

# Reclamation Manual

## Directives and Standards

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**Subject:** Committee Management – Federal Advisory Committee Act (FACA)

**Purpose:** This directive provides guidance regarding committee management and the establishment of committees under FACA. It is to be used in conjunction with Departmental Manual, 308 DM.

**Authority:** Public Law 92-463, Federal Advisory Committee Act; Executive Order 12838, 41 CFR 101-6, Termination and Limitation of Federal Advisory Committees; OMB Circular No. A-135, Management of Advisory Committees; and 308 DM, Committee Management.

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1. **FACA.** The FACA provides the public the opportunity to render advice and assistance to the Federal Government through advisory committees. The responsibilities of the advisory committees are to provide advice that is relevant, objective, and open to the public; act promptly to complete their work; and comply with reasonable cost controls and recordkeeping requirements.
2. **Responsibilities of Reclamation's Committee Management Officer (CMO).** Reclamation's CMO is located in the Directives and Paperwork Management Team. The responsibilities of the CMO are to:
  - A. Ensure compliance with all criteria of the FACA,
  - B. Provide interpretation of the FACA,
  - C. Render assistance on chartering advisory committees,
  - D. Research unusual or complicated issues related to the FACA,
  - E. Coordinate the Reclamation-wide input to GSA's Annual Report to the President on Federal Advisory Committees and other Departmental requests,
  - F. Respond to inquiries from the White House on various committee activities including political appointees to the committees, and
  - G. Interpret and disseminate Departmental guidelines and directives.

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3. **Proposed Committee Management Actions.** All proposed committee management actions (chartering, rechartering, and nominations for committee members, etc.) must be coordinated through Reclamation's CMO.