairperson | No | This item is r |
| Occupation Or Affiliation | Consultant/National Economic Research Associates | This item is r indicating eif |
| Appointment Start Date | 10/1/1997 <input type="text"/> | This item is r the original ap |
| Appointment End Date | 9/30/1998 <input type="text"/> | This item is r |
| Appointment Type | Not Reported | This item is r defaultentri i |
| Appointment Term | Not Reported | This item is r |
| Pay Plan | Not Reported | This item is r |
| Pay Source | Not Reported | This item is r |
| E-mail Address | | This item has by Committe they do so. |
| Changed At 11/10/1998 10:43:54 AM By 788 | | |
| <input type="button" value="Return"/> | | |

The user can return to the **Committee Menu** page from the **Member** form page by clicking the **“Up”** hyperlink. The user can return to the **Members** list page from the Member form page by clicking the **Return** button. As an alternative, the user can return directly to the **Committee Menu** page with the **Committee Menu** link below the **Committee Name**.

SubCommittees

The **SubCommittees** hyperlink is available for those committees that want to report the committee's subcommittees and/or break out the data for **Reports, Meetings, Costs, and Members** among subcommittees. Breaking out the distribution of committee costs and members, and reporting meetings and individual reports by subcommittees is not required in this system, because that data is not required by the current FACA regulation. Subcommittees normally bring all of their work to the parent committee for review and the parent committee's understanding and approval and/or further development. The chartered parent committee advises the federal government, not the subcommittee. However, sometimes the DFO wants to break out the distribution of cost and effort by the subcommittees' work. In those cases the hyperlinks, navigation buttons, and data entry pages function for the subcommittee just the same as those already described at the committee level. The data from the subcommittee pages is combined with the data from the parent committee pages to produce a single summary report.

When the user clicks the **SubCommittees** link in those cases where the committee has either not established subcommittees or the agency and/or committee have opted to not break out or report subcommittee data, the adjoining screen is displayed. This is considered perfectly acceptable under FACA and the GSA Final Rule since all subcommittee activity is supposed to be subsumed in the committee reporting anyway.



FACA Database at FIDO GOV Federal Advisory
Committees Database

Subcommittee Menu

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2001](#)

NEA 5158-Combined Arts Advisory Panel

| # | Sub Committee Name |
|--------------------|--|
| 1 | Dance, Creation & Presentation |
| 2 | Dance, Planning & Stabilization |
| 3 | Folk & Traditional Arts, Creation & Presentation, Planning & Stabilization |
| 4 | Literature, Creation & Presentation/Planning & Stabilization |
| 5 | Local Arts Agencies/ Presenting, Creation & Presentation |
| 6 | Media Arts, Creation & Presentation/Planning & Stabilization |
| 7 | Multidisciplinary, Creation & Presentation |
| 8 | Multidisciplinary, Planning & Stabilization |
| 9 | Museums, Creation & Presentation |
| 10 | Museums/Design, Creation & Presentation |
| 11 | Museums/Visual Arts, Planning & Stabilization |
| 12 | Museums/Visual Arts/Design, Planning & Stabilization |
| 13 | Music, Creation & Presentation |
| 14 | Music/Opera, Planning & Stabilization |
| 15 | Opera, Creation & Presentation |

First Page Prev Page Next Page Last Page



FACA Database at FIDO GOV Federal Advisory
Committees Database

Subcommittee Menu

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NEA 1093-President's Committee on the Arts and the Humanities

No Sub Committees were entered for this year.

Please click the Up button.

View: THE site is brought to you by GSA and DataCall Systems Support Team
422444 Security and Privacy Notice GSA

Performance Measures

While performance measures have always been a behind-the-scenes part of effective advisory committee work, a reporting page on some specific Performance Measures was added for the first time in FY 2003. The user gets to the **Performance Measures** page by clicking on the hyperlink **Performance Measures** found on the **Committee Menu** page or by the quick navigation link found at the top of the other committee information pages.

FACA Database at FIDO GOV Federal Advisory Committees Database

Committee Menu

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2005](#)

DOD 400- Chief of Engineers Environmental Advisory Board

| | |
|--|--|
| General Info | Committee Report |
| Agency Recommendations | DFO Info |
| Reports | CMO Info |
| Meetings | Committee Decision Maker |
| Costs | View Charter |
| Justifications | Web Site |
| Members | Participant Logon |
| Sub Committees | |
| Performance Measures ← | |

CMO has verified this committee, 11/18/2005 8:36:49 AM

Version: This site is brought to you by GSA and DataCall Systems Support Team
422444 [Security and Privacy Notice](#)

The data fields on the **Performance Measure** page are all required fields, but the user has to use some judgment about whether and how the questions apply. The data and answers are carried forward from the previous year, so after the first year of a committee's life, the process is one of making sure the entries are accurate for the committee in the current Fiscal Year. Because the **Performance Measures** page utilizes so many **Comments** fields to explain the "Other" options, displaying the contents can require significant scrolling.

The **Narrative Description** asked the DFO to illustrate how the committee supports the agency's mission and its strategic plan.

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2005](#)

DOD 400 - Chief of Engineers Environmental Advisory Board - Agency Authority

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#)
[Members](#) [Performance Measures](#)

Please provide a narrative description of how the committee supports the agency's mission and its strategic plan.

The Committee supports the Environment Business Function of the U. S. Army Corps of Engineers Civil Works Strategic Plan

What are the most significant program outcomes associated with this committee? Select all that apply.

- Improvements to health or safety
- Trust in government
- Major policy changes
- Advance in scientific research
- Effective grant making
- Improved service delivery
- Increased customer satisfaction
- Implementation of laws or regulatory requirements
- Other. Please explain in comments.

Comments
NA

The **Program Outcomes** section supplies some typical, expected outcomes. The DFO answered Yes or No to all the provided outcomes that applied and was asked to provide an explanation in the Comments field, if “Other” was among the selected outcomes.

The **Cost Savings** section asked the DFO to make a ball-park estimate on the cost savings to the agency over the life of the committee through the end of the reported fiscal year. This is often a difficult question for the DFO to answer for any number of reasons. For example, this data was not even requested before FY 2003 and some committees were decades old at that point in time. The DFO was asked to select the single most appropriate answer or range and add any necessary explanatory detail in the **Comments Box** regarding the criteria used to arrive at the figure. Given the circumstances of DFO turnover, frequent administration changes, and agency reorganizations,

What are the cost savings associated with this committee?

None
 Unable to Determine
 < \$100,000
 \$100,001 - \$500,000
 \$500,001 - \$1,000,000
 \$1,000,001 - \$5,000,000
 \$5,000,001 - \$10,000,000
 >\$10,000,001

Comments
NA

these numbers were not and are not expected to be hard figures based on hard data, but more in the spirit of well-informed guesstimates. If the DFO did not feel that any figure would withstand minimal scrutiny or question, the proper response would appropriately be **Unable to Determine**. On the other hand, if the committee has existed for decades and was known to have made a significant contribution in cost savings, but there is no way to calculate how much, the directions urge the DFO to simply say that in the **Comments** box.

The Committee Recommendations Sections

For most committees, the **Number of Recommendations** section reflects a value that is the total of the separate and distinct recommendations conveyed formally to the decision maker "using" the committee for the entire life of the committee. For certain committees, like Special Emphasis Panels, however, which make grant and research recommendations on a Fiscal Year basis, the Recommendations issue is more appropriately explored in the **Grants section**

What is the approximate **Number** of recommendations produced by the committee for the life of the committee?

Comments
Committee requested approval for their two year work plan.

What is the approximate **Percentage** of these recommendations that have been or will be **Fully** implemented by the agency?

%

Comments
Committee requested approval for their two year work plan and approval was granted

below. Explanatory detail should be provided in the **Number of recommendations Comments** box found above.

The **Percentage of Recommendations Fully Implemented** section delineates, to the extent known by the DFO, the cumulative total percentage of the formally conveyed recommendations that have been fully implemented by the agency over the life of the committee thus far. Clarifications and explanations are expected to be included in the **Percent of Recommendations Fully Implemented Comments** box.

The **Percentage of Recommendations Partially Implemented** section explains, again to the extent known by the DFO, the cumulative percentage of the formally conveyed recommendations that have been partially implemented over the life of the committee thus far. Clarifications and explanations should be included in the **Percent of Recommendations Partially Implemented Comments** box.

The Agency Feedback about Recommendations

section required selecting a **Yes**, **No**, or **Not Applicable**. If the response was "No" or "Not Applicable", the DFO was asked to explain in the **No Feedback Comment** box why feedback was not considered necessary. If the response was **Yes**, he or she was asked to explain in the **Yes, We Provide Feedback Comment** box how the feedback was provided.

What is the approximate **Percentage** of these recommendations that have been or will be **Partially** implemented by the agency?

%

Comments
NA

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes No Not Applicable

If your answer is No or Not Applicable,

Please explain why your agency does not provide feedback.
NA

If your answer is Yes,

How does the agency provide this feedback?
The agency provides feedback at each meeting

The **Actions the Agency Has Taken** section required that the DFO select **Yes** or **No** for all the actions that applied. If the response to the **"Other"** field was "Yes", an explanation in the **Comments** field was requested.

What other actions has the agency taken as a result of the committees advice or recommendation? Select all that apply.

- Reorganized priorities
- Reallocated resources
- Issued new regulations
- Proposed legislation
- Approved grants or other payments
- Other. Please explain in comments.

Comments

Four draft regulations were issued in partial response to Committee recommendations regarding peer review, collaborative problem solving and public involvement

The Grant Review Section

Some committees are engaged in grant review. When that is so, the **Engaged in Review for Grants** section required the DFO to select **"Yes"** in response to the question. If Yes was selected, then the DFO was asked to provide an **Estimated Number of the Grant Requests Reviewed**, and provide an **Estimated Number of the grants the Committee recommended** for approval, and provide an **Estimated Dollar Value** of the grants recommended for approval.

Finally, the DFO was asked to add any helpful explanations in **Grants Review Comments**.

Is the Committee engaged in the review of applications for grants?

Yes No

If your answer is Yes,

What is the estimated **Number** of grants reviewed for approval?

0

What is the estimated **Number** of grants recommended for approval?

0

What is the estimated **Dollar Value** of grants recommended for approval?

0

Comments

NA

The Access to Committee Information Section

The **Access to Committee Information and Documentation** section required the DFO to select **Yes** or **No** from the selections for all the methods stated that applied. If the response to "Other" was "Yes", the DFO was asked to provide an explanation in the **Comments** box.

How is access provided to the information for the Committee documentation? Select all that apply.

Contact DFO
 Online Agency Web Site
 Online Committee Web Site
 Online GSA FACA Web Site
 Publications
 Other. Please explain in comments.

Comments
 NA

Last Changed by: Marla-Jo Bonuccelli, marlajo.bonuccelli@us.army.mil, 703-602-6268

All the questions for the Performance Measures part of the ACR required a response, all the **Comment** boxes were asked to be utilized, and information about the data provider was included at the bottom of the page.

Committee Report

The **Committee Report** hyperlink displays a printable report specific to the selected committee and includes all of the year's summary information except for the information on the **Performance Measures** page/report. This is so because the two reports were developed at different times for different purposes. The **Committee Report** continues to display question numbers linking the data to the questions asked by Annual Report process up through FY 1998.

2001 Current FY Report: Review of Federal Advisory Committee

8/20/2002 7:55:27 AM

| | |
|---|--|
| 1. Department or Agency National Endowment for the Arts | 2. Fiscal Year 2001 |
| 3. Committee or SubCommittee Combined Arts Advisory Panel | 3b. GSA Committee No. 5158 |
| 4. Is this New During Fiscal Year? No | 5. Current Charter 8/14/2000 |
| | 6. Expected Renewal Date 8/14/2002 |
| | 7. Expected Term Date 8/14/2002 |
| 8a. Was Terminated During FY? No | 8b. Specific Termination Authority 20 USC 951 et. seq. |
| | 8c. Actual Termination Date |
| 9. Agency Recommendation for Next FY Continue | 10a. Legislation Req to Terminate? |
| | 10b. Legislation Pending? |
| 11. Establishment Authority Statutory(Congress Created) | |
| 12. Specific Establishment Authority 20 USC 951 et. seq. | 13. Effective Date 1/1/1965 |
| | 14. Committee Type Continuing |
| | 14c. Presidential? No |

Designated Federal Official (DFO) Information

The **DFO Info** hyperlink displays the **DFO Information** page, the information screen for the Designated Federal Official assigned to the advisory committee.

The DFO assigned to maintain the committee information updates the information on the **DFO Information** page during the reporting year. The CMO can update this information as well, although the DFO cannot update the CMO information.

The user can return to the **Committee Menu** page by using the **Up** hyperlink.

DFO Information

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2005](#)

DOD 400 - Chief of Engineers Environmental Advisory Board - Agency Authority

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Cost](#)

| | | |
|--|--|---|
| Prefix: | Mr. | This item is not required. Thi |
| First Name: | Norman | This item is not required. Thi |
| Middle Initial: | T. | This item is not required. Thi |
| Last Name: | Edwards | This item is required. This is Last Name is the only req |
| Suffix: | | This item is not required. Thi |
| Title: | DFO/Executive Secretary, Chief of Engineers Environmental Advisory Board | This item is required. This ca |
| Phone: | (202) 761-1934 | This item is required. Any fo |
| Fax: | (202) 761-1500 | This item is required. Any fo |
| E-Mail: | Norman.T.Edwards@usace.army.mil | This item is required. |
| Changed At 10/24/2005 2:57:56 PM By: Marla-Jo Bonuccelli, marlajo.bonuccelli@us.army.mil, 703-602-6268 | | |

Group Federal Official (GFO) Information

If a **GFO Info** hyperlink is visible, clicking the link displays the **GFO Information** page, which has information specific to the Group Federal Officer(s). This is a name that you will not find in the Federal Advisory Committee Act (FACA). Some larger agencies have enough committees that they form subsets of the committees as specially named groups with a group coordinator assigned to each group, hence, the GFO. The Department of the Interior has all the advisory committees to the National Park Service in a group, all of the advisory committees to the Bureau of Land Management in a second group, etc. But not all of the advisory committees to the Department of the Interior are in groups. The **GFO Info** hyperlink is only visible when a group coordinator is involved. To complicate matters, sometimes a committee is in more than one group.

| GFO Information | |
|---|--|
| Home | Up Search Help |
| 2001 DOC 337-Industry Sector Advisory Co | |
| Prefix: | Ms |
| First Name: | Jean |
| Middle Name Or MI: | D. |
| Last Name: | Leslie |
| Suffix: | |
| Title: | GFO |
| Phone: | 202-482-3266 |
| Fax: | 202-482-1584 |
| E-Mail: | jean_leslie@ita.doc.gov |

Committee Management Officer (CMO) Information

The **CMO Info** link displays the **CMO Information** page when clicked. There is always a Committee Management Officer (CMO) for every agency with an advisory committee, just as there is always a Designated Federal Official (DFO) for each advisory committee. The contents of the **E-Mail Address** field plays an important part in the workflow process of this system, since e-mails are sent to this address alerting the CMO of changes made to the committee data.

The user returns to the **Committee Menu** page via the **Up** hyperlink.

| CMO Information | | |
|---|---|--|
| Home | Up Logon Search Help Public Access Score 300 FY | |
| HHS 799 - Board of Scientific Counselors of the National Heart, Lung, | | |
| Committee Menu General Info Agency Recommendations Report | | |
| [Redacted] | | |
| Prefix: | | This item is not required |
| First Name: | Marie | This item is not required |
| Middle Name Or MI: | | This item is not required |
| Last Name: | Absher | This item is required. Last Name is the on |
| Suffix: | | This item is not required |
| Title: | CMO | This item is required. |
| Phone: | (202) 690-6625 | This item is required. |
| Fax: | 202-401-1948 | This item is required. |
| E-Mail: | marie.absher@hhs.gov | This item is required. |
| Agency URL: | Go | This item is not required |
| Changed At: 11/7/2005 1:49:05 PM | | |
| By: 0 | | |

Committee Decision Maker

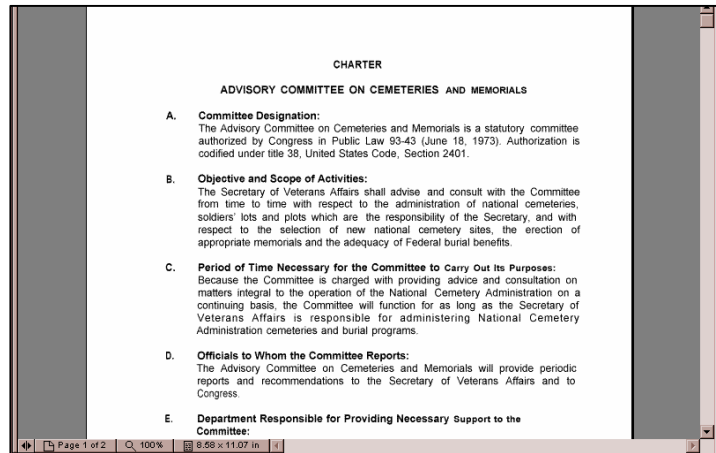
Most committees exist to provide advice to a federal official. This page is designed to capture the contact information of the person who decides to use or not use the committee's recommendations.

The screenshot shows a web form titled "Committee Decision Maker" for the "DOD 12170 - Board of Visitors for the Western Hemisphere Ins". The form includes a definition: "Definition: This person makes agency decisions about implementation of this committee's recommendations." Below the definition is a table for user input:

| | | |
|-----------------|-----------------------|--------------------------------|
| Prefix: | Dr. | Not required but desired. |
| First Name: | Francis | Not required but desired. |
| Middle Initial: | J. | Not required but desired. |
| Last Name: | Harvey | This item is required. |
| Suffix: | | Not required but desired. |
| Title: | Secretary of the Army | This item is required. This ca |
| Phone: | (703) 695-3211 | This item is required. |

View Charter

The [View Charter](#) hyperlink displays the committee's current Charter. Either the agency or the Committee Management Secretariat has uploaded the charter to the online storage system. For some older charters, which exist only in hard copy, the document has been scanned into a readable .pdf format and uploaded to the system (not all committee charters require renewal and some date back to the Whiskey Rebellion). Returning from the [View Charter](#) screen to the [Committee Menu](#) page is one of the few times that it is appropriate to click the **browser back button**.



The user returns to the [Committee Menu](#) page with the [Up](#) hyperlink.

Committee Web Site

If the **Committee Menu** page displays a **Web Site** hyperlink, the page is linked directly to a web site for either the advisory committee or the advisory committee's agency. Some agencies and some committees place their charters, reports, minutes, committee activities and meeting dates, etc. directly on their own web site. If the user has jumped to the web site and wishes to return to the tracking system, the user clicks the web browser's back button. If the user has browsed deeply into the agency's or committee's web site, it may be necessary to click **Go Back** many, many times to return to the Shared Management System.



Participant Logon

At the beginning of FY 2003, the Committee Management Secretariat, EPA, and VA funded work performed by Gallup, Inc. to survey the advisory committee experience of committee members participating during FY 2002. This activity was undertaken to establish a useful baseline for Performance Measures for Advisory Committees. The **Participant Logon** link provides a means for committee members to access the reports generated by that survey. Committee members entitled to see the survey results could expect to receive directions from their Designated Federal Officials (DFOs) on how to access this information online.

The Database Search

The **Database Search** button displays the **Database Search** page. To see all the options available to refine a query or fine-tune a search it is necessary to scroll down to the bottom of the page. The **Database Search** feature allows the user to pose a query to the database and get the response back as a web page.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Database Search

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [Kennett Fussell ALL](#)

Choose your criteria from the drop down boxes below. A BLANK choice returns all.

| ADVISORY COMMITTEE INFORMATION | | | | |
|---|----------------|------------------------------------|-----------------|-------------------------|
| Agency (Grp) | Fiscal Year | Agency Recommendation | Presidential | Establishment Authority |
| ACDA ADF AID | 1999 | Continue | Pres Appts | |
| Member Count | Type | Status | Function | |
| | | Chartered Active Active Only | | |
| ADVISORY COMMITTEE REPORTS AND MEETINGS | | | | |
| Reports | Total Meetings | Open Meetings | Closed Meetings | |
| = 0 | = 0 | | | |

A typical inquiry as shown by the selections above and right could be “Give me all the committees in **1999** that were **chartered**, **recommended to continue**, and **spending money** but had **no meetings** and **no reports**.”

| ADVISORY COMMITTEE COSTS AND FTE USAGE | | | |
|--|-----------------------|----------------------|----------------------|
| Travel Costs | Fed Staff Costs | Member Costs | Other Costs |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total Actual Costs | Total Projected Costs | Consultant Costs | FTE |
| <input type="text" value="> 0"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Display Committee List"/> <input type="button" value="Display Member List"/> <input type="button" value="Continue"/> | | | |

FACA Database at FIDO GOV
Federal Advisory Committees Database

FACA Database Search Report (33 rows returned) July 31, 2007
2:25:50 PM

WHERE FY = '1999' AND CommitteeStatus = 'Chartered' AND AdminInactive <> 'Y' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 0

[Spreadsheet](#)
[XML ASCII](#)

| FY | AgencyAbbr | AgencyName | CNo | CommitteeName | CommitteeFunction | Presidential | PresidentialAppointments | EstablishmentAuthority | CommitteeType | Comm |
|------|------------|--|------|--|---------------------------------------|--------------|--------------------------|-----------------------------|---------------|---------|
| 1999 | CCR | Commission on Civil Rights | 251 | Alabama Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Charter |
| 1999 | CCR | Commission on Civil Rights | 263 | Hawaii Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Charter |
| 1999 | CCR | Commission on Civil Rights | 264 | Idaho Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Charter |
| 1999 | CCR | Commission on Civil Rights | 279 | Nebraska Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Charter |
| 1999 | CNCS | Corporation for National and Community Service | 1903 | Civilian Community Corps Advisory Board | National Policy Issue Advisory Board | No | No | Statutory(Congress Created) | Continuing | Charter |
| 1999 | DOD | Department of Defense | 390 | Board of Advisors to the President's Naval War College | Non Scientific Program Advisory Board | No | No | Agency Authority | Continuing | Charter |

The user can decide to save the search result as a spreadsheet file, an XML file (useful if you want to load the data into a database), or an ASCII file (a text file that can be used in any word processor). The query criteria are displayed in case the user wants to refine the query further.

FACA Database at FIDO GOV
Federal Advisory Committees Database



FACA Database Search Report (485 rows returned) July 31, 2007
2:30:33 PM

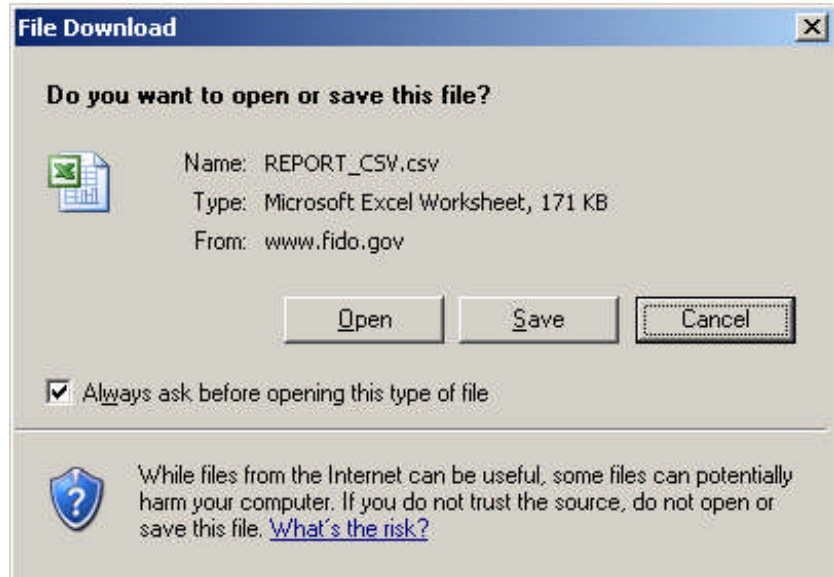
WHERE FY = '1999' AND CommitteeStatus = 'Chartered' AND AdminInactive <> 'Y' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 0

[Spreadsheet](#)
[XML ASCII](#)

| FY | AgencyAbbr | AgencyName | CommitteeName | Member | MemberDesignation | RepresentedGroup | Startdate | Enddate | AppointmentType | AppointmentTer |
|------|------------|----------------------------|----------------------------|-----------------------------|-------------------------|-------------------------|-----------|-----------|-----------------|----------------|
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Aronov-Helppern, Ms. Freddi | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Carley, Ms. Nancy A. W. | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Davis, Mr. Michael | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Gray, Mr. Jerome | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Max, Mr. Rodney | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Morthland, Dr. Rex J. | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Munchus, III Dr. George | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Owens, Ms. Lori J. | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |
| 1999 | CCR | Commission on Civil Rights | Alabama Advisory Committee | Selden, Mr. Jack W. | Not required until FY05 | Not required until FY05 | 10/1/1998 | 9/30/1999 | Not Reported | Not Reported |

In addition to a committee list, the user can opt for a member list based on the same or different query.

If the user should decide to save the query data to a file on their own computer, doing so can be done quickly and efficiently. Select the file type to use to analyze the query data produced above (Spreadsheet, XML, or ASCII) and the browser opens a download message box. Click **“Open”** to display the response data in an Excel spreadsheet.



In the event the answer of 33 committees and 810,390 dollars make this a question worth further analysis, the user can download the data to a spreadsheet file on the local computer.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|------|----------|-----------|------|--------------|--------------|------------|------------|-------------|------------|-----------|----------|------------|
| 1 | FY | AgencyAb | AgencyNa | CNo | Committee | Committee | Presidenti | Presidenti | Establishn | Committee | Committee | Recommen | CurrentCha |
| 2 | 1999 | CCR | Commissi | 251 | Alabama A | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 12/3/1997 |
| 3 | 1999 | CCR | Commissi | 263 | Hawaii Adv | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 12/3/1997 |
| 4 | 1999 | CCR | Commissi | 264 | Idaho Advi | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 12/3/1997 |
| 5 | 1999 | CCR | Commissi | 279 | Nebraska A | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 12/3/1997 |
| 6 | 1999 | CNCS | Corporati | 1903 | Civilian Co | National P | No | No | Statutory((| Continuing | Chartered | Continue | 5/3/1994 |
| 7 | 1999 | DOD | Departmer | 390 | Board of A | Non Scien | No | No | Agency Au | Continuing | Chartered | Continue | 2/28/1998 |
| 8 | 1999 | DOD | Departmer | 241 | Board of V | Non Scien | No | No | Agency Au | Continuing | Chartered | Continue | 2/28/1998 |
| 9 | 1999 | DOI | Departmer | 499 | Committee | Other | Yes | No | Presidenti | Continuing | Chartered | Continue | 4/8/1998 |
| 10 | 1999 | DOI | Departmer | 527 | Kalaupapa | Non Scien | No | No | Authorized | Continuing | Chartered | Continue | 1/19/1993 |
| 11 | 1999 | DOI | Departmer | 5198 | National M | Grant Revi | No | No | Statutory((| Continuing | Chartered | Continue | 6/12/1997 |
| 12 | 1999 | DOI | Departmer | 553 | National P | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 3/14/1996 |
| 13 | 1999 | DOI | Departmer | 556 | National P | Non Scien | No | No | Statutory((| Continuing | Chartered | Continue | 3/14/1996 |
| 14 | 1999 | DOL | Departmer | 640 | Federal Cc | Non Scien | No | No | Agency Au | Continuing | Chartered | Continue | 4/13/1999 |
| 15 | 1999 | DOS | Departmer | 204 | Advisory C | National P | No | No | Statutory((| Continuing | Chartered | Continue | 12/9/1998 |
| 16 | 1999 | DOS | Departmer | 1945 | Advisory P | Other | No | No | Statutory((| Continuing | Chartered | Continue | 9/3/1998 |
| 17 | 1999 | EPA | Environme | 2029 | Industrial P | Scientific T | No | No | Agency Au | Continuing | Chartered | Continue | 9/29/1997 |
| 18 | 1999 | HHS | Departmer | 5273 | Advisory C | National P | No | No | Statutory((| Continuing | Chartered | Continue | 3/24/1999 |
| 19 | 1999 | HHS | Departmer | 1863 | Biological | Special Er | No | No | Authorized | Continuing | Chartered | Continue | 1/3/1994 |
| 20 | 1999 | HHS | Departmer | 1919 | Board of S | Other | No | No | Authorized | Continuing | Chartered | Continue | 7/15/1994 |

The response data set will always contain the same set of fields, but the record-set will change based upon the search criteria. The fields returned are:

- **Fiscal Year** (Currently, 1997-2007. The current active Fiscal Year will be updated continuously through the end of the calendar year.)
- Agency Abbreviation
- Agency Name
- **Committee Number** (GSA assigned this number when the committee was established to track the committee over its life and history)
- Committee Name
- **Committee Function** (generic classification of the committee concerned)
- **Presidential** (Reports to the President: Yes or No)
- **Presidential Appointments** (President appoints some members: Yes or No)
- **Establishment Authority** (Statutory, Presidential, Agency, or Authorized by Law. Not all advisory committees established by the President report to the President)
- **Type of Committee** (Continuing from year to year or Ad Hoc [less than one year])
- **Committee Status** (Chartered, Terminated, Pending)
- **Agency Recommendation** (to continue or terminate the committee)
- **Total Number of Members**
- **Current Charter Date** (as of the year being reported)
- **Date to renew Charter** (as of the year being reported)
- **Date to terminate committee** (if stated in charter or legislation)
- **Total Number of Members**
- **Total Number of Reports**
- Number of Open Meetings
- **Number of Closed Meetings** (includes meetings that were partially closed)
- Total Number of Meetings
- **Travel Costs** (all members, consultants, and staff reported)
- **Federal Staff Costs** (includes applicable percentage of salary and benefits)

- **Member Costs** (includes Federal members)
- Consultants Costs
- **Other Costs** (all other costs of meetings and committee activities)
- **Total Actual Costs**
- **Total Projected Costs** (for the next fiscal year)
- **Full Time Equivalent (FTE)** (the number of full time staff supporting the committee)
- **CMO Contact Information**
- **DFO Contact Information**
- **Date committee data was last updated** (for reported year)
- **Administratively Inactive** (Yes or No, this field was added in 2002)
- **Key information for database** (Committee record)
- **New Committee the year reported: Yes or No.**
- **Key information for database** (Agency record)

To make the system useful for the largest number of users, the **Database Search** design quickly provides the most frequently requested data set.

The Members Search

Since there are now as many as 65,000 citizens contributing their time to advisory committee concerns in any given year, the system would be considered vastly incomplete without a Member Search capability. There are limitations to our member data, however, and most of those are self-imposed. This is a publicly accessible database and the database contains no more information than the minimum the law requires. The citizens contributing their time to the improved and effective functioning of the federal government are identified by name and occupation or affiliation.



Members Characteristics Search

The **Members Characteristics Search** page allows searching the Member table by any or all of the listed characteristics. Searching all years and all agencies for members with a last name like Fussell (not an overly common name) produces the page below. Since data is collected by Fiscal Year, and

members serve for multiple years, a search like this one involving more than one year produces significant duplication.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Members Characteristics Search

[Home](#) [Up](#) [Login](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [Kennett Fussell ALL](#)

Agency (Grp)
ACDA
ADF
AID

Fiscal Year
1997
1998
1999

Prefix Name

First Name

Last Name

Suffix Name

Occupation or Affiliation

Chairperson

Start Date
From
To

End Date
From
To

Member Designation

Represented Group

Appointment Type

Appointment Term

Pay Plan

Pay Source

FACA Database at FIDO GOV
Federal Advisory Committees Database

FACA Members Search Report (18 rows returned) July 31, 2007 3:07:25 PM

WHERE LastName LIKE '%Fussell%' [Spreadsheet](#) [XML](#) [ASCII](#)

| FY | AgencyAbbr | AgencyName | CommitteeName | Member | MemberDesignation | RepresentedGroup | Chairperson | Startdate | Enddate | AppointmentType | AppointmentTerm |
|------|------------|-----------------------------|--|-----------------------------|-------------------------|-------------------------|-------------|-----------|-----------|-----------------|-----------------|
| 1997 | NSF | National Science Foundation | Special Emphasis Panel in Computer and Computational Research | Fussell, Professor Donald S | Not required until FY05 | Not required until FY05 | No | 10/1/1996 | 9/30/1997 | Not Reported | Not Reported |
| 1997 | NSF | National Science Foundation | Special Emphasis Panel in Design, Manufacture, and Industrial Innovation | Fussell, Dr. Paul S | Not required until FY05 | Not required until FY05 | No | 10/1/1996 | 9/30/1997 | Not Reported | Not Reported |
| 1997 | USDA | Department of Agriculture | General Conference Committee of the National Poultry Improvement Plan | Fussell, Dr. Leonard W. | Not required until FY05 | Not required until FY05 | No | 10/1/1996 | 9/30/1997 | Not Reported | Not Reported |

Member Search By Agency Or Group

The **Members by Agency or Group Search** produces a list of committee members contributing their time to a particular agency or sub group (like the National Park Service, and within the NPS, the Alaska Region) for a particular year. When using this feature, please remember that some groups and some agencies are very large (the Department of Health and Human Services [HHS] would have a list 30,000 members long during any single year and the National Institutes of Health, a sub group of HHS, has more than 20,000 of those committee members during the same period).

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | | | | | | | |
|---|-------------------------|-------------------------|------|------------|----------------------------|-----------------------------------|-------------|-----------|-----------|---|----------|
| FACA Members Report (709 rows returned) | | | | | | | | | | July 31, 2007 3:18:43 PM | |
| WHERE AgencyAbbr = 'CCR' AND FY = '2003' | | | | | | | | | | Spreadsheet XML ASCII | |
| Member | MemberDesignation | RepresentedGroup | FY | AgencyAbbr | AgencyName | CommitteeName | Chairperson | Startdate | Enddate | AppointmentType | Appointm |
| Abourezk, Esq. Mr. Charles T. | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | South Dakota Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |
| Absher, Mr. W.M. (Woody) | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | Wyoming Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |
| Ackerman, Ms. Marian | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | North Carolina Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |
| Adams, Mrs. Stella | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | North Carolina Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |
| Addison, Mr. Alan N. | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | Rhode Island Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |
| Agustin, Mr. Stanley | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | New Mexico Advisory Committee | Yes | 9/18/1998 | 6/17/2004 | Agency | 2 years |
| Ai, Mr. Allen H. | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | Hawaii Advisory Committee | No | 6/18/2002 | 6/17/2004 | Agency | 2 years |
| Ajluni, Esq. Ms. Eun (Ellen) Gyung | Not required until FY05 | Not required until FY05 | 2003 | CCR | Commission on Civil Rights | Michigan Advisory Committee | No | 2/15/2002 | 2/14/2004 | Agency | 2 years |

The other kind of data set most requested from the database is a list – members, meetings, reports, etc. Our approach here also is provide the user with a fixed data set of fields while allowing a selection of records via the most appropriate search criteria suited to our data design. This feature is called the **Download Center** and it is discussed next.

The Download Center

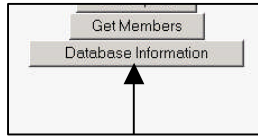
Clicking the **Download Center** button displays the **Download Center** page. The user can download all the data in the database except a couple of fields of data that are restricted due to privacy concerns (i.e., committee members' e-mail addresses). The data results are first displayed in a web page. From there the data can be downloaded to a spreadsheet file, an XML file, or an ASCII file. Selection criteria can be the fiscal year or the agency or group. The user may select any single fiscal year, or all of them, by leaving the Fiscal Year criteria blank in the Choose Fiscal Year selection box. The user can select a single agency or group, or all the agencies from the agency criteria selection box. Once the selections are made, the user clicks the appropriate button to list the agencies or committees or members, etc., etc. The downloaded data includes the key information that relates the tables to each other, and all downloads except the **GetAgencies** option includes the **Agency**, the **Committee Number**, and the **Committee Name**.

| FY | AgencyAbbr | AgencyName | CommitteeName | OriginalEstablishmentDate | TerminationDate | Title | Prefix | FirstName | MiddleName | LastName | Suffix | Phone | Fax |
|------|------------|----------------------------|-----------------------------|---------------------------|-----------------|--|--------|-----------|------------|----------|--------|--------------|--------------|
| 2003 | CCR | Commission on Civil Rights | Alabama Advisory Committee | 1/1/1957 | | Civil Rights Analyst, Central Regional Office, USCCR | MS. | Farella | E. | Robinson | | 913-551-1400 | 913-551-1413 |
| 2003 | CCR | Commission on Civil Rights | Alaska Advisory Committee | 1/1/1957 | | Director, Western Regional Office, USCCR | Mr. | Philip | | Montez | | 213-894-3437 | 213-894-0508 |
| 2003 | CCR | Commission on Civil Rights | Arizona Advisory Committee | 1/1/1957 | | Director, Western Regional Office, USCCR | Mr. | Philip | | Montez | | 213-894-3437 | 213-894-0508 |
| 2003 | CCR | Commission on Civil Rights | Arkansas Advisory Committee | 1/1/1957 | | Civil Rights Analyst, Central Regional Office, USCCR | Ms. | Farella | E. | Robinson | | 913-551-1400 | 913-551-1413 |

There are a couple of caveats. Selecting “blank” from **Choose Fiscal Years** gets “**All the fiscal years**”, which includes selecting the current fiscal year. Not only does this select a lot of data, there is the additional problem that the current fiscal year is usually incomplete until the end of that calendar year, and any download including the current year will likely provide incomplete and inaccurate results until then. It is best to select a single year at a time and to avoid the current year.

There are a lot of members, so selecting all agencies and clicking on **Get Members** will potentially produce a huge download (603957 records now and adding 65,000 more each year). HHS had 38,939 members in their advisory committees in 2006.

Database Information



The **Database**

Information button displays information on the structure of the data tables stored in the system. With the key fields in each download table identified and the relationships between the tables displayed, the data provided in these downloads can

be recombined on the user's local system for practically any kind of further analysis and reports. There is some built in complexity since the committees and subcommittees to the committees are captured in the same data table. It would wise for anyone wishing to rebuild the database from the downloaded tables to consult with Committee Management Secretariat regarding the primary and foreign keys in each table. Doing so would allow researchers to confirm their understanding of the existing data relationships.

| Table Name | Dictionary |
|--------------------|----------------------|
| tblAgencies | dict |
| tblCommittees | dict |
| tblGeneralInfo | dict |
| tblMeetings | dict |
| tblReports | dict |
| tblCosts | dict |
| tblMembers | dict |
| tblJustifications | dict |
| tblRecommendations | dict |

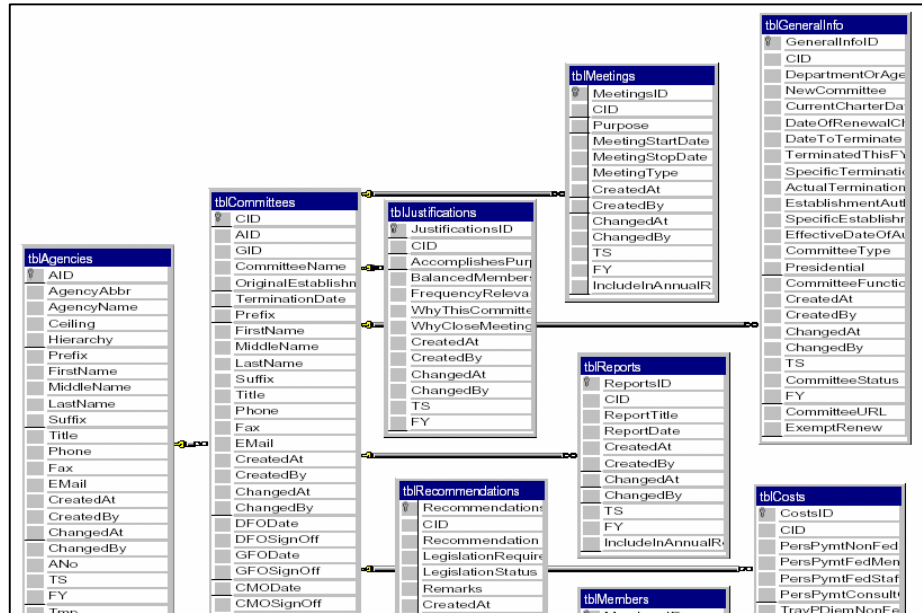
Selecting "**dict**" for the tblGeneralInfo displays the complete data dictionary for that table. The same is true for any of the tables, however, not all of the tables in the database are displayed and not all of the tables are available for download from the online system.

Anyone interested in different or customized combinations of the existing data tables ranging from a single table to the entire

database is urged to contact the Secretariat or a member of the web application's support team.

| Field Name | Field Type | Field Size | Sample Data |
|--------------------------------|------------|------------|-------------------|
| GeneralInfoID | int | 4 | 373 |
| CID | int | 4 | 774 |
| CNo | int | 4 | 774 |
| FY | char | 4 | 1997 |
| DepartmentOrAgency | varchar | 5 | HHS |
| NewCommittee | char | 3 | No |
| CurrentCharterDate | datetime | 16 | 2/23/1996 |
| DateOfRenewalCharter | datetime | 16 | 2/1/1998 |
| DateToTerminate | datetime | 16 | |
| TerminatedThisFY | char | 3 | No |
| SpecificTerminationAuthority | varchar | 50 | 42 U.S.C. 217a |
| ActualTerminationDate | datetime | 16 | |
| EstablishmentAuthority | varchar | 30 | Authorized by Law |
| SpecificEstablishmentAuthority | varchar | 50 | 42 U.S.C. 217a |
| EffectiveDateOfAuthority | datetime | 16 | 11/17/1962 |
| CommitteeType | varchar | 15 | Continuing |
| Presidential | char | 3 | No |


The Committee Management Secretariat's intention is to provide the user with all the data available in our system that does not intrude on public committee members' privacy, and the means to use it as useful and relevant information.



The Annual Comprehensive Reviews

Congress determined in 1995 that, as of 1998, they would no longer require an Annual Report of the President on Federal Advisory Committees. However, the Federal Advisory Committee Act passed in 1972 and every amendment since then has required that the Committee Management Secretariat and the agencies having advisory committees subject to the Act utilize a process referred to in the law as the “Annual Comprehensive Review”. The Annual Comprehensive Review is an examination of the committees for usefulness, efficiency, relevance and compliance with the law’s requirements. The means utilized by the Secretariat to conduct that annual review through 1998 was an analysis of the data collected by the “annual report” data collection process. Since the inception and utilization of this online system, the data in this system provides the data for analysis. While this system has matured to the point where it can now be utilized and updated 24 hours a day, 7 days a week, the transition of the federal employee users from an annual data collection process to a weekly or monthly update process is still a work in progress (often a committee responsibility is in addition to other work, in government parlance, an “other duty as assigned”). That transition is one of the reasons that there is still a period in the fall where every CMO and DFO brings the data in the system on their committee for that year to a verified state of accuracy and completeness. We expect that fall clean-up process will continue to be the SOP for many of the DFOs in many of the agencies for some years to come.

In a similar vein, there were some sub reports in the Printed Annual Report that certain audiences still desire. We sometimes get requests from new members of Congress for reports that previous Congresses discontinued. To satisfy that requirement, reports that are compiled from the data, .pdf files of previously printed annual reports, and new analyses when requested and prepared, will all be gathered in this Annual Comprehensive Review section.

|  | |
|--|-----------|
| Annual Comprehensive Review | |
| Home Up Search Help Score 300 FY2003 | |
| File Name | File Size |
| 1999_Committee_List.rtf | 540534 |
| 1999_Committee_List_by_Authority.doc | 318976 |
| 1999_Committee_List_by_Function.doc | 391168 |
| 1999_Committee_List_by_Personnel_Payments.doc | 315904 |
| 1999_Committee_List_by_Personnel_Payments_and_Details.doc | 503296 |
| 2000_Committee_List.doc | 469504 |
| 2000_Committee_List_by_Authority.doc | 320512 |
| 2000_Committee_List_by_Function.doc | 393216 |
| 2000_Committee_List_by_Personnel_Payments.doc | 314368 |
| 2000_Committee_List_by_Personnel_Payments_and_Detail.rtf | 762543 |
| 2001_Committee_List.rtf | 632222 |
| 2001_Committee_List_By_Authority.rtf | 333471 |
| 2001_Committee_List_By_Function.rtf | 437754 |
| 2001_Committee_List_By_Personnel_Payments.rtf | 344302 |
| 2001_Committee_List_By_Personnel_Payments_And_Details.rtf | 647295 |
| 2002_Committee_List.rtf | 552310 |

| <h3>Agency/Committee List for FY 2002</h3> | | | | | | | | |
|--|-------|------------|-----------------------------|----------------|-------------|----------|------------------|------------------|
| Agency/Committee Name | ID No | Status | Authority | Recommendation | Terminated? | Meetings | FY 2002 | Est FY 2003 |
| African Development Foundation | | | | | | | | |
| African Development Foundation Advisory Council | 250 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 0 | 0 |
| Total for African Development Foundation: | | | | | | 0 | \$0 | \$0 |
| Agency for International Development | | | | | | | | |
| Advisory Committee of the USAID Malaria Vaccine Development Program | 1056 | Continuing | Agency Authority | Terminate | Yes | 1 | 38445 | 0 |
| Advisory Committee on Voluntary Foreign Aid | 164 | Continuing | Agency Authority | Continue | No | 2 | 297344 | 278026 |
| Board for International Food and Agricultural Development | 1053 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 120000 | 250000 |
| Food Security Advisory Committee | 5180 | Ad Hoc | Agency Authority | Terminate | Yes | 1 | 95000 | 0 |
| Total for Agency for International Development: | | | | | | 4 | \$550,789 | \$528,026 |
| Architectural and Transportation Barriers Compliance Board | | | | | | | | |
| Public Rights-of-Way Access Advisory Committee | 5289 | Ad Hoc | Agency Authority | Continue | No | 3 | 75958 | 33500 |
| Total for Architectural and Transportation Barriers Compliance Board: | | | | | | 3 | \$75,958 | \$33,500 |
| Broadcasting Board of Governors | | | | | | | | |
| Advisory Board for Cuba Broadcasting | 1316 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 0 | 0 |
| Total for Broadcasting Board of Governors: | | | | | | 0 | \$0 | \$0 |
| Commission on Civil Rights | | | | | | | | |
| Alabama Advisory Committee | 251 | Continuing | Statutory(Congress Created) | Continue | No | 2 | 55220 | 52096 |
| Alaska Advisory Committee | 253 | Continuing | Statutory(Congress Created) | Continue | No | 2 | 78450 | 75226 |
| Arizona Advisory Committee | 254 | Continuing | Statutory(Congress Created) | Continue | No | 1 | 63848 | 49868 |
| Arkansas Advisory Committee | 255 | Continuing | Statutory(Congress Created) | Continue | No | 2 | 51279 | 48075 |
| California Advisory Committee | 256 | Continuing | Statutory(Congress Created) | Continue | No | 3 | 85948 | 82874 |
| Colorado Advisory Committee | 257 | Continuing | Statutory(Congress Created) | Continue | No | 1 | 56593 | 52264 |
| Connecticut Advisory Committee | 258 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 37915 | 34096 |
| Delaware Advisory Committee | 259 | Continuing | Statutory(Congress Created) | Continue | No | 1 | 41124 | 39329 |
| District of Columbia Advisory Committee | 260 | Continuing | Statutory(Congress Created) | Continue | No | 4 | 43047 | 37368 |
| Florida Advisory Committee | 261 | Continuing | Statutory(Congress Created) | Continue | No | 4 | 85710 | 74067 |
| Georgia Advisory Committee | 262 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 65616 | 54551 |
| Hawaii Advisory Committee | 263 | Continuing | Statutory(Congress Created) | Continue | No | 1 | 58589 | 54968 |
| Idaho Advisory Committee | 264 | Continuing | Statutory(Congress Created) | Continue | No | 0 | 58589 | 54968 |
| Illinois Advisory Committee | 265 | Continuing | Statutory(Congress Created) | Continue | No | 3 | 68356 | 60976 |

SECTION II: The Designated Federal Official (DFO) And the Shared Management System

The Designated Federal Official (DFO) uses the Shared Management System to track and manage the committee's events and performance and to update the Annual Comprehensive Review (ACR) information on their advisory committee during the current fiscal year. By doing so DFOs manage the committee information flow within the agency and supply the data required by law. The Federal Advisory Committee Act (FACA) stipulates that the DFO, with the Committee Management Officer (CMO), submit complete and accurate information about the advisory committee annually. The web-based database and management system allows the continual updating of committee information throughout the fiscal year.

What is the “Shared Management System”?

The Shared Management System is a specialized database available for updating committee information on the Internet. This web-based database has been used since 1997 by all the government agencies that have advisory committees to collect the data for the **Annual Comprehensive Review**. The **Federal Advisory Committee Act**, passed in 1972, originally required specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. In 1995, Congress passed the “Federal Reports Elimination and Sunset Act of 1995” and among the reports identified for elimination in 1999 was the “Annual Report of the President on Federal Advisory Committees.” As a result, since 1998 a printed report has not been prepared and sent to congress. At the same time, FACA has always required an Annual Comprehensive Review (ACR) of all the committees be conducted both within agencies and government-wide to determine the continued viability of individual committees. While elimination of the report requirement changed the emphasis, the data requirement has continued unchecked. In point of fact, the data items collected have actually expanded at the behest of Congress and the White House every year since the “Annual Report” requirement was eliminated.

The system provides the “DFO” user with edit/update rights to the current fiscal year's data for their specific committee via the Internet. The agency CMO gives the DFO their access rights, their logon (username), which in this system is their government email address, and their initial password. Only the DFO, the agency CMO, or a Committee Management Secretariat (CMS) staff member can edit or update the DFO's specific committee data for the current year. Information on all of the committees of all the agencies of the federal government for all fiscal years is available read-only from the **Public Access** module. [The data collected and used by the DFO is the foundation of the system.](#)

How does the DFO typically use the system?

FACA required that each agency establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction. The law's language 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 Shared Management 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 from 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, for the committee to function appropriately, it would be best if the DFO was officially appointed, up-to-date, and involved in the committee's mission and charter when a committee was established (officially chartered).

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 that an advisory committee is the appropriate vehicle for getting that advice.

In the case of the President, he or she executes an Executive Order.

In the case of Congress, the congress passes a law that includes language assigning the responsibility for the committee to an agency.

In the case of an agency, the agency begins the process of developing a charter.

All committees are sponsored by or assigned to individual agencies. The agency uses the administrative guidelines and management controls it established under FACA to appoint a CMO for the agency, appoint the DFO for the committee being established, develop the charter, select and secure members, and delegate or assign the other responsibilities established under the law.

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.

DFO Logon and Data Entry

When notified that she has been given a logon, the DFO logs onto the system and

- The DFO edits all of the information already entered for the committee for completeness and accuracy. Most DFOs confer with the agency CMO before changing data entered by another user, but any user given edit rights to a committee's data can make the changes deemed necessary. In this system, two users could change the same data in the same committee at the same time. In such an unlikely event, the last user saving data wins.
- The DFO adds meetings and reports as they are scheduled or occur.
- The DFO adds or deletes members as they are appointed, replaced, or their appointments lapse.
- The DFO adds or updates costs as they occur.
- The DFO adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants.
- The DFO adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites.
- The DFO completes or updates the Performance Measure information annually.
- The DFO adds or updates her own contact information as it changes.
- The DFO recommends, in consultation with the CMO and the Committee Decision Maker, the continuance or termination of the committee.
- The DFO selects or updates the Interest Areas criteria congruent with the Committee's work.
- Lastly, the DFO verifies the accuracy and completeness of the committee data for the Annual Comprehensive Review (ACR).

At the beginning of each new fiscal year, the system copies all of the data entered for the previous year into the data tables for the new year, except for meetings and reports. Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access link for the years they functioned.

The [Public Access](#) part of the system is a useful tool to the DFO, especially in areas related to their management concerns. By searching the data, the DFO can discover what other committees exist with issues and concerns similar to her own committee's charter. With that knowledge, the DFO can [Drill Down](#) to the specific committees and determine if the system has information useful to the DFO, or if there is someone to contact for further investigation. Data is investigated in the Public Access part of the system by the user drilling down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. The DFO can use the Public Access link to

Perform a [Committees Search](#) by Interest Areas, or Committee Name or Number, or Text,
Perform a [Database Search](#) using criteria to limit the data displayed,

Perform a [Member Search](#) using criteria to limit the members displayed,
Download selected data to a spreadsheet from the [Download Center](#), and
Check the [Annual Comprehensive Reviews](#) from 1999 to the present.

Other reports and features have been added to the Public Access section as they were developed. A complete help manual like this one for the Public Access module can be found by clicking the Help link. The printed annual reports submitted to Congress by the president from 1972 to 1998 can be found via a link on the **Home** page.

The Online System: The Shared Management System at FIDO.GOV

Once a user logs on to the system it becomes customized for their use. Up until that point the opening screen is the same for everyone, so the user should review the **Home** page contents discussed in the [Pubic Access](#) section, if they have not already read it for the simple joy of the experience. To avoid duplication and repetition and to reduce the total size, this manual has combined similar parts of the previous separate sections.

The DFO's Data 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 covered in this text 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 DFO 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 DFO user to the **Committee Menu** page. The system design calls for all registered users to log on with their government e-mail address as the username.

FACA Database at FIDO.GOV
Federal Advisory Committees Database

Logon Page

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#)

Logon

[How to Logon to a Fido system](#)

Please enter your
Email

Please enter your
Password

I forgot my password please send it to me.

I want to change my personal information.

[Presidential Committees](#) [Presidential Members](#)

Visitor: 342546 This site is brought to you by GSA and DataCall Systems
Support Team
Security and Privacy Notice

The DFO can change their user information any time they are logging in by checking the **“I WANT TO CHANGE”** check box before they click the **Continue** button. After the user has filled out the **User Profile** page, including their e-mail, than the **OOPS** check box (otherwise known as the **“I forgot my password, please send it to me”** check box) will work.

Using the **Logon** page shown above, if the user wants to receive an email with their password, they enter their **LOGON (E-mail address)**, check the **“I forgot my password, please send it to me”** check box, and click the **Continue** button. The program will email their logon information to their registered “government” email address.

If the DFO receives a **Logon Error**, they should note the error message and contact their CMO to adjust their access rights. If you enter an incorrect Logon or Password, you receive the **“Your logon or password is not correct”** error. The Shared Management System does not use a 3-attempts-and-you-are-locked-out approach to logons, so you can keep trying until you are either frustrated or your fingers bleed. We suspect that adding data to the system is seldom so urgent that you can’t wait for an email. Feel free to ask for your password to be sent to you by clicking the checkbox, especially if you logon infrequently. We all are beset with dozens of different logons and no one can keep all the combinations in their head.

If the user’s dates of access have expired, you receive **“the Logon Date has been exceeded”** error. Most users are added with an expectation that they will be using the system for at least 5 years, but time does pass quickly, so don’t hesitate to let your CMO or Committee Management know that you need to have your access rights time frame extended.

If your CMO has designated you as an “inactive” user, you see the **“inactive logon”** error when you attempt to logon. Committee Management Secretariat will switch users to an inactive status if the user has not logged in for more than a year. This situation can be easily changed by calling or emailing your CMO or the Secretariat.

Clicking the **Presidential Committees** hyperlink displays basic committee information on committees that are either Presidential in type or established by the President. A committee is Presidential in type if it reports to the President even though it may have been established by Congressional Act. The committee listed in the third row to the right is an example of Presidential type.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Please disable any Pop-Up blockers. Test

Committees with Presidential Involvement (83 rows returned) November 01, 2005 4:59:58 PM
Spreadsheet XML ASCII

| LastUpdated | FY | AgencyAbbr | CommitteeName | Pres | PresAppnts | EstablishAuth | Recommend | DFO | Cno |
|----------------------|------|------------|--|------|------------|------------------------------|-----------|--|------|
| 11/1/2005 4:09:02 PM | 2005 | HHS | President's Committee for People with Intellectual Disabilities | Yes | Yes | Presidential | Continue | | 1003 |
| 11/1/2005 4:09:02 PM | 2005 | HHS | President's Committee for People with Intellectual Disabilities | Yes | Yes | Presidential | Continue | | 1003 |
| 11/1/2005 3:46:31 PM | 2005 | HHS | National Cancer Advisory Board | No | Yes | Statutory (Congress Created) | Continue | PAULETTE GRAY (301) 496-5147 GRAYP@MAIL.NIH.GOV | 960 |
| 11/1/2005 3:33:33 PM | 2005 | DOD | Board of Regents, Uniformed Services University of the Health Sciences | No | Yes | Statutory (Congress Created) | Continue | Janet Taylor 301.295.3066 jtaylor@unhhs.mil | 392 |
| 11/1/2005 2:51:13 PM | 2005 | ED | National Board for Education Sciences | No | Yes | Statutory (Congress Created) | Continue | Mary Lucier (202) 219-2253 mary_grace.lucier@ed.gov | 2154 |
| 11/1/2005 1:45:26 PM | 2005 | VA | Veterans' Disability Benefits Commission | No | Yes | Statutory (Congress Created) | Continue | Raymond Wilburn (202) 756-7729 Ray.Wilburn@va.gov | 2515 |
| 11/1/2005 1:39:13 PM | 2005 | HHS | President's Council on Bioethics | Yes | Yes | Presidential | Continue | Richard Robin 202-296-4609 Richard.Robin@bioethics.gov | 1215 |
| | | | President's Board of | | | | | | |

FACA Database at FIDO GOV
Federal Advisory Committees Database

Please disable any Pop-Up blockers. Test

Members of Committees with Presidential Involvement (1583 rows returned) October 06, 2005 5:22:24 PM
Spreadsheet XML ASCII

| FY | AgencyAbbr | CommitteeName | Member | Startdate | EndDate | AppointmentType | AppointmentTerm | PayPlan | PaySource | OccupationORAffiliation | CMO | DFO |
|------|------------|---|--------------------------|-----------|-----------|-----------------|-----------------|---------|-----------|--|--|---------------------|
| 2005 | AID | Board for International Food and Agricultural Development | Deegan, Mr. Michael | 7/28/2002 | 7/28/2005 | Presidential | 3 years | None | None | DATCO, Development and Trade Company | Joanne Paskar (202) 712-1217 jpaskar@usaid.gov | John Rife jrifepask |
| 2005 | AID | Board for International Food and Agricultural Development | DeJauder, Dr. William | 7/28/2002 | 7/28/2004 | Presidential | 2 years | None | None | President Emeritus, Delaware State University | Joanne Paskar (202) 712-1217 jpaskar@usaid.gov | John Rife jrifepask |
| 2005 | AID | Board for International Food and Agricultural Development | Iverson, Jr. Mr. Stewart | 7/28/2002 | 7/28/2005 | Presidential | 3 years | None | None | Farmer, Senate Republican Leader Iowa State Senate | Joanne Paskar (202) 712-1217 jpaskar@usaid.gov | John Rife jrifepask |
| 2005 | AID | Board for International Food and Agricultural | Laos, Mr. Anthony | 7/28/2002 | 7/28/2005 | Presidential | 3 years | None | None | President, Stauffer Seeds | Joanne Paskar (202) 712-1217 jpaskar@usaid.gov | John Rife jrifepask |

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list (see above). These two hyperlinked reports are on the logon page at the request of the White House Personnel office. These reports, like all of the database's reports for the current year, can only be useful and accurate if the data is kept up-to-date.

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

| pe | AppointmentTerm | PayPlan | P |
|----|-----------------|---------|---|
| | No Fixed Term | None | N |

These presidential committee and member reports, like all the reports generated by the system, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. This is because none of the data kept in the Shared Management System is subject to privacy provisions, except for the committee members' emails. Any public user may download all the data stored in the online system except for the committee members emails.

The DFO's Committee Management Activities

When the DFO logs in, the program takes him or her straight to the **Committee Menu** page. This page provides access to all the data pages that the DFO needs to handle to meet most FACA requirements and committee management tasks. The menu options include

- [General Info](#),
- [Agency Recommendations](#),
- [Reports](#),
- [Meetings](#),
- [Costs](#),
- [Justifications](#),
- [Members](#),
- [Sub-Committees](#),
- [Performance Measures](#),
- [Current Status](#),
- [Interest Areas](#),
- [Committee Report](#),
- [DFO Info](#), [GFO Info](#), [CMO Info](#), [Committee Decision Maker](#),
- [View Charter](#),
- [Web Site](#),
- [Mark Verified](#), and [Consultations](#).

Many committees display a link on the **Committee Menu** page to their own agency or office-maintained committee web site via the [Web Site](#) link. The data to generate the web link is entered on the **General Info** page.

The DFO sees the **Committee Menu** page links that are useful to the DFO, but some information is read-only, i.e., the link for consultations with the Committee Management Secretariat is only editable by the CMO, who executes all the consultations. Other examples are the [Web Site](#) or [Mark Verified](#) links in the second column. The DFO (actually anyone looking at the **Committee Menu** page) only see a [Web Site](#) link when a committee web site URL has been entered on the **General Information** page. The [Mark Verified](#) link is only visible until the agency CMO has marked the committee data verified for the year being reported. Once the agency CMO has marked the data reporting process as complete, the DFO can make no further changes to the data and, in that sense, has no further need of the [Mark Verified](#) link, so it is no longer displayed. The **Committee Menu** page has evolved into a structure that is very useful to the DFO for managing and tracking the committee's activities. The page was originally constructed from a more limited reporting perspective to be the DFO's sole point of contact with the on-line system for data entry purposes. The DFO's uses this page to check each of the links on a regular basis, and to update, add, edit, and delete the data accessed by the link so that it is up-to-date, complete, and accurate for the fiscal year being managed and reported. How frequently the DFO needs to perform the edit and update process is determined by the activity



level of the committee, by the data needs of the agency, and by where the online system fits into the agency's management plan.

The Committee's General Information Page or Editing the Committee's General, Categorizing Information

FACA Database at FIDO GOV
Federal Advisory Committees Database

General Information Please disable any Pop-Up blockers. [Test](#)

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2005](#) [kfr& DFO](#)

HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#) [Members](#) [Performance Measures](#) ←

Save Changes

| | | |
|--|-------------------|--|
| Department or Agency: | HHS | This agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., HHS, EPA . It is established by the agency and cannot be edited on this page. This data is displayed as a result of data entered by Committee Management Secretariat. |
| Committee Status: | Chartered | The status will display as Pending or Chartered or Terminated and cannot be edited on this page. This data is displayed as a result of data entered by the agency CMO or Committee Management Secretariat on the Consultation page. This data is added to the General Information page when the Consultation Form is saved. |
| New Committee: | No | This item is Yes if the committee was established during the fiscal year being reported, otherwise No , and cannot be edited on this page. This data is displayed as a result of data entered by the agency CMO or Committee Management Secretariat on the Consultation page. This data is added to the General Information page when the committee is established. |
| Current Charter Date: | 4/1/2004 | This is the date the most recent charter for the committee was filed with the congressional oversight committee for the agency, e.g., 04/17/2004 . This data is displayed as a result of data entered on the Consultation page by the agency CMO or Committee Management Secretariat and cannot be edited on this page. This data is added to the General Information page when the Consultation Form is saved. |
| Expected Renewal Date: | 4/1/2006 | This is the date on which the current charter is expected to be renewed and re-filed, e.g., 04/17/2006 . This date is normally two years after the Current Charter Date described above. This date is automatically entered by the program as a result of data entered on the Consultation page by the agency CMO or the Committee Management Secretariat when the Consultation Form is saved. This date can be edited on this page if a different date is appropriate, needed, or anticipated. |
| Expected Termination Date: | 4/1/2006 | This is the date on which the committee will terminate based upon information in the legislation, Executive order, or charter, or could reasonably be expected to terminate. This date is unnecessary if the committee is not expected to terminate and/or if the Expected Renewal Date is 2 years later than the Current Charter Date . |
| Terminated This FY: | No | This item should be Yes if the committee was terminated during the fiscal year being reported, otherwise No . This data is displayed as a result of data entered on the Consultation page by the agency CMO or the Committee Management Secretariat. This data is added to the General Information page when the Consultation Form is saved. This field cannot be edited on this page. |
| Specific Termination Authority: | 42 U.S.C. 217a | This entry should list the agency decision document, the statute, or the Executive Order (other than EO 12838) which authorizes termination of the committee, e.g., 42 U.S.C. 1975 . This entry should not contain statements like "expired charter," "abolished," or Section 14 of FACA, which are facts but not the termination authority. |
| Actual Termination Date: | | This is the date on which the committee terminated during the fiscal year being reported, e.g., 04/15/2004 , and the field remains blank until the committee is terminated. This date is displayed as a result of data entered on the Consultation page and cannot be edited on this page. This data is added to the General Information page when the Consultation Form is saved. |
| Establishment Authority: | Authorized by Law | This item is required. There are four kinds of authority used to establish a committee. Statutory (Congress Created) is non-discretionary establishment authority specifically mandated in law. Authorized by Law and Agency Authority are both discretionary establishment authorities, either pursuant to law, or by the decision of the agency head, respectively. Presidential means established by Executive order or other direction by the President, and is non-discretionary. Negotiated rulemaking ("Reg-Neg") committees and labor-management partnership committees (EO 12871) are considered Presidential . The authority is displayed based on decisions made when a committee was established. |
| Specific Establishment Authority: | 42 U.S.C. 217a | This item is required. This is the agency decision document, the statute, or the Executive order (other than EO 12838), e.g., Executive Order 13017 or 21 U.S.C. 394 . This is not a letter from CMO, a consultation with (or concurrence from) GSA, the charter, or a section |

The **General Info** page contains the most stable facts about the committee, the data that changes rarely. Above the data entry part of the form the users see some additional navigation links, i.e., **Committee Menu**, **Reports**, **Meetings**, **Members**, etc., that allow quick movement between the system pages that are edited by the DFO most frequently. The charter and renewal dates usually change once every two years, with the rest of the information on the page being added when the committee is first created and when it is finally terminated. When it is necessary, the page allows data entry and updating to the following fields:

- **Expected Renewal Date and Expected Termination Date,**
- **Specific Termination Authority, Specific Establishment Authority and Effective Date of Authority,**
- **Committee Type,**
- **Presidential,**
- **Presidential Appointments,**
- **Committee Function,**
- **Exempt from Renewal,**
- **Number of Members, and**
- **Committee URL.**

The fields on the **Gen Info** page that cannot be edited are filled in by the program based on data added by the CMO when the Committee was first created, or when the CMO changes Committee data by consulting with the Committee Management Secretariat. Those non-editable items require a charter change, and the information is added during the consultation process with the Committee Management Secretariat which occurs at the time the new charter is filed with the congressional oversight committee by the CMO. The DFO can examine the data generating the content of the non-editable fields in the **Consultation** link.

The Data Entry Pages Navigation Links

| HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law | | |
|---|-----------|--|
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures | | |
| Save Changes | | |
| Department or Agency: | HHS | This agency abbreviation is the two to five letters that the agency belongs to, e.g., HHS ; EPA . It is established and entered by Committee Management Secretariat. |
| Committee Status: | Chartered | The status will display as Pending or Chartered on the General Information page when the Committee is created. |

The new links visible on the General Information page are

- [Committee Menu](#),
- [General Info](#),
- [Agency Recommendations](#),
- [Reports](#),
- [Meetings](#),
- [Costs](#),
- [Justifications](#),
- [Members](#), and
- [Performance Measures](#).

As mentioned above, the links allow quick movement between the data entry pages where most data entry work is done by the DFO. These links will be seen on all the data entry pages just as they are on the General Information page to allow the DFO to move quickly to the page where she needs to correct any incorrect data and to add any missing data.

The General Information Page Data Entry Fields

If the user makes any changes to the data on any page, the **Save Changes** button should be clicked before leaving the page. This ensures that the changed data is saved to the database.

| Save Changes | | |
|-----------------------|-----------|--|
| Department or Agency: | HHS | This agency abbreviation is the two to five letters that the agency belongs to, e.g., HHS ; EPA . It is established and entered by Committee Management Secretariat. |
| Committee Status: | Chartered | The status will display as Pending or Chartered on the General Information page when the Committee is created. |
| New Committee: | No | This item is Yes if the committee is a new committee. This data is displayed as a Yes or No on the General Information page when the Committee is created. |
| Current Charter Date: | 4/1/2004 | This is the date the most recent charter was filed with the Committee Management Secretariat and cannot be changed. This data is displayed on the General Information page when the Committee is saved. |

Help Info →

Not all the fields on the **General Information** page can be edited by the DFO and it is visually easy to distinguish between editable and non-editable fields. The content, choices, source, and edit-ability of each data field are explained in the HELP column to the right of each data entry field.

The **Department or Agency Abbreviation** field is the two to five letter agency abbreviation for the top level department or agency to which the committee belongs, e.g., **HHS; EPA**. This field cannot be edited. This data is displayed as a result of information entered by the Committee Management Secretariat into the database when the agency establishes its first committee and can be changed only by the Secretariat. In the FACA lifetime some agencies have changed their names and abbreviations.

The **Committee Status** field will display as **Pending, Chartered, Terminated, or Administratively Inactive** and cannot be edited on this page. This data is displayed as a result of data entered by the agency CMO or Committee Management Secretariat on the **Consultation** page. This data is added to the General Information page by the program when the Consultation record is saved.

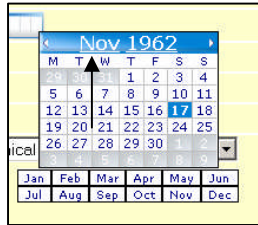
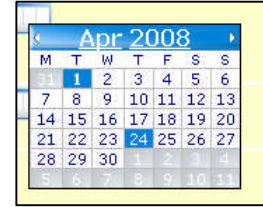
The **New Committee** field is **Yes** only if the committee was established or re-established during the fiscal year being reported. In all other years the answer is **No**. This field cannot be edited on this page. Surprisingly, a committee can be a new committee several times in its lifetime. Sometimes a committee's charter is allowed to lapse, and sometimes the committee is terminated. If a committee is terminated and later determined to be necessary and reestablished in a different Fiscal Year, the committee becomes a new committee again. The **Yes** or **No** is displayed as a result of data entered by the agency CMO or Committee Management Secretariat on the **Consultation** page.

The **Current Charter Date** is the **date** the most recent charter for the committee was filed with the congressional oversight committee for the agency, e.g., **04/1/2004**. This data is displayed as a result of data entered on the **Consultation** page by the agency CMO or Committee Management Secretariat and cannot be edited on this page. This data is added to the **General Information** page when the **Consultation** Form is saved. The consultation process (with the Committee Management Secretariat) is a CMO function although the DFO can view the **Consultation** page.

| | | |
|-----------------------------------|----------|---|
| Current Charter Date: | 4/1/2008 | This is the date the most recent Established congressional oversight committee for Management Secretariat and cannot be edited on this page if a different renewal date is saved. |
| Expected Renewal Date: | 4/1/2008 | This is the date on which the current of after the Current Charter Date desc Consultation page by the agency CMO be edited on this page if a different renewal date is saved. |
| Expected Termination Date: | 4/1/2006 | This is the date on which the committee reasonably be expected to terminate. T Renewal Date is 2 years later than the |
| Terminated This FY: | No | This item should be Yes if the committee |

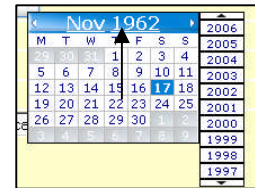
The **Expected Renewal Date** field generally has a date 2 years greater from the **Current Charter Date**. The DFO (and CMO) should check this information at least once, early during the current fiscal year, to make sure that the information is accurate and up-to-date. Keeping the **Expected Renewal Date** current improves workflow reports the system generates for the DFO, the CMO, the agency, and the Secretariat. The consultation process of the CMO with the Secretariat usually takes care of updating this date automatically, but when the charter mentions a specific renewal date, the CMO or DFO can enter that date in this field.

If the DFO or the CMO wants to enter a date in the **Expected Renewal Date** field, they might use the Calendar Icon next to the date field. The date selected from the calendar is added to the field.



To change to an earlier or later month in the pop-up calendar, the user hovers the “hand” over the month label (note the arrow in the picture to the left). This will display the months and the user can click the desired month.

To change to an earlier or later year the user hovers the hand over the year label (note the arrow in the picture to the right). This will display the years and the user can click the desired year. To select a specific day you click on the day of the month and year you want. When you move the pointer/hand off the calendar without clicking a specific day, the calendar disappears.



The **Expected Termination Date** field contains the **date** on which the committee will terminate based upon information in the legislation, Executive order, or charter. The **Expected Termination Date** can also be the date the committee could reasonably be expected to terminate. This date can be left blank if the committee is not expected to terminate.

The **Terminated This FY** field should be **Yes** only if the committee was terminated during the fiscal year being reported, otherwise **No**. This data is displayed as a result of data entered on the **Consultation** page by the agency CMO or the Committee Management Secretariat. This data is added to the **General Information** page when the **Consultation Form** is saved. This field cannot be edited on this page. As mentioned above regarding the **New Committee** field, a new committee is only reported as **New = Yes** the year it is established, and, in this case, a committee is only reported **Terminated = Yes** the year it is terminated.

| | | |
|---------------------------------|-------------------|---|
| Terminated This FY: | No | This item should be Yes if the result of data entered on the Consultation page is that the committee was terminated during the fiscal year being reported. |
| Specific Termination Authority: | 42 U.S.C. 217a | This entry should list the agency decision document, the statute, or the Executive Order (other than EO 12838) which authorizes termination of the committee, e.g., 42 U.S.C. 217a. This entry should not contain statements like "expired charter," "abolished," or Section 14 of FACA, which could be useful facts but are not the termination authority. |
| Actual Termination Date: | | This is the date on which the committee is terminated. This data is added to the General Information page when the Consultation Form is saved. This field cannot be edited on this page. |
| Establishment Authority: | Authorized by Law | This item is required. There are three options: Statutory (Congress Create), Authorized by Law and Executive Order, and Authorized by Executive Order. |

The **Specific Termination Authority** field should list the agency decision document, the statute, or the Executive Order (other than EO 12838) which authorizes termination of the committee, e.g., **42 U.S.C. 1975**. This entry should not contain statements like "expired charter," "abolished," or Section 14 of FACA, which could be useful facts but are not the termination authority.

The **Actual Termination Date** field is the **date** on which the committee terminated during the fiscal year being reported, e.g., **04/19/2004**, and the field remains and displays as blank until the committee is terminated. This date is displayed as a result of data entered on the **Consultation** page and cannot be edited on this page. This data is added to the **General Information** page when a termination consultation is created on the **Consultation** page and is saved by the CMO.

Most of the remaining fields require an answer selected from a limited set of options. In the limited options cases, a pull-down list of the correct options is provided.

The **Establishment Authority** field contains one of the four kinds of authority used to establish a committee. Those authorities are:

Statutory (Congress Created) is non-discretionary establishment authority specifically mandated in law.

Authorized by Law and

Agency Authority are both discretionary establishment authorities, either pursuant to law, or by the decision of the agency head, respectively.

Presidential means established by Executive order or other direction by the President, and is non-discretionary. Negotiated rulemaking ("Reg-Neg") committees and labor-management partnership committees (EO 12871) are considered **Presidential**. The authority is displayed based on decisions made when a committee was established.

| | | |
|-----------------------------------|--------------|--|
| Establishment Authority: | Presidential | cannot be edited on this page. This data This item is required. There are four kinds: Statutory (Congress Created) is non- Authorized by Law and Agency Authority are both discretionary respectively. Presidential means established by Exec ("Reg-Neg") committees and labor-manage displayed based on decisions made when |
| Specific Establishment Authority: | E.O. 11183 | This item is required. This is the agency d Order 13017 or 21 U.S.C. 394 . This is of FACA. |
| Effective Date Of Authority: | 10/3/1964 | This item is required. This is the date of th the date of the current charter. |
| Committee Type: | Continuing | This item is required. All committees are e renewed beyond its original biennial char |
| Presidential: | Yes | This item is required. In addition to being "Presidential" (committee) is one which |
| Presidential | Yes | This item is required. If the President app |

The **Specific Establishment Authority** field contains the title of the agency decision document, the statute, or the Executive order (other than EO 12838), e.g., **Executive Order 13017** or **21 U.S.C. 394**. This field's contents should not be a letter from OMB, a consultation with (or concurrence from) GSA, the charter, or a section of FACA.

The Effective Date of Authority field contains the "birth" date of the document listed in **Specific Establishment Authority** above, e.g., **11/28/1990**.

The **Committee Type** field is either **Continuing** or **Ad Hoc**. For this system, an **Ad hoc** committee is one which is not renewed beyond its original biennial charter and generally exists for two years or less. A **Continuing** committee is expected to require more than one charter in its lifetime. Select either **Ad hoc** or **Continuing** from the pull-down option list.

The **Presidential** field is a third **type** of committee and the data entry field contains either **Yes** or **No**. A committee is **Presidential Type** if it reports to the President. When a committee is set up by the president, the committee is considered established by **Presidential Authority**. Curiously, if for some reason a committee set up by the president does not report to the president, it is not considered a **Presidential Type** committee.

A committee has **Presidential Appointments** if the President appoints any member of the committee to serve on the committee and the data entry field contains either **Yes** or **No**. This condition is normally specified in the charter or the law creating the committee.

| | | |
|----------------------------|---------------------------------------|---|
| Presidential Appointments: | Yes | "Presidential" (committee) is one which This item is required. If the President app |
| Committee Function: | Non Scientific Program Advisory Board | This item is required. Select the functio National Policy/Issue Advisory C Non-Scientific Program Advisory Scientific/Technical Program Ad Grant Review Committee, Regulatory Negotiation Committ Other Committee, or a Special Embassy Panel |

A selection from the **Committee Function** drop down list data entry field is required. The assignment of a committee to a category is a decision made at the agency level and should already have occurred when the committee is added to the database. The choices are:

| | | |
|----------------------------|---------------------------------------|---|
| Presidential Appointments: | Yes | "Presidential" (committee) is one which This item is required. If the President app |
| Committee Function: | Non Scientific Program Advisory Board | This item is required. Select the function of National Policy/Issue Advisory C Non-Scientific Program Advisory Scientific/Technical Program Ad Grant Review Committee, Regulatory Negotiation Committ Other Committee, or a |

- **National Policy/Issue Advisory Committee,**
- **Non-Scientific Program Advisory Committee,**
- **Scientific/Technical Program Advisory Committee,**
- **Grant Review Committee,**
- **Regulatory Negotiation Committee,**
- **Other Committee,** or a
- **Special Emphasis Panel.**

If the category is not obvious, or if the committee seems to cross categories, the **Other** option should be selected and an explanation for the selection added to the **Remarks** field on the **Agency Recommendations** page. The **Special Emphasis Panel** option is rarely used by agencies other than NIH, and, despite the “catchy” name, the term does not mean that the advisory committee is concerned with a special or restricted topic area of great concern.

If a committee is statutorily exempt from renewal, **Exempt** should be **Yes**. This is rare.

| | | |
|----------------------|-----------|--|
| Exempt from Renewal: | No | Recommendations Page. This item is required. This item is only Ye |
| Number of Members: | Unlimited | This item is required. If the charter or auth default entry: Unlimited. |

If the charter includes a specified **Number of Members**, that number should be entered as numeric digits in place of the default field contents. When the **General Info** page is created, the program inserts “**Unlimited,**” as the default contents of the **Number of Members** data entry field.

If a committee has a Web site, the web address (URL) should be filled in. Doing so correctly will automatically activate the web site hyperlink (**Go**) that is visible below the Committee

| | | |
|----------------|--|---|
| Committee URL: | | default entry: Unlimited. |
| | Go | If the committee posts information on a we Example: http://www.fido.gov/facadatabase |
| | The URL to your site should be entered with the "http://" in front | |
| | Changed At 12/16/2004 10:10:43 AM By 0 | This information identifies the last person |
| Save Changes | | |

URL field block. The URL should be complete as displayed in the example at the bottom of the **General Information** web page. Please notice that as in the example: **http://www.fido.gov/facadatabase**, the web URL should include the “**http://**”.

When data had been added or changed on the **General Information** page, the DFO should click the **Save Changes** button. The DFO should always save any changes made on a page before moving to a new web page. When the data is changed and saved, the system updates the **Changed At** line, located below the entered data, with the user information from the user’s profile and the current date.

The Committee's Agency Recommendation Page or Editing the Committee's Agency Recommendation Page and General Remarks

The **Agency Recommendations** link displays the **Agency Recommendations** page. This page is for the agency's recommendation regarding the continuing usefulness of the advisory committee and is not for the advisory committee's recommendations to the agency. (The advisory committee's recommendations to the agency are a performance measure feature on the **Performance Measures** page.)

The screenshot shows the 'Agency Recommendations' page for 'HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law'. The page has a blue header with navigation links: Home, Logon, Search, Help, Public Access, Score 300, FY2006, kfdh DFO. Below the header, there are tabs for Committee Menu, General Info, Agency Recommendations (selected), Reports, Meetings, Costs, Justifications, Members, and Performance Measures. The main content area has a 'Save Changes' button at the top left. The 'Recommendation' field is set to 'Continue'. The 'Is Legislation Required to Terminate?' field is set to 'No'. The 'Legislation Status' field is empty. The 'Remarks' field is empty. At the bottom, it says 'Changed At 2/14/2006 10:43:45 AM By D'. There are also 'Save Changes' buttons at the bottom left and right.

If the DFO feels that some activity or event deserves clarification or elaboration and cannot find another place in the committee record which seems appropriate to include the information, our recommendation is to add the information to the **Remarks** field. The **Remarks** field could contain up to 64 pages of comments. The **Agency Recommendations** page fields usually need to be addressed only once a year before the data for the committee is verified by the DFO and the CMO. Recommending to **Continue**, **Terminate**, or **Merge** a committee is an agency decision, although usually the DFO is consulted and involved. Since statutory committees are established in law, their termination requires similar legislation if a termination clause or condition is not included in the establishing legislation. Getting such legislation written, submitted, voted upon and passed is never simple and can never be assumed, hence the need for the questions **Is Legislation Required** and the **Legislation's Status** in the legislation pipeline which are also found on the page.

If the work of a committee with statutory authority has been completed for over a year and the termination legislation is not visibly on the horizon, the DFO can discuss with the CMO the possibility of shifting the committee to an **"Inactive"** Status in the data system so that it does not continue to require attention and reporting year after year. The CMO, usually after conferring with the agency counsel specializing in FACA, initiates a consultation with the Committee Management Secretariat to make the committee formally **Administratively Inactive**. A statutory committee which has been determined through the **Consultation process** to be **Administratively Inactive** should have its information updated and verified by the DFO and the CMO the fiscal year that it is made inactive, but it can generally be treated in a pro-forma fashion in subsequent years. The committee will have to be maintained in the Shared Management System until legislation removes it from the agency committee inventory.

Like all other data entry pages in the system, information from the logon profile on the last person to edit the page and the last date the page was edited is displayed at the bottom of the data entry portion of the **Agency Recommendations** page.

The Committee's Reports Page or Listing and Editing the Reports Generated by the Committee

Clicking the **Reports** link for the first time in any reporting cycle displays a blank **Report Form** page. The report information entered on these forms is for a report generated by the committee to the agency (or the specific government official being advised). These reports are not the committee's "annual comprehensive review" required by FACA's reporting requirements or other administrative reports on the committee's logistical operations. Each committee begins the current reporting cycle with a blank slate since reports are only counted for the Annual

The screenshot shows the 'Report Form' for the 'HHS 768 - Advisory Committee on Immunization Practices'. The form has several fields: 'Report Title' (empty), 'Report Date' (empty with a calendar icon), 'Presidential Action?' (dropdown menu), 'View Report At Another Website' (text input with a 'GO' button), and 'View Reports at FACA Website' (checkbox). There are 'Save Changes', 'List', and 'Delete' buttons at the top and bottom. A sidebar on the right contains help text for each field.

Comprehensive Review purposes the year they are issued. As reports are published or submitted by the committee to the government official being advised, the titles and dates of the publications are added to the system via the **Reports** form by the DFO. If the publication is available in an electronic format, the online system has an upload feature to store the actual report with the report record on the online system for viewing by the public. The upload link becomes visible on the Reports form data entry page only after the report record is created and saved.

To add the first report title and date, the DFO begins by typing in the **Report Title** of the newly issued report.

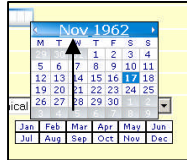
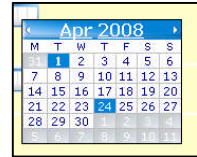
This screenshot shows the same report form as above, but with data entered. The 'Report Title' field contains 'This Is A Newly Issued Report on Immunization Practices.' and the 'Report Date' field contains '4/26/2006'. The 'Presidential Action?' dropdown is set to 'No'. The 'View Report At Another Website' field is empty. The 'View Reports at FACA Website' checkbox is checked. The sidebar on the right now shows help text for the filled-in fields.

The DFO then uses the date icon to select the **Report Date** (which should be the date the report was formally issued or published for public consumption).

Before saving the record with the **Save Changes** button, the DFO should indicate with a **Yes** or a **No** in the **Presidential Action?** field whether the President is expected to act on the recommendations in the report. In those cases where the President is expected to act on the recommendations in the report, the agency has a responsibility to report on the President's

actions regarding the recommendations. The agency's report on the President's actions is due one year after the committee's report to the President is issued.

To review the functionality of the calendar icon, the DFO enters the date in the **Report Date** field, by using the Calendar Icon next to the date field. The date selected from the calendar is added to the field.



To change to an earlier or later month in the pop-up calendar, the user hovers the "hand" over the month label (note the arrow in the picture to the left). This will display the months and the user can click the desired month.

To change to an earlier or later year the user hovers the hand over the year label (note the arrow in the picture to the right). This will display the years and the user can click the desired year. To select a specific day you click on the day of the month and year you want. When you move the pointer/hand off the calendar without clicking a specific day, the calendar disappears.



Continuing with the Report Form data entry page, the user can optionally add the URL for a web site where the report can be viewed. When the record is complete the data is saved by clicking the **Save Changes** button.

| | | |
|---|--|----|
| View Report At Another Website | <input type="text" value="http://www.fido.gov"/> | Go |
| The URL to your site should be entered with the "http://." in front | | |
| View Reports at FACA Website | | |
| Changed At By | | |
| <input type="button" value="Save Changes"/> <input type="button" value="List"/> <input type="button" value="Delete"/> | | |

After the record has been saved, an upload option/link is displayed which allows the user to upload an electronic copy of the report to the on-line system. The user making the most recent change and the date of the most recent change is also displayed.

| |
|---|
| View Reports at FACA Website |
| Upload Reports File to FACA Database |
| Changed At 11/15/2005 2:43:34 PM By Kennett Fussell, kennett.fussell@gsa.gov, (202)273-3567 |

Listing the Reports Generated by the Committee

After the first report has been added during any particular reporting cycle, the **Reports** navigation hyperlink no longer jumps to a blank report page. Clicking the **Reports** hyperlink now displays a page which is a list view of the reports made by committee thus far this year. Since the **Report Form List-view** page is a listing of all of the reports for the committee, the page is presented read-only and cannot be edited. Adding any additional reports is managed with the **Add New Record** button. As a general rule in the online system, data cannot be edited when it is presented in a list (a **List View**). Data is edited only when it is presented as a single record in a **Form View**. This approach is common internet SOP for data entry. From the **List View**, read-

| | | | |
|--|---|---------------------------|----------------------------|
| FACA Database at FIDO GOV | | | |
| Federal Advisory Committees Database | | | |
| Report Form | Please disable any Pop-Up blockers. Test | | |
| Home | Up | Logon | Search |
| Help | Public Access | Score 300 | FY2005 |
| kfa@DFO | | | |
| HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law | | | |
| Committee Menu | | | |
| General Info | | | |
| Agency Recommendations | | | |
| Reports | | | |
| Meetings | | | |
| Costs | | | |
| Justifications | | | |
| Members | | | |
| Performance Measures | | | |
| Show | <input type="text" value="20"/> | 1 of 1 pages | |
| <input type="button" value="Add New Record"/> | | | |
| <input type="button" value="First"/> | | | |
| <input type="button" value="Prev"/> | | | |
| <input type="button" value="Next"/> | | | |
| <input type="button" value="Last"/> | | | |
| <input type="button" value="Report"/> | | | |
| ReportTitle | | | ReportDate |
| Edit | Control of Influenza: Recommendations of the Advisory Committee on Immunization Practices (ACIP) | | 7/29/2005 |
| Edit | Prevention and Control of Meningococcal Disease, Recommendations of the Advisory Committee on Immunization Practices (ACIP) | | 5/27/2005 |
| <input type="button" value="Add New Record"/> | | | |
| <input type="button" value="First"/> | | | |
| <input type="button" value="Prev"/> | | | |
| <input type="button" value="Next"/> | | | |
| <input type="button" value="Last"/> | | | |
| <input type="button" value="Report"/> | | | |

only, **Report Form** page, the user clicks **Edit** in the leftmost column next to the record the user wants to review in detail.

Once in the edit mode, the user can change the detail in the form as long as the user does not leave any required field blank. To reiterate some important points:

First, “Presidential Action?” is “Yes” if the committee is a **Presidential Type** committee. For **Presidential Type** Committees, Congress requires that the Agency and DFO report, a year after the submissions of the committee report and recommendations, on what the President did with the committee recommendations in the report the committee submitted.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Report Form Please disable any Pop-Up blockers. Test

Home Up Logon Search Help Public Access Score 300 FY2005 kfdfo DFO

HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures

Save Changes List Delete

| | | |
|---|--|---|
| Report Title | Prevention and Control of Meningococcal Disease, Recommendations of the Advisor | This item is required. All form duties that are made to the a separate record. List the title but provide enough detail so entries/records to produce the necessary to upload commit is also not necessary to inclu |
| Report Date | 5/27/2005 | This item is required for each dates, use the first or last day list them in chronological dat |
| Presidential Action? | No | This item is required. This ite on the General Informatio report on the actions taken by year later. |
| View Report At Another Website | www.cdc.gov/ecip The URL to your site should be entered with the "http://" in front | If the committee posts the re (http://www.gsa.gov/FACA/Re this text box and generate a |
| | View Reports at FACA Website | This link displays a list of rep |
| | Upload Reports File to FACA Database | This link only displays when displayed, the user can uplo |
| Changed At 11/10/2005 8:45:20 AM By Larry Pickering, lpickering@cdc.gov, 404-639-8200 | | This information identifies th |

Second, if the committee maintains a web site with the committee reports posted on the web site, a URL for the location of the specific report page can be added to the “**View Report At Another Website**” Text Box.

Third, reports in an electronic format can be uploaded to the system with the “**Upload Reports File to FACA Database**” link.

When the DFO is satisfied with the edits, the changes should be saved by clicking the **Save Changes** button. The DFO should not leave a page on which changes have been made without clicking the **Save Changes** button. Please remember that the system is using the Internet. The system is not designed to save automatically when leaving a page since saving requires data transfer between the user’s computer and the web server. The Internet works this way because performing data transfers slows down the system for users who are browsing but not editing the data. The system also has a two-hour time-out limit. The “time-out limit” means that if the user leaves the system on the same page for longer than two hours without saving a change or requesting a new page, the system forgets the user and the user must log in again.

The DFO can limit or expand the number of records listed on a page with

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

| <u>ReportTitle</u> | <u>ReportDate</u> |
|--|-------------------|
| Edit Prevention and Control of Influenza: Recommendations of the Advisory Committee on Immunization Practices (ACIP) | 7/29/2005 |
| Edit Prevention and Control of Meningococcal Disease, Recommendations of the Advisory Committee on Immunization Practices (ACIP) | 5/27/2005 |

the **Show** button, and add a second or third or any number of report titles with the **Add New Record** button. The **First**, **Prev**, **Next**, and **Last** buttons move between the **LIST** pages when the number of your reports exceeds the number in the box next to the **Show** button. You may also have noticed that when the column headings are underlined, the list can be sorted based on

the column. The list above is sorted alphabetically based on the **ReportTitle**, but it could be sorted chronologically based on the **ReportDate**.

The work of a committee doesn't often fall conveniently within a fiscal year and years can go by without a committee producing a report. By the same token a committee could publish 3 or 4 reports at once based on the work of previous years. With this in mind, the **View Reports at FACA Website** link displays a list of all the committee's reports for the life of the committee that have been uploaded to the system.

Deleting a Report Record from the On-line System

If the user should inadvertently add an incorrect or duplicate report record, the individual report record can be deleted using the delete button.

If one tries to delete a record that is incomplete or has an error in one of the fields, the error checking requires that the information be corrected and/or completed before the record can be deleted. This can be tedious and frustrating, but the logic of the program requires that a record being saved (or deleted) is correct. In the case of a meeting reported for the wrong year, i.e., a year different than the year being reported, the date in question must be changed to the year being reported before the record can be deleted.

Uploading an Electronic Copy of a Report to the On-line System

Electronic copies of the committee reports are added to the on-line system and linked to the report record using the **Upload Reports File to FACA Database** link.

When the **Upload** link is clicked, the **Upload** page displays a filename text box, a **Browse** button, a text box to enter a short name that uniquely identifies the file contents, and an **Upload** button. To upload a file, the user first browses their computer's hard drives to locate the electronic copy of the file by using the **Browse** button.

When the file is located it displays in the Filename Text Box with all of its directory listings so that the user knows they have found the file they want from the location they wanted to use. After the filename displays, the user can type in a short description for the file they are uploading. This is so the new file can be distinguished in the resulting list from other files in the list in those cases where multiple documents have been uploaded. When the user is satisfied that the file is correctly located and uniquely identified, they click the **Upload** button to transfer the file to the web server.

The **Upload** page does have some rules that the files to be uploaded should adhere to and the user does need to pay attention to the rules to avoid errors and successfully upload the file. The filename should not be overly complex and break any rules for filename conventions. The file name should be as short as possible and avoid dashes, slashes, periods, commas, and any illegal characters. The maximum size of the file should be less than 8 megabytes and the file types should be one of the options listed on the page. Finally, the user should stay aware of the limitations that other users might have with the documents, e.g., a user without **WordPerfect** on their computer may have problems viewing a file with a **wpd** extension.

Viewing the Electronic Copy of a Report on the On-line System

Electronic copies of the committee reports are viewed on the on-line system by clicking the **View Reports at FACA Website** link.

When the **View** link is clicked, the List Documents page displays a **File Name** link, a File Date label, a File Size label, and a **Delete this file** link. To display the report the user clicks the File Name link, in this case: [2005-25096-12164_Final Report Vol 1_\(2005-11-14-10-18-40\).pdf](#). Since the link points to a PDF file, the report will display if the user has Adobe Acrobat Reader software installed on his computer. The File Date and File Size labels reflect the date the file was uploaded (not the date the file was created) and the size of the stored file (to give the user some clue as to how long it might take to open the file given the local connection speed). The **Delete This File** link allows the DFO user to remove an uploaded document in situations where the wrong document was uploaded, or a document is being replaced with a different version. It is often useful and important to view the files you have uploaded to the web to make sure that they are the correct document, the correct version of the document, and that any extra or inappropriate data has been stripped out. Word processing programs often have the complete

| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
|--|---------------------|-----------------|
| List Documents | | |
| Home Up Logon Search Help Public Access Score 300 FY2005 | | |
| File Name | File Date | File Size |
| 2005-25096-12164_Final Report Vol 1_(2005-11-14-10-18-40).pdf | 8/1/2006 1:34:59 PM | 3,075,175 Bytes |
| 2005-25096-12165_Final Report Vol 2_(2005-11-14-10-20-45).pdf | 8/1/2006 1:35:00 PM | 7,192,011 Bytes |
| 2005-25096-12293_Staff Report_(2005-12-12-07-31-05).pdf | 8/1/2006 1:35:00 PM | 1,319,936 Bytes |
| 2005-25096-12295_Staff Report_(2005-12-12-08-12-16).pdf | 8/1/2006 1:35:00 PM | 7,938,168 Bytes |

history of a document's development saved with the document and some very embarrassing information has been inadvertently displayed on the web.

The Committee's Meeting Page or Reporting the Meetings Held by the Committee

The screenshot shows the 'Meeting Form' page in the FACA Database. At the top, it identifies the committee as 'HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law'. The form includes several input fields: 'Open Or Closed' (a dropdown menu), 'Meeting Start Date' and 'Meeting Stop Date' (calendar pickers), 'Location', 'Purpose', and 'View Minutes At Another Website' (a text input with a 'Go' button). To the right of these fields are instructional text boxes explaining the requirements for each field. At the bottom of the form are 'Save Changes', 'List', and 'Delete' buttons.

Clicking the **Meetings** link displays the **Meeting Form** page. Each committee begins the reporting year with no meetings listed.

As meetings are planned or held, the purpose, dates, and whether the meeting will be or was open or closed are added to the **Meetings List** and displayed on the **Meetings List View** page. The **Meetings List View** page appears in response to clicking on the **Meetings** hyperlink after the first meeting record has been created and saved.

The screenshot shows the 'Meetings List View' page for the 'NEA 21541 - Arts Advisory Panel - Statutory (Congress Created)'. It features a table with columns for 'Purpose', 'Meeting Start Date', 'Meeting Stop Date', and 'Meeting Type'. The table contains 20 rows of meeting records. Navigation controls at the top include 'Show 20 of 5 pages', 'Add New Record', and 'First', 'Prev', 'Next', 'Last' buttons.

| Purpose | Meeting Start Date | Meeting Stop Date | Meeting Type |
|--|--------------------|-------------------|------------------|
| Edit Application review and policy discussion. | 10/3/2005 | 10/3/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/5/2005 | 10/7/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/17/2005 | 10/19/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/20/2005 | 10/21/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/24/2005 | 10/25/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/26/2005 | 10/28/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/26/2005 | 10/28/2005 | Partially Closed |
| Edit Application review and policy discussion. | 10/31/2005 | 11/1/2005 | Partially Closed |
| Edit Application review. | 11/7/2005 | 11/9/2005 | Closed |
| Edit Application review and policy discussion. | 11/7/2005 | 11/10/2005 | Partially Closed |
| Edit Application review. | 11/8/2005 | 11/10/2005 | Closed |
| Edit Application review. | 11/14/2005 | 11/16/2005 | Closed |
| Edit Application review and policy discussion. | 11/15/2005 | 11/18/2005 | Partially Closed |
| Edit Application review and policy discussion. | 11/17/2005 | 11/18/2005 | Partially Closed |
| Edit Application review. | 11/17/2005 | 11/18/2005 | Closed |
| Edit Application review. | 11/29/2005 | 11/30/2005 | Closed |
| Edit Application review. | 11/29/2005 | 11/29/2005 | Closed |
| Edit Application review. | 11/29/2005 | 11/30/2005 | Closed |
| Edit Application review and policy discussion. | 11/30/2005 | 12/2/2005 | Partially Closed |
| Edit Application review. | 12/5/2005 | 12/7/2005 | Closed |

To Add the First Meeting Held by the Committee

To add the first meeting, the DFO fills out the empty form, following the guidance found in the Help section (the right side

of the page). The first item, the meeting was/is **Open or Closed** is required. Each meeting should be created on a separate form and each meeting record is shown as listed on a separate row. For each meeting the DFO reports if the meeting was **Open, Closed, Partially Closed, or N/A**. The **N/A** option is used to report an activity that is not an official meeting and is not counted for the meeting totals. An example of such an activity would be a fact-finding visit to the Cape Cod National Seashore by the Cape Cod National Seashore Commission. While the system counts the **Open, Closed, and Partially Closed** meetings for reports and statistics, we think the system is made more useful by including as much information about the activities and work of committees as possible. Please list all other activities the agency decides to include in this report, e.g., site visits, information-gathering or research sessions, etc., by using **N/A** in the **Open Or Closed** field and by adding an explanation to **Remarks** on the **Agency Recommendation** page. All formal committee and subcommittee meetings held under section 10 of FACA should be included and listed, each on a separate record. The program produces a total count of the meetings by counting the number of records. If more than one meeting is held on the same date, a separate record should be used for each separate meeting. The total number of meetings reported should equal the meetings announced (and not subsequently canceled) in the *Federal Register* and any other venues approved for meeting notices in the future. The user should be careful to add data to every required field and should not leave the page without clicking the **Save Changes** button.

The **Meeting Start Date** data entry item is required and is the date the meeting started (the time is not necessary), e.g., **05/05/2005**.

The **Meeting Stop Date** data entry item is also required and is the date the meeting ended (again, the time is not necessary), e.g., **05/06/2005**. Both the Start Date and Stop Dates are necessary to determine the length of the meetings. The meetings can be entered in any order since the system will sort and list the meetings entered in date order when required.

The **Meeting Start** and **Stop Dates** are entered by clicking on the calendar icon next to the date entry box. Click the icon and use the month label to move to the correct month, click the year label to move to the correct year, and click on the correct day of the pop-up calendar.

The **Location** field item is required and the detail in the Location field should be

consistent with agency guidance. It is often useful to provide more information about the location of the meeting when the meeting information is being posted in advance of the meeting, so that inquiries about the meeting can be referred to the on-line system.

The **Purpose** field item is required and the detail in the Purpose field should be

A screenshot of a web form with a blue header bar containing the word 'Purpose'. Below the header is a large, empty white text input field with a vertical scrollbar on the right side.

consistent with agency guidance. The description of the purpose should be pithy so that the listing of the meetings will be intelligibly presented within the space provided on the **Meetings List View** web page, but hopefully the purpose field contains enough detail to be helpful to the user searching for information.

The **View Minutes At Another Website** field item is not required to be added to the database online. If the committee posts the minutes on a web site, enter the web site address of the minutes here as

A screenshot of a web form with a blue header bar containing the text 'View Minutes At Another Website'. Below the header is a text input field with a 'Go' button to its right. Below the input field is a yellow background area containing the text 'The URL to your site should be entered with the "http://" in front' and a blue link 'View All Meeting Documents on FACA Website'. Below this is another yellow area with the text 'Changed At:'. At the bottom of the form are three buttons: 'Save Changes', 'List', and 'Delete'.

displayed in the example (<http://www.gsa.gov/FACA/MeetingMinutes>). As mentioned earlier, the user should be careful to add data to every required field discussed above, and to not leave the page without clicking the **Save Changes** button.

The Meetings List View: Adding Minutes and Meeting Documents

To reiterate what was mentioned above, the **Meetings List View** page is a listing of the meetings planned for the committee or held by the committee for the year being reported. The page is read-only and cannot be edited. Data is not edited when it is presented in a list (**List View**). Data is edited only when it is presented as a single record in a **Form View**.

A screenshot of a web page titled 'FACA Database at FIDO GOV Federal Advisory Committees Database'. It shows a 'Meeting Form' header with navigation links like Home, Up, Logon, Search, Help, Public Access, Score 300, Messages, FY2006, and Kennett Fussell CMS. Below this is the text 'NEA 21541 - Arts Advisory Panel - Statutory(Congress Created)'. There are more navigation links: Committee Menu, General Info, Agency Recommendations, Reports, Meetings, Costs, Justifications, Member. A table is displayed with columns: Show (set to 20), 1 of 3 pages, Add New Record, First, Prev, Next, Last. The table has four columns: Purpose, MeetingStartDate, MeetingStopDate, and MeetingType. The rows contain data for 'Application review and policy discussion' with various dates and 'Partially Closed' status. Each row has an 'Edit' link in the first column.

From the **List View**, read-only, **Meetings** page, the user displays the **Meeting Form** page to edit or enter additional data by clicking the **Edit** link in the leftmost column. Once in the edit/data entry mode, the **Open or Closed** field contents should

A close-up screenshot of the 'Edit' links from the table in the previous image. It shows three rows, each with a blue 'Edit' link followed by the text 'Application review and policy disc'.

be replaced with the correct option. Next, the **Meeting Date** fields should be replaced with the dates the meeting started and the meeting stopped. Multiple dates are needed to calculate the length of the meeting in days. The **Location** and the **Purpose** fields are required entries, but your agency may have some guidance regarding how detailed those entries need to be.

The **View Minutes At Another Website** text box can be used to enter an agency or

| | | |
|--|--|--|
| View Minutes At Another Website | <input type="text" value="http://www.fido.gov/amc"/> <input type="button" value="Go"/> | This item is not required to be added to the posts the minutes on a web site, enter the v as displayed in the example (http://www.g If the minutes or other documents are upla Database, the system will provide a listing |
| | The URL to your site should be entered with the "http://" in front | |
| | View All Meeting Documents on FACA Website | |
| | Upload Minutes or Other Meeting Documents | |

committee web site where the minutes can be found when they are prepared. As an alternative and for your convenience, the minutes or the transcript in an electronic format can be uploaded with the **Upload Minutes or Other Meeting Documents** link. You must save the meeting record first, before you can see the link to upload any minutes.

Think of the process as occurring in a logical sequence. First, you list the meeting when it is scheduled so that people within and without the agency can see what is planned and where and when it will occur. This creates the meeting record. Next you upload the agenda when it is ready, and you can upload any documents prepared or submitted by the public as well. After the meeting you correct any details. When the minutes are completed and approved by the chairperson (you have 90 days from the meeting date), you upload the minutes. If you wish to remove or replace any of the documents, any of the files you previously uploaded can be deleted, and new files can be uploaded at any time before the ACR is completed.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
|---|----------------------|--|
| List Documents | | |
| Home Up Logon Search Help Public Access Score 300 FY2006 kf46 DFO | | |
| File Name | File Date | File Size |
| 2006-768-141949_Agenda_(2006-05-01-12-05-05).doc | 5/1/2006 12:05:05 PM | 31,232 Bytes Delete This File |
| 2006-768-141949_Minutes_(2006-05-01-12-03-57).txt | 5/1/2006 12:03:57 PM | 313,713 Bytes Delete This File |
| 2006-768-141949_Public_Submission_(2006-05-01-12-05-49).doc | 5/1/2006 12:05:49 PM | 45,568 Bytes Delete This File |
| <small>Victor 300040 This site is brought to you by GSA and Data Call Systems Support Team Members Security and Privacy Notice</small> | | |

The DFO can add more meetings with the **“Add New Record”** button from the **Meeting list view**,

| | | | | | | | |
|--------------------------------|-------------------------|-----------------------------------|----------------------------------|------------------------------|----------------------|----------------------|----------------------|
| Show | 20 | 1 of 1 pages | Add New Record | First | Prev | Next | Last |
| | Purpose | Meeting StartDate | Meeting StopDate | Meeting Type | | | |
| Edit | Test Meeting | 5/1/2006 | 5/1/2006 | Open | | | |
| Add New Record | | First | Prev | Next | Last | | |

| | | |
|--|----------------------|------------------------|
| Save Changes | List | Delete |
| Open Or Closed | Open | |
| <small>List all other activities the agency de Open Or Closed field above and b</small> | | |

or, can delete meetings entered by mistake with the **Delete** button available when viewing the individual meeting form view. The user finishes saving the new meeting record with the **Save Changes** button. After saving the “new” record the DFO can return to the meeting list for the current fiscal year with the **List** button. From that point on the user can page through the meetings, create new meetings, delete incorrectly added meetings, sort the meetings in any order, or display the read-only meeting List Page. Users can sort the data on any List View page by any column that has an underlined column heading.

The Committee's Cost Page

Editing the Committee's Costs

A committee's **Costs** page reflects all of the costs attributable to the committee's existence for the reporting year. A Committee begins the reporting year with either the cost data that was estimated when the committee was established, or the cost data for the current year that was estimated the previous year, or the actual cost data that was reported the previous year. The agency's FACA administrative guidelines and the agency CMO provide guidance for collecting and computing the costs. For most committees the payments to Non-Federal Members and Federal Members are nominal and the bulk of the costs are in staff, consultants, other expenses and travel.

The user should enter totals for each category into the text boxes according to the directions. The system totals the results when the page is saved. The cost of the number of FTE entered in **Federal Staff Support** should normally be equivalent to the cost of **Federal Staff**. In the example to the right, an FTE of 2.2 is reported as costing the government \$384,105 in the **Payments to Federal Staff** field. Your staff costs could be more or less per person than the example depending upon the grade of the staff assigned to committee work. The **Other** text boxes are for committee costs not attributable to staff or travel. The precision of the data entered in the **Estimated FY** column of text boxes is also a matter of agency guidance. It is used by some agencies for planning and was an original part of the Federal Advisory Committee Act reporting requirement.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Report Form
Home Up Logon Search Help Public Access Score 300 FY2006 kfd6 DFO

HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measure

Save Changes

Note: The value of Federal Staff Support is normally equivalent to Pymts to Federal Staff

| | | |
|------------------------------|------------|--|
| | Current FY | The Current FY is the fiscal year being reported or the letter: K for thousands, M for millions. |
| Pymts to Non-Federal Members | \$22500 | This item is required if funds are spent in this member who is not a Federal employee and |
| Pymts to Federal Members | \$0 | This item is required if funds are spent in this member who is a Federal employee. The amount reported is the amount reported in the advisory committee activity, the amount reported in the office sponsoring the advisory committee, and |
| Pymts to Federal Staff | \$384105 | This item is required if funds are spent in this committee members but whose work supports Here's an example of costs attributable: 10% of his/her duty time working as an assistant benefits (figure 17% for benefits) times 10% of Staff. Cost for Federal members and Federal percentage generally used by your agency (in |

| | | |
|---|--------------|---|
| Payments to Consultants | \$0 | This item is required if funds are spent in consultants are not appointed members, no |
| Reimbur. for Travel: Non-Federal Members | \$45706 | This item is required if funds are spent in authorized by 5 U.S.C. 5703 and paid to N |
| Reimbursement for Travel: Federal Members | \$0 | This item is required if funds are spent in authorized by 5 U.S.C. 5703 and paid to F |
| Reimbursement for Travel: Federal Staff | \$0 | This item is required if funds are spent in Federal Staff . |
| Reimbursement for Travel: Consultants | \$5896 | This item is required if funds are spent in authorized by 5 U.S.C. 5703 and paid to C |
| Other | \$56607 | This item is required if funds are spent in travel and per diem. This may include the c |
| Total | \$514814 | This item is required and the program comp are made to this value by entering data in correct fields and do not leave any fields blank. NOTE: In calculating personnel payments costs directly related to the committee's scc directly support the committee are captured include expenses which: (1) are part of ong or (2) were programmed for other purposes developed or derived from either statutory or agency's advisory committee cost reporting instructions, should be directed to the Com |
| Federal Staff Support | 2.2 | This item is required and is the total of the a direct comparable relationship in fiscal vs Payments to Federal Staff above (10% as an assistant staff director on the commi |
| | Estimated FY | The Estimated FY is the next fiscal year not use either decimals, or the letter: K for 0 (zero), enter a 0. |
| Estimated Payments to Non-Federal Members | \$22500 | This item is required if funds are spent in member who is not a Federal employee an |
| Estimated Payments to Federal Members | \$0 | This item is required if funds are spent in member who is a Federal employee. The amount reported is the amount reported in the advisory committee activity, the amount reported in the office sponsoring the advisory committee, |
| Estimated Payments to Federal Staff | \$384105 | This item is required if funds are spent in committee members but whose work supports Here's an example of costs attributable: 10% of his/her duty time working plus benefits (figure 17% for benefits) times Staff. Cost for Federal members and Federal percentage generally used by your agency |
| Estimated Payments to Consultants | \$0 | This item is required if funds are spent in consultants are not appointed members, no |
| Est. Reimbur. for Travel: Non-Federal Members | \$45706 | This item is required if funds are spent in authorized by 5 U.S.C. 5703 and paid to N |
| Est. Reimbur. for Travel: Federal Members | \$0 | This item is required if funds are spent in authorized by 5 U.S.C. 5703 and paid to F |
| Estimated Reimbur. for Travel: Federal Staff | \$0 | This item is required if funds are spent in Federal Staff . |

If the **Changed At/By** line says import/Rollover, then the **Costs** page has not been edited by the DFO during this reporting year. Finally, as usual, the DFO should be careful to click **“Save Changes”** before leaving the page after making any edits.

| | | |
|--|--------|---|
| Estimated Reimbur. for Travel: Consultants | 5896 | Federal Staff. |
| Estimated Other | 56607 | This item is required if funds are spent in this category for travel and per diem. This may include the costs of travel and per diem. This may include the costs of travel and per diem. This may include the costs of travel and per diem. |
| Estimated Total | 614814 | This item is required and the program computer are made to this value by entering data in the correct fields and do not leave any fields blank. NOTE: In calculating personnel payments and costs directly related to the committee's scope directly support the committee are captured for include expenses which: (1) are part of ongoing or (2) were programmed for other purposes prior developed or derived from either statutory or other agency's advisory committee cost reporting for instructions, should be directed to the Committee. |
| Estimated Federal Staff Support | 2.2 | This item is required and is the total of the Fed a direct comparable relationship in fiscal value Payments to Federal Staff above (10% of as an assistant staff director on the committee's |
| Changed At 2/14/2006 10:43:46 AM By 0 | | |
| Save Changes | | |

The Committee's Justifications Page or Editing the Committee's Justifications

A committee's **Justifications** page begins the year with either the justifications that were provided when the committee was chartered or the justifications that were reported the previous year. While the purpose of a committee and therefore its **Justifications**

sometimes do not really change much from year to year, the DFO should take the time to make sure that the information is accurate, timely, up-to-date, and complete. The information is on the web and readily available to the public, so it becomes noticeable if the information references activities that occurred several years ago. It helps to view the **Justifications** as an opportunity to communicate the ongoing value of the committee's work.

While the **Committee Justifications** page is not the place for minimalism, composing on the web is risky and the user could lose hours of very carefully constructed prose.

| | | |
|--|--|---|
| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
| Justification Form | | |
| Home Up Logon Search Help Public Access Score 300 FY2006 krd/d DFO | | |
| HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures | | |
| Save Changes | | |
| IMPORTANT: Show the effect of Committee reports, advice or recommendations on Agency operations. Be as specific as possible and include workload indicators as appropriate. | | |
| How does the Committee Accomplish its Purpose? | The Advisory Committee on Immunization Practices (ACIP) formulates and updates recommendations on the most appropriate application of vaccines and related agents and disseminates this information in order to assist States and their political subdivisions in the prevention and suppression of vaccine-preventable diseases. Section 13631 of the Omnibus Budget Reconciliation Act of 1993 (OBRA) established a "Vaccines for Children" (VFC) program. This legislation | This item is required. When the response was a statement of the purpose. For all subsequent statements of how the committee |
| How is the Membership Balanced? | During FY 2005, committee members included experts in the use of vaccines and immunologic agents in preventive medicine, including epidemiology, infectious diseases, internal medicine, pediatrics, preventive medicine, public health, immunology and a consumer representative; a Council of State and Territorial Epidemiologists and the Association of State and Territorial Health Officials. The racial, ethnic and geographic composition closely reflects that of the US | This item is required. When the response was a statement of the purpose. For all subsequent statements of how the committee |
| How Frequent and Relevant are the meetings? | The committee met four times during FY 2005. This committee regularly evaluates immunization practices in the United States and recommends needed changes in them, based on evaluation of the risks and benefits of available vaccines and related agents and the delivery mechanism necessary to promote activities in a system consisting of private medicine, public health, and voluntary health groups. Periodic assessment and revisions are required as | This item is required. When the response was a statement of the purpose. For all subsequent statements of how the committee |

| | | |
|---|---|---|
| How Frequent and Relevant are the meetings? | The committee met four times during FY 2005. This committee regularly evaluates immunization practices in the United States and recommends needed changes in them, based on evaluation of the risks and benefits of available vaccines and related agents and the delivery mechanism necessary to promote activities in a system consisting of private medicine, public health, and voluntary health groups. Periodic assessment and revisions are required as | This item is required. When the response was a statement of the purpose. For all subsequent statements of how the committee |
| Why is this Committee Necessary? | The committee serves a vitally important role for the U.S. in regularly evaluating the use of vaccines and related agents available for prevention and control of vaccine-preventable diseases in this country and elsewhere. Its recommendations are based on evaluation of the risks and benefits of vaccines and related agents, of their applicability in contemporary health practices, and of the delivery mechanisms necessary to promote immunization activities in | This item is required. This response |
| Why must Meetings be Closed? | N/A | This question only requires a response closed, otherwise N/A. Answers to this question are required except for the fiscal year being reported. Be specific illustrative of the committee's activities from the reported fiscal year complete as possible. |
| Changed At 2/14/2006 10:43:12 AM By 0 | | |
| Save Changes | | |
| <p>This site is brought to you by GSA and Data Call Systems Support Team Members</p> <p>00040 GSA</p> | | |

A useful approach that avoids the possibility of wasting data entry effort is to prepare the committee justifications off line with a word processing program. It is often best to consider each question as newly posed to the committee during the current reporting year. Then, after the DFO is satisfied that the composition satisfies their informational requirements and the word processing effort has been saved, the text can be cut from the word processing program and pasted into the individual **Justifications** fields. The web program does have a 2-hour time-out. A two-hour-time-out means that you must send data to or retrieve data from the web server at least once every two hours or your logon will be dropped. With a two-hour window most users could safely composed their responses on-line, but we recommend that you compose the justifications in your word processor and avoid any chance of losing your work. There are five questions to be considered. Be sure to use the **Save Changes** button after you make any edits or changes to the **Justifications** page.

The Committee's Members Page or Listing the Members of the Committee

FACA Database at FIDO GOV
Federal Advisory Committees Database

Members

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2006](#) [KF&D](#) [DFO](#)

HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#) [Members](#) [Performance Measures](#)

| First Name | Last Name | Member Designation | Represented Group | Occupation or Affiliation | StartDate | EndDate | Chairperson | Email | Appointment Type | Appointment Term | Pay Plan | Pay Source |
|----------------------|-----------|--------------------|-----------------------------------|---|------------|-----------|-------------|-----------------------------------|-------------------------|------------------|---|------------------|
| Edit | Myron | Levin | Special Government Employee (SGE) | University of Colorado School of Medicine | 7/1/2004 | 6/30/2005 | No | myron.levin@uchsc.edu | Agency | 4 years | Hourly or Daily Compensation plus Travel and Per Diem | Executive Branch |
| Edit | Bruce | Oellin | Ex Officio | HHS, NVFO | 10/1/2004 | 9/30/2005 | No | | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit | Linda | Murphy | Ex Officio | CMS | 10/1/2004 | 9/30/2005 | No | | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit | James | Cheek | Ex Officio | IHS | 10/1/2004 | 9/30/2005 | No | james.cheek@mail.hhs.gov | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit | Ban | Allos | Special Government Employee (SGE) | Vanderbilt University School of Medicine | 10/21/2003 | 6/30/2007 | No | ban.mishu.allos@vanderbilt.edu | Agency | 4 years | Hourly or Daily Compensation plus Travel and Per Diem | Executive Branch |
| Edit | Dale | Morse | Special Government Employee (SGE) | New York State Department of Health | 7/1/2005 | 6/30/2009 | No | | Agency | 4 years | Compensation plus Travel | Executive Branch |
| Edit | Harry | Hull | Special Government Employee (SGE) | Minnesota Department of Health | 7/1/2005 | 6/30/2009 | No | | Agency | 4 years | Compensation plus Travel | Executive Branch |
| Edit | Robert | Beck | Special Government Employee (SGE) | Consumer Representative | 7/1/2005 | 6/30/2009 | No | | Agency | 4 years | Compensation plus Travel | Executive Branch |
| Edit | Norman | Baylor | Ex Officio | FDA | 10/1/2004 | 9/30/2005 | No | | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit | Patricia | Stinchfield | Special Government Employee (SGE) | Children's Hospitals and Clinics | 6/4/2004 | 6/30/2008 | No | patsy.stinchfield@childrenshc.org | Agency | 4 years | Hourly or Daily Compensation plus Travel and Per Diem | Executive Branch |
| Edit | Jon | Abramson | Special Government Employee (SGE) | Wake Forest University School of Medicine | 10/8/2003 | 6/30/2007 | No | jabrams@wfubmc.edu | Agency | 4 years | Hourly or Daily Compensation plus Travel and Per Diem | Executive Branch |
| Edit | Julia | Morita | Special Government | Chicago Department of | 7/1/2004 | 6/30/2008 | No | jmorita@mindspring.com | Agency | 4 years | Hourly or | Executive |

Clicking the **Members** link displays the **Members List View** page. Each committee begins the year with its list of members from the previous year.

If a committee has just been established and the members have not yet been added, the **Committee Form View** page displays a blank form. Like the **Meetings** and **Reports** pages above, Members are added with and deleted from the **Form View** page.

As new members are appointed and existing members' appointments end, the DFO adds the new members with the **Add New Record** button and deletes members on the Form View page with the **Delete** button. A member must be reported for the year if he or she serves any part of the year. The information required to be collected about each member is explained in the Help column next to each data entry field. The data collected is:

The **Prefix**, which can be any title,

First Name
Middle Name or Initial,
Last Name,

The **Suffix**, which also can be any name modifier (Ph.D., MD, III).

The **Member Designation**, which has always been a FACA requirement for members but was only first collected by this system in FY 2005. This field requires careful reading of the Help information, to make sure that your members were correctly designated.

The **Represented Group**, which must only be entered if the **Member Designation** was **Representative**.

A **Yes** or **No** indication of **Chairperson** status,

An **Occupation or Affiliation**,

The **Appointment Start Date** is the date the member was first **appointed** or **started participating** on the committee,

The **Appointment End Date** is the date the member's **appointment ended** or the member **stopped participating** on the committee,

The **Appointment Type** identifies who appointed the member (usually members are appointed by the head of the agency, but the charter may specify appointments by the President or Congress, etc),

The appointment **term length** (The charter or legislation may specify this or the agency may have a general statement of typical term length in the formal administrative guidance document prepared to comply with FACA),

| | |
|---|----------------------|
| Appointment Type | <input type="text"/> |
| Appointment Term | <input type="text"/> |
| Pay Plan | <input type="text"/> |
| Pay Source | <input type="text"/> |
| E-mail Address | <input type="text"/> |
| | Changed At By |
| <input type="button" value="Save Changes"/> <input type="button" value="List"/> <input type="button" value="Delete"/> | |

The **pay plan** (most members serve without a pay plan, but follow the agency guidance on this),

The **pay source** (the pay source has to be one of the branches of government if there is a pay plan and the committee is constituted under FACA. If the agency is paying the member anything out of the Agency budget, the pay plan is executive branch), and

The committee member's **e-mail** (if the member allows it and it is agency policy to include it). The public user cannot view the member's e-mail from the public part of the system.

Since the terms of members overlap any single fiscal year, reporting all the members serving during the year, as required, can make it appear that the committee has many more members than it actually has at any one time. Including the **Start** and **Stop dates** served helps portray the actual current membership at any point in time. There are many reports in the system that can be used by the agency, the congress, the president's staff, yourselves, and the public, that only work when the committee information is kept fairly current. It is a helpful practice to delete members who ended service the previous FY at the beginning of the new fiscal year as early in the year as possible. This makes the current year information more accurate to the public and governmental user.

Adding and Editing Members from the Member List Page

FACA Database at FIDO GOV
Federal Advisory Committees Database

Members
Home Up Logon Search Help Public Access Score 300 FY2006 kfidb DFO

HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures

| First Name | Last Name | Member Designation | Represented Group | Occupation or Affiliation | StartDate | EndDate | Chairperson | Email | Appointment Type | Appointment Term | Pay Plan | Pay Source |
|----------------------------|-----------|-----------------------------------|-------------------|---|-----------|-----------|-------------|--------------------------|-------------------------|------------------|---|------------------|
| Edit Myron | Levin | Special Government Employee (SGE) | | University of Colorado School of Medicine | 7/1/2004 | 6/30/2005 | No | myron.levin@uchsc.edu | Agency | 4 years | Hourly or Daily Compensation plus Travel and Per Diem | Executive Branch |
| Edit Bruce | Gellin | Ex Officio | | HHS, NVPO | 10/1/2004 | 9/30/2005 | No | | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit Linda | Murphy | Ex Officio | | CMS | 10/1/2004 | 9/30/2005 | No | | Federal Employee Member | No Fixed Term | None | Executive Branch |
| Edit James | Cheek | Ex Officio | | IHS | 10/1/2004 | 9/30/2005 | No | james.cheek@mail.ihs.gov | Federal Employee | No Fixed Term | None | Executive |

Once the first member has been added to the committee, selecting the **Members** link displays the **Member List View** page. From this point forward, new members are added by clicking the **Add New Record** button and filling out the blank **Member Form View** page with the new member information.

By the same token, members are edited by clicking the **Edit** link and making the desired changes to the data fields.

Committee Menu General Info Agency Rec

Save Changes List Delete

Prefix

First Name

Middle Name

And as with Meetings and Records, deleting a member is managed by clicking the **Delete** button on the **Member Form View** page. Be assured that the **Delete** button does indeed delete the data and there is no UNDO option. Once data has been deleted, the only way to get it back is to reenter it. The **List** button on the **Member Form View** page displays the **List View** page. Finally, as with all data entry pages, be careful to click the **Save Changes** button before leaving the page.

| | First Name | Last Name |
|----------------------|------------|-----------|
| Edit | Myron | Levin |
| Edit | Bruce | Gellin |
| Edit | Linda | Murphy |

The Performance Measure Page or Performance Measures

While performance measures have always been a behind-the-scenes part of effective advisory committee work, a reporting page on some specific Performance Measures was added for the first time in FY 2003. The user gets to the **Performance Measures** page by clicking on the hyperlink **Performance Measures** found on the **Committee Menu** page or by the quick navigation link found at the top of the data entry page.



Editing the Performance Measures Page

The data entry fields on the **Performance Measure** page are all required fields, but the user has to use some judgment about whether and how the questions apply. The data and answers are carried forward from the previous year, so after the first year of a committee's life, the process is one of making sure the entries are accurate for the committee in the current Fiscal Year. Because the **Performance Measures** page utilizes so many **Comments** fields of the memo data type, displaying the contents requires scrolling the fields and printing the data entry page can produce an unsatisfactory result. To address that deficiency, the **View Report** link under the **Save Changes** button displays a report of the same page that is printer friendly.

The screenshot shows the 'FACA Database at FIDO GOV' website. At the top, it says 'Federal Advisory Committees Database'. Below that is an 'Agency Recommendations' section with navigation links: Home, Up, Logon, Search, Help, Public Access, Score 300, FY2006, kfd6 DFO. The main heading is 'HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law'. There is a 'Committee Menu' section with navigation links: Committee Menu, General Info, Agency Recommendations, Reports, Meetings, Costs, Justifications, Members, Performance Measures. Below that is a 'Save Changes' button and a 'View Report' link. The 'Performance Measures' section contains a narrative description: 'The ACIP provides advice to the Secretary, the Assistant Secretary for Health, HHS; and the Director, CDC on the most effective means to prevent vaccine-preventable diseases. The'. Below that is a table of program outcomes with columns for 'Improvements to health or safety:', 'Trust in Government:', 'Major policy changes:', 'Advance in scientific research:', 'Effective grant making:', 'Improved delivery service:', 'Increased customer satisfaction:', 'Implementation of laws or regulatory requirements:', 'Other: Please explain in comments', and 'Comment:'. The table has columns for 'Yes', 'No', and 'Program Outcomes: provided outcomes that selections:'. The 'Comment:' field has a 'Provide an explanation' label.

The **Narrative Description** asked the user to illustrate how the committee supports the agency's mission and its strategic plan.

The **Program Outcomes** section supplies some typical, expected outcomes. Please answer **Yes** or **No** to all the provided outcomes that apply and provide an explanation in the **Comments** field, especially if “**Other**” is among the selections.

The **Cost Savings** section asks the DFO to make a ball-park estimate at a defensible level of validity on the cost savings to the agency over the life of the committee to the end of the current fiscal year. Select the single most

appropriate answer or range and add any necessary explanatory detail in the **Comments** box regarding the criteria used to arrive at the figure. These are not expected to be hard figures based on hard data, but more in the spirit of informed guesses, and if the DFO does not feel that any figure would stand even minimal scrutiny or question, the proper response is **Unable to Determine**. If the committee has existed for decades and has made a significant contribution in cost savings, but there is no way to even speculate how much, simply say that or whatever else is appropriate in the **Comments** box. If the DFO only has documentation and records going back for a few years so that the cost savings can only be documented from a specific year forward, say that in the **Comments** box.

The Committee Recommendations Sections

For most committees, the **Number of Recommendations** section reflects a value that is the total of the separate and distinct recommendations conveyed

formally to the decision maker(s) "using" the committee for the entire life of the committee. For certain committees, like Special Emphasis Panels, however, who make grant and research recommendations on a Fiscal Year basis, the Recommendations issue is more appropriately explored in the **Grants** section below. Explanatory detail should be provided in the **Number of recommendations comments** box.

The **Percentage of Recommendations Fully Implemented** section delineates, to the extent

known by the DFO, the cumulative total percentage of the formally conveyed recommendations that have been fully implemented by the agency over the life of the committee thus far. Clarifications and explanations should be included in the **Percent of Recommendations Fully Implemented Comments** box.

The **Percentage of Recommendations Partially Implemented** section explains, to the

extent known by the DFO, the cumulative percentage of the formally conveyed recommendations that have been partially implemented over the life of the committee thus far. Clarifications and explanations should be included in the **Percent of Recommendations Partially Implemented Comments** box.

The **Agency Feedback about Recommendations** section requires selecting a **Yes, No, or Not Applicable**. If the response is **No** or **Not Applicable**, please explain in the **No Feedback Comment** box why feedback is not considered necessary. If the response is **Yes**, please explain in the **Yes, We Provide Feedback Comment** box how the feedback is provided.

| | | |
|---|---|---|
| Does the agency provide the committee with feedback regarding actions taken to implement recommendations? | | Agency Feedback about Recommendations |
| Agency Feedback: | Yes | Agency Feedback about Recommendations: If the response is Yes, please explain in the Yes, We Provide Feedback Comment box how the feedback is provided. |
| No Feedback Comments: | No Not Applicable | If your answer to Agency Feedback is No or Not Applicable, please explain in the No Feedback Comment box why feedback is not considered necessary. |
| Yes, We Provide Feedback Comments: | The agency provides feedback to the committee through verbal reports and MMWR publications. | If your answer to Agency Feedback is Yes, please explain in the Yes, We Provide Feedback Comment box how the feedback is provided. |

The **Actions the Agency Has Taken** section requires that the DFO select **Yes** or **No** from the pull down lists for all the actions that apply. If the response to the **Other** field is **Yes**, please provide an explanation in the **Comments** field.

| | | |
|---|-----|---|
| What other actions has the agency taken as a result of the committee's advice or recommendation? Select all that apply. | | Actions the Agency Has Taken: (Reorganize priorities, Reallocate resources, Issued new regulations, Proposed legislation, Approved grants or other payments, Other: Please explain in comments.) |
| Reorganize priorities: | Yes | Please select Yes if the outcome applies. |
| Reallocate resources: | Yes | Please select Yes if the outcome applies. |
| Issued new regulations: | Yes | Please select Yes if the outcome applies. |
| Proposed legislation: | No | Please select Yes if the outcome applies. |
| Approved grants or other payments: | No | Please select Yes if the outcome applies. |
| Other: Please explain in comments: | No | Please select Yes if the outcome applies in the Comments Box. |
| Comments: | | Please add explanations. |

The Grant Review Section

The **Engaged in Review for Grants** section requires the DFO to select **Yes** or **No** from the Pull Down list box. If **Yes** is selected, then Provide an **Estimated Number of the Grant Requests Reviewed**, and Provide an **Estimated Number of the grants the Committee recommended** for approval, and Provide an **Estimated Dollar Value of the grants recommended** for approval.

| | | |
|--|----|--|
| Is the Committee engaged in the review of applications for grants? | | Engaged in Review for Grants |
| Grants Review: | No | Engaged in Review for Grants: If Yes is selected, then provide an Estimated Number of grants reviewed, an Estimated Number of grants recommended, and an Estimated Dollar Value of grants recommended. |
| Estimated Number of grants reviewed: | | Provide an Estimated Number of grants reviewed. |
| Estimated Number of grants recommended: | | Provide an Estimated Number of grants recommended for approval. |
| Estimated Dollar Value of grants recommended: | | Provide an Estimated Dollar Value of the grants recommended for approval. |
| Grants Review Comments: | | Please add explanations. |

Add any helpful explanations in **Grants Review Comments**.

The Access to Committee Information Section

The **Access to Committee Information and Documentation** section requires the DFO to select **Yes** or **No** from the Pull Down List box for all the methods stated that apply. If the response to the “**Other**” field is “**Yes**”, please provide an explanation in the **Comments** box.

| | | |
|---|-------------------|----------------------------------|
| How is access provided to the information for the Committee documentation? Select all that apply. | | |
| Contact DFO: | Yes | Access to Comm method applies: S |
| Online Agency Web Site: | Yes | Select Yes from th |
| Online Committee Web Site: | Yes | Select Yes from th |
| Online GSA FACA Web Site: | Yes | Select Yes from th |
| Publications: | Yes | Select Yes from th |
| Other: | No | For an Other resp |
| Comments: | Please add an exp | |
| Changed At 2/28/2006 3:58:51 PM By 0 | | |
| Save Changes | | |

All questions require a response, all **Comment** boxes should be utilized, and be sure to click the **Save Changes** button before you exit the page.

Subcommittees

Many if not most committees do not have subcommittees recorded and tracked in the online-system, and when the **Subcommittees** hyperlink is clicked, the system reports that no subcommittees are found. At the same time, some large advisory committees organize their work by tasks performed by dozens of subcommittees. The subcommittee feature exists to allow the reporting of meetings, reports, costs, and members by subcommittee when the advisory committee or agency wishes to do so.

| |
|---|
| <p>FACA Database at FIDO GOV Federal Advisory Committees Database</p> <p>Subcommittee Menu</p> <p>Home Up Logon Search Help Public Access Score 300 FY2006 kfd6 DFO</p> <p>HHS 768-Advisory Committee on Immunization Practices</p> <p>No Sub Committees found.</p> <p>Please contact your CMO, who can create a new Subcommittee.</p> |
|---|

While an extra step is required in setting up subcommittees in this system, once they exist (are given a distinctive name), the data entry process is the same as for the **Meetings, Reports, Members, and Costs** pages above. The extra step required to establish subcommittees is to let the CMO know of the desire to use subcommittees. The CMO can add subcommittees for the DFO when the DFO wants to use them. Access to the subcommittee is via the number link (**1**, **2**) at the left of the subcommittee list.

| <p>FACA Database at FIDO GOV Federal Advisory Committees Database</p> <p>Subcommittee Menu</p> <p>Home Up Logon Search Help Public Access Sc</p> <p>NEA 21541-Arts Advisory Panel</p> <table border="1"> <thead> <tr> <th>#</th> <th>Sub Committee Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Arts on Radio and Television Prescreening</td> </tr> <tr> <td>2</td> <td>SAA Partnership Agreements Arts Education Pre-review</td> </tr> </tbody> </table> <p>First Page Prev Page Next Page Las</p> | # | Sub Committee Name | 1 | Arts on Radio and Television Prescreening | 2 | SAA Partnership Agreements Arts Education Pre-review |
|---|--|--------------------|-------------------|---|-------------------|--|
| # | Sub Committee Name | | | | | |
| 1 | Arts on Radio and Television Prescreening | | | | | |
| 2 | SAA Partnership Agreements Arts Education Pre-review | | | | | |

If subcommittees are used, the data for the **Meetings, Reports, Members, and Costs** should be added to either the subcommittee or the parent committee, but not both. The online system's summary process (the program coding) adds the information from the subcommittees and the parent committee into a single total report (**The Committee Report**) and if the data is entered in more than one place it is duplicated or counted multiple times. When the DFO want to remove a subcommittee name from the system for a particular year, the CMO should be contacted with the information. The CMO, usually by email, provides the list of subcommittee names, along with the parent committee name and number, to the Secretariat. Only the Committee Management Secretariat can remove subcommittees from the on-line program.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Sub Committee Menu

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [Messages](#) [FY2006](#)

21541-Arts Advisory Panel

Arts on Radio and Television Prescreening

[Reports](#)

[Meetings](#)

[Costs](#)

[Members](#)

[Sub Committee Report](#)

The Current Status Page Management and Tracking Reports

The **Current Status** page is a set of reports that should be helpful to the DFO and agency in managing and tracking the activities and administrative details of the advisory committee. 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 Problems** displays report where discrepancies that “might be problems” exist in the data. We are operating with awareness 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.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Current Status

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2006](#) [kf46 DFO](#)

Advisory Committee on Immunization Practices

| Upcoming Events (Next 6 Months) | |
|---------------------------------|--|
| Scheduled Meetings | 0 |
| Member Appointment Expirations | 16 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 | 1 Costs with No Meetings Report |
| Cost with No Reports | 1 Costs with No Reports Report |
| Members with Bad Dates | 11 Member Bad Dates Report |
| Members with No Email | 0 |
| Members with No Designation | 0 |
| DFOs with No Email | 0 |
| Decision Makers with No Email | 0 |
| Potentially Administratively Inactive | 0 |
| Member Last Name is TBD or Vacant | 0 |
| FTE > 10 | 0 |
| Meetings with No Members | 0 |
| Pending Committees | 0 |

The Upcoming Events (Next 6 Months) Reports

The **Upcoming Events** section potentially displays two reports. When the DFO posts committee meetings to the on-line system, the number of posted meetings for the Fiscal Year being managed is displayed and a **Meeting Report** link shows up in the report column. If the DFO

Defense Science Board

| Upcoming Events (Next 6 Months) | |
|---------------------------------|--|
| Scheduled Meetings | 8 Meetings Report |
| Member Appointment Expirations | 36 Member Appointment Expirations Report |

posts future meetings as soon as they are scheduled, the meetings for the next six months display as well.

The Meetings Report

The helpfulness of being able to display the posted meetings will differ from office to office. It is highly likely that the DFO 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 to the office (GFO) and agency (CMO) level, posting committee meetings like this in advance can serve to keep the whole agency as well as the public informed and involved. The meetings have to be recorded anyway at some point during the Fiscal Year, 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.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | | |
|---|------------------|-----|-----------------------|-------------|---|---|
| Scheduled Meetings for Next 6 Months (8 rows returned) | | | | | | May 05, 2006 12:15:06 PM |
| | | | | | | Spreadsheet XML ASCII |
| AgencyABBR | MeetingStartDate | CNo | CommitteeName | MeetingType | Location | Purpose |
| DOD | 5/15/2006 | 414 | Defense Science Board | Closed | SAI | This meeting continues the 21st Century Technology Vectors summer study's work and will consist of classified briefings. |
| DOD | 5/16/2006 | 414 | Defense Science Board | Closed | SAIC | Meeting is to chart the direction of the study on Software Assurance and begin assessing the current capabilities and vulnerabilities of DoD software. Consists of 4 classified briefs. |
| DOD | 5/17/2006 | 414 | Defense Science Board | Closed | Pentagon | Discuss plans for future consideration of scientific and technical aspects of specific strategies, tactics, and policies as they may affect the U. S. National defense posture and homeland security. |
| DOD | 5/18/2006 | 414 | Defense Science Board | N/A | Systems Planning Corporation, 3601 Wilson Boulevard, 3rd Floor, Arlington, VA | This meeting continues the task force's work and will consist of classified and proprietary briefings. |
| DOD | 5/24/2006 | 414 | Defense Science Board | Closed | SAI | This meeting continues the VTOLSTOL Task Force's work and will consist of classified, privileged, FOUO and proprietary briefings on current technologies and programs. |

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. 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.

| Defense Science Board | |
|---------------------------------|--|
| Upcoming Events (Next 6 Months) | |
| Scheduled Meetings | 8 Meetings Report |
| Member Appointment Expirations | 36 Member Appointment Expirations Report |

However, this report, like the **Meeting Report** above, also displays at the office and agency level and facilitates 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.

| FACA Database at FIDO GOV | | | | | | | | | |
|---|-----|--|-----------|-----------|--------|-----------|------------|--------------------------|--------|
| Federal Advisory Committees Database | | | | | | | | | |
| Member Appointments Expiring in Next 6 Months (40 rows returned) | | | | | | | | June 08, 2007 2:12:39 PM | |
| Spreadsheet XML ASCII | | | | | | | | | |
| AgencyAbbr | CNo | CommitteeName | StartDate | EndDate | Prefix | FirstName | MiddleName | LastName | Suffix |
| HHS | 768 | Advisory Committee on Immunization Practices | 5/2/2003 | 6/30/2006 | Dr. | Judith | R. | Campbell | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 4/22/2003 | 6/30/2006 | Dr. | Reginald | Forrest | Finger | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 4/22/2003 | 6/30/2006 | Dr. | Gregory | Arthur | Poland | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 7/1/2005 | 6/30/2006 | Dr. | Edgar | K. | Marcuse | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2005 | 9/30/2006 | | Stanley | | Gall | MD |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2005 | 9/30/2006 | Dr. | Kristin | Lee | Nichol | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2005 | 9/30/2006 | | Romeo | S | Rodriguez | MD |

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 DFO in tracking and managing the committee's data. The reports here have already been demonstrated to serve multiple purposes for multiple audiences, as you will see in the explanations below.

| 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 | 1 Costs with No Meetings Report |
| Costs with No Reports | 1 Costs with No Reports Report |
| Members with Bad Dates | 35 Member Bad Dates Report |
| Members with No Email | 0 |
| Members with No Designation | 0 |
| DFOs with No Email | 0 |
| Decision Makers with No Email | 0 |
| 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 | 0 |

The first three reports,

- **Presidential Members don't match Presidential Appointments,**
- **Meeting Dates not in Fiscal Year,** and
- **Report Dates not in Fiscal Year,**

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 data entry field which poses a question regarding 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

| | |
|---------------------------------------|---|
| 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 |

of appointments). When this information, often entered by different people, is inconsistent, it should be resolved. These fields were added to the system at the request of 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. DFOs 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.

| | |
|-----------------------------|--|
| Costs with No Reports | 1 Costs with No Reports Report |
| Members with Bad Dates | 11 Member Bad Dates Report |
| Members with No Email | 0 |
| 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 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 year. This may be a non-issue for some DFOs if their members can continue to serve until a replacement is appointed or if the DFO is completely disconnected from the agency appointment process.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | | | | | |
|---|-----|--|------------|-----------|--------|-----------|------------|--|---------|
| Members Bad Dates (11 rows returned) | | | | | | | | May 05, 2006 3:56:26 PM Sgreasistreet\KML_A3201 | |
| AgencyAbbr | CNO | CommitteeName | StartDate | EndDate | Prefix | FirstName | MiddleName | LastName | Suffix |
| HHS | 768 | Advisory Committee on Immunization Practices | 7/1/2004 | 6/30/2005 | Dr. | Myron | J. | Levin | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 2/4/2002 | 6/30/2005 | Mr. | John | Bary | Salamone | |
| HHS | 768 | Advisory Committee on Immunization Practices | 12/22/2001 | 6/30/2005 | Dr. | Guthrie | S. | Burkhead,III | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | Norman | | Baylor | Ph.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | James | E. | Cheek | MD, MPH |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | Bruce | | Gellin | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Ms. | Linda | | Murphy | |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | George | T. | Curlin | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | Geoffrey | S. | Evans | M.D. |
| HHS | 768 | Advisory Committee on Immunization Practices | 10/1/2004 | 9/30/2005 | Dr. | Kristin | Lee | Nichol | M.D. |

The **Members with No Email** report would only be a problem if 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. Emails 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 now can know who is missing from the mailing list.

The **Potentially Administratively Inactive** report lists those committees which are not receiving 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. With a consultation with the Secretariat the CMO 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 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 “blank” 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.

| | | |
|-----------------------------------|---|--|
| Member Last Name is TBD or Vacant | 0 | |
| ETP > 10 | 0 | |

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.

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 inserted an unlikely and overly large number in the **Federal Staff Support** field.

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 seldom a problem for the DFO, but when it is a problem for the DFO, it is a biggie. 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

| 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 | RepresentedGroup |
| 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 |
| DOI | 42 | Advisory Committee on Water Information | 4/19/2006 | 4/20/2010 | | | | | Vacant | Representative | National or Regional Watershed or Land Conservation Association |
| DOI | 42 | Advisory Committee on Water Information | 4/19/2006 | 4/20/2010 | | | | | Vacant | Representative | Outdoor Recreation |
| DOI | 29041 | Aquatic Nuisance Species Task Force | 5/13/2006 | 5/13/2009 | | | | | Vacant | Ex Officio | |
| | | Aquatic Nuisance | | | | | | | | | |

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

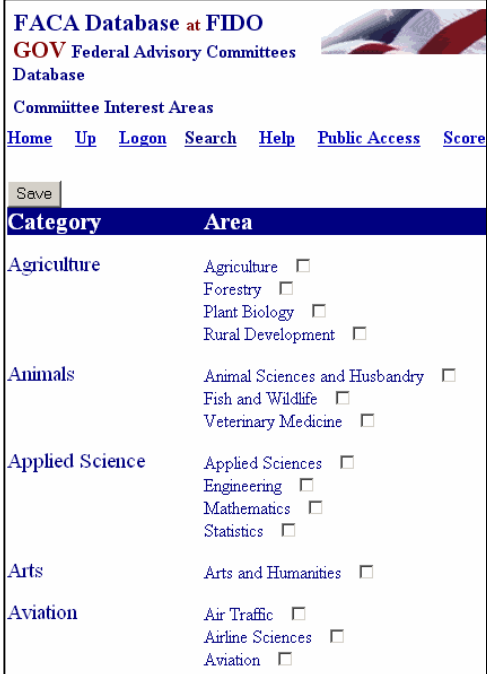
CMO on an agency-wide basis, it can be important to the DFO working against a deadline and/or agency expectations.

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 always be larger, we will not be adding any additional problems reports to this version of the system. Any suggestions for additional reports that the DFO would find useful of this type should be sent to the CMO and the Secretariat. Every attempt will be made to add them to future versions of the online system.

A Committee's Interest Areas

When a committee is first created, the DFO should use the **Committee Interest Areas** page to check off all of the Interest Areas from the list that the committee focuses on as topical areas. There are more than one hundred interest areas within more than 30 categories, so please scroll down so that you include all that are applicable. Be sure to click the **Save** button when all the relevant areas have been checked. If the committee considers or investigates an interest area that the DFO does not find on the list, then the DFO should forward the “new” suggested Category and Area to the CMO. If the CMO agrees that the “new” interest area belongs on the list, the CMO can have the “new” interest area added. Since new areas could be added at any time, the DFO should make reviewing the applicable Interest Areas part of the Annual Comprehensive Review process, or otherwise check the list on a yearly basis.



FACA Database at FIDO
GOV Federal Advisory Committees Database

Committee Interest Areas

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score](#)

Save

| Category | Area |
|-----------------|--|
| Agriculture | Agriculture <input type="checkbox"/> |
| | Forestry <input type="checkbox"/> |
| | Plant Biology <input type="checkbox"/> |
| | Rural Development <input type="checkbox"/> |
| Animals | Animal Sciences and Husbandry <input type="checkbox"/> |
| | Fish and Wildlife <input type="checkbox"/> |
| | Veterinary Medicine <input type="checkbox"/> |
| Applied Science | Applied Sciences <input type="checkbox"/> |
| | Engineering <input type="checkbox"/> |
| | Mathematics <input type="checkbox"/> |
| | Statistics <input type="checkbox"/> |
| Arts | Arts and Humanities <input type="checkbox"/> |
| Aviation | Air Traffic <input type="checkbox"/> |
| | Airline Sciences <input type="checkbox"/> |
| | Aviation <input type="checkbox"/> |

It is always possible as well that a committee will become either broader or more constrained in its interests as the years past, and the checklist should be reviewed every year to ensure that it reflects the committee as it is formulated currently and not as it was formulated historically.

As with any other data entry page, be sure to save any changes before clicking away from the page.

| | |
|----------------------------|--|
| Business | Business and Domestic Commerce <input type="checkbox"/> |
| | Industry <input type="checkbox"/> |
| | Management Science <input type="checkbox"/> |
| | Manufacturing <input type="checkbox"/> |
| | Patents and Trademarks <input type="checkbox"/> |
| | Small Business <input type="checkbox"/> |
| Civil Rights | Children <input type="checkbox"/> |
| | Civil Rights <input type="checkbox"/> |
| | Equal Opportunity <input type="checkbox"/> |
| | Minorities <input type="checkbox"/> |
| | Native Americans <input type="checkbox"/> |
| | Women <input type="checkbox"/> |
| Communications | Broadcasting and Communications <input type="checkbox"/> |
| Computer Technology | Applications <input type="checkbox"/> |
| | Computers <input type="checkbox"/> |
| | Information Technology <input type="checkbox"/> |
| | Internet <input type="checkbox"/> |
| | Semiconductors <input type="checkbox"/> |
| | Systems Engineering <input type="checkbox"/> |
| | Technology <input type="checkbox"/> |
| Education | Education <input type="checkbox"/> |
| | Schools and Academic Institutions <input type="checkbox"/> |
| | Training <input type="checkbox"/> |
| Eligibility | Eligibility Programs <input type="checkbox"/> |
| | Social Services <input type="checkbox"/> |
| | Welfare <input type="checkbox"/> |

Committee Report

The **Committee Report** link displays a single, printable, read-only summary report specific to the selected committee for the reported year. If key information is missing from the reporting process, like the recommendation to continue or terminate the committee, the **Committee Report** page will display a warning where the data is missing. The numbers displayed on the report as part of each field heading are retained from former years to make the report backwards compatible to the reports generated by the Annual Report process from 1972 through 1998. Since this report was an approved government form in 1998 and dates from that time, this report does not present a complete record of the data collected on the committee by the online system. As you have probably observed earlier in this manual's presentation, the online Shared Management System has continued to grow in its application and uses. To have the most complete record available from this system, the user should also display and print the report from the **Performance Measures** page.

| 2006 Current FY Report: Review of Federal Advisory Committee | | | |
|--|--|--------------------------------------|-----------------------------------|
| 5/15/2006 5:11:46 PM | | | |
| 1. Department or Agency | Department of Health and Human Services | | 2. Fiscal Year 2006 |
| 3. Committee or Sub Committee | Advisory Committee on Immunization Practices | | 3b. GSA Committee No. 768 |
| 4. Is this New During Fiscal Year? | 5. Current Charter 4/1/2006 | 6. Expected Renewal Date 4/1/2008 | 7. Expected Term Date 4/1/2006 |
| 8a. Was Terminated During FY? | 8b. Specific Termination Authority 42 U.S.C. 217a | | 8c. Actual Termination Date |
| 9. Agency Recommendation for Next FY Continue | 10a. Legislation Req to Terminate? No | 10b. Legislation Pending? | |
| 11. Establishment Authority | Authorized by Law | | |
| 12. Specific Establishment Authority 42 U.S.C. 217a | 13. Effective Date 11/17/1962 | 14. Committee Type Continuing | 14c. Presidential? No |
| 15. Description of Committee | Scientific Technical Program Advisory Board | | |
| 16a. Total Number of Reports | No Reports for this Fiscal Year. | | |
| 17d. Total Meetings | No Meetings for this Fiscal Year. | | |
| | Current Fiscal Year | Next Fiscal Year | |
| 18a(1) Personnel Pmts to Non-Federal Members | \$22,500 | \$22,500 | |
| 18a(2) Personnel Pmts to Federal Members | \$0 | \$0 | |
| 18a(3) Personnel Pmts to Federal Staff | \$384,105 | \$384,105 | |
| 18a(4) Personnel Pmts to Non-member Consultants | \$0 | \$0 | |
| 18b(1) Travel and Per Diem to Non-Federal Members | \$45,706 | \$45,706 | |
| 18b(2) Travel and Per Diem to Federal Members | \$0 | \$0 | |
| 18b(3) Travel and Per Diem to Federal Staff | \$0 | \$0 | |
| 18b(4) Travel and Per Diem to Non-Member Consultants | \$5,896 | \$5,896 | |
| 18c. Other (rents, user charges, graphics, printing, mail, etc.) | \$56,607 | \$56,607 | |
| 18d. Total | \$514,814 | \$514,814 | |
| 19. Federal Staff Support Years | 2.2 | 2.2 | |
| 20a. How does the Committee accomplish its purpose? The Advisory Committee on Immunization Practices (ACIP) formulates and updates recommendations on the most appropriate application of vaccines and related agents and disseminates this information in order to assist States and their political subdivisions in the prevention and suppression of vaccine-preventable diseases. Section 13631 of the Omnibus Budget Reconciliation Act of 1993 (OBRA) established a "Vaccines for Children" (VFC) program. This legislation mandated ACIP to establish a list of vaccines for routine administration to children, along with schedules on the appropriate periodicity, dosage, and contraindications applicable to the pediatric vaccines. This list is used by the Secretary of HHS for the purpose of the purchase, delivery, and administration of pediatric vaccines. | | | |
| 20b. How does the Committee balance its membership? During FY 2005, committee members included experts in the use of vaccines and immunologic agents in preventive medicine, including epidemiology, infectious diseases, internal medicine, pediatrics, preventive medicine, public health, | | | |

It is a good practice to print the Committee Report and retain it as a record of what data was entered. It is also an excellent idea to check the Committee Reports' members, costs, and meetings information. This is a good way to spot problems like the double counting that can occur if information is posted to both the committee and one or more of its subcommittees.

Designated Federal Official Information

The **DFO Info** hyperlink displays the **DFO Info** page, the information and data entry screen for the Designated Federal Official. The DFO has edit rights to this information and the information should be kept up to date, since information like the **Phone number** and the **E-Mail** address are used in reports and workflow processes. Be sure to click the **Save Changes** button after making changes to the data.

The screenshot shows the 'DFO Information' form for Larry Pickering. The form includes fields for Prefix (Dr.), First Name (Larry), Middle Initial, Last Name (Pickering), Suffix (M.D.), Title (DFO), Phone (404-639-8200), Fax (404-639-8626), and E-Mail (ljp9@cdc.gov). A 'Save Changes' button is visible at the bottom.

Group Federal Official (GFO) Information

Some agencies have quite a few committees (HHS: over 250, DOI: over 110) and have organized their committees into sub groups within offices in the agency. Examples of sub groups are NIH in HHS, the Park Service in DOI, and the Forest Service in USDA. If the committee is part of such a working group, GFO information exists and is displayed on the Committee Menu. In such cases, the DFO can view the GFO info but cannot change it.

Committee Management Officer (CMO) Information

The **CMO Info** hyperlink displays the **CMO Info** page when clicked. There is a CMO for every agency with an advisory committee, just as there is a DFO for each advisory committee. The contents of the **E-Mail Address** field plays an important part in the workflow process of this system, since e-mails are sent to this address alerting the CMO of changes made to the committee data. The CMO data cannot be modified by the DFO and you can see that in the example because **Save Changes** button is not visible. Only agency CMO or Committee Management

The screenshot shows the 'CMO Information' form for Marie Absher. The form includes fields for Prefix, First Name (Marie), Middle Name Or MI, Last Name (Absher), Suffix, Title (CMO), Phone ((202) 690-6625), Fax (202-401-1948), E-Mail (marie.absher@hhs.gov), and Agency URL (G). A 'Save Changes' button is not visible.

Secretariat personnel have edit rights to the CMO data, although more than one person in the agency may have CMO edit rights.

Committee Decision Maker

The **Committee Decision Maker** link displays the contact information for the person who makes the decision for the agency to use the committee's recommendations and advice. 2003 was the first year that this information was reported. Advisory committees, like the rest of government, are being considered in the context of performance and performance measures. One measure of an "advisory" committee is the advice it provides. An essential component of the advisory process is the person who decides to use the advice received. The DFO should know who this person is if he or she does not report to this person directly. It is not considered a good practice for the DFO and the Decision Maker to be the same person. The DFO has edit access to the information on this page. If the

committee has more than one decision-maker, and you have to choose which one to enter, enter the highest ranking agency decision maker who actually reviews the recommendations or advice. The fields for this page are the same as for the **DFO**, **GFO**, and **CMO** pages above.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Committee Decision Maker

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2006](#) [kfd DFO](#)

IHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Justifications](#) [Members](#)

Definition: This person makes agency decisions about implementation of this

Save Changes

| | | |
|---------------------------------------|------------------|---------------------------|
| Prefix: | Dr. | Not required but desired. |
| First Name: | Stephen | Not required but desired. |
| Middle Initial: | C. | Not required but desired. |
| Last Name: | Hadler | This item is required. |
| Suffix: | M.D. | Not required but desired. |
| Title: | Medical Director | This item is required. Th |
| Phone: | 404-639-8549 | This item is required. |
| Fax: | 404-639-8626 | This item is required. |
| E-Mail: | shadler@cdc.gov | This item is required. |
| Changed At 2/14/2006 10:43:08 AM By 0 | | |

Save Changes

Viewing the Committee's Charter

The **View Charter** link displays a list of the charters that have been uploaded to the online system over the life of the committee. At a minimum the list is expected to display the File Name of the committee's current Charter.

FACA Database at FIDO GOV
Federal Advisory Committees Database

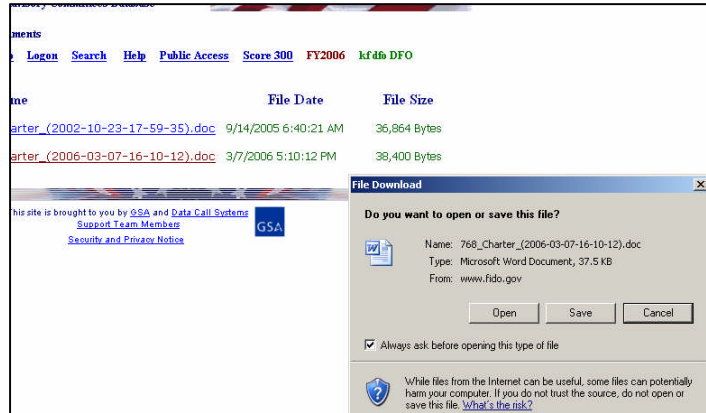
List Documents

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2006](#) [kfd DFO](#)

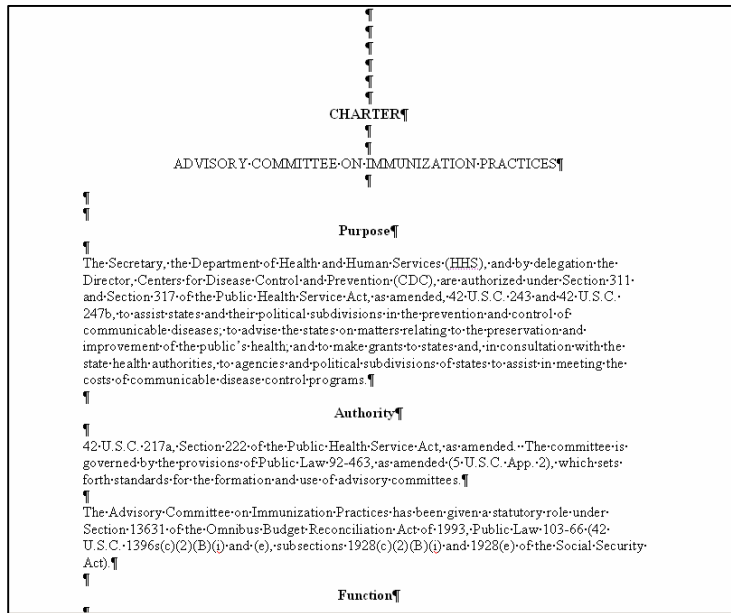
| File Name | File Date | File Size |
|---|----------------------|--------------|
| 768_Charter_(2002-10-23-17-59-35).doc | 9/14/2005 6:40:21 AM | 36,864 Bytes |
| 768_Charter_(2006-03-07-16-10-12).doc | 3/7/2006 5:10:12 PM | 38,400 Bytes |

Visitor: 303844 This site is brought to you by [GSA](#) and [Data Call Systems](#)
[Support Team Members](#)
[Security and Privacy Notice](#)

When the user clicks the document link, the browser will display a **File Download** pop-up window which provides the option to open the document, save it to the hard drive, or cancel the current operation. How this pop-up window looks and operates will depend upon the browser in use. How the document eventually looks and displays will also depend upon the browser in use, the operating system in use, and the applications that the user has loaded to their computer. Of course, this is true about all web sites, but we mention it here so that the DFO becomes more aware of the considerations one needs to have about the documents one chooses to upload for display on the web.



The charter is displayed in a read-only format. The charter to the right is displayed with all of the formatting characters because of the document settings on the user's computer. We prefer a word processing format for our uploaded documents because word processor programs produce a document format in Internet Browsers like Netscape or Explorer that can be read by "screen-readers" for the blind. To the extent possible, feasible, and as required by law, the FACA online system honors or exceeds the requirements of the American with Disabilities Act regarding Internet accessibility.



If the charter is older and not available as a word processing document, it is possible that either the Committee Management Secretariat or the agency scanned the charter to an Adobe .PDF file. If Committee Management creates a PDF file, we make sure the file has an attached text component that allows text searching and works with screen readers. The filenames used to identify documents are a combination of the GSA assigned Committee ID numbers, some identifying text added by the person doing the upload, the date of the upload, and a .doc or .pdf or some other file name extension.

To add the charter to the database web site,

The agency CMO will upload the approved and filed charter using the **Upload** link on the **Consultation** page. Since the Committee Consultation procedure is a CMO function, the DFO **Consultation** page does not display that link for DFO use.

Sometimes, when the agency is especially concerned about displaying a charter with the approving official signature, the agency will scan the official charter copy and upload the .pdf file.

Of course, when necessary, the agency and Committee Management will use any other practical process that can be devised and agreed upon to load a charter into the system.

Accessing the Committee's Web Site

If the **Committee Menu** page displays a **Web Site** hyperlink, the page is linked directly to a web site for either the advisory committee or the advisory committee's agency. The data to link to the web site is entered on the Committee's **General Information** page and the web address, the Universal Resource Locator (URL), should be entered as demonstrated in the example at the bottom of the **General Information** page. If the user goes to the committee web site, and wants to return to the Shared Management System where they left off, they need to click the Browser's back button.

Verifying the Committee's Data

We recommend the DFO update his or her committee data at least monthly, if not every time a committee activity or action causes a change in the data. However, there is a minimal requirement. Annually, in the fall, on a schedule distributed and managed by the agency CMO, the DFO must recheck the data entered for the past year and verify its accurateness and completeness. Clicking the **Mark Verified** hyperlink presents the DFO with a “**Verification was successful**” page similar to the page seen to the right.

Clicking the **Mark Verified** hyperlink also adds a time stamp to the database and the time stamp appears on the CMO's **Committee List** page next to the committee that was verified. This alerts the CMO that the DFO considers the data complete. This verification process also temporarily locks the data, although the DFO can unlock the data and make further changes by clicking the **Save Changes** button on any editable page. If the DFO clicks the **Save Changes** button and unlocks the data, the time stamp is removed from the CMO's **Committee List** page. This means that the DFO will have to click the **Mark Verified** link again when the review process is once again finished and complete. The DFO will not be able to change the data further after the CMO clicks the Committee's **Mark Verified** link. If the CMO checks the data and clicks the **Mark Verified** link for the committee, the data is locked, a time stamp is added under the GFO and CMO date columns for the committee, and the DFO and GFO cannot unlock the data entry feature by clicking the **Save Changes** button. The only way the DFO or GFO can change the data further after the CMO clicks the **Mark Verified** link is to contact the CMO and ask him or her to unlock the data. Of course, the CMO can still unlock the data by clicking the **Save Changes** button on any editable page for that committee and will be able to do so until the data is rolled into the next reporting year and "locked down" by the Committee Management Secretariat.

The Consultation Page

For most agencies, consultations on the establishment, renewal and termination of committees occur between the agency Committee Management Officer (CMO) and the Committee Management Secretariat. But the process of developing an advisory committee charter and identifying the stakeholders, audiences, and potential membership of a committee vary greatly from agency to agency. And even though the law calls for the agency head to own and manage the committee establishment via the CMO, DFOs sometimes find that they have anywhere from an interest to a significant role in this consultation process which tracks the committee's charter life. To accommodate this reality, we have added a read-only link to the consultation history of a committee.

The **Consultation** page presents a list of the consultation actions taken on the committee in the recent past and up through the present moment. The Secretariat only began tracking the committee consultation process

with computers and databases in the very early 90s, and only moved the process online in the very late 90s. Since there are many committees that date to 1972 when the law was passed, and even a committee or two that date to George Washington's presidency, the online database

FACA Database at FIDO GOV
Federal Advisory Committees Database

Consultation Information
Home Up Logon Search Help Public Access Score 300 FY2006 kfd6 DFO

IHS 768 - Advisory Committee on Immunization Practices - Authorized by Law

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures

New Charters on FACA Website

| ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemark |
|-------------------------|-------------|-----------------------|---------------|-------------|-------------------|-----------------------|---|-----------|
| View 14 | Renewal | 3/7/2006 | | 4/1/2006 | | | | |
| View 13 | Amendment | 11/2/2004 11:16:32 AM | 11/2/2004 | 4/1/2004 | 4/1/2006 | | na | |
| View 12 | Renewal | 3/11/2004 | | 4/1/2004 | 4/1/2006 | | na | |
| View 11 | Amendment | 9/24/2003 | 12/23/2003 | 4/1/2002 | | | KF as part of 2003 CMS ACR. | |
| View 10 | Amendment | 1/10/2003 | | 4/1/2002 | 4/1/2004 | | na | |
| View 9 | Renewal | 3/28/2002 | | 4/1/2002 | 4/1/2004 | | na | |
| View 8 | Amendment | 12/27/2000 | | | | | Amendment filed to change the Structure of the committee. | |
| View 7 | Renewal | 4/21/2000 | 4/24/2000 | 4/3/2000 | 4/1/2002 | | Filed Charter | |
| View 6 | Amendment | 6/26/1998 | 6/30/1998 | 4/1/1998 | 4/1/2000 | | na | |
| View 5 | Renewal | 3/31/1998 | 3/31/1998 | 4/1/1998 | 4/1/2000 | | na | |
| View 4 | Amendment | 6/3/1997 | 6/3/1997 | 4/1/1996 | 4/1/1998 | | Audited, 6/23/97 | |
| View 3 | Renewal | 6/9/1994 | 6/9/1994 | 4/1/1996 | 4/1/1998 | | 2 Yr Charter Renewal rec'd: 4/8/96 | |
| View 2 | Renewal | 3/16/1994 | 3/25/1994 | 4/1/1994 | 4/1/1996 | | Chart rec'd 6/9/94 | |
| View 1 | Renewal | 4/1/1992 | 4/1/1992 | 4/1/1992 | 4/1/1994 | | Chart Rec'd 5/5/92 | |

consultation record often appears to pick up in the middle of an established committee's ongoing history.

The committee's current charter status is the primary concern and the consultation process and record is designed around the steps which provide the context for the process.

| ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemarks |
|-------------------------|-------------|-----------------------|---------------|-------------|-------------------|-----------------------|----------|------------|
| View 14 | Renewal | 3/7/2006 | | 4/1/2006 | | | | |
| View 13 | Amendment | 11/2/2004 11:16:32 AM | 11/2/2004 | 4/1/2004 | 4/1/2006 | | na | |

The normal sequence is really quite straightforward and is much the same whether a committee already exists or is just a gleam of an idea that an advisory committee is what's needed. First the agency prepares and submits a charter which scopes out the work of the committee. Then committee management looks at the charter's contents and advises regarding the charter's compliance with the law and resulting regulation. Then the agency files the charter with the agency's oversight committees in congress and gets about the work of the committee. Finally, two years later, if the work of the committee is not complete and the agency, upon review, feels that doing further work with the available resources can produce further, useful results, the agency goes through the process again. The form to the right reflects those steps. The **Consult Number** reflects the history of the committee and the **Consult Type** is the action to be taken. The **Received Date** is the date the charter or the idea of the committee is submitted to the Secretariat and the **Concurred Date** is the date that everything appears compliant and ready to go. The **Charter Date** is the date that the committee charter is filed with congress. The **Charter Terminated Date** is a field used when the committee is actually terminated and the **Designation Review Date** is the date the CMO or other agency official last reviewed the members' designations made when the members were appointed to the committee. Finally, the **Comments** and **CMO Remarks** field are for the Secretariat's or CMO's comments.

The screenshot shows the 'FACA Database at FIDO.GOV' interface. It includes a navigation menu with links like Home, Up, Logon, Search, Help, Public Access, Score 300, FY2006, kfafo DFO. The main content area is titled 'HHS 768 - Advisory Committee on Immunization Practices - Authorized by L'. Below this, there are tabs for 'Committee Menu', 'General Info', 'Agency Recommendations', 'Reports', 'Meetings', 'Costs', and 'Just'. A section titled 'View Charters on FACA Website' contains a table with the following fields and values:

| | | |
|--|----------|--|
| Consult Number: | 14 | This item is required and is the next most recent at the top. |
| Consult Type: | Renewal | This item is required. There are six options: Administratively Inactive - This has not been passed. Amendment - This type is selected to affect the charter renewal date. Establishment - This type is selected for a new committee. Re-establishment - This type is selected for a committee that has been terminated. Renewal - This type is selected for a committee that is being renewed. Termination - This type is selected for a committee that is being terminated. |
| Received Date: | 3/7/2006 | This item is required and is the date that the charter is submitted to the Secretariat. If the date is not entered, the status will be set to Chartered S . |
| Concurred Date: | | This item is not always required and established with Agency and Auth . |
| Charter Date: | 4/1/2006 | This item is required for a complete charter. If the date is not entered, the status will be set to Chartered S . |
| Charter Terminated: | | This item is required if the Consult is terminated. If the date is not entered, the status will be set to Chartered S . |
| Designation Review Date: | | This item is required if the Consult is terminated. If the date is not entered, the status will be set to Chartered S . |
| Comments: | | This item always deserves an explanation. |
| CMO Remarks: | | This item always deserves an explanation. |
| Changed At 3/7/2006 4:06:28 PM By Deborah Grant, deborah.grant@hhs.gov, 202-690-6625 | | The FACA consultation process is se |

The Rest of the Story for the DFO

There are many other features and reports available to assist the DFO in the online Shared Management System. Most of the other features are found and described in the **Public Access** part of the manual. We would like to remind you one last time, all of the features, data, and reports are only as useful and accurate as the data entered and kept up-to-date, primarily by the DFOs or their designees. The DFOs, keeping the system up-to-date as frequently as possible, whenever the committee data changes, or even on a weekly basis, transform the Shared Management System into a very desirable commodity in government, a useful, interagency data-sharing and management tool. The online Shared Management 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 Shared Management System is truly a shared system that belongs to all of us.

SECTION III: Group Federal Officer Management Tools and Access to Advisory Committee Data

The Group Federal Officer (GFO) is not an official term with regards to the Federal Advisory Committee Act (FACA) or any other legally defined government employee. The GFO title was created by the Committee Management Secretariat to identify the person holding an agency supervisory position over a group of committees, i.e., the National Park Service in the Department of the Interior, or the National Institutes of Health in the Department of Health and Human Services. The GFO uses the on-line system to manage the sub-group of advisory committees, manage agency users of the system within the sub-group, and, if necessary, to update the information on advisory committees during the current fiscal year and the Annual Comprehensive Review (ACR). FACA requires that information about the advisory committee be provided at least annually. The web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the fiscal year and providing committee management functionality. Keeping the data continuously up-to-date converts the system from a focus on history and records to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone, ranging from the public user to congressional staff with oversight responsibility.

What is the Shared Management System?

The Shared Management System is a specialized database on the web. The “GFO” user has access with edit and update rights to the current fiscal year’s data for their specific committees via the Internet. The GFO is given their access rights, their logon (username) and their initial password by the agency Committee Management Officer (CMO). The GFO, like any public user, can view all of the information on all of the committees available for the current fiscal year in a read-only mode in the Public Access section of the system. At the same time, only the DFO, or their designee, the GFO or their designee, the agency CMO, or their designee, or a Committee Management Secretariat (CMS) staff member can edit or update the committee data being reported for the current year.

What kind of data is being collected and maintained?

For the GFO, the program collects, totals, and displays

- Committee charters and related information,
- Projected committee renewal or termination dates,
- Current Status reports to aid in committee management activities,
- Distribution of establishment authorities and committee functions,
- Committee members,
- Committee costs,
- Agency’s recommendations for continuation or termination of the committee,
- Report titles, publication dates, and electronic copies of the reports,

- Meeting dates, purposes, locations, whether the meetings were open or closed, and electronic copies of the meeting minutes,
- Ongoing committee justification information,
- Performance measurement data,
- GFO contact information,
- Agency users and editing rights, and
- Any web site addresses (URLs).

The data requirements for the system do not require the uploading of meeting announcements or reports containing committee recommendations to the agency.

How does the GFO use the system?

The system is designed to capture relevant information when first entered by the CMO and DFO, and to carry that information forward from year to year until the information is no longer required.

- 1) When a committee is first established and chartered by the agency and added to the system by the CMO, the information entered addresses the committee's general information, membership information, and estimated cost information requirements.
- 2) The CMO and/or the Committee Management Secretariat (CMS) use the **Consultation** process found on the **Committee Menu** page to complete the committee establishment. The GFO and DFO do have the **Consultation** hyperlink displayed on the **Committee Menu** page they normally view so they can review the consultation history, although they normally do not use the Consultation feature or conduct consultations with the Committee Management Secretariat,.
- 3) The CMO adds the DFO as a user to the system and provides the DFO access to the newly created committee.
- 4) The CMO creates a group of committees for intermediate management.
- 5) The CMO adds the new committee to the appropriate group (or, in some rare cases, more than one group).
- 6) The CMO adds the GFO as a user to the system and provides access to the committee group for which the GFO is responsible.
- 7) The CMO has the DFO or the GFO log onto the system and
 - Edit the general information for completeness and accuracy which contributes to the annual report requirements and keeps the **Renewal or Terminate Report** timely and useful,
 - Add meetings and reports as they occur,
 - Add or delete members as they are appointed or as their appointments end,
 - 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 their own contact information as it changes,
 - Add or update the annual performance measurement data,
 - Recommend the continuance or termination of the committee by the end of the fiscal year, and
 - Verify the accuracy and completeness of the committee data for the closing year.

The guidance for the above data entry activities is found in the [DFO System](#) section of this manual, since the DFO or her designee normally does the committee level data entry and information maintenance. The GFO, or the CMO if she or he chooses to do any or all of the tasks above, would find that the general information data, cost information data, and member information data added during the establishment of the committee has been carried forward to the relevant report pages for each reportable year. At the end of the year being reported and closed, the program carries all of the data entered forward into the next year except for meetings and reports.

The GFO also has access to the [Public Access](#) read-only section of the system. This section can be very helpful and useful to the GFO's management needs. Using the [Search](#) feature, the GFO can discover what other committees exist in other agencies with issues and concerns similar to committees they are responsible for or planning to charter. With that knowledge, the GFO can [Drill Down](#) to the specific committees of interest and determine if the system has information useful to them, or they can identify people in the other committee's agency to contact for further investigation. In the [Public Access](#) section, the GFO also drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the GFO can **Search** the entire collection for any word or phrase, use [Database Search](#) to limit the data displayed based on selected criteria, and/or **Download** selected data to a spreadsheet with the [Download Center](#).

The opening screen for the **Shared Management System** lets GFOs know that they have found the database and lists their options. The most direct address for the system is <http://www.facadatabase.gov>. The Shared Management System is part of a family of shared-interagency-databases located at <http://www.fido.gov>. A complete discussion of the opening screen and its links and features is found in the [Public Access](#) section of this manual.



Logging onto GFO Data Maintenance Activities

Logon allows GFOs 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. DFOs can update their committees, GFOs can update the committees in their group, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data. Unless the GFO wants to add or edit some specific committee data or limit the

display to just the committees for which they are responsible, there may be no need to log on. All of the information, searches, and most of the reports are available from the **Public Access** section, the difference being that the **Public Access** section is read-only.

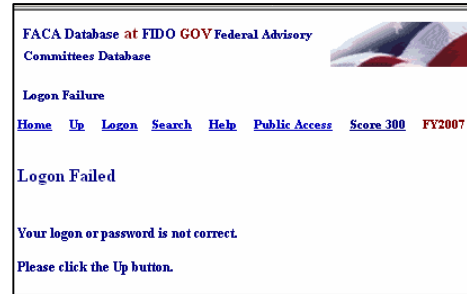
Clicking the **Logon** link displays the **Logon** page. The **Logon** page has ten hyperlinks, four data fields and one submit button. In addition to the links previously mentioned are **Presidential Committees**, and **Presidential Members**, which are reports designed for the White House Personnel 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 GFO 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 GFO user to the **Committee Menu** page. The system design calls for all registered users to log on with their government e-mail address as the username.

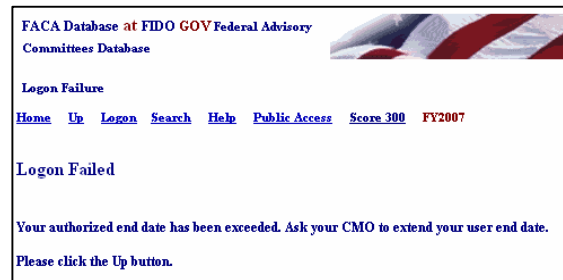
The GFO can change their user information any time they are logging in by checking the “**I WANT TO CHANGE**” check box before they click the **Continue** button. After the user has filled out the **User Profile** page, including their e-mail, than the **OOPS** check box (otherwise known as the “**I forgot my password, please send it to me**” check box) will work.

Using the **Logon** page shown above, if the user wants to receive an email with their password, they enter their **LOGON (E-mail address)**, check the “**I forgot my password, please send it to me**” check box, and click the **Continue** button. The program will email their logon information to their registered “government” email address.

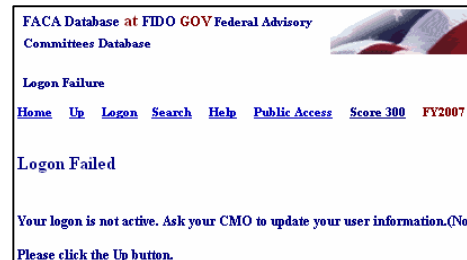
If the GFO receives a **Logon Error**, they should note the error message and contact their CMO to adjust their access rights. If you enter an incorrect Logon or Password, you receive the “**Your logon or password is not correct**” error. The Shared Management System does not use a 3-attempts-and-you-are-locked-out approach to logons, so you can keep trying until you are either frustrated or your fingers bleed. We suspect that adding data to the system is seldom so urgent that you can’t wait for an email. Feel free to ask for your password to be sent to you by clicking the checkbox, especially if you logon infrequently. We all are beset with dozens of different logons and no one can keep all the combinations in their head.



If the user’s dates for access have expired, you receive “**Your authorized end date has been exceeded.**” error. Most users are added with an expectation that they will be using the system for at least 5 years, but time does pass quickly, so don’t hesitate to let your CMO or Committee Management know that you need to have your access rights time frame extended.



If your CMO has designated you as an “inactive” user, you see the “**inactive logon**” error when you attempt to logon. Committee Management Secretariat will switch users to an inactive status if the user has not logged in for more than a year. This situation can be easily changed by calling or emailing your CMO or the Secretariat.



Clicking the **Presidential Committees** hyperlink displays basic committee information on committees that are either Presidential in type or established by the President. A committee is Presidential in type if it reports to the President even though it may have been established by Congressional Act. The committee listed in the third row to the right is an example of Presidential type.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | | | | | |
|--|------|------------|---|------|------------|------------------------------|-----------|--|-------|
| Committees with Presidential Involvement (70 rows returned) | | | | | | | | July 09, 2007 3:23:38 PM | |
| Spreadsheet XML ASCII | | | | | | | | | |
| LastUpdated | FY | AgencyAbbr | CommitteeName | Pres | PresAppnts | EstablishAuth | Recommend | DFO | Cno |
| 7/5/2007 4:53:12 PM | 2007 | DOJ | Coordinating Council on Juvenile Justice and Delinquency Prevention | No | Yes | Statutory (Congress Created) | Continue | Robin Delany Shabazz (202) 307-9963 robin.delany-shabazz@usdoj.gov | 1950 |
| 7/3/2007 12:32:47 PM | 2007 | DOD | USAF Academy Board of Visitors | Yes | Yes | Statutory (Congress Created) | Continue | Dave French (703) 693-9333 dave.french@pentagon.af.mil | 398 |
| 6/27/2007 9:23:53 AM | 2007 | DOL | President's Committee on the International Labor Organization | Yes | Yes | Presidential | Continue | Charlotte Ponticelli (202) 693-4770 ponticelli.charlotte@dol.gov | 649 |
| 6/26/2007 2:38:28 PM | 2007 | DOD | President's Commission on Care for America's Returning Wounded Warriors | Yes | Yes | Presidential | Continue | Denise Dailey (703) 697-2122 Denise.Dailey@osd.mil | 31920 |
| 6/19/2007 10:38:05 AM | 2007 | DOC | Marine Protected Areas Federal Advisory Committee | No | No | Presidential | Continue | Lauren Wenzel (301) 713-3100 x136 Lauren.Wenzel@noaa.gov | 10804 |
| 6/18/2007 9:19:34 AM | 2007 | DHS | National Infrastructure Advisory Council | Yes | Yes | Presidential | Continue | Nancy Wong 703-235-5352 Nancy.Wong@dhs.gov | 15121 |

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list (see above). These two hyperlinked reports are on the logon page at the request of the White House Personnel office. These reports, like all of the database's reports for the current year, can only be useful and accurate if the data is kept up-to-date.

FACA Database at FIDO GOV Federal Advisory Committees Database

Members of Committees with Presidential Involvement (1345 rows returned) July 09, 2007 3:35:44 PM
[Spreadsheet](#) [XML](#) [ASCII](#)

| FY | AgencyAbbr | CommitteeName | Member | Startdate | EndDate | AppointmentType | AppointmentTerm | PayPlan | PaySource | OccupationORAffiliation |
|------|------------|---|----------------------------|-----------|-----------|-----------------|-----------------|---------|-----------|---|
| 2007 | AID | Board for International Food and Agricultural Development | Bertini, Ms. Catherine Ann | 5/12/2006 | 7/28/2009 | Presidential | 4 years | None | None | Professor, Maxwell School of Citizenship and Public Affairs, Syracuse University |
| 2007 | AID | Board for International Food and Agricultural Development | Christensen, Dr. Allen C. | 5/12/2006 | 7/28/2009 | Presidential | 4 years | None | None | Director, Ezra Taft Benson Agriculture and Food Institute, Brigham Young University |
| 2007 | AID | Board for International Food and Agricultural Development | DeLauder, Dr. William B. | 7/28/2002 | 1/1/2009 | Presidential | No Fixed Term | None | None | President Emeritus, Delaware State University |
| 2007 | AID | Board for International Food and Agricultural Development | Easter, Dr. Robert E. | 5/12/2006 | 7/28/2009 | Presidential | 4 years | None | None | Dean, College of Agricultural Consumer and Environmental Sciences, University of Illinois |
| 2007 | AID | Board for International Food and Agricultural Development | McPherson, Dr. M. Peter | 7/28/2002 | 1/1/2009 | Presidential | No Fixed Term | None | None | President, National Association of State Universities and Land-Grant Colleges |
| 2007 | AID | Board for International Food and Agricultural Development | Quisenberry, Dr. Sharon | 7/28/2002 | 1/1/2009 | Presidential | No Fixed Term | None | None | Dean, College of Agriculture and Life Sciences, Virginia Polytechnic and State University |

July 17, 2002 12:20:46 PM
[Spreadsheet](#) [XML](#) [ASCII](#)

| type | AppointmentTerm | PayPlan | P |
|------|-----------------|---------|---|
| | No Fixed Term | None | N |

These presidential committee and member reports, like all the reports generated by the system, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. This is because none of the data kept in the Shared Management System is subject to privacy provisions, except for the committee members' emails. Any public user may download all the data stored in the online system except for the committee members emails.

The GFO's Committee List and Management Activities

When the GFO logs on to the system, they proceed straight to the **Committee List** Page for their group. The **Committee List** page provides the GFO with access to any of their committees, and displays the navigation hyperlinks that activate most of their management activities in this web system. We will discuss the navigation hyperlinks first, and then the hyperlinks that access the individual committees.

The **Committee List** page currently displays seven additional hyperlinks in three groups. The new hyperlinks on this page are

For the **Reports** group:

- [Performance Measure \(ACR\) Totals](#),
- [Agency Totals](#),
- [DFO](#) report, and
- [All Annual](#) report.

For the **Tools** group:

- [Current Status](#),
- [Email Addresses](#), and
- [Manage Users](#).

And for the **End of FY** group:
No links are activated.



| Committee Name | Number | Last Updated | DFO Date | GFO Date | CMO Date |
|---|--------|--------------|----------|----------|----------|
| Advisory Committee on Forest County Payments | 11981 | | | | |
| Advisory Committee to the Provincial Interagency Executive Committees | 1925 | | | | |
| Allegheny National Wild and Scenic River Advisory Council | 151 | | | | |
| Black Hills National Forest Advisory Board | 16565 | | | | |
| Collaborative Forest Restoration Program Technical Advisory Panel | 10760 | | | | |
| Crook County Resource Advisory Committee for the Rocky Mountain Region | 13855 | | | | |
| Intergovernmental Advisory Committee to the Regional Interagency Executive Committees | 1923 | | | | |
| Lake Tahoe Basin Federal Advisory Committee | 5244 | | | | |
| Land Between the Lakes Advisory Board | 9493 | | | | |
| Michigan and Wisconsin Scenic Rivers Study Committees | 20825 | | | | |
| National Urban and Community Forestry Advisory Council | 1306 | | | | |
| Opal Creek Scenic Recreation Area Advisory Council | 5311 | | | | |
| Resource Advisory Committees for the Alaska Region | 13816 | 3/2/2007 | | | |

Performance Measures (ACR) Totals Report

The **Performance Measure Totals** report link displays the **Annual Comprehensive Review Totals** page with the data displayed for all the committees in the group. 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 version of the system. The GFO should make sure that all of the committees in the group have updated the Performance Measures as part of the ACR verification process.

FACA Database at FIDO GOV Federal Advisory Committees Database

Annual Comprehensive Review Totals Report

Home Up Logon Search Help Public Access Score 300 FY2007 Kennett Fussell GFO

FY 2007 Performance Measures Totals Report
 USDA - Group: USDA-Forest Service
 2 Committees have Updated the Performance Measures this year, 49 have not.

What are the most significant program outcomes associated with these committees?

| | Yes | % |
|---|-----|-----|
| Improvements to health or safety | 0 | 0.0 |
| 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 | 0 | 0.0 |
| Increased customer satisfaction | 0 | 0.0 |
| Implementation of laws or regulatory requirements | 0 | 0.0 |
| Other | 0 | 0.0 |

Agency Totals for the Group

The **Agency Totals** hyperlink displays the **Totals** page for the group, which are totals of the collected data elements for the current year thus far. The Active and Inactive lines refer to committees for the group. The rest of the lines refer to the distribution of the committees in the group among the elements. New or terminated committees in the group, the distribution of committees by authority or function in the group, the number of meetings, reports, members, costs, etc., etc.

FACA Database at FIDO GOV Federal Advisory Committees Database

Agency Totals

Home Up Logon Search Help Public Access Score 300 FY2007 Kennett Fussell GFO

Group: USDA-Forest Service

| | | |
|-----------------------|--------------------------------------|----|
| ACTIVE | ACTIVE COMMITTEES | 20 |
| ADMIN INACTIVE "Y" | ADMINISTRATIVELY INACTIVE COMMITTEES | 0 |
| NEW "YES" | NUMBER OF NEW COMMITTEES | 0 |
| TERMINATE "YES" | NUMBER OF TERMINATED COMMITTEES | 0 |
| COMMITTEE AUTHORITY | a. REQUIRED BY STATUTE | 8 |
| | b. AUTHORIZED BY STATUTE | 0 |
| | c. AGENCY AUTHORITY | 11 |
| | d. PRESIDENTIAL DIRECTIVE | 1 |
| COMMITTEE TYPE | a. AD HOC | 0 |
| | b. CONTINUING | 20 |
| | c. PRESIDENTIAL | 1 |
| COMMITTEE DESCRIPTION | a. NATIONAL POLICY/ISSUE | 1 |
| | b. NON-SCIENTIFIC | 12 |
| | c. SCIENTIFIC/TECHNICAL | 0 |
| | d. GRANT REVIEW | 1 |
| | e. REGULATORY NEGOTIATION | 0 |
| | f. OTHER | 6 |
| REPORTS | NUMBER OF REPORTS | 0 |
| MEETINGS | a. OPEN | 7 |
| | b. CLOSED | 0 |
| | c. PARTIALLY CLOSED | 0 |
| | d. TOTAL | 7 |

The accuracy of the report at any point in time during the current year depends upon the frequency and timeliness of committee information data entry on the part of the DFOs, and that, to some extent, depends on the guidance provided by the GFO to the DFOs. Glancing at the totals from time to time will aid the GFO in knowing when to coach the DFOs to correct their data entry, i.e., while the total members serving shown below is probable, the Total FTE Years is not.

| | DATA ELEMENTS | CURRENT ACTUAL | BEST ESTIMATE |
|---|-------------------------------------|----------------|----------------|
| COMMITTEE COST | a. PERSONNEL PAYMENTS | | |
| | (1) NON-FEDERAL MEMBERS | \$24,000.00 | \$24,000.00 |
| | (2) FEDERAL MEMBERS | \$148,533.00 | \$148,533.00 |
| | (3) FEDERAL STAFF | \$1,681,042.00 | \$1,681,042.00 |
| | (4) NON-MEMBER CONSULTANTS | \$205,451.00 | \$205,451.00 |
| | b. TOTAL TRAVEL AND PER DIEM | \$269,560.00 | \$269,560.00 |
| | c. OTHER | \$116,532.00 | \$116,532.00 |
| | d. TOTAL | \$2,445,118.00 | \$2,445,118.00 |
| FEDERAL STAFF SUPPORT YEARS | TOTAL FTE YEARS | 7528 | 7528 |
| TOTAL MEMBERS SERVING DURING FISCAL YEAR | | 1150 | |

Note: This site is brought to you by GSA and DataCall Systems
 41728 SupportTeam GSA

DFO Report

The **DFO Report** hyperlink displays the **DFO Report** page, a listing of the Committees and the DFOs' contact information. Again, this information is only as useful as the DFOs' timeliness in keeping their information current. The GFO generally gives the DFOs access to their committee data so that the DFOs can keep their information up to date. Of course, the structure allows the GFOs to do the data entry themselves.

| DFO Report | | | | | |
|---|----------------|---------------------------------------|--------------|-----|------------------------|
| Home Up Search Help | | | | | |
| 2002-Group: NIH-AIGFO | | | | | |
| Committee | Name | Title | Phone | Fax | Email |
| Acquired Immunodeficiency Syndrome Research Review Committee | ROBERTA BINDER | Scientific Review Administrator | | | rb169@nih.gov |
| AIDS Research Advisory Committee, NIAID | RONA SISKIND | Executive Secretary | | | |
| Allergy, Immunology, and Transplantation Research Committee | MADOLON HALDLA | Chief | | | mhl30@nih.gov |
| Board of Scientific Counselors, National Institute of Allergy and Infectious Diseases | THOMAS SIKET | Director | | | ts9@nih.gov |
| Chronic Fatigue Syndrome Coordinating Committee | DONNA DEAN | Senior Advisor to the Acting Director | | | |
| Microbiology and Infectious Diseases Research Committee | GARY MADONNA | SCIENTIFIC REVIEW ADMINISTRATOR | | | |
| National Advisory Allergy and Infectious Diseases Council | JOHN MCCOWAN | Director | | | jmcgowan@niaid.nih.gov |
| National Institute of Allergy and Infectious Diseases Special | HORTENCIA | Director | 301-496-8208 | | |

All Annual Reports

The **All Annual** Reports hyperlink (which is really useful only after the end of the FY and all of the data is reported and verified) displays a single, continuous, scrollable, printer-friendly page of all the annual reports for all the committees in the group for that year. Depending upon the number of committees in the group, this page can take a while to load and display. This page can also be saved to a **Word** document and once in Word, the user can add page breaks and other formatting features to display the reports as formally as required. To return from this page to the **Committee List** page is an instance of when the GFO will have to use the browser **Back** button.

Current Status

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

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

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | |
|--|----|---|---|
| Current Status | | | |
| Home Up Logon Search Help Public Access Score 300 FY2007 Kennett Fussell GFO | | | |
| Group: USDA-Forest Service | | | |
| Annual Reporting Activity | | | |
| Total Committees | 20 | Total Verified By CMO | 0 |
| Total Updated This FY | 7 | Total Verified By GFO | 0 |
| Total Updated This Week | 0 | Total Verified By DFO | 0 |
| | | Agency Contact List (CMO,GFO,DFO,DMC) Score 300 Report Compare to Government Report | |
| Upcoming Events (Next 6 Months) | | | |
| Scheduled Meetings | 0 | | |
| Committee Renewals | 13 | Renewals Report | |
| Committee Terminations | 12 | Terminations Report | |
| Member Appointment Expirations | 98 | 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 that specific content is wrong. A more complete description of each separate report in the possible problems section exists below in this section.

| 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 | 17 Costs with No Meetings Report |
| Costs with No Reports | 18 Costs with No Reports Report |
| Members with Bad Dates | 0 |
| Members with No Email | 6 Member No Email Report |
| Members with No Designation | 0 |
| CMOs with No Email | 0 |
| DFOs with No Email | 0 |
| Decision Makers with No Email | 0 |
| Potentially Administratively Inactive | 2 Potentially Administratively Inactive Report |
| Member Last Name is TBD or Vacant | 0 |
| FTE > 10 | 1 FTE Greater Than 10 Report |
| Meetings with No Members | 0 |
| Pending Committees | 0 |
| Committees with No Interest Areas | 0 |

The Current Status Page Management and Tracking Reports

The **Current Status** page is a set of reports that should be helpful to the GFO 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 Problems** 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” is often entirely the wrong word.

| Upcoming Events (Next 6 Months) | | |
|---------------------------------|----|---|
| Scheduled Meetings | 0 | |
| Committee Renewals | 13 | Renewals Report |
| Committee Terminations | 12 | Terminations Report |
| Member Appointment Expirations | 98 | 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 | 17 | Costs with No Meetings Report |
| Costs with No Reports | 18 | Costs with No Reports Report |
| Members with Bad Dates | 0 | |
| Members with No Email | 6 | Member No Email Report |
| Members with No Designation | 0 | |
| CMOs with No Email | 0 | |
| DFOs with No Email | 0 | |
| Decision Makers with No Email | 0 | |
| Potentially Administratively Inactive | 2 | Potentially Administratively Inactive Report |
| Member Last Name is TBD or Vacant | 0 | |
| FTE > 10 | 1 | FTE Greater Than 10 Report |
| Meetings with No Members | 0 | |
| Pending Committees | 0 | |
| Committees with No Interest Areas | 0 | |

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

| Upcoming Events (Next 6 Months) | | |
|---------------------------------|----|---|
| Scheduled Meetings | 0 | |
| Committee Renewals | 13 | Renewals Report |
| Committee Terminations | 12 | Terminations Report |
| Member Appointment Expirations | 98 | Member Appointment Expirations Report |

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** page.

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 as well.

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 GFO 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, 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.

| Scheduled Meetings for Next 6 Months (11 rows returned) | | | | | | | June 26, 2007 8:13:45 AM |
|--|------------------|-------|---|-------------|---|---|--------------------------|
| | | | | | | | Spreadsheet XML ASCII |
| 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 |

The Committee Renewals Count Results in the Renewals Report

The Committee **Renewals Report** is an obvious tool for the GFO to use to anticipate what committees are overdue for review, 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 GFO should review the data with their CMO and their DFOs.

| 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 ASCII |
| AgencyABBR | DateOfRenewal | Charter 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 to use to anticipate what committees up for termination. If committees 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 GFO should review the data with their CMO and their DFOs.

| FACA Database at FIDO GOV | | | |
|--|------------------|-------|---|
| Federal Advisory Committees Database | | | |
| Committee Terminations in Next 6 Months (2 rows returned) | | | June 26, 2007 |
| Spreadsheet | | | |
| AgencyABBR | DateTo Terminate | CNo | CommitteeName |
| VA | 12/31/2006 | 10724 | Professional Certification and Licensure Advisory Committ |
| VA | 12/1/2007 | 25152 | Veterans' Disability Benefits Commission |

GFO are show

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. For the GFO, the **Member Appointment Expiration Report** is designed to display all the members in their group 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 or group to group within the agency based on the establishment authority and agency precedent and process.

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

| 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 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, often entered by different people, is inconsistent, it needs to be resolved. This question was first posed 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. We speculate that 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. GFOs 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 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 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 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.

| 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 |

The **Members with No Email** report would only be a problem if the CMO, GFO, or the DFO thought it was a problem or the agency needed the email for 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 or GFO or CMO 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, GFO, 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, GFOs, and/or other agency officials can know who is missing from the mailing list.

The **Potentially Administratively Inactive** report lists those committees which may be in a group of committees that no longer require ongoing attention and active DFO participation. The report exists so that the CMO and GFO 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 even 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 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 blank member record to the committee member list with **TBD** or **Vacant** in the **Last Name** field. The DFO does this to indicate that a member's appointment slot is available and a new member needs to be appointed.

| | |
|-----------------------------------|---|
| Member Last Name is TBD or Vacant | 0 |
| ETP > 10 | 0 |

| 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 | RepresentedGroup |
| 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 |

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.

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 for the year being closed 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, GFO, CMO, or Committee Management know when someone may have tried to insert 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 in this area, 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 and GFO 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 and GFO 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 perhaps be larger, any new reports of this type will have to be added to a future 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, the GFO page data, and the CMO page data kept in the online system. This information extends beyond the formal agency DFO, GFO, and CMO 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](#) [Kennett Fussell GFO](#)

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

Get Email Addresses for:

[CMO's Only](#)

[DFO's Only](#)

[GFO's Only](#)

[Create Email](#)



FACA Database at FIDO GOV Federal Advisory
Committees Database

Get Email Addresses

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [Kennett Fussell GFO](#)

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

abrunelle@fs.fed.us; ahanson@fs.fed.us; ashams@fs.fed.us; bbusse@fs.fed.us; bcastane da@fs.fed.us; bjong@fs.fed.us; blisowsky@fs.fed.us; bpell@fs.fed.us; carolinemitchell@fs.fed.us; cbobzien@fs.fed.us; clavendel@fs.fed.us; cqual@fs.fed.us; crwalters@fs.fed.us; cshine@fs.fed.us; dgermann@fs.fed.us; dharp@fs.fed.us; dhorn@fs.fed.us; dlhorn@fs.fed.us; dlkelly@fs.fed.us; dmccraig@fs.fed.us; dpavoni@fs.fed.us; dritter@fs.fed.us; dshort@fs.fed.us; ekirby@fs.fed.us; gsmelser@fs.fed.us; gthompson@fs.fed.us; habraham@fs.fed.us; imereszczak@fs.fed.us; jaford@fs.fed.us; jbreese@fs.fed.us; jctwiss@fs.fed.us; jdegolia@fs.fed.us; jfranzel@fs.fed.us; jlerum@fs.fed.us; jmchugh@fs.fed.us; jphippis@fs.fed.us; jpwalter@fs.fed.us; jschreiber@fs.fed.us; jvanderheyden@fs.fed.us; kubo.teresa@epa.gov; inolan@fs.fed.us; lray@fs.fed.us; lray02@fs.fed.us; lskelton@fs.fed.us; lstanley@fs.fed.us; lweldon@fs.fed.us; mblunford@fs.fed.us; mchaudet@fs.fed.us; mfrederick01@fs.fed.us; mfujishin@fs.fed.us; mperez@fs.fed.us; nforrester@fs.fed.us; pburel@fs.fed.us; rdehart@fs.fed.us; rdyson@fs.fed.us; rgagne@fs.fed.us; rharper@fs.fed.us; rhojem@fs.fed.us; rkoke@fs.fed.us; rmcnair@fs.fed.us; robert_hall@blm.gov; rphillips01@fs.fed.us; rswick@fs.fed.us; rwetherell@fs.fed.us; sbyers@fs.fed.us; sdelvillar@fs.fed.us; sheywood@fs.fed.us; skozel@fs.fed.us; slobrien@fs.fed.us; spetro@fs.fed.us; sterry@fs.fed.us; syontsshepard@fs.fed.us; tkinghorn@fs.fed.us; treilly@fs.fed.us; waney@fs.fed.us; wbowman@fs.fed.us; wdunn@fs.fed.us;

Get Email Addresses for:

[CMO's Only](#)

[DFO's Only](#)

[GFO's Only](#)

Manage Users

The **Manage Users** link displays the list of agency users and their access rights on the system. After the CMO gives a user GFO status on the system, the GFO can

- Add users at the DFO levels of use and assign them a committee,

- Control whether users can edit the current year's data,

FACA Database at FIDO GOV Federal Advisory Committees Database

Users List

Home Up Logon Search Help Public Access Score 300 FY2007 Kennett Fussell CFO

Group: USDA-Forest Service [Add New User](#) [DFO Report](#) [All Users](#)

| # | Logon | Email | Level | Access | Start | End | Active | Last Logon | Browser |
|----|-------------------|----------------------------|-------|--------|------------|------------|--------|-----------------------|-------------|
| 1 | abrunelle | abrunelle@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 1/10/2007 2:37:10 PM | IE 6.0 |
| 2 | ahanson@fs.fed.us | ahanson@fs.fed.us | DFO | 2 | 11/1/2005 | 12/31/2010 | Yes | 11/8/2005 1:15:15 PM | IE 6.0 |
| 3 | bousse | bousse@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 10/5/2006 1:26:52 PM | IE 6.0 |
| 4 | bcastaneda | bcastaneda@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 10/2/2006 5:28:19 PM | IE 6.0 |
| 5 | bjlong@fs.fed.us | bjlong@fs.fed.us | DFO | 1 | 9/21/2006 | 12/31/2012 | Yes | | |
| 6 | blisowsky | blisowsky@fs.fed.us | DFO | 2 | 10/2/2000 | 12/31/2010 | Yes | 9/20/2006 12:06:42 PM | IE 6.0 |
| 7 | bpell@fs.fed.us | bpell@fs.fed.us | DFO | 2 | 4/16/2003 | 12/31/2010 | Yes | 2/22/2006 9:31:45 AM | IE 6.0 |
| 8 | bransey | jdegolia@fs.fed.us | DFO | 2 | 10/1/2005 | 10/1/2010 | Yes | 6/14/2007 3:13:39 PM | IE 6.0 |
| 9 | carolinemitchell | carolinemitchell@fs.fed.us | DFO | 2 | 10/18/2004 | 12/31/2010 | Yes | 10/20/2006 2:57:03 PM | IE 6.0 |
| 10 | cbobzien | cbobzien@fs.fed.us | DFO | 2 | 8/1/2005 | 8/1/2010 | Yes | 2/13/2007 12:07:38 PM | IE 6.0 |
| 11 | clavendel | clavendel@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 10/6/2006 2:51:04 PM | Default 0.0 |
| 12 | clavendel | clavendel@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 10/6/2006 2:48:04 PM | Default 0.0 |
| 13 | clavendel2 | clavendel@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 11/2/2005 8:08:15 AM | IE 6.0 |
| 14 | cshine | cshine@fs.fed.us | DFO | 2 | 1/1/2005 | 10/31/2010 | Yes | 10/20/2006 4:41:48 PM | IE 6.0 |
| 15 | dgermann | dgermann@fs.fed.us | DFO | 2 | 12/1/2002 | 12/31/2010 | Yes | 9/6/2006 1:08:42 PM | IE 6.0 |
| 16 | dharp | dharp@fs.fed.us | DFO | 2 | 1/1/2005 | 10/1/2008 | Yes | 11/3/2005 10:58:09 AM | IE 6.0 |
| 17 | dhawes@fs.fed.us | dhawes@fs.fed.us | DFO | 2 | 10/1/2002 | 12/31/2010 | Yes | 6/4/2007 1:30:36 PM | IE 6.0 |

- Limit when a user will have access to the system, and
- Look up the user's password.

| | | |
|---|------------|-----|
| 1 | ayoung | DFO |
| 2 | ayoung | DFO |
| 3 | bfawley | DFO |
| 4 | bgoodworth | DFO |
| 5 | boliver | DFO |

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** Navigation Button (see the screenshot to the right), the GFO displays a user record to edit.

[Add New User](#) [DFO Report](#) [All Users](#)

| | Level | Access | Start | End | Active |
|-----|-------|--------|-----------|------------|--------|
| ov | DFO | 2 | 10/1/2004 | 12/31/2010 | Yes |
| iv | DFO | 2 | 6/1/2007 | 12/31/2008 | Yes |
| gov | DFO | 2 | 11/1/2006 | 12/31/2007 | Yes |

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 a form. The records are reviewed alphabetically. The **Hot Link** 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.

FACA Database at FIDO GOV Federal Advisory
Committees Database

Users Form

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [Kennett Fussell CFO](#)

Group: USDA-Forest Service

Save New Cancel Users List

Logon Required

Password Required

First Name Required

Last Name Required

Phone Required

Permission Level Required

Permission Access Required

Start Date Required * g 11/04/99

End Date Required * g 11/04/99

Email Required

Active User Required

DFO Committee Required

DFO Report

FACA Database at FIDO GOV Federal Advisory
Committees Database

Users Report (125 rows returned) July 10, 2007 10:42:08 AM
[Spreadsheet](#) [XML](#) [ASCII](#)

| Logon | LastName | FirstName | Email | GroupNameName | Phone | Password | PermissionLevel | PermissionAccess | ActiveUser | StartDate | End |
|-------------------|-----------|-----------|----------------------|---------------------|--------------|------------|-----------------|------------------|------------|-----------|------|
| abrunelle | brunelle | andy | abrunelle@fs.fed.us | USDA-Forest Service | 208-334-1770 | abrunelle | DFO | 2 | Yes | 10/1/2002 | 12/3 |
| ahanson@fs.fed.us | Hanson | Annie | ahanson@fs.fed.us | USDA-Forest Service | 509-684-7177 | nutzie35 | DFO | 2 | Yes | 11/1/2005 | 12/3 |
| arowley | Rowley | Allen | arowley@fs.fed.us | USDA-Forest Service | 406-758-5252 | 96bird | DFO | 2 | No | 10/1/2002 | 12/3 |
| aspencer | Spencer | Ann | aspencer01@fs.fed.us | USDA-Forest Service | 916-498-5322 | aspencer | DFO | 2 | No | 1/1/2003 | 12/3 |
| aspencer01 | Spencer | Ann | aspencer01@fs.fed.us | USDA-Forest Service | 916-498-5322 | aspencer== | DFO | 2 | No | 10/1/2003 | 12/3 |
| ayalam | Ayala | Martha | mayala@fs.fed.us | USDA-Forest Service | 916/930-3996 | ayalam | DFO | 2 | No | 9/27/2001 | 12/3 |
| bbusse | Busse | Barbara | bbusse@fs.fed.us | USDA-Forest Service | 360-677-2414 | bbusse | DFO | 2 | Yes | 10/1/2002 | 12/3 |
| bcastaneda | Castaneda | Bob | bcastaneda@fs.fed.us | USDA-Forest Service | 406-293-6211 | andreaross | DFO | 2 | Yes | 10/1/2002 | 12/3 |
| bjlong@fs.fed.us | Long | Barbara | bjlong@fs.fed.us | USDA-Forest Service | 406-758-5373 | flathead | DFO | 1 | Yes | 9/21/2006 | 12/3 |
| blisowsky | Lisowsky | William | blisowsky@fs.fed.us | USDA-Forest Service | 270-924-2002 | blisowsky | DFO | 2 | Yes | 10/2/2000 | 12/3 |

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 examine the **Active** column you will see the entry “No” for some of the users.

| # | 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 | wrearse2@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 Unkn |
| 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 | wrecdavi@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 | 1 | 3/5/2007 | 3/5/2009 | Yes | | |

User Form Rules and Codes to Assign User Rights

On the **User Form** the GFO will find buttons to **Save** an edited record, add a **New** user, and return to the **User List**, but the GFO 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 GFO should add complete data to all fields with a special focus on the logon, password and the user’s access rights. The DFO will have a later opportunity to complete and correct any contact-information-fields (First Name, Last Name, Phone) that are incorrect 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 kfcmo CMO | |
| Department of Veterans Affairs | |
| Add New User DFO Report Active Users Form View | |
| <input type="button" value="Save"/> <input type="button" value="New"/> <input type="button" value="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 |
| E-Mail | andy.fleshman@va.gov |
| DFO Committee | Advisory Committee on Cemeteries and Memorials |
| GFO-Group | VA-Veterans Health Administration |
| <input type="button" value="First Page"/> <input type="button" value="Prev Page"/> <input type="button" value="Next Page"/> <input type="button" value="Last Page"/> | |

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

| | |
|----------|-----------|
| Logon | eyoung |
| Password | mk79DRK@& |

The user's **Logon** name and **Password** together form a unique key field that is not duplicated in the system. The username (**Logon**) should be in the form of the user's government email address. The actual user should be identifiable and recognizable from the username.

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 such a complicated combination of letters, numbers, characters, and symbols that you will never be able to remember it.

| | |
|-------------------|-----------|
| Permission Level | DFO |
| Permission Access | GFO |
| Start Date | 11/3/1999 |

The GFO can add users at the **Permission Level** of DFO. The DFO can only view and edit their single committee when logged on.

| | |
|-------------------|---|
| Permission Access | 1 |
| Start Date | 2 |

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.

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

| | | |
|------------|------------|----------------|
| Start Date | 11/3/1997 | e.g. 11/5/1998 |
| End Date | 10/14/1999 | e.g. 11/5/1998 |

that the

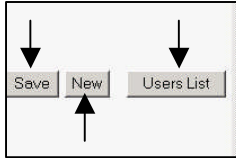
| | |
|---------------|-----|
| Active User | No |
| E-Mail | No |
| DFO Committee | Yes |

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. A new user should be set to "Yes". Committee Management Secretariat regularly switches the Active User setting to no for users who have not logged in for more than a couple of years.

The **Committee** for which the DFO user is responsible can be selected from the "DFO Committee" pull-down. The pull down list will display all the possible committees for the group. Of course, this only works if the CMO added the committee to the group when the committee was created in the system. To select the DFO's committee, the GFO clicks on the correct committee.

| | |
|---------------|--|
| E-Mail | |
| DFO Committee | Advisory Committee on Cemeteries and Memorials |
| GFO-Group | Advisory Committee on Cemeteries and Memorials |
| First Page | Pre |
| Visitor | This site |
| 117447 | Webmaster: |

- Advisory Committee on Cemeteries and Memorials
- Advisory Committee on Former Prisoners of War
- Advisory Committee on Homeless Veterans
- Advisory Committee on Minority Veterans
- Advisory Committee on Prosthetics and Special-Disabilities Programs
- Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities
- Advisory Committee on the Readjustment of Veterans
- Advisory Committee on Women Veterans
- Chiropractic Advisory Committee
- Department of Veterans Affairs (VA) Claims Processing Task Force
- Department of Veterans Affairs Voluntary Service National Advisory Committee



The **Save** button save the data entry changes on the page when you are editing an existing user. The **New** button displays a blank data entry page for adding a new user when you are on the page for editing an existing user. The GFO returns to the full read-only **User List** page with the **Users List** button.

Saving New Users

The GFO 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 GFO 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](#) [Logout](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [kfcmo CMO](#)

Department of Veterans Affairs

Logon Required

Password Required

First Name Required

Last Name Required

Phone Required

Permission Level Required

Permission Access Required

Start Date Required * g 11/01/99

End Date Required * g 11/01/99

E-Mail Required

Active User Required

DFO Committee Required

GFO-Group Required

Editing a Committee's Data

The GFO should check out the [DFO System](#) manual for a thorough introduction to the process of editing the committee information.

The GFO has complete editing rights to all the committee data and all changes are made, meetings and reports and members are added through the **Committee Menu** page. The links below display the editable pages. The menu options include

- [General Info](#),
- [Recommendations](#),
- [Reports](#),
- [Meetings](#),
- [Costs](#),
- [Justifications](#),
- [Members](#),
- [Sub-Committees](#),
- [Performance Measures](#),
- [Current Status](#),
- [Interest Areas](#),
- [Committee Report](#),
- [DFO Info](#),
- [GFO Info](#),
- [CMO Info](#),
- [Committee Decision Maker](#),
- [View Charter](#),
- [Web Site](#) (if the committee has one),
- [Mark Verified](#), and
- [Consultations](#).



The Rest of the Story for GFOs

There are many other features and reports available to assist the GFO in the online Shared Management System. Most of the other features are found and described in the [Public Access](#) part of the manual. However, all of the features, data, and reports are only as useful and accurate as the data entered and kept up-to-date, primarily by the DFOs or their designees. The DFOs, keeping the system up-to-date as frequently as possible, whenever the committee data changes,

or even on a weekly basis, transforms the Shared Management System into a rare commodity in government, a useful, interagency data-sharing and management tool. The online Shared Management 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 Shared Management System is truly a shared system that belongs to all of us.

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 Shared Management System?

The Shared Management System 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'être) 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 Shared Management 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:

1. 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,
2. 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.

3. 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.
4. 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.

FACA requires that before a new committee is established an agency will have taken three steps internally.

- First, the agency will make an official determination that the need for the committee exists. This is considered the authorizing document for the committee within the agency.
- Second, the agency will determine that creating the new committee with a focus on its own specific task(s) will not duplicate some already existing effort in some other committee or some other government activity within or without the agency.
- Third, the agency will prepare a plan for balanced committee membership that demonstrates that thorough consideration has been given to identifying the possible stakeholders to the issues or activities envisioned for the committee.

The CMO's step-by-step process with a new committee and the Shared Management System follows the steps required in the law and regulation:

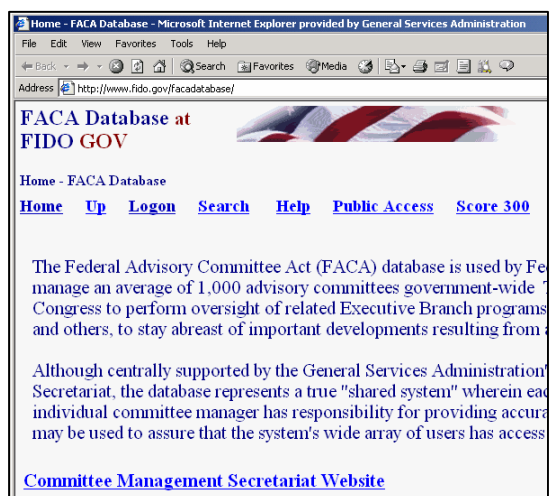
- 1) To establish a committee, the CMO uses the **Add a Committee** hyperlink on the **Committee List** page to create a new committee online. Since the above three agency determinations would already have been done, the information added during the online creation process should be complete enough to 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 Shared Management System 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 Shared Management System is part of the shared-interagency-database family at <http://www.fido.gov>. Buttons and hyperlinks control navigation throughout the system. [A thorough explanation of the links and purpose of the opening screen can be found in the Public Access section of this manual.](#) The CMO is strongly urged to review the section accessed by the link above.



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, then 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, 2002 | | | | | | | |
|---|------------|---|----------------------|-----------|----------|-----------------|--------|
| FY | AgencyAbbr | CommitteeName | Member | Startdate | EndDate | AppointmentType | App |
| 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 year |

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 | | | |
| type | 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 Info CMO

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

Tools Current Status Email Addresses Manage Groups Manage Users CFO Info

End of FY Change FY Complete FY2007

Avail Ceiling 0

Commission on Civil Rights

| Committee Name | Number | Last Updated | DFO Date | CFO 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. If you read the Opening Screen information in the **Public Access** section, you are already familiar with **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 | kfcmo 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.

| | | | |
|------|-----------------------|--------------------------------------|----|
| | 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 |

The accuracy of the report at any point in time during a current, active reporting year depends upon the 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 | 202-273-1728 | 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

| 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 |

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.

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

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

| 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 |

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, 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.

| Scheduled Meetings for Next 6 Months (11 rows returned) | | | | | | | June 26, 2007 8:13:45 AM |
|--|------------------|-------|---|-------------|---|---|--------------------------|
| | | | | | | | Spreadsheet XML ASCII |
| 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 | |

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 ASCII |
| AgencyABBR | DateOfRenewal | Charter 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 | Date to Terminate | 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. | Bears | |
| 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 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.

| 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 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 results of mistaken data entry based on misunderstandings 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 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.

| 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 |

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 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.

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.

| | |
|-----------------------------------|---|
| Member Last Name is TBD or Vacant | 0 |
| EFTF ~ 10 | 0 |

| 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 | RepresentedGroup |
| 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 |

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

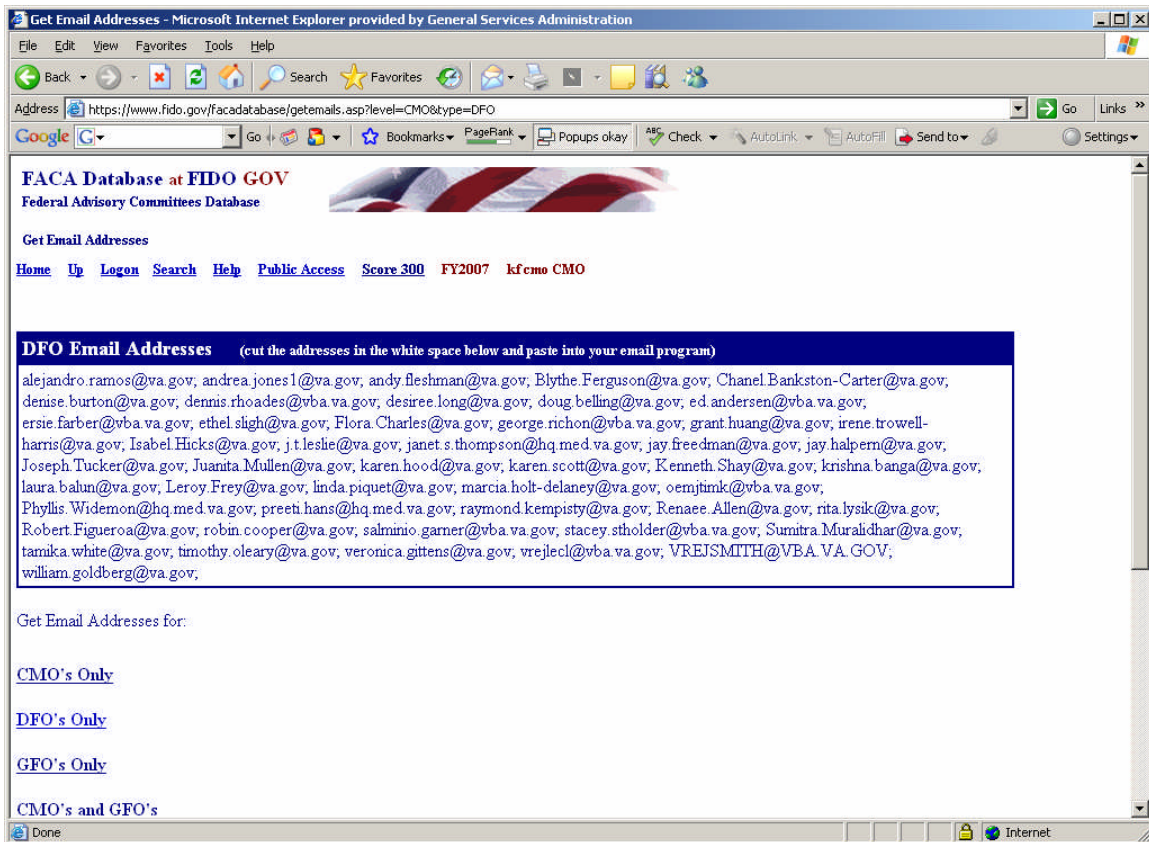
Get Email Addresses

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [kfcmo 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](#)



FACA Database at FIDO GOV
Federal Advisory Committees Database

Get Email Addresses

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [kfcmo CMO](#)

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

alejandro.ramos@va.gov, andrea.jones1@va.gov, andy.fleshman@va.gov, Blythe.Ferguson@va.gov, Chanel.Bankston-Carter@va.gov, denise.burton@va.gov, dennis.rhoades@vba.va.gov, desiree.long@va.gov, doug.belling@va.gov, ed.andersen@vba.va.gov, ersie.farber@vba.va.gov, ethel.sligh@va.gov, Flora.Charles@va.gov, george.richon@vba.va.gov, grant.huang@va.gov, irene.trowell-harris@va.gov, Isabel.Hicks@va.gov, j.t.leslie@va.gov, janet.s.thompson@hq.med.va.gov, jay.freedman@va.gov, jay.halpern@va.gov, Joseph.Tucker@va.gov, Juanita.Mullen@va.gov, karen.hood@va.gov, karen.scott@va.gov, Kenneth.Shay@va.gov, krishna.banga@va.gov, laura.balun@va.gov, Leroy.Frey@va.gov, linda.piquet@va.gov, marcia.holt-delaney@va.gov, oemjtmk@vba.va.gov, Phyllis.Widemon@hq.med.va.gov, preeti.hans@hq.med.va.gov, raymond.kempisty@va.gov, Renae.Allen@va.gov, rita.lysik@va.gov, Robert.Figueroa@va.gov, robin.cooper@va.gov, salminio.garner@vba.va.gov, stacey.stholder@vba.va.gov, Sumitra.Muralidhar@va.gov, tamika.white@va.gov, timothy.oleary@va.gov, veronica.gittens@va.gov, vrejlecl@vba.va.gov, VREJSMITH@VBA.VA.GOV, william.goldberg@va.gov,

Get Email Addresses for:

- [CMO's Only](#)
- [DFO's Only](#)
- [GFO's Only](#)
- [CMO's and GFO's](#)

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, 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 their


- Determination of the need for a new committee document,
- Determination that there is no duplication of effort document, and
- Balance plan document, and
- Draft 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 into the online committee data pages, the data will carry forward to the review process conducted yearly.

The first text box requires a unique committee name. The name should 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 screenshot shows the 'FACA Database at FIDO GOV' website. The page title is 'Federal Advisory Committees Database'. Below the title, there is a navigation menu with links: Home, Up, Logon, Search, Help, Public Access, Score 300, FY2007, and kfcmo CMO. The main content area is titled 'New Committee Information'. It contains a form with two input fields: 'Please Enter New Committee Name' (a text box) and 'Establishment Authority' (a dropdown menu currently set to 'Agency Authority'). Below the form is a button labeled 'Add This Committee' and a link labeled 'View Draft Revised Page'.



The screenshot shows a navigation menu with the following links: Tools, Current Status, Add A Committee, End of FY, Avail Ceiling 1, Department of Veterans Affairs, and Committee Name. The 'Committee Name' link is highlighted in blue.

The CMO should already 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 the “**Add This Committee**” process 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, 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, the data discussed above 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

FACA Database at FIDO GOV
Federal Advisory Committees Database

Consultation Information

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

VA 31963 - New Kennett Fussell Committee - Statutory(Congress Created)

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures

View Charters on FACA Website Upload Charter

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

| ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemarks |
|------------------------|---------------|-----------------------|---------------|-------------|-------------------|-----------------------|----------|------------|
| Edit 1 | Establishment | 6/26/2007 10:20:29 AM | | | | | na | |

Add New Record First Prev Next Last

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 Charters** links above the data entry form which is displayed 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.

VA 31963 - New Kennett Fussell Committee - Statutory(Congress Created)

Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performa

View Charters on FACA Website Upload Charter

Save Changes List

Consult Number: 1

Consult Type: Establishment

Received Date: 6/26/2007 10:20:29 AM

This item is required and is the most recent at the top.

This item is required. There are appropriate consultation type from **Administratively Inactive** - committee which has completed terminate it has not been passed **Amendment** - This type is selected for committee name change not affect the charter renewal date **Establishment** - This type is used for new committees **Re-establishment** - This type is selected for a functioning committee being restored to a functioning status after 3 or 4 months. **Renewal** - This type is selected for a committee being renewed for another two year period. **Termination** - This type is selected for a committee being terminated.

This item is required and is the day's date when the consultation staff or **CMO Remarks**.

This item is not always required.

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 Charters** 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.

| | | |
|---|----------------------|--|
| | | staff) or CMO Remarks . |
| Concurred Date: | <input type="text"/> | This item is not always required established with Statutory and Committees established with Ag concurrence. |
| Charter Date: | <input type="text"/> | This item is required for a compl charter is filed with the oversight otherwise transferred to the over is filed with the oversight author Status is changed to Charter Expected Renewal Date is g years to the Charter Date . |
| Charter Terminated: | <input type="text"/> | This item is required if the Cons committee was actually terminat authority or the charter state an e and/or in the Expected Termi |
| Designation Review Date: | <input type="text"/> | This item is required only once b This reflects the date on which th members currently serving on the category should be changed. Pa appropriateness of Representati be designated as Special Gov time, but must be performed not renewal, and only if the renewal committees being renewed, not committees are subject to this so is statutorily exempt from renew |
| Comments: | na | This item always deserves an ex |
| CMO Remarks: | <input type="text"/> | This item always deserves an ex |
| Changed At 6/26/2007 10:20:29 AM By | | The FACA consultation process |
| <input type="button" value="Save Changes"/> <input type="button" value="List"/> | | |

When the CMO clicks on the **Upload Charters** 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.

Please Browse for the file to be uploaded and then click Upload!

Enter a Short Description for Document (35 Characters max)

Only .txt .doc .htm .pdf .wpd extensions will be accepted.

Maximum File Size is 8 MB

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

Enter a Short Description for Document (35 Characters max)

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.



| 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 Board 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 Development (2012) |

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 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.



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

Check Name Availability

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 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

| # | 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 | andrea.jones1@va.gov | andrea.jones1@va.gov | DFO | 2 | 6/1/2007 | 12/31/2008 | Yes | | |
| 3 | ARamos | alejandro.amos@va.gov | DFO | 2 | 11/1/2006 | 12/31/2007 | Yes | 12/8/2006 9:55:26 AM | IE 6.0 |
| 4 | 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 |
| 5 | Blythe.Ferguson@va.gov | Blythe.Ferguson@va.gov | DFO | 2 | 6/1/2007 | 12/31/2008 | Yes | | |
| 6 | Chanel.Bankston-Carter@va.gov | Chanel.Bankston-Carter@va.gov | DFO | 1 | 3/5/2007 | 3/5/2009 | Yes | | |
| 7 | charles.flora@va.gov | Flora.Charles@va.gov | DFO | 2 | 11/3/1997 | 12/31/2010 | Yes | 10/27/2006 1:06:18 PM | IE 6.0 |
| 8 | denise.burton@va.gov | denise.burton@va.gov | DFO | 2 | 10/1/2005 | 12/31/2006 | Yes | 10/17/2006 3:32:00 PM | IE 6.0 |
| 9 | dennis.rhoades@vba.va.gov | dennis.rhoades@vba.va.gov | DFO | 2 | 12/14/2000 | 12/31/2006 | Yes | 11/15/2005 11:16:53 AM | IE 6.0 |
| 10 | desiree.long@va.gov | desiree.long@va.gov | DFO | 2 | 7/1/2003 | 12/31/2010 | Yes | 3/2/2007 8:01:04 AM | IE 6.0 |
| 11 | doug.belling@va.gov | doug.belling@va.gov | DFO | 2 | 10/1/2005 | 12/31/2006 | Yes | 1/9/2006 2:58:15 PM | IE 6.0 |
| 12 | EAndersen | ed.andersen@vba.va.gov | DFO | 2 | 8/17/2005 | 12/31/2008 | Yes | 6/5/2007 9:07:39 AM | Netscape 4.00 |
| 13 | ersie.farber@vba.va.gov | ersie.farber@vba.va.gov | DFO | 2 | 9/30/1998 | 12/31/2010 | Yes | 5/3/2007 10:11:58 AM | IE 6.0 |
| 14 | ethel.sligh@va.gov | ethel.sligh@va.gov | DFO | 2 | 10/1/2005 | 12/31/2008 | Yes | 10/12/2006 3:07:48 PM | IE 6.0 |
| 15 | ghuang | grant.huang@va.gov | DFO | 2 | 8/26/2004 | 12/31/2010 | Yes | 10/31/2006 12:29:16 PM | Default 0.0 |

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.

| | | |
|---|------------|-----|
| 1 | ayoung | DFO |
| 2 | ayoung | DFO |
| 3 | bfawley | DFO |
| 4 | bgoodworth | DFO |
| 5 | boliver | DFO |

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.

| Add New User DFO Report All Users <input type="button" value="Form View"/> | | | | | |
|--|-------|--------|-----------|------------|--------|
| | Level | Access | Start | End | Active |
| gov | DFO | 2 | 10/1/2004 | 12/31/2010 | Yes |
| gov | DFO | 2 | 6/1/2007 | 12/31/2008 | Yes |
| gov | DFO | 2 | 11/1/2006 | 12/31/2007 | Yes |

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.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Users Form

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2007](#) [kfcmo](#) [CMO](#)

Department of Veterans Affairs

Logon Required

Password Required

First Name Required

Last Name Required

Phone Required

Permission Level Required

Permission Access Required

Start Date Required e.g. 11/5/1998

End Date Required e.g. 11/5/1998

Email Required

Active User Required

DFO Committee Required

GFO-Group Required

DFO Report

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | | | | | | | |
|---|-----------------|-----------|-------------------------------|---|---------------------------|------------|-----------------|------------------|--------|
| Users Report (81 rows returned) | | | | | June 26, 2007 11:34:19 AM | | | | |
| Spreadsheet XML ASCII | | | | | | | | | |
| Logon | LastName | FirstName | Email | CommitteeName | Phone | Password | PermissionLevel | PermissionAccess | Active |
| andrea.jones1@va.gov | Jones | Andrea | andrea.jones1@va.gov | Veterans' Advisory Committee on Education | 202-273-7260 | AJones1 | DFO | 2 | Yes |
| ARamos | Ramos | Alejandro | alejandroramos@va.gov | Advisory Committee on Minority Veterans | 202-273-6708 | ARamos1 | DFO | 2 | Yes |
| Blythe.Ferguson@va.gov | Ferguson | Blythe | Blythe.Ferguson@va.gov | Clinical Science Research and Development Service Cooperative Studies Scientific Merit Review Board | (202) 254-0192 | BFerguson1 | DFO | 2 | Yes |
| Chanel.Bankston-Carter@va.gov | Bankston-Carter | Chanel | Chanel.Bankston-Carter@va.gov | Advisory Committee on Women Veterans | 202-273-6193 | Carter | DFO | 1 | Yes |
| charles.flora@va.gov | Flora | Charles | Flora.Charles@va.gov | Advisory Committee on the Readjustment of Veterans | 202-273-8969 | floral | DFO | 2 | Yes |

All Users

Note that the **All Users** list page has an **Active Users** link so the display can be limited to just the active users. If you check the contents of 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 kfcmo CMO | | | | | | | | | |
| Department of Veterans Affairs | | | | | | | | | |
| Add New User DFO Report Active Users <input type="button" value="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 | alejandroramos@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 | | 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 | 1 | 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.

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

| | |
|----------|----------|
| Logon | ayoung |
| Password | mk79DR@& |

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.

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.

| | |
|-------------------|----------|
| Phone | |
| Permission Level | DFO |
| Permission Access | DFO |
| Start Date | 11/31/99 |

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.

| | |
|-------------------|---|
| Permission Access | 1 |
| Start Date | 2 |

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.

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

| | | |
|------------|------------|----------------|
| Start Date | 11/3/1997 | e.g. 11/5/1998 |
| End Date | 10/14/1999 | e.g. 11/5/1998 |

that the

| | |
|---------------|--|
| Active User | No |
| E-Mail | Yes |
| DFO Committee | Advisory Committee on Cemeteries and Memorials |

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.

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.

| | |
|---------------|--|
| E-Mail | |
| DFO Committee | Advisory Committee on Cemeteries and Memorials |
| GFO-Group | Advisory Committee on Cemeteries and Memorials |
| First Page | Pre |
| Visitor | This site |
| 117447 | Webmaster: |

- Advisory Committee on Cemeteries and Memorials
- Advisory Committee on Former Prisoners of War
- Advisory Committee on Homeless Veterans
- Advisory Committee on Minority Veterans
- Advisory Committee on Prosthetics and Special-Disabilities Programs
- Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities
- Advisory Committee on the Readjustment of Veterans
- Advisory Committee on Women Veterans
- Chiropractic Advisory Committee
- Department of Veterans Affairs (VA) Claims Processing Task Force
- Department of Veterans Affairs Voluntary Service National Advisory Committee

| | |
|---------------|--|
| DFO Committee | Advisory Committee on Cemeteries and Memorials |
| GFO-Group | |
| First Page | Pre |

- VA-National Cemeteries Administration
- VA-Office of the Secretary
- VA-Veterans Benefits Administration
- VA-Veterans Health Administration

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.

| | | |
|------|-----|------------|
| Save | New | Users List |
|------|-----|------------|

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 s.g.11/04/99

End Date 12/31/2010 Required s.g.11/04/99

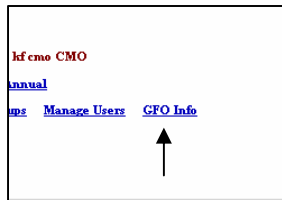
Email Neophyte.User@Fido.Gov Required

Active User Yes Required

DFO Committee Advisory Committee on Cemeteries and Memorials Required

GFO-Group VA-National Cemeteries Administration Required

The GFO Information



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

| Edit | 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

Editing for the primary information 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.

| 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 Justifications Members | | |
| <input type="button" value="Save Changes"/> <input type="button" value="List"/> | | |
| Group Name: | VA-Veterans Health Administration | Name of the Group. |
| Active: | <input checked="" type="checkbox"/> Yes | Is this group active? |
| Prefix: | <input type="text"/> | This item is not required. This is the GFO's title |
| First Name: | Laverne | This item is not required. This is the GFO's com |
| Middle Name Or MI: | <input type="text"/> | This item is not required. This is the GFO's com |
| Last Name: | Belton | This item is required. This is the GFO's last name. Fields can be left blank. Last Name is the only |
| Suffix: | <input type="text"/> | This item is not required. This is a qualifier to a G |
| Title: | GFO | This item is required. This can be the title of the G |
| Phone: | 202-273-6642 | This item is required. Any format may be used |
| Fax: | 202-273-7199 | This item is required. Any format may be used |
| E-Mail: | laverne.belton@hq.med.va.gov | This item is required. |
| Changed At: 8 | | |

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

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](#) [Add A Committee](#) [Manage Groups](#) [Manage Users](#) [GFO Info](#)

End of FY

Avail Ceiling 0

Department of Veterans Affairs

| Committee Name |
|---|
| Advisory Committee on Cemeteries and Memorials |
| Advisory Committee on Former Prisoners of War |
| Advisory Committee on Homeless Veterans |
| Advisory Committee on Minority Veterans |
| Advisory Committee on OIF-OEF Veterans and Families |

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

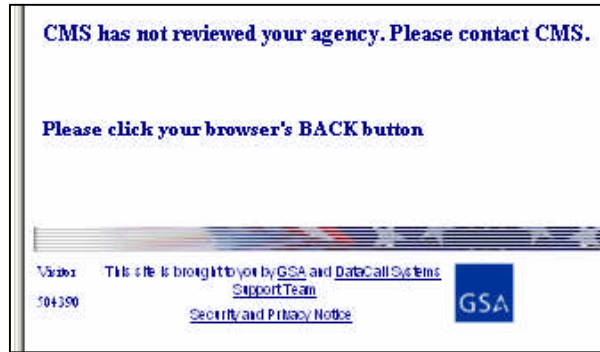
Clicking the **Change FY** link presents a choice between the two open fiscal years. The CMO user clicks the radio button reflecting the year to work in and clicks the **Change FY** button. The CMO is immediately presented with a **Committee List** page for the FY selected. In the new fiscal year the 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.

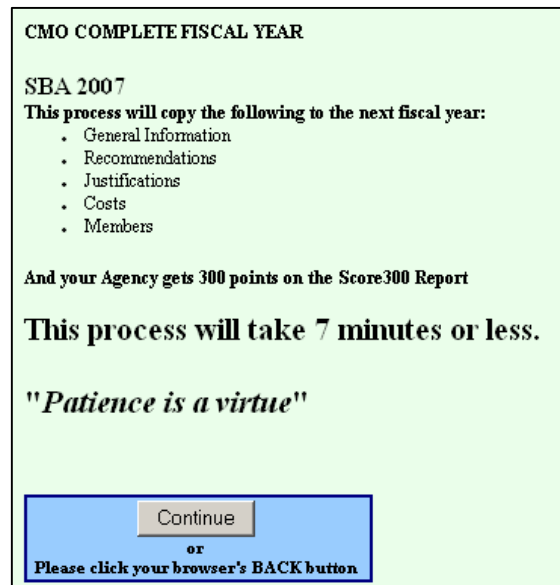
Sometimes the CMO has verified all of the committees and forgets that the Committee Management Secretariat desk officer is part of the ACR process. If the CMO should click the **Complete FY2007** link and the desk officer has not yet signed off on their review of the data, the system will stop the process 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.

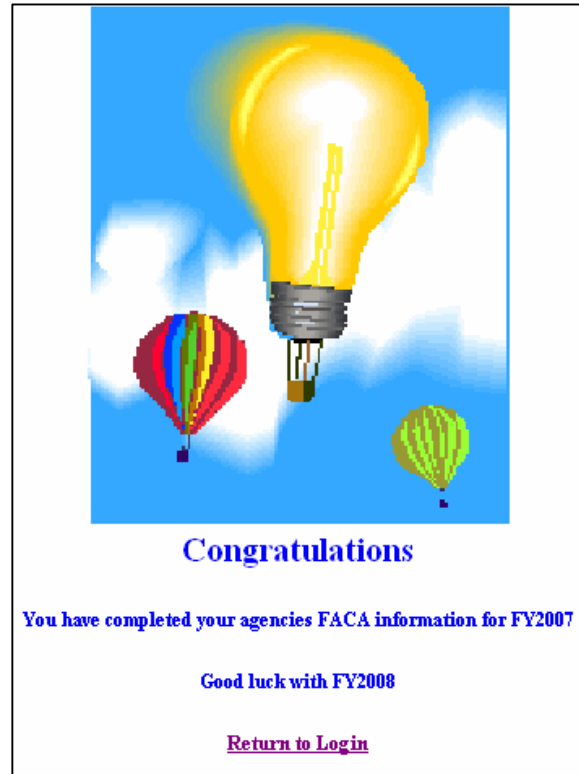


Usually, however, at the conclusion of the review, the CMO or the Desk Officer will click the link and view the following sequence of screens. First the CMO sees a warning so that the CMO or desk officer is not tempted to interrupt the process. It would be reasonable to think that the program has hung 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.



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.



The Committee List page and Committee Name Hyperlinks

Committee List - Microsoft Internet Explorer provided by General Services Administration

Address: http://www.fido.gov/facadatabase/committeeslist.asp

FACA Database

Committee List

Home Up Search Help Score 300 FY2003 kfcmo CMO

Reports Agency Totals DFO All Annual

Tools Current Status Survey Results Add A Committee Email Addresses Manage Groups Manage Users

End of FY

Avail Ceiling 1

Department of Veterans Affairs

Top Prev Next Bottom Row# Row= Filter Download

| Committee Name | Number | LastUpdated | DFODate | GFODate | CMODate |
|--|--------|----------------------|---------|---------|---------|
| Advisory Committee on Cemeteries and Memorials | 1328 | | | | |
| Advisory Committee on Former Prisoners of War | 1330 | 5/14/2003 9:58:40 AM | | | |
| Advisory Committee on Homeless Veterans | 13849 | 4/30/2003 1:17:31 PM | | | |
| Advisory Committee on Minority Veterans | 1983 | | | | |
| 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 Res... | 1331 | | | | |
| Advisory Committee on Women | 1332 | | | | |
| Capital Asset Realignment for E... | 15123 | 1/14/2003 1:46:33 PM | | | |
| Chiropractic Advisory Committee | 13812 | | | | |
| Department of Veterans Affairs Voluntary Service National Advisory Committee | 195 | | | | |

Committee hyper-link

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 display that section if you have opened this document in Microsoft Word. The menu options include

[General Info](#),
[Agency Recommendations](#),
[Reports](#),
[Meetings](#),
[Costs](#),
[Justifications](#),
[Members](#),
[Sub-Committees](#),
[Performance Measures \(ACR\)](#),

[Current Status](#) which is a committee specific subset of the Current Status reports used by the CMO,

[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](#).





Consultations Information

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2004](#) [kf cmo CMO](#)

VA 2017-Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services Scientific Merit Review Board

Upload Charter to FACA Database

[View Charter](#)

| Add New Consultations | | | | | | | |
|--|-----------|---------------|--------------|---------------|-------------|-------------------|---|
| First Prev Next Last Report Show 10 1 of 1 pages | | | | | | | |
| ConsultationsID | ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | CMORemarks |
| Edit | 5 | Renewal | 1/6/2004 | 1/7/2004 | 6/17/2004 | | Name change reflects Medical Research Service Merit Review Committee into new Joint Biomedical Laboratory Research and Development and Clinical Science Research and Development Services Scientific Merit Review Board |
| Edit | 4 | Renewal | 8/28/2001 | 8/29/2001 | 3/12/2002 | 3/12/2004 | Minor changes: reduction of operating costs from \$981,489 to \$974,802; FTE from 4.5 to 4.6 |
| Edit | 3 | Renewal | 4/12/1999 | 4/13/1999 | 6/7/1999 | 6/7/2001 | |
| Edit | 2 | Renewal | 5/23/1997 | 5/23/1997 | 6/5/1997 | 6/5/1999 | |
| Edit | 1 | Establishment | 5/12/1995 | 5/12/1995 | 5/25/1995 | 5/25/1997 | |
| Add New Consultations | | | | | | | |
| First Prev Next Last Report Show 10 1 of 1 pages | | | | | | | |

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 **Consultations** page is also 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 for the CMO

There are many other features and reports available to assist the CMO in the online Shared Management 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 transform the Shared Management System into a highly sought commodity in government: a useful, interagency data sharing and management tool. The online Shared Management 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 Shared Management System is truly a shared system that belongs to all of us.

SECTION V: Committee Management

Secretariat Management Tools and Access to Advisory Committee Data

The Committee Management Secretariat (CMS) utilizes the Shared Management System to add and track advisory committees, by agency, in the government-wide, federal, advisory committee inventory. The Secretariat staff also use the system to add and track government users. System users, once added, are never deleted from the system. An audit component of the system links the logged on users to the data the specific users add. Finally, Secretariat staff use the system, if necessary, to update the information on advisory committees and to collect most of the information necessary to conduct the Annual Comprehensive Review (ACR) required by the Federal Advisory Committee Act (FACA). FACA originally and historically required that the Secretariat provide complete information about the advisory committee environment at least annually in an annual report of the President to Congress. The web-based database was originally designed and created to address that requirement. When Congress removed that requirement in 1999 the emphasis on the use and functionality of the system shifted to supporting the ACR and the committee consultation requirements of FACA. The system had been built to include those requirements by allowing the continual updating of committee information throughout the fiscal year and providing some committee management functionality. Keeping the data continuously up-to-date converted the system from a focus on history, records, and reporting, to a focus on management and immediate relevancy. With the yearly addition of new management functionality based upon the feedback of the DFO, CMO, and Secretariat users, with the continuous addition of new reporting functionality based upon requests of government and public users, and with frequent and timely updates by the users, the system became more useful to everyone, ranging from the interested public user to congressional staff with oversight responsibility. But first and foremost, the online system was and remains the central and basic tool which allows the Secretariat to meet the statutory requirements of the office established by FACA.

What is the Shared Management System?

The FACA Shared Management System is a specialized database on the web. As mentioned above, the **Federal Advisory Committee Act** originally required that data about advisory committees be collected by the President annually and transmitted to Congress for review. This web-based database was set up by the Secretariat in 1997 to be used by all the government agencies that have advisory committees to collect that data. Since 1999, the database has been used to meet FACA's ACR requirement.

However, it is important to realize the essential limitations of the database design and the online system. Some insight into the reasons for the limitation can be gleaned from reviewing the development process and history. The system was built with minimal funds. Not only were these funds minimal, they were secured in a piecemeal and unpredictable fashion, over a ten year period, while web technology and infrastructure was changing at lightning speed. Further,

almost all of this development and support occurred outside of the GSA formal IT support structure. This should not be viewed as negligent or wrong, it was simply the reality of what was seen as an inexpensive, small system required by what has probably always been considered an imposed, fringe office by the agency management.

To accommodate this reality, the system was built modularly and sparingly. Each modification was initiated and completed within the possibility that the system might have to operate without any further changes or improvements. This meant that certain of the more complex components were left out of the system completely. These components, which were often highly idiosyncratic or otherwise difficult to classify or define, and which required significant human maintenance and input, were managed by direct access to the database from outside of the visible web design and structure by a knowledgeable database administrator (DBA) using Microsoft ACCESS. As the years passed, some if not many of those exterior components were incorporated into the web design as the developers' skills increased and as time and funding resources permitted. The SOP embraced was that when the dichotomy between useful additional functionality to the daily users, and time-consuming, complex coding work on the remaining exterior components presented itself, the developers always opted for the users. This manual will attempt to identify, describe, and include the remaining exterior, required, and unincorporated human inputs at the end of this section.

The database itself resides in MS SQL Server, running on a MS Windows server. The Web Server is IIS running on an MS Windows platform. These components are all currently utilizing a virtual server design strategy on multiple physical servers (2007). The DB is composed of more than 50 tables containing more than a million records and adds more than 100,000 new records a year. In addition, many thousands of documents including committee charters, meeting minutes, committee reports, and other committee documents, requiring many gigabytes of storage have been and continue to be uploaded to the system. The online system utilizes more than 500,000 lines of code, written in ASP, HTML, and VBScript, and has many web pages with data-driven components. The system already has over 21,000 files in 230 folders and requires almost 4 Gigs of disk space. Since the system continues to allow and encourage users to upload files it is expected to add between 2 and 4 Gigs of files and records a year, from FY 2007 forward, while it remains in use.

What kind of data is being collected and maintained?

For CMS, the program collects, totals, and displays

- **Messages** on charter uploads and consultations,
- All of the data entry, data editing, and reporting capabilities of the Public, DFO, GFO, and CMO components of the system except for the ability to “**verify**” the data from the agency perspective at the conclusion of the ACR process, and
- Government wide reports on **Performance Measures**, Data **Totals**, **Statistics**, the **CMO** list, potentially **Administratively Inactive** committees, **Current Status** issues, **Ceiling** report, and **Emails**.

The program provides access to **Maintenance** of End-of-Year activities like

- The **FY Check Report**, which alerts users to problematic data anomalies,
- The **Create New Fiscal Year** feature,

- The **Turn Reporting FY** feature, and
- The **Create Annual Reports** feature.

The program also provides links that allow the Secretariat to **Add a New Agency** during the Fiscal Year if a new committee is created by an agency not currently on the agency list, and to group agencies for display by desk officer role. The Secretariat manages the consultation process utilizing the **Consultation** link on the **Committee Menu** page when logged in. Finally, during the End of Year ACR period, the system adds a **Change FY** link so that the Secretariat user can switch back and forth between the two years open for reporting and maintenance at the same time.

How Does the Secretariat Use the System?

The Secretariat user has access to the system with edit and update rights to most of the data for all the committees via the Internet. Secretariat staff members receive their access rights, their logon (username), which is their email address, and their initial password from the Committee Management Secretariat DBA (the system manager). This is done using MS Access to add a record with CMS rights to the User table. For a review of the user data requirements, see the **Manage Users** link of the **CMO section** of the manual. The CMS staff member with edit rights can edit or update any committee's data for the current year. For specific data entry, editing, navigation, and other system utilization rules, the user should see the **DFO**, **GFO**, and **CMO** sections of the manual. The only action a Secretariat user cannot execute from his or her own login is the **Verify** link the DFO, GFO, and CMO use for the ACR.

The system was designed to capture relevant information when a committee is first added. The system then carries that information forward from year to year until the information is no longer accurate and/or required.

A committee is first added to the system by an agency CMO with the **Add A Committee** link. The CMO first adds the Committee Name and Establishment Authority, and then enters the committee's general information, membership, and estimated cost information requirements, following the directions and guidance provided by the Secretariat. While it is assumed that the CMO will have conferred with their Secretariat desk officer prior to taking this establishment action, if there is sufficient ceiling allocated to the agency, or the committee is non-discretionary, the system does not have a structure that requires that communication or prevents the CMO from acting without the Secretariat's knowledge or consent.

CMS uses the **Consultation** link found on the **Committee Menu** page to concur on the committee establishment for new FY committees or to otherwise act on existing committees. In a similar vein to step 1, the consultation process captured by the system does not ensure that the CMO and agency have taken all the steps required by FACA, i.e., due diligence to avoid duplication, balance plan, etc. The consultation process between the desk officer and the CMO should include enough information exchange to satisfy any concerns that sufficient attention is being paid to those requirements.

CMS adds CMOs as users to the system.

CMS has the ability to log onto the system and edit any information for completeness and accuracy. While this is not normally part of the process for most committees and agencies, doing so may become necessary while a desk officer assists a CMO to complete an agency's ACR for any Fiscal Year.

CMS staff can not verify the accuracy and completeness of the committee data for the current year within the programmed system, although it is possible for the DBA to edit the verification timestamps directly in the Committee table (Sign Off fields) using MS Access.

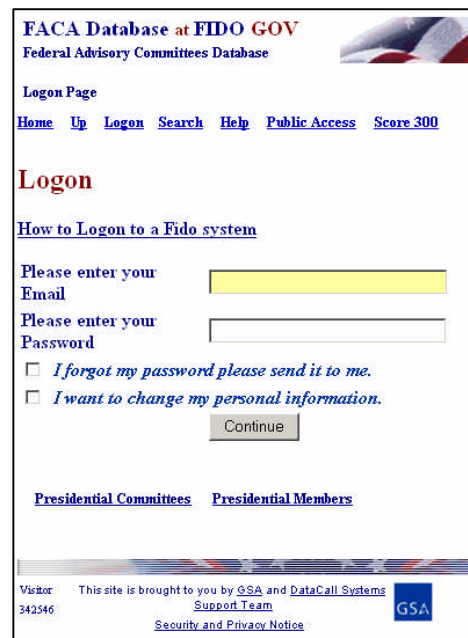
The opening screen for the **Shared Management System** lets the CMS user know that they have found the data repository and lists their options. **Links** and **Buttons** control navigation throughout the system. A complete explanation of the [opening screen](#) and the links on the Home page of the system are found in the [Public Access](#) portion of this manual.



Logging onto CMS 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 CMS user 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 CMS user to the **Agency List** page. The system design calls for all registered users to log on with their government e-mail address as the username.

If the CMS 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.

Existing Logon kennett.fussell@gsa.gov Existing Password guesswhat

Beginning January 2005 all FACA users must logon using a valid email address. Emails will be used for security and to facilitate communications.

Please enter or validate your EMAIL ADDRESS below, then logon using it.

(Note: If you need multiple logons, use your email address and a different password for each logon)

If you need further assistance, contact Bruce Troutman @ 202-460-8020

First Name Last Name Phone

Enter Email address

Confirm Email address

Enter Password

Confirm Password

Logon Failed

Your logon or password is not correct.

Please click the Up button.

If the CMS user receives a **Logon Error**, they should note the error explanation and contact the **DBA** 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 CMS getting the error, it really means “**Ask the DBA**”.

Logon Error

Your authorized end date has been exceeded. Ask your CMO to extend your user end date.

Please click the Up button.

If the **DBA** has designated you as an “inactive” user, you see the “inactive logon” error when you attempt to logon. In this case, the CMS user also calls the **DBA**.

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, 2002

| FY | AgencyAbbr | CommitteeName | Member | Startdate | EndDate | AppointmentType | App |
|------|------------|---|----------------------|-----------|----------|-----------------|--------|
| 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. Ewan S. | 12/12/00 | 12/11/02 | Presidential | 2 year |

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 user may download all of the publicly accessible stored data in the online system.

| July 17, 2002 12:20:46 PM | | | |
|---|------------------|---------|---|
| Spreadsheet XML ASCII | | | |
| type | Appointment Term | PayPlan | P |
| | No Fixed Term | None | N |

The Agency List page

When the CMS user logs on, the program presents an **Agency List** page listing all the agencies that have advisory committees this year.

The **Agency List** page introduces **links** and **features** not available in the rest of the system. In addition, some field contents, like the agency names in the picture, are displayed as drill-down hot links for jumping directly to that agency's data on the **Committee List** page. The data fields which are hot links are underlined.

FACA Database at FIDO GOV Federal Advisory Committees Database

Agency List

Home Up Logon Search Help Public Access Score 300 Messages FY2007 Kennett Fussell CMS

Reports: [Performance Measures \(ACR\) Totals](#) [GOV Totals](#) [GOV Stats](#) [CMO](#) [Admin Inactive](#)

Tools: [Current Status](#) [Maintenance](#) [Ceiling Report](#) [Get Emails](#) [Change FY](#) [Add New Agency](#)

Committee Quick Find: Go

Desk Officer View: [Connors](#) [Dove](#) [Fussell](#) [Weber](#) [All](#)

53 Agencies

| Agency Info | Abbreviation | Agency Web Site | CMO Rollover |
|--|--------------|---|--------------|
| African Development Foundation | ADF | http://www.adf.gov | 10/5/2007 |
| Agency for International Development | AID | http://www.info.usaid.gov | ----- |
| Antitrust Modernization Commission | AMC | http://www.amc.gov | 10/2/2007 |
| Architectural and Transportation Barriers Compliance Board | ATBCB | http://www.access-board.gov | ----- |
| Broadcasting Board of Governors | BBG | http://www.bb.gov/bbg/ | 11/15/2007 |
| Commission on Civil Rights | CCR | http://www.usccr.gov | ----- |
| Commodity Futures Trading Commission | CFTC | http://www.cftc.gov/ | ----- |
| Corporation for National and Community Service | CNCS | http://www.national-service.org | 11/14/2007 |
| Department of Agriculture | USDA | http://www.usda.gov/ | ----- |
| Department of Commerce | DOC | http://www.doc.gov | ----- |
| Department of Defense | DOD | http://www.defenselink.mil | 10/2/2007 |
| Department of Education | ED | http://www.ed.gov | ----- |
| Department of Energy | DOE | http://www.doe.gov | ----- |
| Department of Health and Human Services | HHS | http://www.hhs.gov/ | ----- |

During the ACR period the **Change FY** link is added to the **Tools** line of links.

The new **links** on the **Agency List** page include **Messages** on the top navigation line, several useful totals reports on the **Reports** line:

- **Performance Measures (ACR) Totals**,
- **GOV Totals**,
- **GOV Stats**,
- **CMO** report, and
- **Admin Inactive**.

Several useful management features on the **Tools** line include:

- **Current Status**,

- Maintenance,
- Ceiling Report,
- Get Emails,
- Change FY, when two years are open during the ACR, and
- Add New Agency.

Because of the Secretariat’s specialized tasks the **Agency List** page also includes the **Committee Quick Find** text box and **Desk Officer View** links to display subgroups of the agencies grouped by Desk Officer.

Messages

The **Messages** link is what is known as a fail safe mechanism and exists as a record keeping and workflow backup to the email system. One of our primary roles in the Secretariat is consultation with the CMOs in the agencies on their committee charters. The consultation component of the system records the history of our charter consultations. Emails are generated by the system to alert the parties to the consultation process that a significant action has occurred. In the event that the process that generates the email fails or that the successful transmission of the email is otherwise interfered with, the **Messages** link displays the database records of the emails that should be sent by the system. The Secretariat use of the **Messages db** could range from infrequent to never, because it only becomes necessary to view the messages if and when a Secretariat user does not see email consultation alerts and they know that they should be seeing such alerts. In those cases, the staff doesn’t have to wonder if messages have been omitted, they can check the **Messages db** to find out.

| FACA Database at FIDO GOV Federal Advisory Committees Database | | | |
|---|-------------------------|---|--|
| Message Report (32766 rows returned) | | September 05, 2007 4:33:45 PM | |
| Spreadsheet XML ASCII | | | |
| Date | ToPerson | Subject | Message |
| 9/5/2007 4:04:28 PM | marie.absher@hhs.gov | FACA Consult: 951-National Advisory Dental and Craniofacial Research Council | 951-National Advisory Dental and Craniofacial Research Council DEBORAH.GRANT@HHS.GOV has just updated the consultations for this committee to the FACA database at 9/5/2007 4:04:28 PM. Authority: Statutory (Congress Created) Consult Type: Renewal Consult No: 9 Received Date: 8/30/2007 Concurred Date: Charter Date: 8/31/2007 Charter Terminated: Designation Review Date: 8/15/2007 CMO Remarks: http://fido.gov/facadatabase/listdocuments.asp?Type=Charters&cno=951 http://fido.gov/facadatabase/logon.asp |
| 9/5/2007 4:04:28 PM | charles.howton@gsa.gov | FACA Consult: 951-National Advisory Dental and Craniofacial Research Council | 951-National Advisory Dental and Craniofacial Research Council DEBORAH.GRANT@HHS.GOV has just updated the consultations for this committee to the FACA database at 9/5/2007 4:04:28 PM. Authority: Statutory (Congress Created) Consult Type: Renewal Consult No: 9 Received Date: 8/30/2007 Concurred Date: Charter Date: 8/31/2007 Charter Terminated: Designation Review Date: 8/15/2007 CMO Remarks: http://fido.gov/facadatabase/listdocuments.asp?Type=Charters&cno=951 http://fido.gov/facadatabase/logon.asp |
| 9/5/2007 4:04:28 | benjett.fussell@gsa.gov | FACA Consult: 951-National Advisory Dental | 951-National Advisory Dental and Craniofacial Research Council DEBORAH.GRANT@HHS.GOV has just updated the consultations for this committee to the FACA database at 9/5/2007 4:04:28 PM. Authority: Statutory (Congress Created) Consult Type: Renewal Consult No: 9 Received Date: 8/30/2007 Concurred Date: Charter Date: |

Performance Measures (ACR) Totals Link

The **Performance Measures (ACR) Totals** link provides a summary for all the committees in the system and the status of their reporting on and the totals thus far for the Performance Measure questions. In the screen shot to the right, 109 Committees have had some part of the Performance Measure data updated at least once during the reporting year and 816 have not yet been touched. A more complete discussion of the questions is found in the [Performance Measure Section of the DFO Manual](#).

| FACA Database at FIDO GOV Federal Advisory Committees Database | | |
|---|-----|------|
| Annual Comprehensive Review Totals Report | | |
| Home Up Logon Search Help Public Access Score 300 Messages FY2007 Kennett Fussell CMS | | |
| FY 2007 Performance Measures Totals Report | | |
| 109 Committees have Updated the Performance Measures this year, 816 have not. | | |
| What are the most significant program outcomes associated with these committee(s)? Select all that apply. | | |
| | Yes | % |
| Improvements to health or safety | 30 | 27.5 |
| Trust in government | 47 | 43.1 |
| Major policy changes | 40 | 36.7 |
| Advance in scientific research | 17 | 15.6 |
| Effective grant making | 3 | 2.8 |
| Improved service delivery | 44 | 40.4 |
| Increased customer satisfaction | 47 | 43.1 |
| Implementation of laws or regulatory requirements | 42 | 38.5 |
| Other | 9 | 8.3 |

The Government Totals Link

The **GOVERNMENT Totals** link rolls up all the historic data that was originally collected to generate the Annual Report of the President on Federal Advisory Committee from 1972 through 1998. This data is still captured about advisory committees. The numbers in the leftmost column are an archaic holdover to link to the questions posed on the Annual Report Forms T-820-H, T-821-H, and T-822-H (Front and Back for each).

| FY2007 Government Totals | | | |
|--------------------------|---------------------|--------------------------------------|-----|
| | ACTIVE | ACTIVE COMMITTEES | 922 |
| | ADMIN INACTIVE "Y" | ADMINISTRATIVELY INACTIVE COMMITTEES | 3 |
| 4. | NEW "YES" | NUMBER OF NEW COMMITTEES | 38 |
| 8a. | TERMINATE "YES" | NUMBER OF TERMINATED COMMITTEES | 15 |
| 11. | COMMITTEE AUTHORITY | a. REQUIRED BY STATUTE | 415 |
| | | b. AUTHORIZED BY STATUTE | 193 |
| | | c. AGENCY AUTHORITY | 282 |
| | | d. PRESIDENTIAL DIRECTIVE | 35 |
| 14. | COMMITTEE TYPE | a. AD HOC | 16 |
| | | b. CONTINUING | 909 |
| | | c. PRESIDENTIAL | 43 |

Congress and the President generally wanted to know for measurement purposes,

- The number of new committees,
- The number of terminated committees,
- The distribution of the committees established by Congress or the President or Agencies,
- The general focus of the committees,
- The number of reports submitted,
- The number of meetings held and whether the meetings were open or closed,
- The total cost to the government, and
- The number of people involved.

| | | | |
|------|--|--|------------------|
| 15. | COMMITTEE DESCRIPTION | a. NATIONAL POLICY/ISSUE | 124 |
| | | b. NON-SCIENTIFIC | 266 |
| | | c. SCIENTIFIC/TECHNICAL | 207 |
| | | d. GRANT REVIEW | 92 |
| | | ---GRANT REVIEW SPECIAL EMPHASIS PANEL | 27 |
| | | e. REGULATORY NEGOTIATION | 2 |
| | | f. OTHER | 207 |
| 16a. | REPORTS | NUMBER OF REPORTS | 232 |
| 17. | MEETINGS | a. OPEN | 797 |
| | | b. CLOSED | 1225 |
| | | c. PARTIALLY CLOSED | 92 |
| | | d. TOTAL | 2114 |
| | | DATA ELEMENTS | CURRENT ACTUAL |
| 18. | COMMITTEE COST | a. PERSONNEL PAYMENTS | NEXT ESTIMATE |
| | | (1) NON-FEDERAL MEMBERS | \$50,632,456.00 |
| | | (2) FEDERAL MEMBERS | \$2,433,512.00 |
| | | (3) FEDERAL STAFF | \$156,493,984.00 |
| | | (4) NON-MEMBER CONSULTANTS | \$17,041,220.00 |
| | | b. TOTAL TRAVEL AND PER DIEM | \$83,615,733.00 |
| | | c. OTHER | \$70,726,866.00 |
| | | d. TOTAL | \$380,943,771.00 |
| 19. | FEDERAL STAFF SUPPORT YEARS | TOTAL FTE YEARS | 1638 |
| 5a. | MEMBERS | | 32693 |
| 5b. | SEP MEMBERS | | 21281 |
| 5. | TOTAL MEMBERS SERVING DURING FISCAL YEAR | | 53974 |

The **Active and Inactive** lines were added more recently (FY 2003) and refer to committees for the entire government. Inactive committees must be statutory and have no costs, no members, no reports, and no meetings in the current year. The accuracy of the complete report at any point in time during the current year depends upon the frequency and timeliness of committee information data entry on the most part of the DFOs. The nature of the frequency and timeliness, to a great extent, depends on the guidance provided by the CMOs or the GFOs to the DFOs. Glancing at the totals from time to time could aid the Committee Management staffer in ascertaining what part of the advisory committee community needs their immediate attention.

The Government Statistics Link

The **GO**vernment **Stati**stics link presents a quick overview of the utilization (read frequency and timeliness of data entry as discussed above) of the system thus far this week and this year. The statistics regarding verification let the CMS staff know how close the ACR is to completion from a committee workload perspective.

| FACA Database at FIDO GOV | |
|--------------------------------------|-------------------------------|
| Federal Advisory Committees Database | |
| Government Statistics | |
| Home | Up |
| Logon | Search |
| Help | Public Access |
| Score 300 | Messages |
| FY2007 | |
| TOTAL COMMITTEES | 925 |
| TOTAL COMMITTEES UPDATED | 463 |
| TOTAL VERIFIED BY CMO | 21 |
| TOTAL VERIFIED BY GFO | 30 |
| TOTAL VERIFIED BY DFO | 58 |
| TOTAL UPDATED THIS WEEK | 102 |

The CMO Report

FACA Database at FIDO GOV
Federal Advisory Committees Database

CMO Report

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [Messages](#) [FY2007](#) [Kennett Fussell CMS](#)

FY2007

| Agency | Name | Title | Phone | Fax | Email |
|--|------------------|---|---------------------|----------------|---------------------------|
| ADF-African Development Foundation | Doris Martin | General Counsel | (202) 673-3916 | (202) 673-3810 | domartin@adf.gov |
| AID-Agency for International Development | Joanne Paskar | Chief, Information and Records Division | (202) 712-1217 | (202)216-3070 | jpaskar@usaid.gov |
| AMC-Antitrust Modernization Commission | Andrew Helmet | Executive Director & General Counsel | (202) 233-0707 | (202) 233-0710 | helmet@amc.gov |
| ATCEB-Architectural and Transportation Barriers Compliance Board | James Raggio | CMO | (202) 272-0080 | 202-272-0081 | raggio@access-board.gov |
| BBC-Broadcasting Board of Governors | Carol Booker | Committee Management Officer | (202) 203-4545 | (202)203-4585 | cbooker@bb.gov |
| CCR-Commission on Civil Rights | Ivy Davis | CMO | (202) 376-7533 | 202-376-7548 | idavis@uscrr.gov |
| CFTC-Commodity Futures Trading Commission | Marth White | CMO | (202) 418-5129 | (202)418-5524 | mwhite@cftc.gov |
| CNCS-Corporation for National and Community Service | Frank Trinity | General Counsel/CMO | (202) 606-6677 | (202) 606-3467 | ftrinity@cnsc.gov |
| DHS-Department of Homeland Security | Georgia Abraham | Committee Management Officer | (202) 282-9150 | (202) 282-9599 | Georgia.Abraham@dhs.gov |
| DOC-Department of Commerce | Linda Anadale | CMO | (202) 482-7873 | 202-482-1423 | LAnadall@doc.gov |
| DOD-Department of Defense | Frank Wilson | CMO/Chief, Administrative Services Division | (703) 601-2554 x113 | (703) 601-3000 | Frank.wilson@dhs.mil |
| DOE-Department of Energy | James Solit | Director, Office of the Executive Secretariat | (202) 586-3279 | (202)586-6879 | James.Solit@hq.doe.gov |
| DOI-Department of the Interior | Sharon Norman | CMO | (202) 208-4524 | 202-208-1481 | Sharon_Norman@ios.doi.gov |
| DOJ-Department of Justice | Lee Loffhus | Assistant Attorney General for Administration (CMO) | (202) 307-1872 | (202)307-1874 | Kathy.S.Thrift@usdoj.gov |
| DOL-Department of Labor | Nalini Close | Agency Liaison Officer | (202) 693-6115 | 202-693-6111 | close-nalini@dol.gov |
| DOS-Department of State | Julianne Shumick | CMO | (202) 647-8170 | 202-647-2202 | ShumickJ@state.gov |
| DOT-Department of Transportation | Ememaria Tuhlin | CMO | (202) 366-4823 | 202-366-7202 | ememaria.tuhlin@dot.gov |

The **CMO** link displays the **CMO Report** page, which is a list of the Committee Management Officers for the current year. Of course, the accuracy of the list depends upon the CMOs keeping their information in the system up to date, and that depends on the Committee Management Desk Officers staying in frequent communications with the CMOs of their agencies.

Potentially Administratively Inactive

FACA Database at FIDO GOV
Federal Advisory Committees Database

Potentially Administratively Inactive (46 rows returned) August 29, 2007 11:17:32 AM
Admin Inactive [Spreadsheet](#) [XML](#) [ASCII](#)

| FY | AgencyAbbr | AgencyName | CNo | CommitteeName | CommitteeFunction | Presidential | PresidentialAppointments | EstablishmentAuthority | CommitteeType | CommitteeS |
|------|------------|---------------------------------|-------|--|---------------------------------------|--------------|--------------------------|-----------------------------|---------------|------------|
| 2007 | ADF | African Development Foundation | 250 | African Development Foundation Advisory Council | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | AdminInact |
| 2007 | BBC | Broadcasting Board of Governors | 1316 | Advisory Board for Cuba Broadcasting | Non Scientific Program Advisory Board | Yes | Yes | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DHS | Department of Homeland Security | 5321 | U.S. Customs Service COBRA Fees Advisory Committee | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DOC | Department of Commerce | 315 | Advisory Council on Children's Educational Television | Non Scientific Program Advisory Board | No | No | Statutory(Congress Created) | Continuing | Chartered |
| 2007 | DOD | Department of Defense | 30786 | Commission on the Implementation of the New Strategic Posture of the United States | Other | No | No | Statutory(Congress Created) | Continuing | AdminInact |

The **Admin Inactive** link displays a government wide report of potentially-inactive, statutory committees. This link produces an “HTML” report of committees, government-wide, that fit the criteria. The listing shows statutory committees that have not reported meetings, reports or costs for the current fiscal year. The Committee Management Desk Officer should be aware that the link produces a list which can misrepresent committees that have become active during the current FY. This is so since a significant number of DFOs do not report their committees’ data until after the CMOs remind them of their responsibility for the ACR. Since the CMOs often do not remind the DFOs until after Committee Management has provided its annual guidance in July or August, an inactive committee from the previous FY which has become active can easily show up on this list if the link is clicked before the conclusion of the ACR. By the same token, it is also possible to miss committees that have become inactive since the last ACR, since the reverse is also true.

So why bother? Why do we have a link that produces such a report? Basically we are concerned because statutory committees that have passed beyond the useful stage of advisory committees are problematic. A statutory committee cannot be removed from our inventory unless the original statute included a termination date or a new statute terminating the committee is passed. This situation results in a significant number of committees which have completed their work remaining in the committee inventory, and that makes the number of committees appear larger than it actually is. This skews counts and percentages.

The Administratively Inactive strategy is a Secretariat solution, devised by a past director, which attempts to address the problem by re-conceptualizing it and putting the information at the front of the data counts. The process has been provided additional creditability by including “Administratively Inactive” in the consultation process and by making the classification part of the ACR. The Desk Officer should feel free to use the link at any time that they might find the information helpful, but especially towards the end of the ACR process with a specific agency. This report is available to the CMOs under the **Current Status** link. A few CMOs have availed themselves of the label for committees which no longer function. No higher authority has objected to this solution thus far.

Current Status

The **Current Status** page is a set of reports that should be helpful to the Desk Officer in scoping out or otherwise managing and tracking the activities and administrative details of their part of the advisory committee community. 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 Problems** below displays reports where discrepancies that “might be

| Annual Reporting Activity | | | |
|---------------------------|-----|-----------------------|----|
| Total Committees | 925 | Total Verified By CMO | 24 |
| Total Updated This FY | 486 | Total Verified By GFO | 30 |
| Total Updated This Week | 125 | Total Verified By DFO | 68 |

| Upcoming Events (Next 6 Months) | | | |
|---------------------------------|-------|---|--|
| Scheduled Meetings | 71 | Meetings Report | |
| Committee Renewals | 314 | Renewals Report | |
| Committee Terminations | 260 | Terminations Report | |
| Member Appointment Expirations | 43988 | Member Appointment Expirations Report | |

problems” exist in the data. We should always operate with awareness that the entire shared system is an attempt to categorize and describe in consistent terms and a unified fashion almost 1000 distinct and uniquely functioning advisory committees within almost 200 distinct and uniquely functioning offices within 60 distinct and uniquely functioning agencies. 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. The reports are an assortment of helpful, heads-up and on-guard reports for the Desk Officer and others in the Committee Management leadership. Reports (signified by a hyperlink) are only generated if data is present that makes the report potentially relevant or suggests that a “possible” problem could exist. 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. Keep at the front of your mind that the report items are potential alerts, not flags that specific content is wrong. More complete descriptions of each separate report in the possible problems section exists in the DFO, GFO, and CMO manuals.

You might have noticed that the sentence above does not mention the **Public Access** component or manual. The “Possible Problems” reports could be widely misunderstood if displayed without context in the **Public Access** section. Most the problems “go away” after the ACR is completed each year for each committee and agency, and the reports assist in cleaning up the discrepancies that accrue when multiple entries are made by multiple users, sometimes at cross purposes. Many of these problems are introduced by users treating the data entry as an annual event rather than an on-going process. This is not to say that the public cannot produce reports similar to the **Current Status** reports from the **Database Search** component. We just avoid providing canned reports that are focused on “problems” introduced by timing and a distributed workload rather than by negligence, and we avoid focusing on “problems” that will disappear when the data is reviewed and verified.

| Possible Problems | | |
|---------------------------------------|-------|--|
| Pres Members don't match Pres Appoint | 1 | Pres Members Bad Match Report |
| Meeting Dates not in FY | 2 | Meetings Bad Dates Report |
| Report Dates not in FY | 3 | Reports Bad Dates Report |
| Costs with No Meetings | 492 | Costs with No Meetings Report |
| Costs with No Reports | 697 | Costs with No Reports Report |
| Members with Bad Dates | 35066 | Member Bad Dates Report |
| Members with No Email | 1740 | Member No Email Report |
| Members with No Designation | 0 | |
| CMOs with No Email | 0 | |
| DFOs with No Email | 30 | DFO No Email Report |
| Decision Makers with No Email | 126 | Decision Maker No Email Report |
| Potentially Administratively Inactive | 46 | Potentially Administratively Inactive Report |
| Member Last Name is TBD or Vacant | 202 | Member Last Name is TBD Report |
| FTE > 10 | 22 | FTE Greater Than 10 Report |
| Meetings with No Members | 0 | |
| Pending Committees | 7 | Pending Committee Report |
| Committees with No Interest Areas | 49 | Committees No Interest Areas Report |

Maintenance

The **Maintenance** link is concerned with

- system maintenance for the ACR,
- the creation of the next fiscal year,
- activating the code which allows users to edit in multiple years while completing the ACR,

FACA Database at FIDO GOV Federal Advisory Committees Database

Maintenance Menu

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [M](#)

[FY Check Report](#)
[Create New Fiscal Year for FY2008 \(approx 2 Minutes\)](#)
 Turn Reporting FY [OFF](#) [ON](#)
[Create Full Committee Report Sets](#)

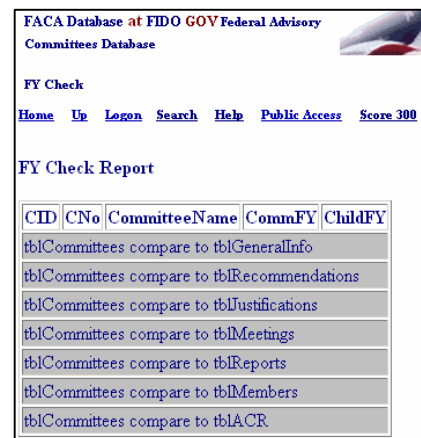
and

- production of a full committee report set when the ACR has been completed for a particular fiscal year.

The maintenance section and what it does not provide is your strongest clue that the shared management system is essentially a cyborg (part man, part machine, with the machine part incomplete without the human component), because the maintenance section does not really allow the Secretariat user to fix anything that cannot normally be edited within the commonly available web application framework. The maintenance section has been restricted to allowing the Secretariat user to switch the ACR functions on and off as appropriate, and it provides a check to see if data is going “out-of-synch”. In earlier years of the shared management system’s development process, the maintenance section was also envisioned as providing direct access to the data tables. However, the ability to use that feature without introducing additional problems or discrepancies into the data required and continues to require a working knowledge of database design and management in general and the specific requirements of our Shared Management System in particular. This has proven to be a difficult if not unfair requirement for the less experienced and only occasional database manager. In the current system, if things are going wrong, or data needs to be added from outside the individual data entry record process, or improperly created records need to be removed, etc., etc., the maintenance section is not the place to fix them. Some of the more relevant and immediate rules, idiosyncrasies, and methodologies for those aspects of maintaining the system will be discussed at the end of this section of the manual.

Fiscal Year Check Report

The **FY Check Report** link displays the **FY Check** page, which displays the set of tables that contain the records that the db designers expect to see properly connected to the Committees table. The records in these tables all have a “child” relationship to their “parent” Committee record in the Committees table. There must always be a “parent” record if a “child” record exists. Most of the reports arrive at their totals by counting the child records. If the records in the tables should go out of synch, the counts displayed in the reports will not have validity. The screenshot to the right displays the “child” tables and does not list any extraneous records. If there were extra records which were “out-of-synch”, they would display under the table where they resided. The fact that no messed up records are displayed does not mean that everything in the database is OK, it simply means that this one problem does not exist. But we found this error-check a useful flag. Our experience showed us for a couple of years running that this problem always existed when the database had some other, more serious problems. As a result, we developed this error-check as a bell-weather for the other, equally serious but more hidden problems.



| CID | CNo | CommitteeName | ComnFY | ChildFY |
|-----|-----|---------------|--------|---|
| | | | | tblCommittees compare to tblGeneralInfo |
| | | | | tblCommittees compare to tblRecommendations |
| | | | | tblCommittees compare to tblJustifications |
| | | | | tblCommittees compare to tblMeetings |
| | | | | tblCommittees compare to tblReports |
| | | | | tblCommittees compare to tblMembers |
| | | | | tblCommittees compare to tblACR |

Create New Fiscal Year

The **Create New Fiscal Year for FY200X** link displays a page which allows the Secretariat user to create the next fiscal year in the database. As the page emphasizes, this is a process that is only run once, usually at the earliest possible date in the new fiscal year. The selection of the **YES Run Process** button copies the committee records of all committees that exist in the current fiscal year which is finishing into the next fiscal year which is just starting. Any committees that have been terminated in the system are not copied. The child records are not copied at this point because the DFO and CMO user might still be engaged in the process of completing their update, review and validation of those records. The child records for each committee are copied to the new fiscal year later, at the conclusion of the agency's ACR for the finishing fiscal year. This **Create New Fiscal Year** feature is used in conjunction with the **Turn Reporting FY OFF ON** link below.

ATTENTION!

Please confirm that you want Create a New Fiscal Year for FY2008 ?

This process should only be run ONCE from October thru January.

Steps:

1. Transfer Current FY data to Next FY
2. Make Next FY the Current FY

[Review Rollover Process](#)

Turn Reporting FY On or Off

The **Turn Reporting FY OFF ON** link activates the links, **Change FY**, **Complete FY**, **CMS Reviewed**, which display on the **End of FY** line of the CMOs **Committee List** page. The **Change FY** link displays on the **Tools** line of the **Agency List** page for the Secretariat user. These links are for the ACR process and can only be viewed and clicked by the CMOs and Secretariat users when the **ON** link of the **Turn Reporting FY OFF ON** is clicked.

Create Full Committee Report Sets

The **Create Full Committee Report Sets** link creates web documents of all the committee reports for the agencies for all the agencies at once. The resulting web documents are stored in the AR directory of the FACADatabase web site. After they are created the web documents are displayed by the **All Annual** link, visible in the **Reports** list of links on the **Committee List** page while viewing an agency's data in the **Public Access** section of the system for a specific year. When the **All Annual** link is clicked, the document that is displayed contains all the Committee Reports for that agency for that year. Since this feature was created before the Performance Measures component was envisioned, the resulting document does not include the Performance Measures report data.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Committee List

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2005](#)

[Reports](#) [Performance Measures \(ACR\) Totals](#) [Agency Totals](#) [DFO](#) [All Annual](#)

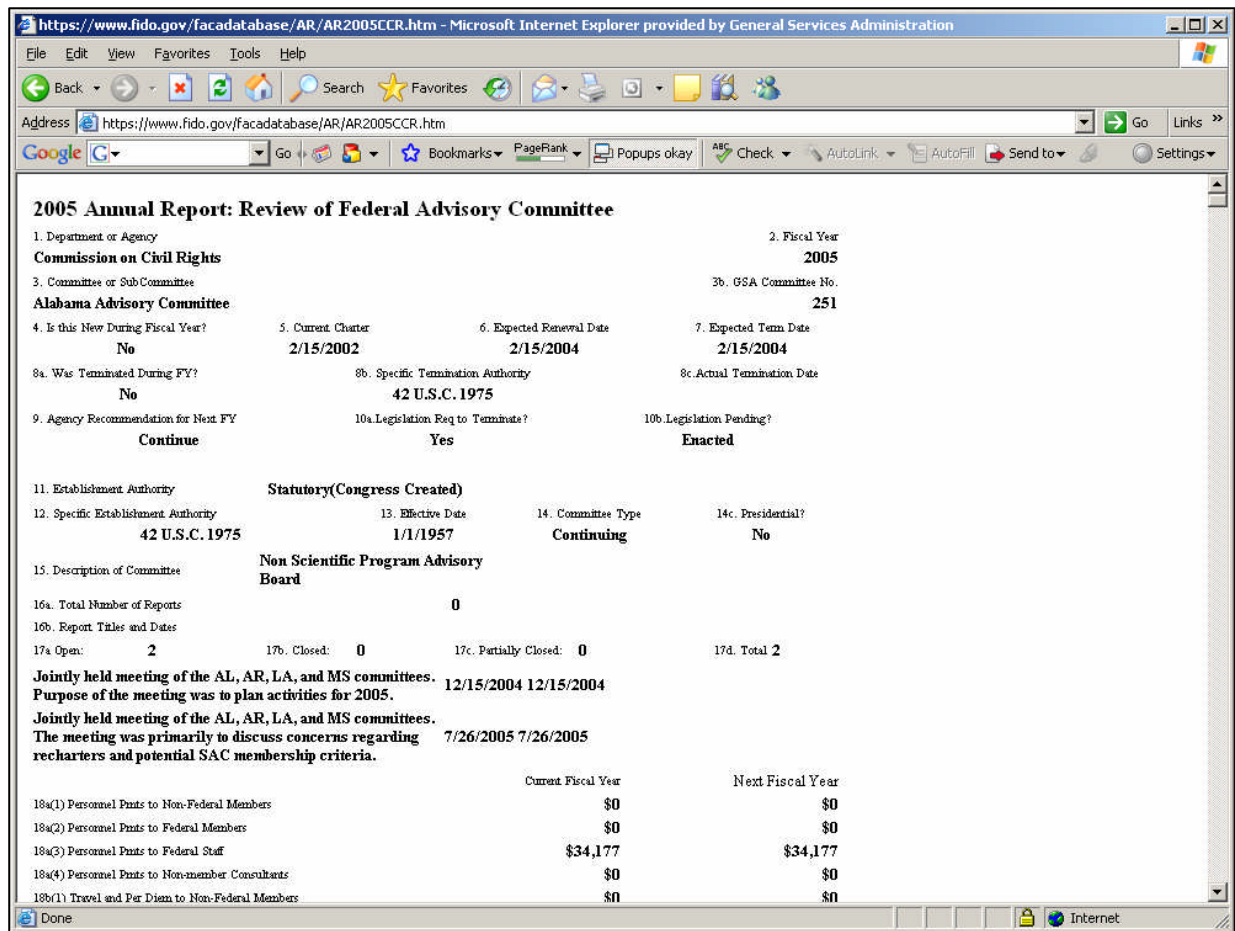
↑

Commission on Civil Rights

| Committee Name | Number | Last Updated | DFO Date | GFO Date | C |
|--|--------|--------------|-----------|-----------|---|
| Alabama Advisory Committee | 251 | 2/7/2006 | 2/3/2006 | 2/3/2006 | 2 |
| Alaska Advisory Committee | 253 | 1/31/2006 | 1/31/2006 | 1/31/2006 | 1 |

Since the web document contains all of the data previously collected for the annual report for the committee and the agency, the document serves a second and perhaps even more useful purpose. Text documents can be searched by an index feature on the server, and this increases

the search ability of committee data for the public user. The developers used this process as a solution to permit a semblance of data searching without the implementation of MSSQL's full text search feature, which was beyond the capability and funding scope of the first version of the shared management system.



Please be warned that the system developers discovered that the feature is sensitive to processing errors introduced by the occasional incomplete or inaccurate data. When the user combines that reality with the potential size of the eventual document produced by the code for an agency like HHS, which can be well over 1500 pages long, the resulting problem becomes obvious. The execution is going to take a significant amount of time during which the processing will be very vulnerable to overlooked or ignored delinquent data entry. The likelihood that this feature's code will have a problem with the data has a very high probability. This feature should only be executed when the ACR is well past completion and nothing else is going on with the system. In addition, the system managers should have achieved a high confidence in the completeness of the data. Finally, only do this if time and attention can be devoted to the outcomes and products if the execution does hang up. The time and attention will have to be provided by whoever is currently providing database administration and web support to the shared management system. In the past, when the process failed, the system managers found that it was most efficient to

- first, identify the agency where the coding failed,

- second, re-examine and clean up that agency’s data,
- third, delete the web documents that had been created for the year in question up to the crash point, and
- last, re-execute the code by clicking the link again.

This might seem like a lot of trouble to go through to facilitate a search capability that may not get that much use. The previous developers concur with that thought and had a certain amount of ambivalence about how far to take this feature and how useful it would ever prove to be. But if and when the Secretariat starts down the road of how useful and for what purpose, the entire system, with all of its discrete components, is a candidate for re-examination.

The Ceiling Report

The **Ceiling Report** page displays the distribution of agency ceilings for discretionary committees. The discretionary ceiling data which produces this report is maintained in the Agency Table. The Agency table is only currently accessible in the MS SQL database utilizing a program like MS Access. The ceiling report supports compliance with the Clinton EO limiting the

| Agency | Stat | Pres | Auth | Agen | Total | Ceiling | Not Used |
|--------|------|------|------|------|-------|---------|----------|
| AID | 1 | 0 | 0 | 1 | 2 | 3 | 2 |
| ATBCB | 0 | 0 | 0 | 2 | 2 | 3 | 1 |
| BEG | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| CCR | 51 | 0 | 0 | 0 | 51 | 0 | 0 |
| CFTC | 0 | 0 | 0 | 2 | 2 | 4 | 2 |
| CNCS | 1 | 1 | 0 | 0 | 2 | 0 | 0 |
| DHS | 15 | 2 | 0 | 10 | 27 | 12 | 2 |
| DOC | 34 | 4 | 0 | 21 | 59 | 22 | 1 |
| DOD | 21 | 0 | 2 | 24 | 47 | 34 | 8 |
| DOE | 9 | 0 | 0 | 12 | 21 | 17 | 5 |
| DOI | 69 | 5 | 5 | 26 | 105 | 34 | 3 |
| DOJ | 3 | 0 | 0 | 3 | 6 | 7 | 4 |
| DOL | 7 | 2 | 1 | 6 | 16 | 9 | 2 |
| DOS | 6 | 0 | 2 | 13 | 21 | 15 | 0 |
| DOT | 16 | 0 | 2 | 8 | 26 | 12 | 2 |

number of discretionary committees. It should be noted that the ceiling report does not report the ceiling distribution accurately during the ACR period. This is because the ceiling report displays information on the breakdown of the number of committees in each agency by establishment authority. The information that informs that breakdown is found in the **General Information** table. The necessary records are not added to the **General Information** table in the new fiscal year for committees in agencies that have not yet completed the ACR for the previous fiscal year. This generally has the effect that the ceiling report is not completely accurate from October through February. This has not been a major issue government wide during the life of the shared management system because the gap between the ceiling established by the relevant Executive Order (534) and the actual number of chartered discretionary committees has never closed to within 50 “slots” during that time. But the concept remains an issue because agencies have a continuing need to create new committees during the first two quarters of the fiscal year while the ceiling report is an unanswered question requiring some manual calculation. A satisfactory resolution will require database redesign and a new system.

Get Emails

The **Get Emails** link displays a list of email combinations that can be displayed and then cut and pasted to facilitate mass “e-mailings”. The list is selected from the email field of the **Users** table. The list contains those users who are active and fit the criteria. This means that the CMOs selected for the email list will be all the users who have been given CMO rights in the shared management system. This will generally include both the CMO of Record for an agency, and the people who do the CMO work for an agency. In larger agencies this is often more than one person. The shared management system links to the agency CMO on the **Committee Menu** page. This is most often the person we identify as the CMO of record. However, we have occasionally found that information in emails sent to this person is not disseminated. We have also occasionally found that this person is not a system user.

Similar anomalies hold true for users with DFO rights. Sometimes the DFO of record, who also is linked to on the **Committee Menu** page, is simply a figurehead. The person who needs the communications and guidance from the Secretariat, the person who performs all of the DFO duties, often has DFO rights in the **Users** table but is otherwise unknown. All of these discrepancies have forced us to choose the **Users** table as the source of the emails for this contact list.



FACA Database at FIDO GOV
Federal Advisory Committees Database

Get Email Addresses

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [Messages](#) [FY2007](#) [Kennett Fussell](#)

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

Get Email Addresses for:

[CMOs Of Record](#)

[CMOs Only](#)

[DFOs Only](#)

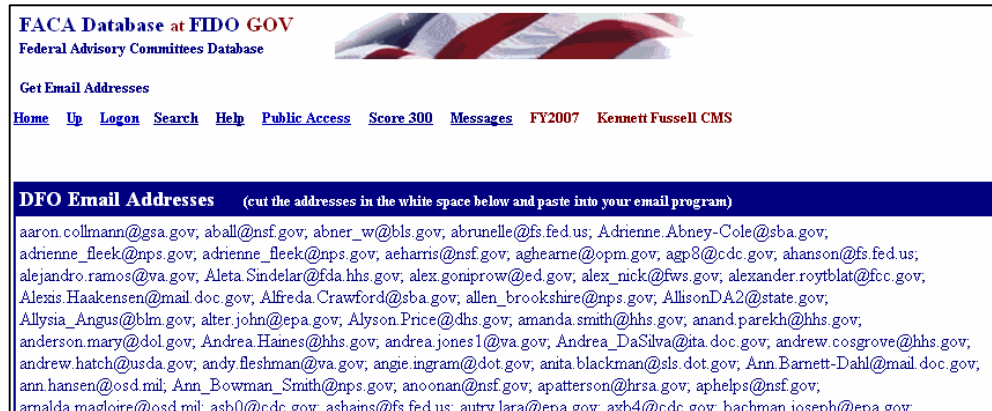
[GFOs Only](#)

[CMOs and GFOs](#)

[CMOs and DFOs](#)

[GFOs and DFOs](#)

[All Addresses](#)



FACA Database at FIDO GOV
Federal Advisory Committees Database

Get Email Addresses

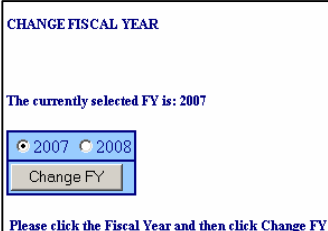
[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [Messages](#) [FY2007](#) [Kennett Fussell CMS](#)

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

aaron.collmann@gsa.gov, aball@nsf.gov, abner_w@bbs.gov, abrunelle@fs.fed.us, Adrienne.Abney-Cole@sba.gov, adrienne_fleek@nps.gov, adrienne_fleek@nps.gov, aeharris@nsf.gov, aghearn@opm.gov, agp8@cdc.gov, ahanson@fs.fed.us, alejandro.ramos@va.gov, Aleta.Sindelar@fda.hhs.gov, alex.goniprow@ed.gov, alex_nick@fws.gov, alexander.roytblat@fcc.gov, Alexis.Haakensen@mail.doc.gov, Alfreda.Crawford@sba.gov, allen_brookshire@nps.gov, AllisonDA2@state.gov, Allysia_Angus@blm.gov, alter.john@epa.gov, Alyson.Price@dhs.gov, amanda.smith@hhs.gov, anand.parekh@hhs.gov, anderson.mary@dol.gov, Andrea.Haines@hhs.gov, andrea.jones1@va.gov, Andrea_DaSilva@ita.doc.gov, andrew.cosgrove@hhs.gov, andrew.hatch@usda.gov, andy.fleshman@va.gov, angie.ingram@dot.gov, anita.blackman@sls.dot.gov, Ann.Barnett-Dahl@mail.doc.gov, ann.hansen@osd.mil, Ann_Bowman_Smith@nps.gov, anoonan@nsf.gov, apatterson@hrsa.gov, aphelps@nsf.gov, arnolda.macleire@osd.mil, asb0@cdc.gov, ashains@fs.fed.us, autry.lara@epa.gov, axb4@cdc.gov, bachman.ioseph@epa.gov,

Change Fiscal Year

Clicking the **Change FY** link presents a choice between the two open fiscal years. The CMS user clicks the radio button reflecting the year to work in and clicks the **Change FY** button. The CMS is immediately presented with an **Agency List** page for the FY selected. In the new fiscal year, useful actions are pretty much limited to creating new committees with the **Add New Agency** 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.



CHANGE FISCAL YEAR

The currently selected FY is: 2007

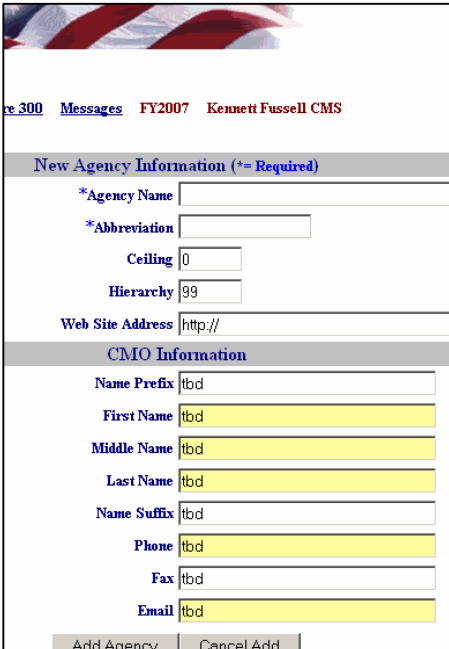
2007 2008

Change FY

Please click the Fiscal Year and then click Change FY

Add New Agency

The **Add New Agency** link displays a blank data entry record with the fields of information that we would like to have when we add a new agency to the Federal Advisory Committee Agency list. Generally, we expect about 40 to 45 agencies to continuously have advisory committees all of the time. We also can expect another 5 to 15 agencies to create from 1 to 5 committees, as they need them, from time to time. This feature allows Committee Management to add an agency to the agency list if it is not already on the list. It is not really appropriate to add an agency if the agency does not have CMO information, although the CMO information for an agency new to the FACA community can often be expected to change. An agency must exist in the list before a committee can be created for the agency. Sometime a committee and an agency are interchangeable. In those cases, the agency and committee must be created separately in the system, and the agency must be created first.



Page 300 Messages FY2007 Kennett Fussell CMS

New Agency Information (*= Required)

*Agency Name

*Abbreviation

Ceiling

Hierarchy

Web Site Address

CMO Information

Name Prefix

First Name

Middle Name

Last Name

Name Suffix

Phone

Fax

Email

Add Agency Cancel Add

The other side of the coin is deleting an agency. When an agency does not have a committee during the entire fiscal year, the agency is deleted from the agency list for that year. Our agency list is totally dependent upon the committee inventory and not upon the number of agencies established as part of the federal government. Deleting an agency is found on the **Tools** list of links on the **Committee List** page for a specific agency. This feature is discussed later in the manual.

Committee Quick Find

The **Committee Quick Find** feature is a data entry box combined with a **Go** button. The Secretariat and the Public user both see such a feature on the **Agency List** page. The feature allows the partial entry of a committee name or an exact committee number to facilitate the quick location of a specific committee.

If the user inserts the exact committee number, the system jumps directly to the committee's **Committee Menu** page.



If the user inserts part of a committee name, the system provides a list of committee names that include the inserted text as hot links. From that point the user can further select

Multiple matches found for - office :

[Advisory Committee to the Office of State and Local Training -- 1252 -- DHS](#)
[NIH Office of Portfolio Analysis and Strategic Initiatives Council of Councils -- 29158 -- HHS](#)
[Office of AIDS Research Advisory Council -- 1918 -- HHS](#)
[The Reserve Officers Training Corps Subcommittee -- 402 -- DOD](#)

Please click your browser's BACK button

the precise committee of interest, and jump to that committee's **Committee Menu** page. If the user guessed wrong about the name, the user can click the browser back arrow or button to return to the **Agency List** page and the **Committee Quick Find** feature.

Desk Officer View

The **Desk Officer View** feature allows the Secretariat user to display a smaller list of agencies on an **Agency List** page that is restricted to the agencies assigned to the Desk Officer. Once the restricted set is displayed, the user can either select from the reduced agency set or select any of the other links on the page. The only link on the page that is affected by the reduced agency set is the **Score 300** link, all the other links function as if the entire agency and committee inventory is available.



FACA Database at FIDO GOV
Federal Advisory Committees Database

Score 300

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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 |
|---|------------|---------|-----------------|-----------------|-----------------|---------------|----------------------|-------------|
| AID-Agency for International Development | 2 | 1 | 0 | 0 | 0 | | 7/11/2007 9:45:08 AM | 37 |
| BBG-Broadcasting Board of Governors | 1 | 0 | 0 | 0 | 0 | | | 0 |
| DOI-Department of the Interior | 105 | 77 | 0 | 3 | 17 | | 9/4/2007 4:16:15 PM | 67 |
| DOS-Department of State | 21 | 12 | 0 | 0 | 2 | | 8/29/2007 4:16:37 PM | 49 |
| NARA-National Archives and Records Administration | 5 | 2 | 0 | 0 | 0 | | 7/24/2007 6:58:50 AM | 30 |
| NSF-National Science Foundation | 56 | 13 | 0 | 0 | 0 | | 9/4/2007 11:30:38 AM | 17 |
| TVA-Tennessee Valley Authority | 1 | 1 | 0 | 0 | 0 | | 9/5/2007 10:17:11 AM | 75 |

The **Score 300** link displays a reduced, desk officer specific, Score 300. Choosing any of the other links discards the restriction on the agency list displayed and, at the conclusion of the links functionality, returns the user to an **Agency List** page where all the agencies are displayed.

The Agency List and other Agency Features for the Secretariat

Selecting an agency from the **Agency List** page displays the **Committee List** page for the agency and most of the links which are available for the agency CMO. The links, sorting, and display capabilities of the page are discussed in great detail in the **Public System** and **CMO** parts of the manual set. For the Secretariat user, the **Tools** list of links does display a couple additional options, **Desk Officer** and **Delete Agency**. In addition, during the **ACR**, the **End of FY** list of links displays **Complete FY2007** and **CMS Reviewed**.

FACA Database at FIDO GOV Federal Advisory Committees Database

Committee List

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[Reports](#) [Performance Measures \(ACR\) Totals](#) [Agency Totals](#) [DFO](#) [All Annual](#)

[Tools](#) [Current Status](#) [Email Addresses](#) [Add A Committee](#) [Manage Groups](#) [Manage Users](#) [GFO Info](#) [Desk Officer](#) [Delete Agency](#)

End of FY

Avail Ceiling 1

Department of Agriculture

| Committee Name | Number | Last Updated | DFO Date | GFO Date | CMO Date |
|--|--------|--------------|----------|----------|----------|
| Advisory Committee on Agriculture Statistics | 320 | | | | |
| Advisory Committee on Beginning Farmers and Ranchers | 5143 | | | | |
| Advisory Committee on Biotechnology and 21st Century Agriculture | 16568 | | | | |

Desk Officer

The **Desk Officer** link displays the question set that a desk officer would want to complete while auditing the FACA compliance of an agency. At this point, ten years into the use of the shared management system and four years into the implementation of the desk officer role, this feature remains available but unused, essentially a good idea thwarted by lack of time and resources. We anticipate that this feature will be carried forward into any future version of the system.

| FACA Database at FIDO GOV Federal Advisory Committees Database | |
|---|------------------------------------|
| Home Up Logon Search Help Public Access Score 300 Messages FY2007 | |
| Save Changes | |
| Agency Abbr: | USDA |
| Agency Name: | Department of Agriculture |
| Ceiling: | 28 |
| Hierarchy: | 5 |
| Prefix: | |
| First Name: | Mica |
| Middle Name: | |
| Last Name: | Robertson |
| Suffix: | |
| Title: | Special Assistant to the Secretary |
| Phone: | (202) 720-2406 |
| Fax: | 202/720-9286 |
| E Mail: | Mica.Robertson@usda.gov |
| Created At: | 9/30/2006 |
| Changed At: | 1/12/2007 1 |
| A No: | 67 |

Delete Agency

The **Delete Agency** link allows the Secretariat user to delete an agency with no committees. While this action could be executed at any time during the fiscal year, it should probably only be done after the ACR has been initiated in July or August and as close to but before the end of the fiscal year rollover. This timing avoids copying an agency with no committees to the next fiscal year when the desk officer has determined that the agency in question indeed has had no active committee at any point during the fiscal year being reviewed. If you are wondering how an agency with no committees gets into the agency list in system in the first place you are displaying a serious lack of imagination.

CMS Reviewed

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.



If the Desk Officer should click the **CMS Reviewed** link before the CMO has verified all the committees in their agency, the message to the right is displayed. Sometimes the CMO will let the Desk Officer know that the agency is finished. Later, while the Desk Officer is reviewing the information a DFO will contact the CMO that something needs to be changed, and the CMO will either change it or “unlock” the committee so that the DFO can change it. Meanwhile the Desk Officer completes his or her review, and, not knowing that further changes have been made requiring further verification on the agency’s part, clicks the **CMS Reviewed** link. The code tests for verification, finds some committees unverified, and displays the message above. This is not a bad thing, but if you want to avoid it, check the **Score 300** or the **Committee List** page one last time for complete verification before clicking the **CMS Reviewed** link.

Some committees have not been CMO verified. Please verify then return to Complete FY.

Please click your browser's BACK button

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.


Some committees have not been CMO verified. Please verify then return to Complete FY.

Please click your browser's BACK button

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.

CMS has not reviewed your agency. Please contact CMS.

Please click your browser's BACK button

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Security and Privacy Notice 

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 user sees a warning so that either the CMO or the 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"

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 and Other CMO Links

The CMS user selects an agency with the mouse pointer (note the change in color of the agency name), and by clicking on the highlighted agency, drills down to the **Committee List** page. A complete discussion of how to quickly locate an agency or a committee is available in the [Public Access](#) part of the manual. To explore the CMO **Reports** and **Tools** links on the **Committee List** page, including the [Add a Committee](#) link, the Secretariat user should review the [CMO System](#) part of the manual, Section IV.

FACA Database at FIDO GOV Federal Advisory
Committees Database

Committee List

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[Reports](#) [Performance Measures \(ACR\) Totals](#) [Agency Totals](#) [DFO](#) [All Annual](#)

[Tools](#) [Current Status](#) [Email Addresses](#) [Add A Committee](#) [Manage Groups](#) [Manage Users](#) [GFO Info](#) [Desk Officer](#) [Delete Agency](#)

End of FY

Avail Ceiling 1

Department of Commerce

| Committee Name | Number | Last Updated | DFO Date | GFO Date | CMO Date |
|--|--------|--------------|----------|----------|----------|
| 2010 Census Advisory Committee | 313 | 8/21/2007 | | | |
| Advanced Technology Program Advisory Committee | 5281 | 8/31/2007 | | | |
| Advisory Committee on Commercial Remote Sensing | 12150 | 9/6/2007 | | | |
| Advisory Committee on Earthquake Hazards Reduction | 29142 | 5/1/2007 | | | |
| Advisory Council on Children's Educational Television | 315 | | | | |
| Board of Overseers of the Malcolm Baldrige National Quality Award | 317 | 6/11/2007 | | | |
| Bureau of Economic Analysis Advisory Committee | 5290 | 6/19/2007 | | | |
| CCSP Product Development Committee for Synthesis and Assessment Product 1.3 | 30546 | 5/17/2007 | | | |
| CCSP Product Development Committee for Synthesis and Assessment Product 3.3 | 29159 | 9/5/2007 | 9/5/2007 | 9/5/2007 | |
| CCSP Product Development Committee for Synthesis and Assessment Product 5.3 | 29155 | 1/22/2007 | | | |
| Census Advisory Committee of Professional Associations | 1892 | 8/21/2007 | | | |
| Census Advisory Committee on the African-American Population | 322 | 8/21/2007 | | | |
| Census Advisory Committee on the American Indian and Alaska Native Populations | 321 | 8/21/2007 | | | |
| Census Advisory Committee on the Asian Population | 9481 | 8/21/2007 | | | |
| Census Advisory Committee on the Hispanic Population | 1397 | 8/21/2007 | | | |

Manage Groups

The [Manage Groups](#) link deserves a brief discussion because it requires ongoing maintenance by the CMO as new committees are created within the agency inventory. It is not unusual for a desk officer to get a call from the CMO or a GFO, especially during the ACR, with the “complaint that the GFO cannot see all the committees in their group. This is often due to the fact that when the CMO created the new committee, they did not



| Group Name | Committee Name |
|--|--|
| | Advisory Committee on Universal Cotton Standards (1260) |
| | National Advisory Committee for Tobacco Inspection Services (1295) |
| | National Organic Standards Board (1303) |
| | Plant Variety Protection Advisory Board (1309) |
| Animal and Plant Health Inspection Service | Advisory Committee on Foreign Animal and Poultry Diseases (1258) |
| | General Conference Committee of the National Poultry Improvement Plan (1287) |
| | National Wildlife Services Advisory Committee (1299) |
| Cooperative State Research, Extension and Economic Forestry Research Advisory Council (1282) | National Agricultural Research, Extension, Education, and Economics Advisory Board |
| Foreign Agricultural Service | Agricultural Policy Advisory Committee for Trade (1263) |
| | Agricultural Technical Advisory Committee for Trade in Fruits and Vegetables (1267) |
| | Agricultural Technical Advisory Committee for Trade in Processed Foods (16577) |
| | Agricultural Technical Advisory Committee for Trade in Sweeteners (1273) |
| | Agriculture Technical Advisory Committee for Trade in Animal and Animal Products |
| | Agriculture Technical Advisory Committee for Trade in Grain, Feed, and Oilseeds (15) |
| | Agriculture Technical Advisory Committee for Trade in Tobacco, Cotton, and Peanuts |
| USDA-Food | Advisory Committee on Meat and Poultry Inspection (99) |
| | National Advisory Committee on Microbiological Criteria for Foods (1294) |
| USDA-Forest Service | Advisory Committee on Forest County Payments (11981) |
| | Advisory Committee to the Provincial Interagency Executive Committees (1925) |

immediately add the new committee to the group to which it logically belonged. While the desk officer can add the committee to the group as well, this task is best handled by asking the CMO when new committees are created if group considerations apply. Directions for creating groups and adding committees to groups are found in the CMO Help manual.

Manage Users

The [Manage Users](#) link deserves treatment for a similar reason. When the Secretariat user looks at an agency’s user list, they see the same list and features as the CMO, however there is one significant difference. The Secretariat user’s list includes CMOs and the Secretariat user can create CMO users. For this reason alone, the desk officer should review every agency list of users to see if CMO logon are present with active rights for CMOs who have moved on to other roles. For a complete review of the rules and functionality of the **Users List** page and the **Users Form** page, the desk officer should review the CMO or GFO Help manuals. An important point to remember is that the Level and Access fields provide the rights a user has when working with the system. Levels are CMS, CMO, GFO, and DFO. Access is 1 for Read-only or 2 for Edit. To make changes to data and save the changes the **ACCESS** must be 2.

Not only should the desk officer review the **Users List** page for CMOs that should be made inactive or to extend existing CMO end dates, the desk officer should actively manage the CMO regarding the CMOs list of users. If the **Users List** page shows active users with expired end dates, the CMO deserves a gentle nudge. Users can’t keep their data up to date if they can’t log on.

Committee Menu Secretariat Links

After selecting a committee from the **Committee List** page the CMS user drills down to the **Committee Menu** page. From the **Committee Menu** page the CMS user can edit data on any of the Web pages or can work with the **Consultation** link or the **Delete Committee** link. A complete discussion of data entry with the **Committee Menu** page links is found in the **DFO System** part of the manual, Section II. The **Consultation** process is also discussed in the **CMO** part of the **System** manual, Section IV.

Delete Committee

The **Delete Committee** link is visible to the Secretariat user and is available for removal of a committee. This feature becomes necessary when a committee is rolled over to a new fiscal year and then, later, after the ACR has been completed, the desk officer and the CMO agree that the committee was actually terminated the previous year. This feature should be used very carefully since if a committee is deleted from a year in which it was active and functioning, all the members, meeting, report, cost, and subcommittee data is lost as well. In short, every data change made to the committee in the shared management system is lost for that year.

The Consultation Process

| | ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemarks |
|----------------------|-----------|---------------|--------------|---------------|-------------|-------------------|-----------------------|--|------------|
| Edit | 8 | Renewal | 1/20/2006 | 1/25/2006 | 2/3/2006 | | | The CMS concurs with the renewal of this committee. | |
| Edit | 7 | Renewal | 1/12/2004 | 1/14/2004 | 2/5/2004 | | | The CMS concurs with the renewal of this committee. | |
| Edit | 6 | Renewal | 2/25/2002 | 2/26/2002 | 3/15/2002 | 3/15/2004 | | The CMS concurs with the renewal of this committee. | |
| Edit | 5 | Renewal | 3/23/2000 | 3/23/2000 | 3/27/2000 | 3/27/2002 | | Charter filed | |
| Edit | 4 | Renewal | 3/17/1998 | 3/19/1998 | 3/24/1998 | 3/24/1900 | | na | |
| Edit | 3 | Renewal | 3/29/1996 | 3/29/1996 | 4/12/1996 | 4/12/1998 | | Chart Encl | |
| Edit | 2 | Amendment | 7/21/1995 | 7/21/1995 | 4/7/1994 | 4/7/1996 | | Action re: Members/Representatives will present views of respective associations. | |
| Edit | 1 | Establishment | 3/1/1994 | 3/9/1994 | 4/7/1994 | 4/7/1996 | | merger of DOC# 318, 319, 1387, 1388 (See: #1388 Term 9-3-93 Formerly: Cens A/C of the Popula't'n Assoc. of America) at | |

The consultation process and the use of the **Consultation** link on the **Committee Menu** page is a central part of the Secretariat's committee tracking and management process. The **GSA**

Rule provides the requirements for establishing and terminating advisory committees. The requirements vary depending on the establishing entity and the source of authority for the advisory committee. The **Rule** thoroughly covers the procedures associated with the establishment, renewal, reestablishment, and termination of advisory committees. These procedures include consulting with the Secretariat, preparing and filing an advisory committee charter, publishing notice in the Federal Register, and amending an advisory committee charter.

The following information is the Secretariat's current guidance. **FACA identifies four sources of authority for establishing an advisory committee:**

1. Required by statute. By law where the Congress establishes an advisory committee, or specifically directs the President or an agency to establish it (non-discretionary);
2. Presidential authority. By Executive order of the President or other Presidential directive (non-discretionary);
3. Authorized by statute. By law where the Congress authorizes, but does not direct the President or an agency to establish it (discretionary); or
4. Agency authority. By an agency under general authority in title 5 of the United States Code or under other general agency-authorizing statutes (discretionary).

An advisory committee automatically terminates two years after its date of establishment unless:

- The statutory authority used to establish the advisory committee provides a different duration;
- The President or agency head determines that the advisory committee has fulfilled the purpose for which it was established and terminates the advisory committee earlier;
- The President or agency head determines that the advisory committee is no longer carrying out the purpose for which it was established and terminates the advisory committee earlier; or
- The President or agency head renews the committee not later than two years after its date of establishment in accordance with §102-3.60. If an advisory committee needed by the President or an agency terminates because it was not renewed in a timely manner, or if the advisory committee has been terminated under the provisions of §102-3.30(b), it can be reestablished in accordance with §102-3.60.

When an advisory committee terminates, the agency shall notify the Secretariat of the effective date of the termination.

The procedures required to establish, renew, or reestablish a discretionary advisory committee:

- Consult with the Secretariat. Before establishing, renewing, or reestablishing a discretionary advisory committee and filing the charter as addressed later in §102-3.70, the agency head must consult with the Secretariat. As part of this consultation, agency heads are encouraged to engage in constructive dialogue with the Secretariat. With a full understanding of the background and purpose behind the proposed advisory committee, the Secretariat may share its knowledge and experience with the agency on how best to make use of the proposed advisory committee, suggest alternate methods of attaining its

purpose that the agency may wish to consider, or inform the agency of a pre-existing advisory committee performing similar functions.

- **Include required information in the consultation.** Consultations covering the establishment, renewal, and reestablishment of advisory committees must, as a minimum, contain the following information:
- **Explanation of need.** An explanation stating why the advisory committee is essential to the conduct of agency business and in the public interest;
- **Lack of duplication of resources.** An explanation stating why the advisory committee's functions cannot be performed by the agency, another existing committee, or other means such as a public hearing; and
- **Fairly balanced membership.** A description of the agency's plan to attain fairly balanced membership. The plan will ensure that, in the selection of members for the advisory committee, the agency will consider a cross-section of those directly affected, interested, and qualified, as appropriate to the nature and functions of the advisory committee. Advisory committees requiring technical expertise should include persons with demonstrated professional or personal qualifications and experience relevant to the functions and tasks to be performed.

The public notification requirements for discretionary advisory committees: A notice to the public in the Federal Register is required when a discretionary advisory committee is established, renewed, or reestablished.

1. **Procedure.** Upon receiving notice from the Secretariat that its review is complete in accordance with §102-3.60(a), the agency must publish a notice in the Federal Register announcing that the advisory committee is being established, renewed, or reestablished. For the establishment of a new advisory committee, the notice also must describe the nature and purpose of the advisory committee and affirm that the advisory committee is necessary and in the public interest.
2. **Time required for notices.** Notices of establishment and reestablishment of advisory committees must appear at least 15 calendar days before the charter is filed, except that the Secretariat may approve less than 15 calendar days when requested by the agency for good cause. This requirement for advance notice does not apply to advisory committee renewals, notices of which may be published concurrently with the filing of the charter.

The charter filing requirements: No advisory committee may meet or take any action until a charter has been filed by the Committee Management Officer (CMO) designated in accordance with section 8(b) of the Act, or by another agency official designated by the agency head.

1. **Requirement for discretionary advisory committees.** To establish, renew, or reestablish a discretionary advisory committee, a charter must be filed with:
 - The agency head;
 - The standing committees of the Senate and the House of Representatives having legislative jurisdiction of the agency, the date of filing with which constitutes the official date of establishment for the advisory committee;
 - The Library of Congress, Anglo-American Acquisitions Division, Government Documents Section, Federal Advisory Committee Desk, 101 Independence Avenue, SE, Washington, DC 20540-4172; and
 - The Secretariat.

2. Requirement for non-discretionary advisory committees. Charter filing requirements for non-discretionary advisory committees are the same as those in paragraph (a) of this section, except the date of establishment for a Presidential advisory committee is the date the charter is filed with the Secretariat.
3. Requirement for subcommittees that report directly to the Government. Subcommittees that report directly to a Federal officer or agency must comply and include in a charter the information required.

The information which must be included in the charter of an advisory committee: An advisory committee charter is intended to provide a description of an advisory committee's mission, goals, and objectives. It also provides a basis for evaluating an advisory committee's progress and effectiveness. The charter must contain the following information:

1. The advisory committee's official designation;
2. The authority that is establishing the committee and the reference that it is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), 5 U.S.C. App.
3. The objectives and the scope of the advisory committee's activity;
4. The period of time necessary to carry out the advisory committee's purpose(s);
5. The agency or Federal officer to whom the advisory committee reports;
6. The agency responsible for providing the necessary support to the advisory committee;
7. A description of the duties for which the advisory committee is responsible and specification of the authority for any non-advisory functions;
8. The estimated annual costs to operate the advisory committee in dollars and person years;
9. * Provide a statement that a full-time or permanent part-time employee of the agency will serve as the Designated Federal Officer (DFO) and the DFO (or designee) will approve or call all of the advisory committee's and subcommittees' meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.
10. The estimated number and frequency of the advisory committee's meetings;
11. The planned termination date, if less than two years from the date of establishment of the advisory committee;
12. * Provide the estimated number of members, a description of the expertise required and/or groups to be represented in order to achieve a fairly balanced membership and whether the committee will be composed of SGEs, representatives or members from both groups.
13. * Provide a statement as to who has the authority to create subcommittees (the FACA committee or only the agency) and that subcommittees must report back to the parent committee, and do not provide advice directly to the agency.
14. * Provide a statement that the records of the committee shall be handled in accordance with General Records Schedule 26, Item 2. Committee records consist of, among other things, all papers, documents, and emails pertinent to its establishment, membership, policy, organization, deliberations, findings, and recommendations, including its charter, members' appointment letters, agendas, determinations for closed meetings, briefing materials, minutes, transcripts, audiovisual materials, reports made or received, and all

documents related to its proceedings. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. The name of the President’s delegate, agency, or organization responsible for fulfilling the reporting requirements of section 6(b) of the Act, if appropriate; and
16. The date the charter is filed.

* Although these sections are not explicitly required (at this time), the Secretariat recommends that they be included in an attempt to improve the overall charter and provide additional information for interested parties.

The Consultation Information Page

| View Charters on FACA Website | | Upload Charter | | | | | | | |
|---|---------------|--------------------------------|----------------|-------------|-------------------|-----------------------|---|------------|--|
| Show | 20 | 1 of 1 pages | Add New Record | First | Prev | Next | Last | | |
| ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemarks | |
| 1 | Establishment | 1/5/2007 3:03:07 PM | 1/8/2007 | 4/20/2007 | | | This charter was reviewed in draft form and found to comply with FACA and Committee Management requirements-KF. | | |

The **Consultation** link displays the **Consultation Information** page. The **Consultation Information** page is filled out by both the CMO user and the Secretariat user.

The first consultation record is created by the system for new committees established since the development of the first version of the shared management system. When the CMO adds a new committee the system creates the first consultation record at the same time that it creates the committee parent record and all of the committee’s child records. The consultation records are a bit different from the rest of the committee child records, however, in the sense that they exist across years as a history of the consultation life of the committee, while the rest of the committee records have a single fiscal year orientation.

| FACA Database at FIDO GOV Federal Advisory | | | | | | | | | |
|---|---------------|--------------------------------|----------------|-------------|-------------------|-----------------------|---|------------|--|
| Committees Database | | | | | | | | | |
| Consultation Information | | | | | | | | | |
| Home Up Logon Search Help Public Access Score 300 FY2007 Inf cmo CMO | | | | | | | | | |
| VA 30917 - Advisory Committee on OIF-OEF Veterans and Families - Agency Authority | | | | | | | | | |
| Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures | | | | | | | | | |
| View Charters on FACA Website | | Upload Charter | | | | | | | |
| Show | 20 | 1 of 1 pages | Add New Record | First | Prev | Next | Last | | |
| ConsultNo | ConsultType | ReceivedDate | ConcurredDate | CharterDate | CharterTerminated | DesignationReviewDate | Comments | CMORemarks | |
| Edit 1 | Establishment | 1/5/2007 3:03:07 PM | 1/8/2007 | 4/20/2007 | | | This charter was reviewed in draft form and found to comply with FACA and Committee Management requirements-KF. | | |
| Add New Record | | | First | Prev | Next | Last | | | |

The first consultation record for a new committee is always an Establishment and the first editor of the consultation record is the CMO establishing the new committee. The system automatically generates the Consultation number and enters the Received Date. The CMO selects the Consultation Type. While the Consultation number contents and meaning is obvious, the Consultation Type and Received Date fields are less so.

The **Consultation Type** for a new committee will always be an **Establishment**. The remaining choices and the appropriate circumstances for the choices are explained in the Help column on the **Consultation Information** form page and below.

The screenshot shows a web form with a blue header and a yellow background. The form contains several fields:

- Consult Number:** A text input field containing the number '1'.
- Consult Type:** A dropdown menu with 'Establishment' selected. Other visible options include 'Admin Inactive', 'Amendment', 'Re-establishment', and 'Termination'.
- Received Date:** A text input field.
- Concurred Date:** A text input field.

The **Received Date** is populated with the current date when the consultation record is created and marks the date the consultation process clock starts ticking. Back in the days of snail mail and frequently exchanged phone messages, Committee Management had a two week window to review and respond to the materials sent by the agency for the purposes of committee establishment. All of this process is designed to follow and operate consistently with **Subpart B—How Are Advisory Committees Established, Renewed, Reestablished, and Terminated?**—of the GSA Final Rule.

The Consultation Types for committees that have already been established and whose initial charter is reaching the end of its life are:

- **Administratively Inactive** - This type is applied when the committee is a statutory committee which has completed its work and is no longer functioning but the legislation to terminate it has not been passed.
- **Amendment** - This type is selected when amending an existing charter. This consultation is used for committee name changes and charter content changes between renewals and does not affect the charter renewal date.
- **Establishment** - This type is selected when creating a new committee for the first time.
- **Re-establishment** - This type is selected when a committee has been terminated and is being restored to a functioning state, or when a committee has had a lapsed charter for longer than 3 or 4 months.
- **Renewal** - This type is selected for committees whose charters are currently active and being renewed for another two year period. This is the normal and default selection for existing committees.
- **Termination** - This type is selected when committees are being terminated.

While the selection for a new committee is always an **Establishment**, initiated by the CMO when they act in the system to create a new committee, the CMO should initiate that consultation and all subsequent consultations with the knowledge and awareness of their desk officer. The system alerts all the relevant parties to the consultative actions with emails. An email is generated every time a change is made and saved to a consultation record. While it is not unusual for a new committee to appear out of the blue, this is not desired as a common practice and

should probably be seen as a signal to the desk officer of the need to review the consultation process and remaining committee inventory with the agency CMO.

The remaining fields on the **Consultation Information** form are:

Concurred Date,
Charter Date,
Charter Terminated,
Designation Review Date,
Comments, and
CMO Remarks.

The **Concurred Date** is the date that the Secretariat Desk Officer for the agency in question concurred on the consultation. A concurrence is required only in the case of discretionary committees and concurrence is not approval but agreement that **FACA** has been complied with.

The screenshot shows a web form with the following fields and values:

| | |
|--------------------------|---|
| Concurred Date: | 1/8/2007 |
| Charter Date: | 4/20/2007 |
| Charter Terminated: | |
| Designation Review Date: | |
| Comments: | This charter was reviewed in draft form and found to comply with FACA and Committee Management requirements-KF. |
| CMO Remarks: | |

At the bottom of the form, there is a status bar that reads: "Changed At: 6/20/2007 12:16:33 PM By: Shirley Williams, shirley.williams@mail.usa.gov, 202-273-4841". Below the status bar are two buttons: "Save Changes" and "List".

The **Charter Date** is the date the charter and its accompanying filing letters are mailed to the appropriate congressional oversight committees. The **Charter Date** is not the date the charter is signed.

The **Charter Terminated** field is used for multiple purposes, depending upon the committee charter and other relevant circumstances. If the charter language or authorizing legislation or EO terminates the committee on a specific date, that date can be entered in this field. Using the data field in this way does not affect the renewal date. If the consultation type is “**Termination**”, the precise date of termination is entered in the **Charter Terminated** field. In past versions of Secretariat tracking systems, the **Charter Terminated** field was also populated with a date two years from the charter. However, since that information is redundant of the renewal date, we have dropped requiring that calculation.

The **Designation Review Date** is a field currently used to reflect the last time that membership designations were reviewed for members of the committee. This field does not need to be populated on every consultation record. It only really needs to be entered once between the beginning of FY 2006 and the end of FY 2008.

The **Comments** field is reserved for remarks and notes recorded by the Desk Officer during the consultation process.

The **CMO Remarks** field is reserved for remarks and notes recorded by the CMO during the consultation process.

Only one record should be created for each charter cycle, unless the consultation type is “**Administratively Inactive**” or an **Amendment** or a **Termination**. Generally, a CMO would

initiate an **Admin Inactive** consultation with the desk officer during an ACR. This is done when their mutual review of a committee has determined that the committee is statutory, has completed its work during a previous fiscal year, and had no costs or meetings or members or reports during the year being reviewed. Once a committee has been made **Administratively Inactive**, it does not require a further consultation unless it is **Terminated** or **Re-established**. The Desk Officer would ascertain from the CMO that the **Administratively Inactive** committee's status has not changed during the ACR for the agency.

A CMO would initiate an **Amendment** to a charter at any point in the charter cycle that the need for the amendment appeared. Adding an amendment creates a new consultation with the same charter filing date as the committee's last **Establishment** or **Renewal** consultation, and the amended charter is uploaded to the system when the amended charter is sent to the congressional oversight committees. A Desk Officer needs to concur for amendments to discretionary charters.

A **Termination** consultation can be initiated by the CMO at any point in the cycle that a committee's work has been completed.

The Outside Maintenance Part of the System

Working with a database presents challenges and often there are situations and aspects of the work done in Committee Management where actions have to be taken "outside of the rules" for either data entry or data maintenance purposes. A normal, well-designed and completely finished, tracking and maintenance system presupposes and "pretends" that everything can be planned for and programmed for within a limited set of rules. The truth is that there will always be something that wasn't considered, perhaps didn't even exist, and certainly doesn't fit within the designed system. That has to be acknowledged up front for the Shared Management System, because it is an attempt to impose some uniformity on the nature of the data collected from and for unique agencies set up by unique laws for unique circumstances and requirements in a government that changes with every congress and administration. The idea here is to collect consistent data from these unique agencies, each of which has been given at least some limited authority to interpret the law for itself and its own purposes. To include or otherwise keep a handle on the events and circumstances in the Shared Management System which were not addressed in the simplified model we originally imposed on the complex, governmental reality we call FACA implementation, we have utilized direct access to the data with Microsoft Access. Generally, anything and everything that is read-only and inaccessible in other parts of the system can be edited directly with Microsoft Access. The Secretariat user using a direct access to the MSSQL data as an approach to system data maintenance should be very careful because there are no safeguards preventing mistakes, and there is no **"UNDO"** button.

Over the years we have added many modules to the web application in our attempts to expand the system to accommodate the features requested or features we identified as making the system more comprehensive, inclusive, and supportive to the FACA communities' needs. Often, when we expanded the system or added features to accommodate new initiatives, we did not have the resources, time, interest or certainty that we could or would completely "finish" the component. Some "unfinished" components dealt with directly in MSSQL by means of Microsoft ACCESS are:

- Adding Secretariat users,
- Editing the Verification timestamp,
- Producing the ACR reports,
- Removing subcommittees,
- Removing or correcting individual or bulk records that were either added in error or added for one year only,
- Producing special reports based on specific criteria,
- Uploading bulk data files for meetings, members, etc., and
- Providing a useful search facility.

Adding Secretariat Users

All the users of the system can be added by a user of the component with the next higher rights. The **Public Access** user and all the other users have read only rights to the **Public Access** component by default. The **GFO** user can create the **DFO** users for his or her committees. The **CMO** user can create **GFO** and **DFO** users for the groups and committees in his or her agency. The **Secretariat** user can create **CMO** and **GFO** and **DFO** users for all the agencies, groups, and committees in the system. Only the **DBA** with access to the DB via Microsoft Access can create the Secretariat user. There is no explanation here about how to do it, because if the person doing it needs an explanation, they should not be doing it. However, the data rules for the user fields are the same for the Secretariat user as for any other user in the system.

Editing the Verification Timestamp

There have been instances over the years where the **DFO** and/or the **CMO** did not report and verify the data required for conducting the ACR. It is likely that there will continue to be such instances in the future. In the past instances, the **DBA** had to take extra steps to complete the ACR process for those agencies and then produce the ACR reports that accurately reported the status of those committees, agencies, and the resulting government totals. To complete the ACR and rollover, the **DBA** had to log in as the **CMO** and verify the committee(s). Later, the **DBA** would have to produce the ACR reports with the incomplete committees and agencies flagged. The ACR reports are done after the data was rolled over to the new fiscal year. To produce the report, the **DBA** has to go back and remove the "DateCompleted" timestamp from the Committee(s)' record(s) for the reported year.

Producing the ACR Reports

The last Annual Report of the President to Congress on Federal Advisory Committees was the report prepared for FY 1998. Since that time, the contents of those reports has been essentially replicated online, every year since FY 1998. The DBA prepares the reports and posts them online at some point after the ACR has been completed for one FY and before it is begun for the following FY. The reports are found on the **Public Access** page and displayed by the **Annual Comprehensive Reviews** button. The reports have been provided since 1999 for both continuity and comparison purposes. The process is not difficult, since the reports are modeled on the reports provided each of the previous years, and a **DBA** with sufficient **Microsoft ACCESS** report design knowledge should be able to look at the design and requirements of one year's reports and then properly prepare the foundation queries and report designs to produce the new year's reports. Five reports are involved. Describing how to do it if you do not know MS ACCESS well enough to do it without directions would require a both a textbook and more time than it has taken to write all of the system's manuals. None of this stuff seems difficult if you know how or have learned how, and none of it can be done or stumbled upon in a lifetime if you don't.

Removing Subcommittees

Removing subcommittees is one of the functions handled with direct access to the DB. While we built the ability to add subcommittees to a committee into the CMO and Secretariat modules, we did not include a delete option. This is due to the distributed nature of responsibility for maintaining the Shared Management System. Adding data can usually be undone by the same user without undoing any other users' work. Deleting data cannot be undone without restoring a backup from an earlier point in time. Deleting data from a field or deleting a record has the potential of undoing the work of anywhere from one to several users. Restoring a backup has the potential of undoing the work of an enormous number of users. As a result we have made the choice that we will allow the users to add some items, like subcommittees, which we will only allow a skilled DBA to remove.

When a subcommittee needs to be removed for a specific fiscal year, the CMO must first make sure that member, meeting, or report data records still attached to the subcommittee are accounted for elsewhere and then removed, and that the costs and support for the subcommittee are zeroed out. One of our data management SOPs is we never delete a data record unless we have discussed the specific record with its owner. And even when we have discussed it, we prefer that the user/owner remove the record themselves if the system allows them to do so. To remove the subcommittee, we first have to delete its associated cost record, and then we have to delete the committee record for the specific subcommittee. The database structure itself will not allow the deletion of a committee record if any "child" data records still exist. Deleting subcommittees that were either not relevant or otherwise not used during the fiscal year generally has only occurred during the ACR review period. However the ACR review period has extended sometimes from July through February.

Removing Duplicate or Extra Consultation Records

Sometimes CMOs or Secretariat users add a new consultation when the proper action would be to edit a partially-completed, existing consultation. Sometimes this “mistake” could be due to inexact instructions or mixed up communications between the CMO and the desk officer. Much of the time, however it appears to be due to infrequent use of the consultation feature by the user and/or lack of communications between the CMO and desk officer before the system is used for the consultation process. This situation is cleaned up by the desk officer letting the DBA know which Committee is involved and which consultation record should be removed. This is managed by the DBA with direct access to the consultation table.

Uploading Data Files

Uploading bulk datasets is another of the functions handled with direct access to the DB. Agencies with large datasets of members, meetings, etc., often maintain an internal tracking system for those datasets. Rather than requiring users to update multiple systems we have always encouraged agencies to either use our system and keep it up to date, or to send us their data which fulfills our data requirements in a timely fashion. Our bottom-line principle of operation is that we should avoid at all costs having users enter data more than once. If users have a local system that their office requires that they, the users, keep up to date, we should do our best to get the data from that system. We take this position because, first, there is never a winner in a competition about which system is more important to keep up to date, and second, there is no user in history that has kept two systems tracking the same data up-to-date to the same degree. In order to upload an agency’s data, the files provided must clearly identify the contents of the required fields and the committee(s) involved. We have generally accepted the data in a spreadsheet, xml, or csv format. The process, to safely protect against the loss of data, usually involves

- First, scrubbing the data sent electronically by the agency contact to make sure that it is acceptably accurate and complete. This process, depending upon the agencies or committees involved, includes making sure that the identifying information provided is correct and that the new records will only affect the agencies and committees sending the data. Without checking there is always the possibility that the new records will get mixed up with other agencies data, or cause the deletion or replacement of other agencies data. Sometimes the data provided needs to be combined or altered to fit our system’s data structure and format.
- Second, making sure the new records are properly “keyed” so that the new child records link to the correct parent records.
- Third, saving any existing records already in the system for the year in question for the committees in question to a clearly identified table. This is done so that we have a backup and can restore the data if a mistake is discovered later.
- Fourth, deleting the existing records for the year in question for the committees in question to eliminate duplications of data, and
- Last, appending the scrubbed, keyed data to the table of concern.

The agencies and committees and data tables involved bulk uploads in the past have included:

- From CDC, 600-1000 member records from #1910, a SEP committee.
- From NSF, a couple of times a year, a combination of files to add approximately 1000 meeting records for more than 50 committees.
- From NIH, a couple of times a year, an XML file of between 2000-3000 meeting records for between 130-140 committees.
- From NIH, a couple of times a year, a Zip file of between 32,000 and 35,000 member records for between 130-140 committees.
- From NIH, a couple of times a year, a couple of files with cost and DFO data.
- From NEH about six hundred members for the Humanities panel.
- From DOT a couple of thousand members for the RTCA committee.

Searching FACA Records

Searching the data collected in association with and on behalf of FACA within the online web site has always been problematic. This is the result of many factors, not the least of which is the original database design which derived from the original database purpose, which was to collect data for a single fiscal year based annual report. A database designed to collect data for a sequence of closed-ended fiscal year reports where the data from one year is discrete from the data for the same committee in previous and subsequent years has an entirely different structure from a database designed to collect and report information on a committee over its entire life. The two databases can exist together, side by side in one sense, but the owners and developers cannot simply switch from one design to the other once the use of the system is ongoing. It is appropriate to say that the design for a committee's lifetime has to include the design for a committee's fiscal year history from the very first moment for both needs to be accommodated completely. It becomes almost impossible to extract the experience of a committee's lifetime from a sequence of discrete and separate fiscal years. If it had been known that both were desirable and required, the solution would have been to extract the fiscal year history record from the lifetime record at the same point in time every year, and then to maintain that fiscal year history as separate and unchangeable in separate and read-only tables from that point forward. In the more comprehensive design, corrections are made to the data at whatever point in time the error is discovered, but the history file remains untouched to accurately reflect the information available about that committee at that point in time. It is accurate and truthful to say that this system started from the other direction, fiscal year, for very good reasons, but with insufficient resources to include and switch to the proper direction, lifetime, when the proper direction became both desirable and apparent. So the partial solution which began to be and has continued to be imposed on the system design has been to go back to completed fiscal years and change the content to reflect the truth discovered since the fiscal year data was first deemed complete and finished. We probably should not have done that, and it may be that we should do our best to not do that while we continue to use the current version of the system. The dichotomy remains, which "truth" is more useful to our work and to which "truth" does our responsibility answer?

The fiscal year system design also imposes continuing problems. Agencies come and go, committees come and go and come back, subcommittees come and go and come and go, members are repeated every year for every committee on which they serve, meetings and reports

are sometimes entered into the wrong FY, the ACR requirement prevents efficient and timely users from keeping their committee records up to date while other users for other committees and agencies are completing their data entry, etc. Often, when looking for a meeting or a report or a member, the searcher has to begin by knowing the fiscal year the data was produced since the current year on a committee does not easily link to past years' data generated by a committee.

This discussion could go on and on without ever even getting to the more technical problems of linking data files uploaded by users to fiscal year specific records rather than stable committee records, so we will end it and leave it here for now. Suffice it to say that the Shared Management System will only remain workable while the corporate knowledge of its development and maintenance remain available. This cannot be viewed as a desirable situation for a process and a system that supports a government requirement that extends into an unlimited future.