

UNITED STATES DEPARTMENT OF AGRICULTURE

Federal Grain inspection Service

Washington, D.C. 20250

FGIS 1041-1

12/12/83

ACTION BY: All Headquarters Offices

COMMITTEE MANAGEMENT

I. PURPOSE

A. Provides guidelines for the operation of agency, Departmental, interagency, and advisory committees, and

B. Assigns responsibilities for control and maintenance of committees sponsored by the Federal Grain Inspection Service (FGIS).

II. OBJECTIVES

The objectives of the committee management program are to:

A. Ensure that the establishment, use, and reporting of committees is at all times in line with both external requirements and FGIS policy, and

B. Provides for periodic evaluation of all Committees to determine their continued usefulness.

III. AUTHORITY

The use of committees in FGIS is governed by the following requirements:

A. Public Law 92-463, Federal Advisory Committee Act, (5 U.S.C.App. I) which regulates the establishment, use, and reporting of advisory committees.

B. General Services Administration (GSA) Regulations, (41 CFF. Part 101-6) which implements Public Law 92-463 and prescribes the annual report to Congress required by that law.

C. Department of Agriculture Committee Management Regulation (7 CFR Part 25 and 25A).

IV. DEFINITIONS

The following terms are defined in accordance with their use in this Instruction:

A. Committee. Any committee, board, commission, council, conference, panel, task force, or similar group or body established to provide advice or recommendations to the Government, or for the purpose of coordinating the activities of departments or agencies, including Presidential, interagency, or advisory committees but excluding Departmental or Agency committees.

B. Advisory Committee. Any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or other subgroup thereof which is not composed wholly of full-time officials of the Federal Government and is:

1. Established by statute or reorganization plan, or

2. Established or utilized by the President, or

3. Established or utilized by the Department or any agency thereof, in the interest of obtaining advice or recommendations.

C. Nonstatutory Advisory Committee. Any advisory committee established or utilized by the President or a Government official, including an advisory committee which **was** authorized, but not established, by a Federal statute.

D. Statutory Advisory Committee. Any advisory committee established by an Act of Congress.

E. Interagency Committee. Any committee composed of full-time Governmental officers or employees of more than one department or agency, which is expected to be in existence for more than 12 months.

F. Departmental Committee. Any committee composed exclusively of representatives of two or more agencies of the Department of Agriculture.

G. Agency Committee. Any committee composed exclusively of members from a single agency of the Department of Agriculture. The term, for the purposes of this Instruction, includes committees composed of members from more than one division of FGIS. Internal Division committees are excluded from the provisions of this Instruction.

H. Liaison Membership. Departmental representation by the Secretary of Agriculture, or a designated representative, on committees, councils, boards, and similar bodies established by Law, Executive Order, or by Presidential direction and not sponsored by the Department. It also means the official, authorized participation of an MIS employee on a committee not sponsored by the Department but which engages in activities which warrant such representation. Excluded is personal association with professional, fraternal, civic, or similar types of nongovernment groups.

V. RESPONSIBILITIES

A. Committee Management Officer. The Director, Administrative Services Division (AS), Agricultural Marketing Service (AMS), is the Committee Management Officer for FGIS, and is responsible for directing the committee management program. The Assistant to the Director, (AS), will provide staff assistance for the committee management program by:

1. Providing advice and assistance on the establishment, utilization, and management of all types of committees used by FGIS.

2. Coordinating committee activities and maintaining current records of all FGIS committees including; functions, operations, and membership.

3. Furnishing a Committee Control Record (Form AD-241) to the Office of Personnel, USDA, for each advisory committee established or reestablished.

4. Reporting changes in status of advisory committees as they occur to the Office of Personnel, USDA.

5. Preparing and submitting the annual reports on Advisory Committees to the Office of Personnel, USDA, for transmittal to the General Services Administration and to the Congress.

B. Division Directors shall:

1. Initiate requests for the establishment of committees and assignment of committee members.

2. Maintain control records for:

a. Agency, Departmental, and interagency committees sponsored by the division, or on which members of the division are represented; and

b. Liaison memberships approved by the Administrator, as applicable.

3. Notify the Committee Management Officer immediately of all committee assignments made or terminated.

4. Continually monitor existing committees and recommend, to the Administrator, termination of any which have served their purpose or are nonproductive or nonessential.

C. The Information Specialists shall work with the Office of the Administrator and the divisions to:

1. Prepare press releases notifying the public of the establishment or reestablishment of advisory committees and scheduled meetings.

2. Arrange, if appropriate, for press releases to be issued following committee meetings.

3. Arrange for other publicity to provide additional information on the committee as may be appropriate.

D. The Office of the Administrator shall:

1. Maintain the minutes, reports, records of expenses, and other supporting materials which document the activities of the committee.

2. Report changes in the status of advisory committees to the Committee Management Officer.

E. The Administrator shall:

1. Approve requests for the establishment of Agency committees and assignment of committee members.

2. Approve assignment of members and liaison membership to all interagency, and Departmental committees.

3. Approve all reports on committees for which FGIS employees are assigned.

VI. GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF COMMITTEES

Detailed guidelines for the establishment and operation of committees and for liaison memberships may be obtained from the Committee Management Officer.

/s/ Richard T. Certo
Associate Deputy Administrator Management