

SECTION II: The Designated Federal Official (DFO) And the FACADatabase

The Designated Federal Official (DFO) uses the FACADatabase 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. Continuous and timely updates converts the system and record keeping from a focus on history and records to a focus on management and immediate relevancy. When current, the system becomes more useful to everyone: public users interested in specific issues; agency officials wanting views of specific committee activity and a broader view of committee activity across the agency; and congressional staff with oversight responsibility.

What is the “FACA Database and Committee Tracking System”?

The FACA database 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.

What data is collected and maintained?

For the DFO, the program collects and displays information that is required by law and regulation regarding

- 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 and publication dates. The system allows uploading the text of the reports,
- Meeting purposes, dates, location, whether the meetings were open or closed. The system allows uploading the minutes or transcripts and other documents submitted at committee meetings,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,

- Decision maker contact information,
- Annual Performance Measures,
- Web site addresses for the committee or contact data for 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 require meeting announcements or Federal Register Notices, although they can be uploaded as meeting documents, and planned meetings can be posted as soon as they are scheduled. Meeting minutes, other meeting documents, and formal committee reports can be uploaded to the online system as soon as they are available. Many of the committees also put their meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on their own committee web site or on the agency web site. While federal law requires that the minutes and reports be maintained in a central and accessible location for each committee and agency, both during and for several years beyond the active life of the committee, there is no requirement in statute that minutes and reports be uploaded to this 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 FACA database system is designed to support the above requirements by capturing relevant information when the committee is created online by the CMO, and to carry that information forward as it is edited and updated by the DFO or her designee 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.

- 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: FACA Database at FIDO.GOV

This is the opening screen for the **FACA Database**. A simple web address for the system is <http://www.facadatabase.gov>. The FACADatabase is part of a family of shared-interagency-databases located at <http://www.fido.gov>. The most commonly referenced address is <http://www.fido.gov/facadatabase>. Links and buttons control navigation through the system. The **links** visible to the user on each page will depend upon the purpose of the page and the access rights of the user. Commonly used hyperlinks are located along the top of the content area of the page. DFOs should move from page to page with the links 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 **FACA Database** is an internet application. A database and online application operates differently on the Internet than purely informational net pages. Browser buttons are designed to take the user backwards and forwards to pages that are often static, unchanged, and contain unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete made by the user, and the pages retain a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. With the act of logging on the user became involved in a time-constrained and subject-constrained work session. If the user should start jumping around using the browser menu and arrow keys, it could be possible for the database application to lose track of the user and of the committee being worked on. This doesn't usually happen and the technology is improving to prevent such a conundrum, but a word to the wise.

The ten obvious hyperlinks on the opening screen navigate to the

Home page,

Up to the previous page in the navigation sequence,

Logon page,

Search page,

Help page,

Public Access page,


Score 300 page,

Committee Management Secretariat Website,

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

Case Digest Search on-line data base.

The mouse pointer becomes a hand as the mouse moves over a hyperlink. There are hyperlinks on most of the pages to items which most web sites contain. 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**.



FACA Database at FIDO.GOV
Federal Advisory Committees Database

Home - FACA Database

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


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](#)

[Case Digest Search](#)

Visitor: This site is brought to you by GSA and DataCall Systems
409236 [Support Team](#) 
[Security and Privacy Notice](#)

Home returns the user to the **Home** page shown above. It also serves as an exit or clean-up link, since clicking it causes the web application to close and erase from memory all established session variables.

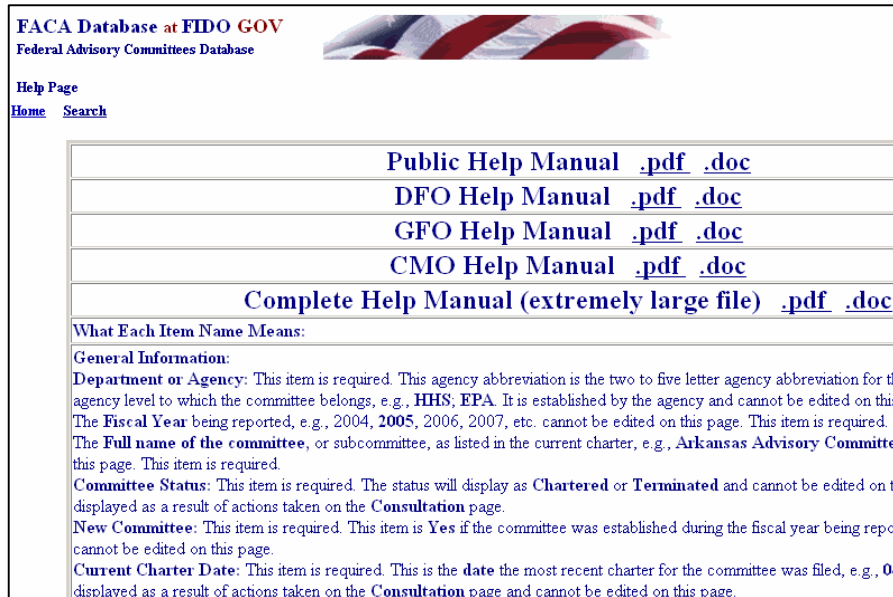
Up from this screen (the **Home** page) moves the user up to the Federal Interagency Databases Online (FIDO) page. Generally, “**Up**” moves the user up to the previous page in the system hierarchy from which the user previously drilled down.

Logon, for users with DFO rights, logs the DFO on to the database, to view and update the management data for their own committee for the current year. Users with DFO rights can update or otherwise edit their committees and users with CMO rights can edit all of their agency’s committees. 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 it is useful to experiment with the possibilities.



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

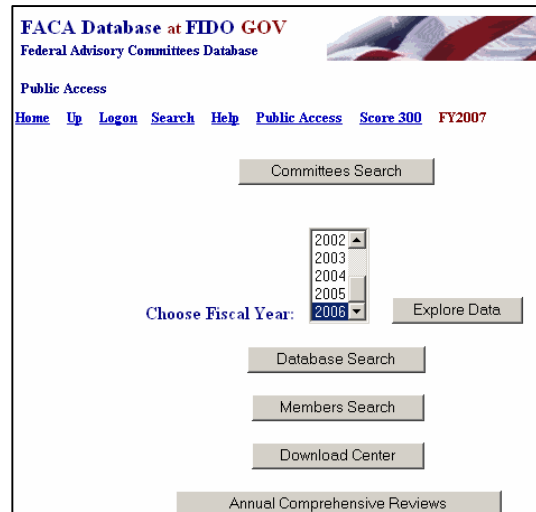


Word and saved as Word or Adobe pdf documents. The Adobe files are smaller and generally load and print faster. The on-line manuals explain the functionality of the system.

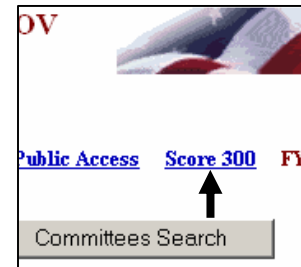


Public Access takes the user to the public part of the system. The Public Access page includes **Committees Search**, which repeats the search features described above, as well as lists the **Fiscal Years** of data in the

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 has probably been 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. The **Help** link provides a complete manual for the use of the **Public Access** section.



The "**Score 300**" link displays an agency ranking in terms of usage and completeness of the data for the current fiscal year to date. The score also reflects the last agency update. It is a quick way to survey the completeness and accuracy of the data. The viewer can tell from the color and the number of committees updated just how much data entry/updating activity has occurred. DFOs could think of it as friendly competition while other users can tell the status of the completeness of the current data. The user returns from the **Score 300** page by using the browser menu's **BACK Button**. In all cases, like the page below, where the **Up** link is not visible, the browser **Back Button** or **Back menu option** can be used to return the previous page.



FACA Database at FIDO GOV
Federal Advisory Committees Database

Score 300

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

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

Scoring Legend 0 1-299 300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Updated	Total Score
ADF-African Development Foundation	1	0	0	0	0			0
AID-Agency for International Development	2	2	0	0	0		9/21/2006 8:29:43 AM	75
AMC-Antitrust Modernization Commission	1	1	1	1	1		7/31/2006 2:18:24 PM	225
ATCB-Architectural and Transportation Barriers Compliance Board	3	1	0	0	0		9/19/2006 1:48:23 PM	25
BBO-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 11:51:51 PM	25
DOL-Department of Labor	15	10	0	0	1		9/27/2006 11:15:38 AM	55
DOS-Department of State	30	7	0	0	1		10/2/2006 11:02:04 AM	39
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/committeemanagement>** or **<http://www.gsa.gov/faca>**.

The GSA Portal website: **<http://www.gsa.gov/committeemanagement>** is the launching point for 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 FACADatabase system continues to collect an expanded dataset for the Annual Comprehensive Review.

Federal Advisory Committee Act

Printed Annual Reports 1972 - 1998

File Name	File Size
1972-Federal Advisory Committees First Annual Report Of The President.pdf	7,067,762 Bytes
1973-Federal Advisory Committees Second Annual Report Of The President.pdf	7,540,830 Bytes
1974-Federal Advisory Committees Third Annual Report Of The President.pdf	4,993,617 Bytes
1975-Federal Advisory Committees Fourth Annual Report Of The President.pdf	5,371,325 Bytes
1976-Federal Advisory Committees Fifth Annual Report Of The President.pdf	5,639,082 Bytes
1977-Federal Advisory Committees Sixth Annual Report Of The President.pdf	5,184,395 Bytes
1978-Federal Advisory Committees Seventh Annual Report Of The President.pdf	4,394,074 Bytes
1979-Federal Advisory Committees Eighth Annual Report Of The President.pdf	4,040,836 Bytes
1980-Federal Advisory Committees Ninth Annual Report Of The President.pdf	4,912,685 Bytes
1981-Federal Advisory Committees Tenth Annual Report Of The President.pdf	4,423,756 Bytes
1982-Federal Advisory Committees Eleventh Annual Report Of The President.pdf	5,207,297 Bytes
1983-Federal Advisory Committees Twelfth Annual Report Of The President.pdf	5,208,414 Bytes
1984-Federal Advisory Committees Thirteenth Annual Report Of The President.pdf	6,666,831 Bytes
1985-Fourteenth Annual Report Of The President On Federal Advisory Committees.pdf	4,654,430 Bytes

[Committee Management Secretariat Website](#)

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

[Case Digest Search](#) ←

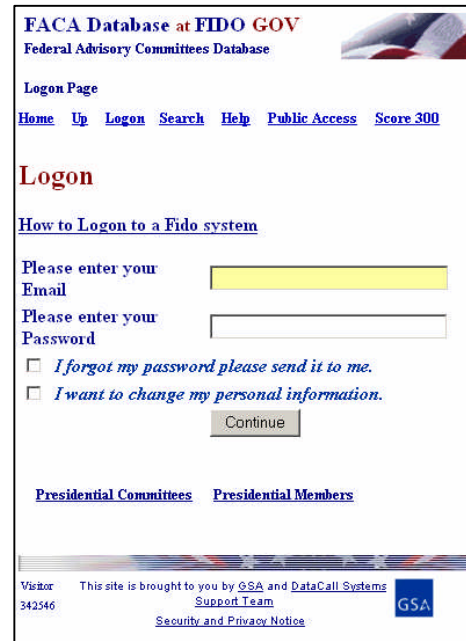
Case Digest Search is a link to an on-line, searchable compilation of the case law concerned with FACA from 1972 through May, 2004.

The screenshot shows a web browser window with the address <http://faca.gov/CaseDigest/SubjectView/ShowSubjectViewTable.aspx>. The page is titled "Subject View" and features a search bar with the text "Subject View". Below the search bar, there are options for "Export", "Page 1 of 19", and "Page Size 10". The main content is a table with columns for "Subject Matter", "Title", "Text", "Type", and "FACA Sections".

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 1993, 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 411.4.1-3. Plaintiffs were members of grazing boards until January 1995. The board members asserted that the boards established under the TGA were exempt from any effect of the FACA because to allow termination of the boards under the FACA would necessarily involve an implied repeal of the TGA. The court agreed that implied repeals were not favored but disagreed with the basic assertion of the board members. The court noted that the purpose of FACA, "as it relates to this controversy, is to provide a means by which advisory committees which had been established by Congress, the President and various agencies could be reviewed so that those no longer furthering the purpose for which they were established could be terminated." Carpenter, 424 F. Supp. at 604; 5 U.S.C. app. 2 II, § 2. "Section 14(a)(1) of the FACA provides that each advisory committee existing at the time of the effective date of the Act shall terminate within two years unless, among other things, the advisory is one established by an act of Congress and for which Congress has provided a longer duration period. Section 14(b)(1) contemplates that an advisory committee which had been terminated may be renewed." Carpenter, 424 F. Supp. at 604, 605; 5 U.S.C. app. II, § 14. The court concluded that when Congress enacted the FACA, it was concerned with the proliferation of advisory committees that had outlived their usefulness and that, to remedy this, Congress chose to terminate all advisory committees. Further, the court also concluded, however, that Congress contemplated that the FACA would affect provisions of existing substantive laws and that, if later decided the advisory boards were necessary, Congress could enact the necessary legislation to recharter them. Thus, the court found that the Secretary had no obligation or authority to recharter the advisory boards originally established under the TGA.	Case Law	2:14(a)(1);14 (b)(1)
Center for the Defense of Free Enterprise v. President's Comm'n on Americans Outdoors, No. C87-32C (W.D. Wash. Mar. 31, 1987) (order granting motion to postpone and		On January 28, 1985, President Reagan established an advisory commission, the President's Commission on American Outdoors ("Commission"), to study outdoor recreation resources. After preparing its report, the Commission disbanded on January 31, 1987. Plaintiff, the Center for the Defense of Free Enterprise ("Center"), sought injunctive relief to prevent defendant from printing and disseminating the Commission's report. This request was based on alleged violations of the Federal Advisory Committee Act ("FACA"), 5 U.S.C. app. II, § 1 - 15, et seq. Specifically, the Plaintiffs asserted that the Commission held closed meetings in violation of FACA by failing to publish notice of each meeting in the Federal Register (5 U.S.C. app. II, § 10(a)(2)), failing to appoint a federal officer or employee to chair or attend each committee meeting (5 U.S.C. app. II, § 10(c)), and failing to keep minutes of meetings (5 U.S.C. app. II, § 10(c)). Center, No. C87-32C at 2. Further, Plaintiff asserted that the FACA violations dated back to December 12, 1985. The court granted the joint motion by the National Parks and Conservation Association ("NPCA"), the National Resources Defense Council ("NRDC"), Paul C. Pritchard, and Nathaniel P. Reed, to intervene as a group. NPCA and NRDC are non-profit organizations with large memberships. Paul Pritchard, president of the NPCA, and Nathaniel Reed, a NRDC trustee, were senior advisors to the Commission. The intervenors asserted that the Plaintiff could not demonstrate that it suffered actual prejudice from any failure to comply with FACA's technical requirements. Accordingly, the court noted that "the Ninth Circuit has adopted a	Case Law	10(a)(2);10 (C)

The 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 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 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.

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 FACA Database 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 **"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.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Logon Failure [Please disable any Pop-Up blockers. Test](#)

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

Logon Failed

Your authorized end date has been exceeded. Ask your CMO to extend your user end date.

Please click the Up button.

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.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Logon Failure [Please disable any Pop-Up blockers. Test](#)

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

Logon Failed

Your logon is not active. Ask your CMO to update your user information.(no)

Please click the Up button.

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	FAULETTE GRAY (301) 496-5147 GRAYFP@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

FACA Database at FIDO GOV
Federal Advisory Committees Database

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

FY	AgencyAbbr	CommitteeName	Member	StarDate	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 jrfenbark
2005	AID	Board for International Food and Agricultural Development	DeLauder, 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 jrfenbark
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 jrfenbark
2005	AID	Board for International Food and Agricultural Development	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 jrfenbark

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 FACADatabase 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.

FACA Database at FIDO GOV
Federal Advisory Committees Database

Committee Menu

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

HHS 768-Advisory Committee on Immunization Practices

General Info	Committee Report
Agency Recommendations	DFO Info
Reports	CMO Info
Meetings	Committee Decision Maker
Costs	View Charter
Justifications	Web Site
Members	Mark Verified
Sub-Committees	Consultations
Performance Measures	
Current Status	
Interest Areas	

The Committee's General Information Page

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](#) [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

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 Consultation Form is saved.
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 data 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., 04/19/2004 , 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 OMB, 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 letter agency abbreviation for the top level department or agency to which the committee belongs, e.g., HHS ; EPA . It is established and entered by Committee Management Secretariat.
Committee Status:	Chartered	The status will display as Pending or Chartered or Terminated or Administratively Inactive of data entered by the agency CMO or Committee Management Secretariat on the General Information page when the Consultation record is saved.

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.

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.

Save Changes		
Department or Agency:	HHS	This agency abbreviation is the two to five letter agency abbreviation for the top level department or agency to which the committee belongs, e.g., HHS ; EPA . It is established and entered by Committee Management Secretariat.
Committee Status:	Chartered	The status will display as Pending or Chartered or Terminated or Administratively Inactive of data entered by the agency CMO or Committee Management Secretariat on the General Information page when the Consultation record is saved.
New Committee:	No	This item is Yes if the committee was established or re-established during the fiscal year being reported. In all other years the answer is No . 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.
Current Charter Date:	4/1/2004	This is the date the most recent Consultation record was saved. 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 **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.

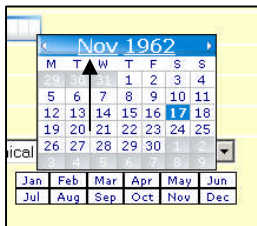
The **New Committee** field is **Yes** only if the committee was established or re-established during the fiscal year being reported. In all other years the answer is **No**. This field cannot be edited on this page. Surprisingly, a committee can be a new committee several times in its lifetime. Sometimes 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.

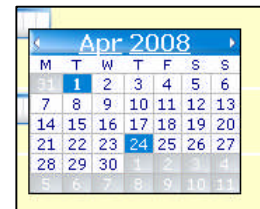
Current Charter Date:	4/1/2006	This is the date the most recent Established congressional oversight committee for filing date). This data is displayed as Management Secretariat and cannot be Consultation Form is saved.
Expected Renewal Date:	4/1/2008	This is the date on which the current of after the Current Charter Date desc Consultation page by the agency CMO be edited on this page if a different ren
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 th
Terminated This FY:	No	This item should be Yes if the commit

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.

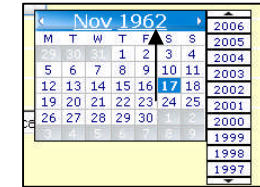
If the DFO or the CMO wants to enter a date in the **Expected Renewal Date** field, they might use the Calendar Icon next to the date field. The date selected from the calendar is added to the field.



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

Terminated This FY:	No	This item should be Yes if the result of data entered on the Co the General Information page w
Specific Termination Authority:	42 U.S.C. 217a	This entry should list the agency termination of the committee, e Section 14 of FACA, which are
Actual Termination Date:		This is the date on which the co until the committee is terminate this page. This data is added t
Establishment Authority:	Authorized by Law	This item is required. There are Statutory (Congress Create Authorized by Law and Agency Authority are both di

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.

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 Executive ("Reg-Neg") committees and labor-management displayed based on decisions made when
Specific Establishment Authority:	E.O. 11183	This item is required. This is the agency of 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 the date of the current charter.
Committee Type:	Continuing	This item is required. All committees are renewed beyond its original biennial charter
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 function of National Policy Issue Advisory C Non-Scientific Program Advisory Scientific/Technical Program Ad Grant Review Committee, Regulatory Negotiation Commit Other Committee, or a Special Executive 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.

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

The choices are:

- 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 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://**”.

Committee URL:		default entry: Unlimited
	Go	If the committee posts information on a w 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		

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

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.) If the DFO feels that some activity or event

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 the FACA Database logo and navigation links. The main content area has a blue sidebar with a 'Save Changes' button and several data entry fields: 'Recommendation' (set to 'Continue'), 'Is Legislation Required to Terminate?' (set to 'No'), 'Legislation Status', and 'Remarks'. A status bar at the bottom indicates the page was last updated on 10/4/2008 at 10:43:45 AM by user 0.

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 FACADatabase 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

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 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.

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.

The screenshot shows the 'Report Form' page for the 'HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law'. The form is mostly empty, with the following fields visible:

- Report Title:** A text input field.
- Report Date:** A date selection field with a calendar icon.
- Presidential Action?:** A dropdown menu currently set to 'No'.
- View Report At Another Website:** A text input field for a URL, with a 'Go' button.

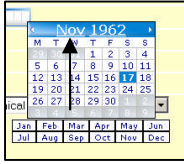
Navigation buttons at the top include 'Save Changes', 'List', and 'Delete'. A footer contains GSA contact information.

This screenshot shows the same 'Report Form' page, but now filled out with the following information:

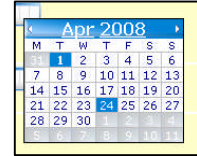
- Report Title:** 'This Is A Newly Issued Rport on Immunization Practices.'
- Report Date:** '4/26/2006'.
- Presidential Action?:** 'No'.
- View Report At Another Website:** The URL field is empty.

The 'Save Changes' button is now visible, indicating the form has been updated.

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	<input type="text" value="http://www.fido.gov"/>	Go
Another Website	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-only, **Report Form** page, the user clicks **Edit** in the leftmost column next to the record the user wants to review in detail.

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 kfd@DFO	
IHS 768 - Advisory Committee on Immunization Practices - Authorized by Law	
Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures	
Show	20 1 of 1 pages Add New Record First Prev Next Last Report
ReportTitle	ReportDate
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
Add New Record First Prev Next Last Report	

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.

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.

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](#) [Kfido](#) [DFO](#)

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

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

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 include.
Report Date	5/27/2005	This item is required for each dates, use the first or last day list them in chronological order.
Presidential Action?	No	This item is required. This item on the General Information report on the actions taken by year later.
View Report At Another Website	www.cdc.gov/acip	If the committee posts the report (http://www.gsa.gov/FACA/Re this text box and generate a
	View Reports at FACA Website	This link displays a list of reports.
	Upload Reports File to FACA Database	This link only displays when displayed, the user can upload.
	Changed At 11/10/2005 9:45:20 AM By Larry Pickering, lpickering@cdc.gov, 404-639-8200	This information identifies the

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

Show	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"/>
<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

records listed on a page with 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.

View Report At Another Website	http://www.fido.gov	<input type="button" value="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"/>	

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

Presidential Action?	[No]	This item is required on the General report on the action year later.
View Report At Another Website	www.cdc.gov/acip The URL to your site should be entered with the "http://" in front	If this Committee is (http://www.gsa.gov) this text box and
	View Reports at FACA Website	This link displays
	Upload Reports File to FACA Database	This link only displays, the us
Changed At 11/15/2005 3:47:12 PM By kf dfo, kf dfo@fido.gov, 202 273 3567		This information

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

FACA Database at FIDO GOV Federal Advisory Committees Database		
List Documents		
Home Up Logon Search Help Public Access Score 300 FY2006		
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

The Committee's Meeting Page

Reporting the Meetings Held by the Committee

FACA Database at FIDO GOV Federal Advisory Committees Database		
Meeting Form		
Home Up Logon Search Help Public Access Score 300 FY2006 kf dfo DFO		
HHS 768 - Advisory Committee on Immunization Practices - Authorized by Law		
Committee Menu General Info Agency Recommendations Reports Meetings Costs Justifications Members Performance Measures		
<input type="button" value="Save Changes"/> <input type="button" value="List"/> <input type="button" value="Delete"/>		
Open Or Closed	<input type="text"/>	This item is required. Each meeting should be listed as a separate entry. Each entry includes a selection of whether the meeting was Open, Closed, or Partially Closed. The MEA option is used to report on activity that is not official meeting and is not covered by the meeting table. All formal committee and subcommittee meetings held under section 10 of FACA should be included and listed, each on a separate record. The program provides a tool to sort the meetings by country for number of records. If you have not meetings to hold 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 cancelled) in the Federal Register and any other sources approved by meeting notices in the future.
Meeting Start Date	<input type="text"/>	This item is required. The date the meeting started (the time is unnecessary), e.g., 08/08/2006.
Meeting Stop Date	<input type="text"/>	This item is required. The date the meeting ended (the time is unnecessary), e.g., 08/08/2006. On the Start/End and Stop Dates are necessary to determine the length of the meetings.
Location	<input type="text"/>	This item is required. The detail in the Location field should be consistent with agency guidance.
Purpose	<input type="text"/>	This item is required. The detail in the Purpose field should be consistent with agency guidance.
View Minutes At Another Website	<input type="text"/>	This item is not required to be added to the database unless it is necessary. If the committee posts the minutes in a web site, enter the web site address of the minutes here as displayed in the example (http://www.gsa.gov/FACA/Meeting/minutes). If the minutes or other documents are updated in this system, the FACA Database, the system will provide a linking here.
<input type="button" value="Save Changes"/> <input type="button" value="List"/> <input type="button" value="Delete"/>		

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.

Purpose	MeetingStartDate	MeetingStopDate	MeetingType
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	11/29/2005	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 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 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 (a **List View**). Data is edited only when it is presented as a single record in a **Form View**.

FACA Database at FIDO GOV Federal Advisory Committees Database

Meeting Form

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

NEA 21541 - Arts Advisory Panel - Statutory(Congress Created)

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

Show 1 of 3 pages [Add New Record](#) [First](#) [Prev](#) [Next](#) [Last](#)

Purpose	MeetingStartDate	MeetingStopDate	MeetingType
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

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 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.

Edit	Application review and policy disc
Edit	Application review and policy disc
Edit	Application review and policy disc

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/amec"/> <input type="button" value="Go"/>	<small>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 uplo Database, the system will provide a listing</small>
	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

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

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.

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
<u>Purpose</u>	<u>Meeting StartDate</u>	<u>Meeting StopDate</u>	<u>Meeting Type</u>				
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 does 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.

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.

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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 for committee activity. In the advisory committee activity, the amount reported is for the office sponsoring the advisory committee, which
Pymts to Federal Staff	\$384105	This item is required if funds are spent in this committee members but whose work supports the committee. Here's an example of costs attributable to Federal Staff: 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 this consultants are not appointed members, no
Reimbur. for Travel: Non-Federal Members	\$45706	This item is required if funds are spent in this 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 this 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 this Federal Staff .
Reimbursement for Travel: Consultants	\$5896	This item is required if funds are spent in this authorized by 5 U.S.C. 5703 and paid to C
Other	\$56607	This item is required if funds are spent in this travel and per diem. This may include the costs
Total	\$514814	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 (costs directly related to the committee's scope directly support the committee are captured include expenses which: (1) are part of ongoing 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 Committee
Federal Staff Support	2.2	This item is required and is the total of the a direct comparable relationship in fiscal value Payments to Federal Staff above (10% of as an assistant staff director on the committee
	Estimated FY	The Estimated FY is the next fiscal year not use either decimal, or the letter: K for thousands, M for millions, enter a 0 .
Estimated Payments to Non-Federal Members	\$22500	This item is required if funds are spent in this member who is not a Federal employee and
Estimated Payments to Federal Members	\$0	This item is required if funds are spent in this member who is a Federal employee. The amount reported is for committee activity. In the advisory committee activity, the amount reported is for the office sponsoring the advisory committee
Estimated Payments to Federal Staff	\$384105	This item is required if funds are spent in this committee members but whose work supports the committee. Here's an example of costs attributable to Federal Staff: 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
Estimated Payments to Consultants	\$0	This item is required if funds are spent in this consultants are not appointed members, no
Est. Reimbur. for Travel: Non-Federal Members	\$45706	This item is required if funds are spent in this 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 this 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 this Federal Staff .
Estimated Reimbur. for Travel: Consultants	\$5896	This item is required if funds are spent in this authorized by 5 U.S.C. 5703 and paid to C
Estimated Other	\$56607	This item is required if funds are spent in this travel and per diem. This may include the costs
Estimated Total	\$514814	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 (costs directly related to the committee's scope directly support the committee are captured include expenses which: (1) are part of ongoing 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 Committee
Estimated Federal Staff Support	2.2	This item is required and is the total of the Federal 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 12/14/2006 10:43:46 AM By 0

Save Changes

The Committee's Justifications Page

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

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Justification Form

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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 intent for purpose. For all subsequent reviews, this response requires a statement 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 intent for purpose. For all subsequent reviews, this response requires a statement 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 intent for purpose. For all subsequent reviews, this response requires a statement of how the committee

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. A useful

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Justification Form

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

Save Changes

Changed At 2/14/2006 10:43:12 AM By 0

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 intent for purpose. For all subsequent reviews, this response requires a statement 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 if the response is not N/A. Answers to this question are required except for the fiscal year being reported. Be specific and illustrative of the committee's activities from the reported fiscal year complete as possible.

Save Changes

Version: This site is brought to you by GSA and Data Call Systems Support Team Members GSA

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

Listing the Members of the Committee

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Members
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Show 20 1 of 2 pages Add New Record First Prev Next Last

First Name	Last Name	Member Designation	Represented Group	Occupation or Affiliation	Start Date	End Date	Chairperson	Email	Appointment Type	Appointment Term	Pay Plan	Pay Source
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
Bruce	Gellin	Ex Officio		HHS, NVPO	10/1/2004	9/30/2005	No		Federal Employee Member	No Fixed Term	None	Executive Branch
Linda	Murphy	Ex Officio		CMS	10/1/2004	9/30/2005	No		Federal Employee Member	No Fixed Term	None	Executive Branch
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
Ban	Allos	Special Government Employee (SGE)		Vanderbilt University School of Medicine	10/21/2003	6/30/2007	No	ban.misha.allos@vanderbilt.edu	Agency	4 years	Hourly or Daily Compensation plus Travel and Per Diem	Executive Branch
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
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
Robert	Beck	Special Government Employee (SGE)		Consumer Representative	7/1/2005	6/30/2009	No		Agency	4 years	Compensation plus Travel	Executive Branch
Norman	Baylor	Ex Officio		FDA	10/1/2004	9/30/2005	No		Federal Employee Member	No Fixed Term	None	Executive Branch
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
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
Julia	Morita	Special Government		Chicago Department of	7/1/2004	6/30/2008	No	jmorita@mandepnng.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.

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

Save Changes List Delete

Prefix This item is not required. This is the me Col., Honorable, Ms., etc.

First Name This item is not required. This is the me

Middle Name This item is not required. This is the me

Last Name This item is required. This is the member
Prefix, First name, Middle name and Last Name is the only required name in member record must identify an actual m represented or a group from which a mem actual members and not potential memb

Suffix This item is not required. This is a qualif PhD, EdD.

Member Designation This item is required. Individual agency and personnel rules, for determining the advisory committees. For purposes of th come under ONE of the following design advisory committee member is character

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).

If Representative, then enter Represented Group below.

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),
- 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

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Members
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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 Recd

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**

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

Changes button before leaving the page.

The Performance Measure Page

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 pages.

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HHS 768-Advisory Committee on Immunization Practices

General Info	Committee Report
Agency Recommendations	DFO Info
Reports	CMO Info
Meetings	Committee Decision Maker
Costs	View Charter
Justifications	Web Site
Members	Mark Verified
Sub Committees	Consultations
Performance Measures ←	
Current Status	
Interest Areas	

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 **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)

What is the approximate Number of recommendations produced by the committee for the life of the committee?	
Number of recommendations:	2
Number of recommendations comments:	

"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.

What is the approximate Percentage of these recommendations that have been or are expected to be Fully implemented by the agency?	
Percent Of Recommendations Fully Implemented:	100 %
Percent Of Recommendations Fully Implemented Comments:	

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.

What is the approximate Percentage of these recommendations that have been or are expected to be Partially implemented by the agency?	
Percent Of Recommendations Partially Implemented:	0 %
Percent Of Recommendations Partially Implemented Comments:	

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:	Yes
No Feedback Comments:	
Yes, We Provide Feedback Comments:	The agency provides feedback to the committee through verbal reports and NMWR publications.

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 committees advice or recommendation? Select all that apply.	
Reorganize priorities:	Yes
Reallocate resources:	Yes
Issued new regulations:	Yes
Proposed legislation:	No
Approved grants or other payments:	No
Other: Please explain in comments:	No
Comments:	

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.

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

Is the Committee engaged in the review of applications for grants?		
Grants Review:	No	Engaged in Review If Yes is selected, then
Estimated Number of grants reviewed:	<input type="text"/>	Provide an Estimated
Estimated Number of grants recommended:	<input type="text"/>	Provide an Estimated
Estimated Dollar Value of grants recommended:	<input type="text"/>	Provide an Estimated
Grants Review Comments:	<input type="text"/>	Please add explanations

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.

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.

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:	<input type="text"/>	Please add an exp
Changed At 12/28/2006 3:58:01 PM By 0		
<input type="button" value="Save Changes"/>		

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.

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.

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Subcommittee Menu	
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HHS 768-Advisory Committee on Immunization Practices	
No Sub Committees found.	
Please contact your CMO, who can create a new Subcommittee.	

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Federal Advisory Committees Database	
Subcommittee Menu	
Home Up Logon Search Help Public Access Sec	
NEA 21541-Arts Advisory Panel	
#	Sub Committee Name
1	Arts on Radio and Television Prescreening
2	SAA Partnership Agreements Arts Education Pre-review
First Page Prev Page Next Page Las	

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
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21541-Arts Advisory Panel

Arts on Radio and Television Prescreening

[Reports](#)

[Meetings](#)

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

Defense Science Board

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

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.

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.

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						
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 VTOL/STOL Task Force's work and will consist of classified, privileged, FOUO and proprietary briefings on current technologies and programs.

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

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,

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 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 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.

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

FACA Database at FIDO GOV									
Federal Advisory Committees Database									
Members Bad Dates (11 rows returned)									
May 05, 2006 3:56:26 PM									
Spreadsheet: XML_65391									
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	Barry	Salamone	
HHS	768	Advisory Committee on Immunization Practices	12/22/2001	6/30/2005	Dr.	Guthrie	S.	Burhead,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.

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.

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 Conservancy 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	5/12/2009						Vacant	Ex Officio	
		Aquatic Nuisance										

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.

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 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 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 do not plan to add any additional problems reports to 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.

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.

FACA Database at FIDO	
GOV Federal Advisory Committees Database	
Committee Interest Areas	
Home Up Logon Search Help Public Access Score	
<input type="button" value="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"/>
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 FACADatabase 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.

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.

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? No	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? No	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		13. Effective Date 11/17/1962	14. Committee Type Continuing
12. Specific Establishment Authority 42 U.S.C. 217a		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. Otherfees: 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.

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.

FACA Database at FIDO GOV
 Federal Advisory Committees Database

DFO Information
[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](#) [Performance Measures](#)

Save Changes

Prefix:	Dr.	This item is not required. T
First Name:	Larry	This item is not required. T
Middle Initial:		This item is not required. T
Last Name:	Pickering	This item is required. This i and Suffix fields can be le because a committee cann
Suffix:	M.D.	This item is not required. T
Title:	DFO	This item is required. This
Phone:	404-639-8200	This item is required. Any
Fax:	404-639-8626	This item is required. Any
E-Mail:	ljp8@cdc.gov	This item is required.

Changed At 2/4/2006 10:43:08 AM By 0

Save Changes

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

FACA Database at FIDO GOV
Federal Advisory Committees Database

CMO Information
Home Up Logon Search Help Public Access Score 300 FY2006 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

Prefix:	<input type="text"/>	This item is not required. This is etc.
First Name:	Marie	This item is not required. This is
Middle Name Or MI:	<input type="text"/>	This item is not required. This is
Last Name:	Absher	This item is required. This is the Middle name and Suffix fields allowed because committees of
Suffix:	<input type="text"/>	This item is not required. This is
Title:	CMO	This item is required. This can be
Phone:	(202) 690-6625	This item is required. Any forma
Fax:	202-401-1948	This item is required. Any forma
E-Mail:	marie.absher@hhs.gov	This item is required.
Agency URL:	Go	This item is not required but use

Changed At 2/14/2006 10:43:05 AM By 0

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

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Committee Decision Maker
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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.

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Save Changes

actually reviews the recommendations or advice. The fields for this page are the same as for the **DFO**, **GFO**, and **CMO** pages above.

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.

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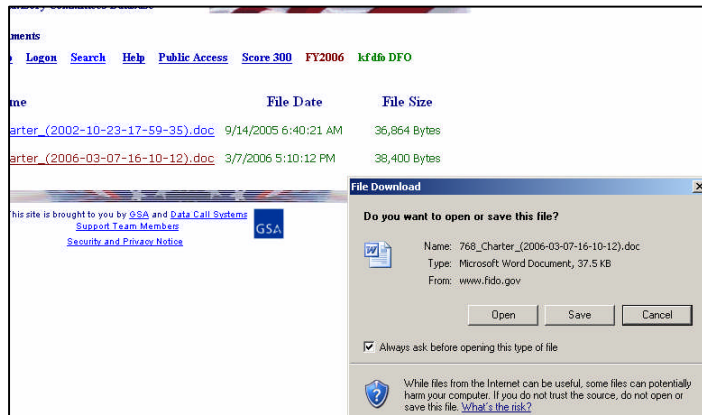
List Documents

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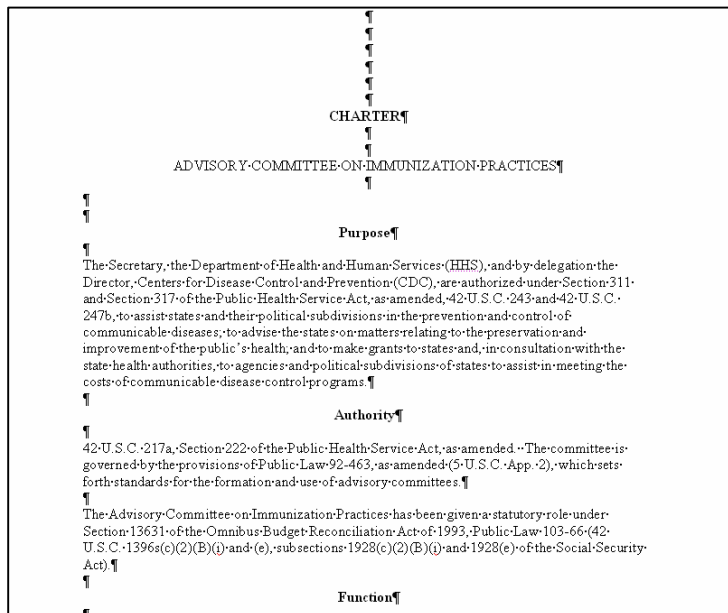
File Name	File Date	File Size
768_Charter_(2002-10-23-17-59-35).doc	9/14/2005 6:40:21 AM	36,864 Bytes
768_Charter_(2006-03-07-16-10-12).doc	3/7/2006 5:10:12 PM	38,400 Bytes

Visitor: 303844 This site is brought to you by GSA and Data Call Systems
Support Team Members
Security and Privacy Notices

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** button on the Consultation page. Since the Committee Consultation procedure is a CMO function, the DFO Consultation page does not display that Button 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 FACA Database 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

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Consultation Information

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New Charters on FACA Website

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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. 4/2/96	
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	

First Prev Next Last

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 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.

Show 20 1 of 1 pages First Prev Next Last

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	

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.

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Consultation Information
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[Committee Menu](#) [General Info](#) [Agency Recommendations](#) [Reports](#) [Meetings](#) [Costs](#) [Just](#)

View Charters on FACA Website

Consult Number:	14	This item is required and is the most recent at the top.
Consult Type	Renewal	This item is required. There are six Administratively Inactive - This has not been passed. Amendment - This type is selected affect the charter renewal date. Establishment - This type is selected Re-establishment - This type is selected 3 or 4 months. Renewal - This type is selected for committees. Termination - This type is selected
Received Date:	3/7/2006 <input type="text"/>	This item is required and is the date edit: the Received Date , they show
Concurred Date:	<input type="text"/>	This item is not always required and established with Agency and Auth
Charter Date:	4/1/2006 <input type="text"/>	This item is required for a complete otherwise transferred to the oversight Status is changed to Chartered S the Charter Date .
Charter Terminated:	<input type="text"/>	This item is required if the Consult the charter state an expected termin
Designation Review Date:	<input type="text"/>	
Comments:		This item always deserves an explar
CMO Remarks:		This item always deserves an explar

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

There are many other features and reports available to assist the DFO in the FACA Database online 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 FACA database into a very desirable commodity in government, a useful, interagency data-sharing and management tool. The FACA Database online system has been available since 1997. It is a living system in the sense that it has grown in usefulness and functionality (and size) every year that it has existed. Some of the improvement is due to the improved technology of the Internet, and a little can be counted due to the increasing skill of the development team. However, most of the improvement is due to the feedback, patience, and willingness of the users to participate both in the development process and with on-line record keeping. The FACADatabase is truly a shared system that belongs to all of us.