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Policies and Procedures

Title: Advisory Committee Management

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The Economics agencies maintain control over the establishment and use of advisory committees that they sponsor. This P&P defines an advisory committee and explains the responsibilities of those involved with such committees.

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1. Introduction

According to the Code of Federal Regulations an advisory committee is

“any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof, which is established by statute, or established or utilized by the President or any agency official for the propose of obtaining advice or recommendations on issues or policies (41 CFR 101-6)”

Such committees must (1) have members other than full-time employees of the Federal Government, and (2) serve only in an advisory capacity, not an operational one. Advisory committees exempted by law and committees composed wholly of full-time Federal employees are not subject to the regulations of this P&P.

2. Policy

The Economics agencies' policy on advisory committees is identical to the Department's policy, as stated in DR 1041-1. This P&P clarifies and augments Section 10, "Establishment, Reestablishment, and Renewal of a Statutory Advisory Committee," and Section 16, "Reporting and Records." An agency sponsoring an advisory committee should appoint a designated staff member, who provides support services for the committee. The designated staff member should obtain a copy of DR 1041-1, and adhere to the policies and procedures of that regulation and this P&P.

3. Establishment, Reestablishment, and Renewal of a Statutory Advisory Committee

As stated in the DR 1041-1, when establishing or reestablishing an advisory committee, the sponsoring agency must file a charter, which takes the form of a Departmental Regulation, and place a notice in the Federal Register. The designated staff member should work with the Committee Management Officer, a member of EMS's Management Analysis Branch (MAB), to format and clear the Departmental Regulation. As for the notice for the Federal Register, you should follow all procedures in EAA P&P 1512, 4"Federal Register."

4. Reporting and Records

Committee Control System

In addition to the support provided by the designated staff member, the Committee Management Officer will represent the Economics agencies at departmental advisory committee management meetings. The Committee Management Officer (1) serves as a liaison between designated staff members and the Department's Office of Personnel, (2) ensures the completion of appropriate forms, and (3) works with the agencies to keep the number of committees to a minimum required for effective program operations and compliance with law.

Submission of Form AD-241

The designated staff member must submit a copy of form AD-241, Committee Control Record, to the Committee Management Officer within 10 days of the initial appointment of a new committee. Staff members must report changes in members or related data on form AD-241 within 10 days of the changes. The Committee Management Officer will retain copies of these documents and forward originals to the Office of Personnel.

Also, the Committee Management Officer will notify designated staff members when they must complete GSA Form T-820H, Review of Federal Advisory Committee, and GSA Form T-821H, Annual Advisory Committee Membership List. Staff members will send the forms to the Committee Management Officer, who will retain copies of the documents and forward originals to the Office of Personnel.

Other Records

Designated staff members must maintain copies of the following documents:

- committee charters,
- forms AD-241,
- minutes of committee proceedings,
- press releases and committee reports,

- secretarial determinations under 5 U.S.C. 552b(c) that committee activities will be closed to the public, and
- any other working papers properly a part of committee or subcommittee records.

The Committee Management Officer must maintain copies of the following documents:

- committee charters,
- forms AD-241,
- GSA Form T-820H, and
- GSA Form T-821H.

Financial Recordkeeping and Reporting

Committee staff members must maintain up-to-date records that disclose the disposition of funds made available to their committees. A budget analyst in EMS's Budget and Finance Branch also maintains such records, and annually prepares Schedules AC-1 and AC-2 for the Department's Office of Finance and Management.

Furthermore, when the Office of Finance and Management requests a Status of Funds Report, the budget analyst prepares it. The Status of Funds Report is based on all financial activity that the committee staff members have reported to the National Finance Center (either through payroll or other accounting systems).

Summary Responsibilities

Agency Heads

- Adhere to policies and procedures in DR 1041-1 and this P&P.
- Appoint a designated staff member for each advisory committee.
- Approve all charters for advisory committees that they sponsor.

Designated Staff Members

- Assist program officials in establishing, reestablishing, renewing, or terminating advisory committees.
- Prepare and submit charters and various forms on behalf of their committees.
- Adhere to all policies and procedures in DR 1041-1 and this P&P.
- Initiate, establish agenda, and adjourn meetings.
- Publish notice of all meetings, both open and closed, in the Federal Register in accordance with DR 1041-1 and EAA P&P 1512.

Chief, Management Analysis Branch, EMS, through a Designated Committee Management Officer

- Serves as the liaison between designated staff members and the Department.
- Assists in writing and securing clearance of Departmental Regulations establishing advisory committees.

Chief, Budget and Finance Branch, EMS, through a Designated Budget Analyst

- Serves as the liaison between designated staff member and the Department in reporting transfers of funds for operating expenses.