

The FACA Database System

The screenshot shows a Microsoft Internet Explorer browser window displaying the homepage of the FACA Database System. The browser's address bar shows the URL <http://www.fido.gov/facadatabase/>. The page title is "Home - FACA Database". The main heading is "FACA Database" in a large, bold, serif font, with a decorative American flag graphic to its right. Below the heading, there are navigation links: "Up", "Search", and "Help".

The page content is organized into sections:

- Public Access:** A paragraph explaining that the FACA database is used by Federal agencies to manage an average of 1,000 advisory committees government-wide. It is also used by the Congress for oversight of Executive Branch programs and by the public, media, and others to stay abreast of important developments.
- Logon:** A section for user authentication.
- Committee Management Secretariat:** A section explaining that although centrally supported by the General Services Administration's Committee Management Secretariat, the database is a "shared system" where each participating agency and individual committee manager has responsibility for providing accurate and timely information.

At the bottom of the page, there is a footer area with the following information:

- Visitor 169950
- This site is brought to you by [GSA](#) and [80/20 Data Company](#)
- Support Team: [Dr. Kennett Fussell](#) [Bruce Troutman](#)
- [Security and Privacy Notice](#)
- The GSA logo is displayed.

The browser's taskbar at the bottom shows the Start button, several application icons, and two open windows: "CompleteSystem.doc - Mi..." and "Home - FACA Databas...".

Committee Management Secretariat

SECTION I: Public Access to Advisory Committee Data

What is the FACA Database?

The FACA database is a specialized, Federal Government, interagency, information-sharing database available publicly on the web. The **Federal Advisory Committee Act** (FACA) originally required that specific data items about advisory committees be collected by the President at least annually and transmitted to Congress for review. This data collection and summarization was done annually, after the end of the calendar year, in the seventies. When the government changed to a Fiscal Year starting in October, the data collection was done in the fall, after the end of the FY. This data collection, collation, summarization, and publication continued, with minor changes in data items, content, and presentation, for 26 years from 1972 through 1998. The process would begin each year with the more than 1000 committees throughout the government submitting paper reports on approved forms and in an approved format to their agencies. Some of the reports were hundreds of pages long due to the number of members and the numbers of meetings. The agencies duplicated the reports (8 copies per committee), summarized the numeric data (member counts, meeting counts, costs breakdowns, etc.) by their agencies, and sent the sets of duplicates and summaries to the Committee Management Secretariat. The Secretariat, with a small staff of usually less than 6 employees, spent most of a year 1) combining the committee reports, arranged by agency, into multiple loose-leaf bound sets for shipment to the Library of Congress; 2) summarizing and analyzing the numeric data by agency into a publication; and 3) submitting the printed report annually to Congress over the President's signature.

In 1997 this web-based database began to be used by all the government agencies that have advisory committees to collect and report that data. In 1998, this online system was demonstrated to Congress (in the form of a Government Oversight Committee Hearing). In 1999, Congress determined that "the printed and transmitted hard-copy annual report" was no longer required. With this online, publicly accessible, continuously updated, data-collection and management system, the Congress, the President, the Agencies, the Committee Management Secretariat, and the "public" user have complete access to the data in the system via the Internet in a read-only mode, almost in real time. The reason for the caveat, almost, is the reality that the data for the current year can only be considered complete and accurate after it is verified and certified by the agencies at the conclusion of the fiscal year.

The Federal Advisory Committee Act continues to require that the agencies, through their Committee Management Officers (CMOs), provide information about the agency's advisory committees for an annual comprehensive review. This web-based database accommodates and builds upon that requirement by both allowing the continual updating of committee information throughout the reporting year and providing ongoing committee-management functionality. Each advisory committee's Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year, but doing so allows them to both 1) manage the

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

Keeping the data continuously up-to-date converts the system and the process of record keeping from a focus on history, to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone. Everyone, in this extraction, ranges from the public user interested in a specific issue, to the agency official wanting an overview of specific committee activity, to the agency manager who would like a broader view of committee activity across the agency, to researchers at the Library of Congress, to congressional or executive branch staff with oversight responsibility.

What kind of data has been collected?

For the DFO, the program collects and displays

- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcript,
- Activity and justification (raison d'etre) information,
- DFO appointment and contact information,
- Committee Decision Maker contact information,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not contain meeting announcements, although proposed future meetings can be listed and there are provisions for other additions in the future. Some of the committees upload their meeting minutes or reports to this system. Some of the committees also put their meeting minutes, transcripts, meeting content information, reports, and recommendations to the agency on their committee web site or the agency web site. While the law requires that the minutes and reports be maintained in a central and accessible location, during and well beyond the

active life of the committee, it does not require that the minutes and reports be uploaded to this system.

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO mentioned above. Specifically for the CMO the program also collects, totals, accesses, and displays information that includes

- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- Filters to limit the number of committees viewed on the Committee List page at any one time,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling pertinent to the agency for new committees,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** button). Most users do not see the **Consultation** button when viewing a Committee Menu page. Users only see the data and functions their permission level allows. Most of the meetings and work of federal advisory committees are considered public information, and all the data stored in the system except for committee members e-mail addresses are available for downloading and viewing. At the same time, the system provides management functionality to the committee managers and the Committee Management Secretariat, so some functional parts of the system are not viewable by all users.

How does one use the system?

FACA established that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.

The law's language directs that the head of each agency that has an advisory committee shall designate an Advisory Committee Management Officer (CMO) who shall –

- Exercise control and supervision over the establishment, procedures, and accomplishments of advisory committees established by that agency;
- Assemble and maintain the reports, records, and other papers of any such committee during its existence; and
- Carry out, on behalf of that agency, the provisions of section 552 of title 5, United States Code, with respect to such reports, records, and other papers.

The law also states that

- There shall be designated an officer or employee of the Federal Government to chair or attend each meeting of each advisory committee. The officer or employee so designated is authorized, whenever he determines it to be in the public interest, to adjourn any such meeting. No advisory committee shall conduct any meeting in the absence of that officer or employee.
- Advisory committees shall not hold any meetings except at the call of, or with the advance approval of, a designated officer or employee of the Federal Government, and in the case of advisory committees (other than Presidential advisory committees), with an agenda approved by such officer or employee.

The 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 under the law. Normally, when the CMO adds a committee to the system, the DFO is already officially appointed, and involved in the committee's mission and charter. The process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law to develop the charter, secure members, appoint a CMO

for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under the law.

- 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.

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

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

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports.

Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access button.

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

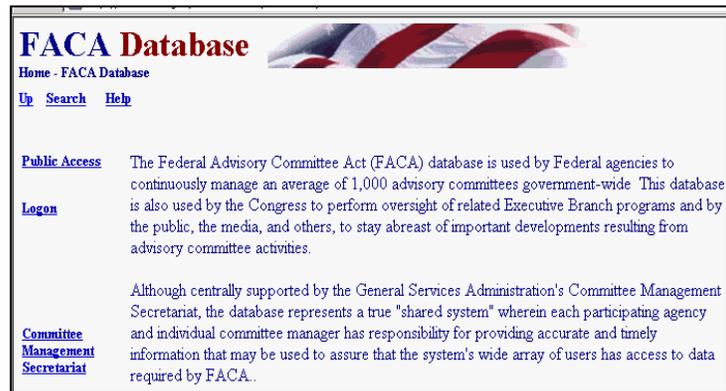
- Perform a [Database Search](#) using criteria to limit the data displayed,
- Perform a [Member Search](#) using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the [Download Center](#),
- Check the [Annual Comprehensive Reviews](#) from previous years, and

- Examine the printed annual reports submitted by the president since 1972. Other reports and features will be added to the Public Access section as they are developed.

Finding and Using the System

The opening screen for the **FACA Database** lets users know that they have found the data repository and lists their options. The most direct address for the system is <http://www.facadatabase.gov>.

The FACADatabase is part of a family of shared-interagency-databases located at <http://www.fido.gov>.



Hyperlinks and buttons control navigation throughout the system. The **hyperlinks** that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The hyperlinks are located in the top border and the left border areas. Users should move from page to page with the links in the program as much as possible and avoid use of the browser buttons (like the “**arrows**” to go back or forward) unless specifically instructed to do so on the web page they are viewing.

We emphasize the avoidance of the browser buttons because the **FACA Database** is truly a database and an online application. A database and online application operates differently on the Internet than purely informational Internet pages. Browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection and filter, but have a distinct, “keyed” relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in an online work session viewing specific content in a specific context. If the user starts jumping around using the browser menu, it is possible for the database application to lose track of who the user is and what committee the user is examining. It doesn't usually happen and the technology is improving to prevent this conundrum, but a word to the wise.

The five hyperlinks on the opening screen navigate to the

Up,
Search,
Help,
Public Access,
Logon, and
Committee Management Secretariat pages.

The cursor displays a hand as the mouse moves over a hyperlink.

[Up](#), from this screen moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page. Generally, the link [Up](#) moves the user up (or back) to the previous screen.



[Search](#), when the search feature is switched on and working, allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and



any stored meeting minutes or reports. A complete discussion of the **search feature** is found below. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

[Help](#) explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different users. This manual is for the part of the system designed for public access. The manuals can be viewed on the screen and printed with Microsoft Word or Adobe Acrobat Reader.

Public Help Manual [.pdf](#) [.doc](#)

DFO Help Manual [.pdf](#) [.doc](#)

GFO Help Manual [.pdf](#) [.doc](#)

CMO Help Manual [.pdf](#) [.doc](#)

Complete Help Manual (extremely large file) [.pdf](#) [.doc](#)

What Each ITEM NO. Means:

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they are found on the web site. They are behind hyperlinks using the same names as the groupings below.

General Information:

1. Department or Agency: This item is required. 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.

The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required.

The **Full name of the committee**, or subcommittee, as listed in the current charter, e.g., **Arkansas Advisory Committee**, cannot be edited on this page. This item is required.

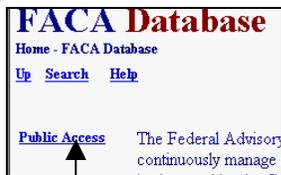
Committee Status: This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.

4. New Committee: This item is required. This item is **Yes** if the committee was established during the fiscal year being reported, otherwise **No**, and cannot be edited on this page.

5. Current Charter Date: This item is required. This is the **date** the most recent charter for the committee was filed, e.g., **04/17/2002**. This data is displayed as a result of actions taken on the **Consultation** page and cannot be edited on this page.

6. Expected Renewal Date: This item is required. This is the **date** on which the current charter is expected to be renewed and re-filed, e.g., **04/17/2004**. This date is normally 2 years after the Charter Date described in 5 above, and is automatically entered by the program due to actions on the **Consultation** page. This date can be edited on this page if a different date is appropriate, needed, or anticipated.

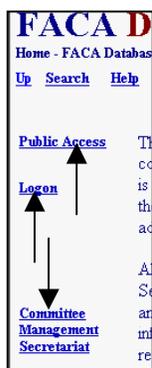
7. Expected Termination Date: This is the **date** on which committee will terminate based upon information in the legislation, Executive order, or



[Public Access](#) takes the user to a page listing the **Fiscal Years** of reported data in the system, the [Database Search](#), the [Members Search](#), the



[Download Center](#), and the available [Annual Comprehensive Reviews/Summaries](#) since the cessation of the printed, transmitted, annual report. All the data is read-only. A reviewer must consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure for the present is that the 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 rest of the manual for the use of the Public Access section follows below.



[Logon](#) allows federal employee users who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. DFOs can update their committees, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data.

[Committee Management Secretariat](#) links the user to the Committee Management Secretariat's home page on the GSA Portal. This home page can also be found at <http://www.gsa.gov/committeemanagement>, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.



The Drill Down Feature

The **Public Access** hyperlink is useful for the user interested in information on a specific committee or with questions about specific advisory committee operations. This manual was revised most recently when the system displayed data from **1997-2003**. The database will continue to expand as data is added from earlier years and as new years are completed.

[Database Search](#) provides for an endless variety of comparisons and questions. Using either the Database Search or the [Download Center](#) the user can download the selected data to a spreadsheet program and perform further analysis



The **Public Access** page has the

- **Home**,
- **Up**,
- **Search**, and
- **Help** hyperlinks that we have already discussed.

In addition, the Public Access page has the

- **Choose Fiscal Year** with the **Explore Data** button, and the
- **Database Search**,
- **Members Search**,
- **Download Center**, and
- **Annual Comprehensive Reviews** buttons.

To use the **Explore Data** feature, users make choices as they drill down into the data. The **Up** hyperlink takes the user back up a level.

Agency List

When the user selects a year and clicks the **Explore Data** button, the program presents an **Agency List** page listing all the agencies that had advisory committees that year.

If the column heading is underlined, clicking on the column heading sorts the

<u>Agency Name</u>	Abbreviation	Web Site	CMO/Relever/Date
African Development Foundation	ADF	http://www.adf.gov	12/30/2002 2:26:27 PM
Agency for International Development	AID	http://www.info.usaid.gov	1/6/2003 2:59:05 PM
Architectural and Transportation Barriers Compliance Board	ATBCB	http://www.access-board.gov	12/30/2002 9:11:16 AM
Broadcasting Board of Governors	BBG	http://www.bbg.gov/bbg/	12/30/2002 2:31:48 PM
Commission on Civil Rights	CCR	http://www.usccr.gov	1/6/2003 2:12:20 PM
Commission on the Future of the United States Aerospace Industry	CFAI	http://www.aerospacecommission.gov/	12/23/2002 4:08:59 PM
Commodity Futures Trading Commission	CFTC	http://www.cftc.gov/	12/26/2002 3:25:01 PM
Corporation for National and Community Service	CNCS	http://www.nh.gov/nis/related/sonamesr/dnr81.htm	12/30/2002 9:41:45 AM
Department of Commerce	DOC	http://www.doc.gov	12/23/2002 4:09:27 PM
Department of Defense	DOD	http://www.defenselink.mil	12/23/2002 8:51:17 AM

column. If field contents, like the agency names in the picture, are underlined, they are drill-down hot links that jump directly to that agency's data on another page.

The **Agency List** page has three additional report links.

- [GOV Totals](#),
- [CMO Reports](#), and
- [Admin Inactive](#).

Government Totals Report

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

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

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

FACA Database			
Government Totals			
Home Up Search Help FY2002			
FY2002 Government Totals			
	ACTIVE	ACTIVE COMMITTEES	941
	ADMIN INACTIVE "Y"	ADMINISTRATIVELY INACTIVE COMMITTEES	37
4.	NEW "YES"	NUMBER OF NEW COMMITTEES	57
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	46
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	444
		b. AUTHORIZED BY STATUTE	218
		c. AGENCY AUTHORITY	265
		d. PRESIDENTIAL DIRECTIVE	51
14.	COMMITTEE TYPE	a. AD HOC	29
		b. CONTINUING	949
		c. PRESIDENTIAL	52
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	159
		b. NON-SCIENTIFIC	322
		c. SCIENTIFIC/TECHNICAL	219
		d. GRANT REVIEW	99
		---GRANT REVIEW SPECIAL EMPHASIS PANEL	30
		e. REGULATORY NEGOTIATION	8
		f. OTHER	141
16a.	REPORTS	NUMBER OF REPORTS	759
17.	MEETINGS	a. OPEN	2079
		b. CLOSED	3804
		c. PARTIALLY CLOSED	368

		b. CLOSED	3804	
		c. PARTIALLY CLOSED	368	
		d. TOTAL	6251	
		DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
18.	COMMITTEE COST	a. PERSONNEL PAYMENTS		
		(1) NON-FEDERAL MEMBERS	\$29,770,878.00	\$33,731,516.00
		(2) FEDERAL MEMBERS	\$2,593,653.00	\$2,752,782.00
		(3) FEDERAL STAFF	\$114,180,152.00	\$120,919,383.00
		(4) NON-MEMBER CONSULTANTS	\$13,133,758.00	\$13,780,349.00
		b. TOTAL TRAVEL AND PER DIEM	\$50,541,886.00	\$61,311,642.00
		c. OTHER	\$43,597,638.00	\$46,720,140.00
		d. TOTAL	\$253,817,881.00	\$279,215,812.00
19.	FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS	1462	1472
5a.	MEMBERS		39236	
5b.	SEP MEMBERS		17133	
5.	TOTAL MEMBERS SERVING DURING FISCAL YEAR		56369	

Committee Management Officer Report

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

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

FACA Database					
CMO Report					
Home Up Search Help FY2002					
FY2002					
Agency	Name	Title	Phone	Fax	Email
ADF-African Development Foundation	Doris Martin	General Counsel	(202) 673-3916	(202) 673-3810	dmartin@adf.gov
AID-Agency for International Development	Lorraine Morton	Management Analyst	(202)712-0921	(202)216-3380	LMorton@usaid.gov
ATFCE-Architectural and Transportation Barriers Compliance Board	James Raggio	CMO	202-272-0040	202-272-0081	raggio@access-board.gov
BBC-Broadcasting Board of Governors	Brian Conniff	Committee Management Officer	(202)619-1088	(202)401-1327	bconniff@bb.gov
CCR-Commission on Civil Rights	Ivy Davis	CMO	202-376-7700	202-376-7672	idavis@uscrr.gov
CFAI-Commission on the Future of the United States Aerospace Industry	Paul Piscopo	CMO	703-602-1515	703-602-1532	piscopo@csd.pentagon.mil
CFTC-Commodity Futures Trading Commission	Martin White	CMO	(202)418-5129	(202)418-5524	mwhite@cftc.gov
CHCS-Corporation for National and Community Service	M. Marlene Mayack	CMO	(202)606-5000	(202)565-2791	mmayack@cnsc.gov
DOC-Department of Commerce	Linda Ansdale	CMO	202-482-7873	202-219-8979	LAnsdall@doc.gov
DOD-Department of Defense	Jennifer Spauth	CMO	703-695-4281	703-614-2447	Jennifer.Spauth@osd.mil
DOE-Department of Energy	James Solt	Director, Office of the Executive Secretariat	(202) 586-3279	(202)586-6879	James.Solt@hq.doe.gov
DOI-Department of the Interior	Sharon Norman	CMO	202-208-6421	202-208-1481	sharon_norman@os.doi.gov; Sharonn110@aol.com
DOJ-Department of Justice	Paul Cots	Assistant Attorney General for Administration (CMO)	(202) 514-3101	(202)907-1874	Kathy.S.Thrift@usdoj.gov
DOL-Department of Labor	Betty Cooper	Committee Management Officer	202-693-6469	202-693-6485	cooper-betty@dol.gov
DOS-Department of State	Harry Porter	Advisory Committee Officer & (Phyllis Jordan) Advisory	202-647-8170 or 6980	202-647-8194	PorterHH@state.gov;JordanPM@state.gov

Administratively Inactive Report

A significant number of advisory committees were established by legislation. Some of these committees did not have sunset clauses in the legislation. When such a committee has finished its work, the committee has to be kept on the books until Congress passes legislation to abolish the committee.

FACA Database										
Administratively Inactive (67 rows returned)										
May 21, 2003 1:37:29 PM										
Spreadsheet: XML ASCII										
FY	AgencyAbbr	AgencyName	CNo	CommitteeName	CommitteeFunction	Presidential	PresidentialAppointments	EstablishmentAuthority	CommitteeType	CommitteeStatus
2002	ADP	African Development Foundation	250	African Development Foundation Advisory Council	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
2002	BBC	Broadcasting Board of Governors	1316	Advisory Board for Cuba Broadcasting	Non Scientific Program Advisory Board	Yes	Yes	Statutory(Congress Created)	Continuing	Chartered
2002	CHCS	Corporation for National and Community Service	1903	Civilian Community Corps Advisory Board	National Policy Issue Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
2002	DOC	Department of Commerce	315	Advisory Council on Children's Educational Television	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
2002	DOD	Department of Defense	190	Defense Environmental Response Task Force	National Policy Issue Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered

Sorting the Columns

Sorting the column can help the user to find an item in the list more efficiently. By clicking on the underlined column headings (**Agency Name** or **Abbreviation** or

<u>Agency Name</u>	<u>Abbreviation</u>	<u>Web Site</u>
<u>Department of Veterans Affairs</u>	VA	http://www.va.gov
<u>Office of the United States Trade Representative</u>	USTR	http://www.ustr.gov/
<u>Department of Agriculture</u>	USDA	http://www.usda.gov/
<u>Tennessee Valley Authority</u>	TVA	http://www.tva.gov/
<u>Department of the Treasury</u>	TRES	http://www.ustreas.gov/
<u>Surface Transportation Board</u>	STB	http://www.stb.dot.gov/
<u>Social Security Administration</u>	SSA	www.ssa.gov
<u>Securities and Exchange Commission</u>	SEC	www.sec.gov

[Web Site](#)) the user can order the display by that column. The first click sorts in ascending (A-Z or low to high) order. Following clicks reverse the previous order. Ascending becomes descending (Z-A and high to low). The columns above were sorted by Abbreviation in reverse order.

Selecting an Agency and Drilling Down to a Committee List

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

The **Committee List** page has three report links: [Agency Totals](#), [DFO](#), and [All Annual](#).

Committee Name	Number	Last Update
Advisory Committee on Cemeteries and Memorials	1328	12/20/2002 11:30:53 AM
Advisory Committee on Former Prisoners of War	1330	12/20/2002 11:31:04 AM
Advisory Committee on Homeless Veterans	13849	12/20/2002 11:31:14 AM
Advisory Committee on Minority Veterans	1983	12/20/2002 11:31:28 AM
Advisory Committee on Prosthetics and Special-Disabilities Programs	33	12/20/2002 11:31:37 AM
Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities	34	12/20/2002 11:31:45 AM
Advisory Committee on the Readjustment of Veterans	1331	12/20/2002 11:31:53 AM
Advisory Committee on Women Veterans	1332	12/20/2002 11:32:02 AM
Chiropractic Advisory Committee	13812	12/23/2002 1:34:31 PM
Department of Veterans Affairs (VA) Claims Processing Task Force	10729	12/20/2002 11:32:23 AM
Department of Veterans Affairs Voluntary Service National Advisory Committee	195	12/20/2002 11:32:32 AM
Geriatrics and Gerontology Advisory Committee	64	12/20/2002 11:32:44 AM
Medical Research Service Merit Review Committee	2017	11/27/2002 12:16:10 AM

Agency Totals

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

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

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

Designated Federal Official (DFO) Report

The **DFO** Report link displays the Designated Federal Official List for the agency's advisory committees for the year.

FACA Database					
DFO Report					
Home Up Search Help FY2002					
Department of Veterans Affairs					
Committee	Name	Title	Phone	Fax	Eail
Advisory Committee on Cosmetology and Memorials	Paige Lowther	DFO	202-273-5164	202-273-6790	paige_lowther@mail.va.gov
Advisory Committee on Former Prisoners of War	Dennis Rhoades	DFO	202-273-7334	202-273-1728	capthos@fa.va.gov
Advisory Committee on Homeless Veterans	Pete Dougherty	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Advisory Committee on Minority Veterans	Charles Nerby	Director, Center for Minority Veterans	202-273-6708	202-273-7092	charles.nerby@mail.va.gov
Advisory Committee on Prosthetics and Special-Disabilities Programs	Cynthia Wade	DFO	202-273-8485	202-273-9143	Cindy.Wade@mail.va.gov
Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities	Krishna (Kris) Banga	DFO	202-565-9370	202-565-9014	krishna.banga@hq.med.va.gov
Advisory Committee on the Readjustment of Veterans	Charles Flora	DFO	202-273-8969	202-273-9071	Flora.Charles@mail.va.gov
Advisory Committee on Women Veterans	Irene Trowell-Harris	DFO	202-273-6193	202-273-7092	Irene.Trowell-Harris@mail.va.gov
Chiropractic Advisory Committee	Sara McVicker	Clinical Program Manager	202-273-8559	202-273-9148	sara.mcvicker@mail.va.gov
Department of Veterans Affairs (VA) Claims Processing Task Force	John O'Hara	Program Analyst	202-273-5130	202-273-5991	john.o'hara@mail.va.gov
Department of Veterans Affairs Voluntary Service National Advisory Committee	Jim Delgado	DFO	202-273-8952	202-273-9040	jim.delgado@mail.va.gov
Geriatrics and Gerontology Advisory Committee	Jacqueline Holmes	DFO	202-273-8539	202-273-9131	holjac@mail.va.gov
Medical Research Service Merit Review Committee	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Aging and Clinical Geriatrics	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Alcoholism and Drug Dependence	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Cardiovascular Studies	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Endocrinology	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Epidemiology	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Gastroenterology	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for General Medical Science	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov
Merit Review Subcommittee for Hematology	LeRoy Frey	DFO	202-408-3630	202-275-6649	Leroy.Frey@mail.va.gov

All Annual Reports

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

2001 Annual Report: Review of Federal Advisory Committee			
1. Department or Agency	Department of Commerce		2. Fiscal Year
			2001
3. Committee or SubCommittee	Advanced Technology Program Advisory Committee		3b. GSA Committee No.
			5281
4. Is this New During Fiscal Year?	No	5. Current Charter	7/13/2001
		6. Expected Renewal Date	7/13/2003
		7. Expected Term Date	7/13/2003
8a. Was Terminated During FY?	No	8b. Specific Termination Authority	8c. Actual Termination Date
9. Agency Recommendation for Next FY	Continue	10a. Legislation Req to Terminate?	10b. Legislation Pending?
11. Establishment Authority	Agency Authority		14. Committee Type
12. Specific Establishment Authority	Secretary's Decision Memorandum	5/7/1999	Continuing
			14c. Presidential?
			No
15. Description of Committee	Scientific Technical Program Advisory Board		
16a. Total Number of Reports	1		
16b. Report Titles and Dates			
2000 Annual Report of the Advanced Technology Program Advisory Committee			
17a. Open:	0	17b. Closed:	0
		17c. Partially Closed:	3
		17d. Total	3
Discussion of streamlined/revamped proposal process, ATP 2000 awardee demographics, discussion of outreach efforts, leveraging states and future ATP strategic initiatives			
Update on ATP, recent program offsite, the		2/13/2001 8:25:00 AM	2/13/2001 4:00:00

Selecting a Committee

To select a specific committee, the user clicks on the hyperlinked committee name (the underlined committee name). This selection will take the user to the **Committee Menu** page for that committee. Note in the screenshot to the right that the data is from FY2002 and that the CMO has verified the completeness and accuracy of the data provided.



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

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

The General Information Page

The **General Info** hyperlink displays the **General Info** page. Most of the information on the **General Info** page doesn't change from year to year, other than the current charter date and the dates a committee is renewed or terminated. The committee name, function, and authority under which the committee was established tend to remain the same for the life of the committee. The buttons on the **General Info** page under the **Committee Name** are to facilitate movement and data entry to the rest of the information pages without having to return each time to the **Committee Menu** page.

FACA Database

General Information
[Home](#) [Up](#) [Search](#) [Help](#) FY2002

VA 1328-Advisory Committee on Cemeteries and Memorials

[Rec](#) [Repts](#) [Meets](#) [Costs](#) [Justs](#) [Mems](#) [Menu](#)

1. Department or Agency: VA
Committee Status: Chartered
4. New Committee: No
5. Current Charter Date: 9/5/2001
6. Expected Renewal Date: 9/5/2003
7. Expected Termination Date:
8a. Terminated This FY: No
8b. Specific Termination Authority:
8c. Actual Termination Date:
11. Establishment Authority: Statutory(Congress Created)
12. Specific Establishment Authority: 38 U.S.C. 2401
13. Effective Date Of Authority: 6/18/1973
14a or 14b. Committee Type: Continuing
14c. Presidential: No
14d. Presidential Appointments: No
15. Committee Function: Non Scientific Program Advisory Board
Exempt from Renewal: No
Number of Members: Unlimited
Committee URL: <http://www.va.gov>

The Recommendations Page

The **Recommendations** hyperlink on the **Committee Menu** page and the **Rec** navigation button on the **General Info** page display the **Recommendations** page. The **Recommendations** page is sometimes misinterpreted. It does not report the committee recommendations to the government

official it advises. This page actually reports the agency's recommendations regarding the continued usefulness of the committee. The advisory committee's recommendations to the federal official asking for the advisory committee's advice have not been reported in the Comprehensive Annual Reviews of the past. They will be a vital part of advisory committee performance measures in the future.

Recommendations

[Home](#) [Up](#) [Search](#) [Help](#)

2001 DOC 315-Advisory Council on Children's Educational Television

[Info](#) [Repts](#) [Meets](#) [Costs](#) [Justs](#) [Mems](#) [Menu](#)

9. Recommendation [Continue](#)
10a. Is Legislation Required
(Fill in, if 9. is Terminate)
10b. Legislation Status
(Fill in, if 10a. is Yes)
21. Remarks

The Reports List and Form Pages

The **Reports** hyperlink on the **Committee Menu** page and the **Repts** navigation button on the **Recommendations** page display the **Reports** page. The **Reports** page is a list of reports. When a list is shown, the user can drill down to see if further detail is available with either the **Form View** navigation button or with the hyperlinked number on the left side of the report list.

Reports List

[Home](#) [Up](#) [Search](#) [Help](#)

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

[Form View](#) [Info](#) [Rec](#) [Meets](#) [Costs](#) [Justs](#) [Menu](#)

#	Report Title
1	Minutes and Report of Committee Recommendations: 2000
2	Minutes and Report of Committee Recommendations: 2001
3	Joint Meeting of Race and Ethnic, Professional and Decennial Census Advisory Committees
4	Race and Ethnic Advisory Committees Census 2000 Debriefing Report

[First Page](#) [Prev Page](#) [Next Page](#) [Last Page](#)

The detail on the individual **Reports** page might not display any more information than the user had available while looking at the report list. However, the system does support the capture and display of committee reports if the DFOs choose to provide them here online rather than requiring a request at their office. Some committees also maintain their own web sites and provide access to reports at that site.

Report Form

[Home](#) [Up](#) [Search](#) [Help](#)

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

[List View](#) [Info](#) [Rec](#) [Meets](#) [Costs](#) [Justs](#) [Menu](#)

16. **Report Title** Minutes and Report of Committee Recommendations: 2000
 16. **Report Date** 11/1/2000
Presidential Action? No
View Report At

Changed At 12/12/2001 1:47:12 PM By Patricia Ellis

The Meetings List and Form Pages

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

[Form View](#) [Info](#) [Rec](#) [Repts](#) [Costs](#) [Justs](#) [Mems](#) [Menu](#)

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

[First Page](#) [Prev Page](#) [Next Page](#) [Last Page](#) Page

Either the **Meetings** hyperlink from the **Committee Menu** page or the **Meets** navigation button from the **Reports**

FACA Database
Meeting Form
Home Up Search Help FY2002

DOC 322-Census Advisory Committee on the African-American Population

List View Info Rec Repts Costs Justs Mems Menu

17. Open Or Closed Open
17e. Meeting Start Date 11/7/2001
17e. Meeting Stop Date 11/9/2001
Location Hilton Mark Center, Alexandria, VA
Purpose To address issues related to the 2010 census effort, including the American Community Survey and other related decennial programs.
View Minutes At
Changed At 11/13/2002 1:21:05 PM By Patricia Ellis

First Page Prev Page Next Page Last Page

Reports

page displays the **Meetings** page. Like the **Reports** (list) page, the **Meetings** page is a list page. The user can drill down to the **Meetings** detail page with the **Form View** navigation button or can click the hyperlinked number on the left side of the meetings list. The **Meetings** (form) page did not previously require the notation of a purpose and location, but it does from 2002 forward. The DFOs can upload the meeting minutes for display on the online system if they do not have the minutes available on their own web sites.

The Costs Page

By clicking the **Costs** hyperlink from either the **Committee Menu** page or the navigation button from the **Meetings** page, the user displays the **Costs** page.

FACA Database
Costs Form
Home Up Search Help

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

Info Rec Repts Meets Justs Mems Menu

	Current FY	Estimated FY
18a.(1) Non-Federal Members	\$0.00	\$0.00
18a.(2) Federal Members	\$0.00	\$0.00
18a.(3) Federal Staff	\$171,361.00	\$180,000.00
18a.(4) Consultants	\$3,530.00	\$6,000.00
18b.(1) Travel: Non-Federal Members	\$8,729.00	\$9,600.00
18b.(2) Travel: Federal Members	\$0.00	\$0.00
18b.(3) Travel: Federal Staff	\$444.00	\$444.00
18b.(4) Travel: Consultants	\$0.00	\$0.00
18c. Other	\$3,000.00	\$3,000.00
18d. Total	\$187,064.00	\$199,044.00
19. Federal Staff Support	1.2	1.2

Changed At 2/27/2002 3:38:04 PM By Patricia Ellis

The Justifications Page

By using either the **Justs** navigation button from the **Costs** page or the **Justifications** hyperlink from the **Committee Menu** page, the user displays the **Justifications** page.

FACA Database
Justification Form
Home Up Search Help

2001 DOC 1397-Census Advisory Committee on the Hispanic Population

Info Rec Repts Meets Costs Mems Menu

20a. How does the Committee Accomplish its Purpose?

The Committee assessed the implementation of Census 2000 operations and programs by conducting onsite field evaluations of census operations throughout the country. Their input provided valuable first-hand assessments to Census managers. Committee members have participated in numerous community activities across the nation in support of Census 2000, including participating in regional outreach activities, providing presentations at national conferences, sponsoring fairs and lock-off events, disseminating Census posters, tee-shirts and caps, as well as numerous other activities. The Committee provided invaluable input to the paid advertising campaign recommending specific strategies to reach English-speaking Latinos. Committee members reviewed and provided substantive comments on Census 2000 outreach materials relating to language translations and literacy. The Committee has requested that various components of the Census 2000 language program be evaluated including assessment of English/Spanish dual-response households. Committee members participated in discussions with Census managers on immigration trends and the foreign-born population. The Committee participated in teleconference calls on key decennial issues and participated in working groups to facilitate the U.S. Census Bureau's progress on Census 2000 milestones. Committee members participated in census evaluations of race and ethnic data providing input on survey design and methodology. Committee members have participated in ongoing discussions on the American Community Survey, providing a variety of recommendations on how this soon to be annual survey can obtain optimal minority participation. Finally, Committee members participated in formal census 2000 debriefings in which they provided assessments on a wide range of decennial operations, including partnerships and promotion, recruitment and hiring, paid advertising, data collection geography and other issues. These assessments are being reviewed for inclusion in a planning agenda for the 2010 Census.

The Members List and Form Pages

FACA Database 

Members List
[Home](#) [Up](#) [Search](#) [Help](#) FY2002

DOC 322-Census Advisory Committee on the African-American Population

Form View Info Rec Repts Meets Costs Justs Menu

#	Prefix	First Name	Middle Name	Last Name	Suffix	Chairperson	Occupation Or Affiliation	Appointment Start Date	Appointment End Date
1	Mr.	D.V.		Flores		No	Vice Chair of Decennial Census Advisory Committee (Ex-officio member)	4/29/2002	
2	Dr.	Robert	B.	Hill		No	Westat, Senior Researcher	11/1/1994	12/31/2003
3	Ms.	Gwendolyn	E.	Holmes		No	Assistant Vice President, Hancock Bank	8/1/2000	12/31/2003
4	Dr.	James	S.	Jackson		No	University of Michigan, Professor	11/1/1994	12/31/2002
5	Mr.	John	W.	Mack		No	President, Los Angeles Urban League	8/1/2000	12/31/2003
6	Ms.	Tracey-Ann		Nelson		No	Public Relations/Public Affairs Consultant	6/1/2001	12/31/2003
7	Dr.	Juliette	Thorpe	Okotie-Eboh		No	Senior Vice President, Harper University Hospital	11/1/1994	12/31/2003
8	Ms.	Barbara		Sabol		No	Program Director, W.K. Kellogg Foundation	11/1/1994	12/31/2003
9	Mr.	Kemitt	Nathaniel	Waddell	Esq.	Yes	President/CEO, Economic Development Center of the Carolinas	11/1/1994	12/31/2002

The user clicks the **Members** navigation button from either the **Committee Menu** page or the **Justifications** page to display the **Members** page. From the Member List page, the user clicks Form View or the hyperlinked hot number to the left of the member's name to view the member's detailed data.

Like the **Reports** and **Meetings** pages discussed previously, the **Members** page above is a list page.

Internet Pages are usually arranged with the most important and/or used information at

the top and left of the screen display to try to minimize the need to scroll. In previous years, the agencies were not required to provide all of the information found on the **Members** form page. The **Appointment Start Date**, **Appointment Stop Date** and other fields were there for clarity and convenience. The annual report did require that everyone who served during the year be listed. This can be misleading because, often, a committee might have 15 members identified in the charter, but some members serve only part of the year. When everyone is listed the count of the members of a 15-member committee could easily be any number between 15 and 30. The **Appointment Start** and **Stop** dates add clarity to whom served when, especially when two terms overlap the same report year. The other appointment information helps manage the laws requirements that committee membership be balanced.

FACA Database 

Member Form
[Home](#) [Up](#) [Search](#) [Help](#) FY2002

DOC 322-Census Advisory Committee on the African-American Population

List View Info Rec Repts Meets Costs Justs Menu

6. Prefix Dr.
 6. First Name Robert
 6. Middle Name B.
 6. Last Name Hill
 6. Suffix
 Chairperson No
 6. Occupation Or Affiliation Westat, Senior Researcher
 Appointment Start Date 11/1/1994
 Appointment End Date 12/31/2003
 Appointment Type Other
 Appointment Term No Fixed Term
 Pay Plan None
 Pay Source None

Changed At 10/23/2002 2:13:20 PM By Patricia Ellis

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The user can return to the **Committee Menu** page via either the **Up** hyperlink twice, first to the **Members** list page and then the **Up** hyperlink again to the menu page, or directly to the **Committee Menu** page with the **Menu** navigation button below the **Committee Name**.

Sub-Committees

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

Subcommittee Menu	
Home Up Search Help	
2001 NEA 5158-Combined Arts Advisory Panel	
#	Sub Committee Name
1	Dance, Creation & Presentation
2	Dance, Planning & Stabilization
3	Folk & Traditional Arts, Creation & Presentation, Planning & Stabilization
4	Literature, Creation & Presentation/Planning & Stabilization
5	Local Arts Agencies/ Presenting, Creation & Presentation
6	Media Arts, Creation & Presentation/Planning & Stabilization
7	Multidisciplinary, Creation & Presentation
8	Multidisciplinary, Planning & Stabilization
9	Museums, Creation & Presentation
10	Museums/Design, Creation & Presentation
11	Museums/Visual Arts, Planning & Stabilization
12	Museums/Visual Arts/Design, Planning & Stabilization
13	Music, Creation & Presentation
14	Music/Opera, Planning & Stabilization
15	Opera, Creation & Presentation
<input type="button" value="First Page"/> <input type="button" value="Prev Page"/> <input type="button" value="Next Page"/> <input type="button" value="Last Page"/>	

Annual Report

The **Annual Report** hyperlink displays a single, printable report specific to the selected committee of the year's summary information.

2001 Current FY Report: Review of Federal Advisory Committee			
8/20/2002 7:55:27 AM			
1. Department or Agency	National Endowment for the Arts		2. Fiscal Year 2001
3. Committee or SubCommittee	Combined Arts Advisory Panel		3b. GSA Committee No
4. Is this New During Fiscal Year?	No	5. Current Charter 8/14/2000	6. Expected Renewal Date 8/14/2002
			7. Expected Term Date 8/14/2002
8a. Was Terminated During FY?	No	8b. Specific Termination Authority 20 USC 951 et. seq.	8c. Actual Termination Date
9. Agency Recommendation for Next FY	Continue	10a. Legislation Req to Terminate?	10b. Legislation Pending?
11. Establishment Authority	Statutory(Congress Created)		
12. Specific Establishment Authority	20 USC 951 et. seq.	13. Effective Date 1/1/1965	14. Committee Type Continuing
14c. Presidential?	No		
15. Description of Committee	Grant Review		
16a. Total Number of Reports	No Reports for this Fiscal Year.		
17a. Open:	1	17b. Closed:	2
Meeting Purposes and Dates	17c. Partially Closed:	30	17d. Total Meetings: 33
Application review and policy discussion	10/5/2000	10/6/2000	
Application review and policy discussion	10/23/2000	10/25/2000	
Application review & policy discussion	10/24/2000	10/25/2000	
Application review and policy discussion	10/26/2000	10/27/2000	
Application review and policy discussion	10/30/2000	10/31/2000	

Designated Federal Official (DFO) Information

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

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

DFO Information	
Home	Up Search Help
2001 NEA 5158 Combined Arts Advisory Panel	
Prefix:	Ms.
First Name:	Karen
Middle Initial:	
Last Name:	Christensen
Suffix:	
Title:	Deputy Chairman for Grants & Awards
Phone:	202/682-5441
Fax:	202/682-5660
E-Mail:	

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

Group Federal Official (GFO) Information

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

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

Committee Management Officer (CMO) Information

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

CMO Information	
Home	Up Search Help
2001 DOC 337-Industry Sector Advisory Committee o	
Prefix:	
First Name:	Helen
Middle Name Or MI:	L
Last Name:	Halloway
Suffix:	
Title:	CMO
Phone:	202-482-0256
Fax:	202-482-3270
E-Mail:	Hhalloway@doc.gov,LAnadal1@doc.gov
Agency URL:	http://www.doc.gov

The user returns to the **Committee Menu** page via the **Up** hyperlink. Of course, the user could, at any time, when experiencing severe ennui from the never-ending presentation of the World Of Online FACA (WOOF), return to the opening page of the system by clicking the **Home** hyperlink.

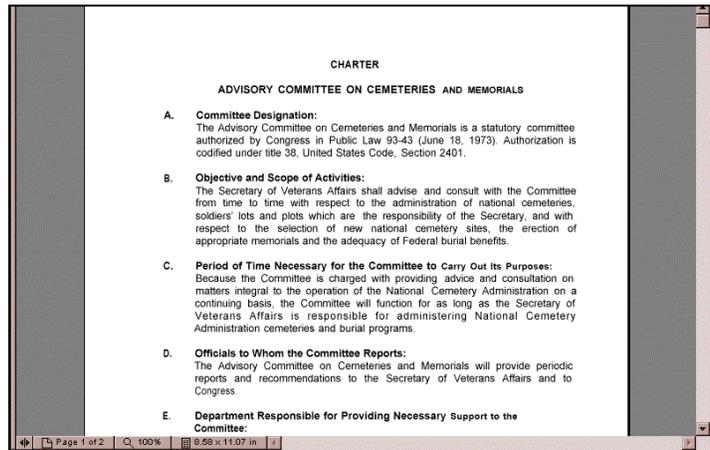
Committee Decision Maker

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

FACA Database	
Committee Decision Maker	
Home	Up Search Help FY2002
Definition: This person makes agency decisions about implementation of this committee's recommendations.	
DOC 322-Census Advisory Committee on the African-American Population	
Prefix:	Ms.
First Name:	Jeni
Middle Initial:	
Last Name:	Green
Suffix:	
Title:	Chief, Advisory Committee Office
Phone:	301-763-2070
Fax:	301-457-8608
E-Mail:	jeni.green@census.gov

View Charter

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



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

Committee Web Site

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



Participant Logon

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

The Database Search

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

FACA Database
Database Search
Home Up Search Help FY2002

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

ADVISORY COMMITTEE INFORMATION

Agency (Grp): ACDA, ADF, AID
Fiscal Year: 1999
Agency Recommendation: Continue
Presidential: Pres Appts
Establishment Authority: [Blank]

Members: [Blank]
New: No
Type: [Blank]
Status: Chartered, Active, Active Only
Function: [Blank]

ADVISORY COMMITTEE REPORTS AND MEETINGS

Reports: = 0
Total Meetings: = 0
Open Meetings: [Blank]
Closed Meetings: [Blank]

ADVISORY COMMITTEE COSTS AND FTE USAGE

Travel Costs: [Blank]
Fed Staff Costs: [Blank]
Member Costs: [Blank]
Other Costs: [Blank]

Total Actual Costs: > 0
Total Projected Costs: [Blank]
Consultant Costs: [Blank]
FTE: [Blank]

Display Committee List
Display Member List
Continue
Manual Search

as a web page.

A typical inquiry could be “Give me all the committees in 1999 that were chartered, recommended to continue, and spending money but did not hold any meetings or issue any reports.”

FACA Database

FACA Database Search Report (29 rows returned) May 21, 2003 4:17:34 PM

WHERE FY = '1999' AND NewCommittee = 'No' AND CommitteeStatus = 'Chartered' AND AdminInactive <> 'Y' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 0

Spreadsheet
XML ASCII

FY	AgencyAbbr	AgencyName	CNo	CommitteeName	CommitteeFunction	Presidential	PresidentialAppointments	EstablishmentAuthority	CommitteeType	CommitteeSt
1999	CCR	Commission on Civil Rights	251	Alabama Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
1999	CCR	Commission on Civil Rights	263	Hawaii Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
1999	CCR	Commission on Civil Rights	264	Idaho Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
1999	CCR	Commission on Civil Rights	279	Nebraska Advisory Committee	Non Scientific Program Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
1999	CNCS	Corporation for National and Community Service	1903	Civilian Community Corps Advisory Board	National Policy Issue Advisory Board	No	No	Statutory(Congress Created)	Continuing	Chartered
1999	DOD	Department of Defense	390	Board of Advisors to the President's Naval War College	Non Scientific Program Advisory Board	No	No	Agency Authority	Continuing	Chartered
1999	DOD	Department of Defense	241	Board of Visitors, National Defense University	Non Scientific Program Advisory Board	No	No	Agency Authority	Continuing	Chartered
1999	DOI	Department of the Interior	499	Committee for the Preservation of the	Other	Yes	No	Presidential	Continuing	Chartered

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

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

FY	AgencyAbbr	AgencyName	CommitteeName	Member	Startdate	Enddate	AppointmentType	AppointmentTerm	PayPlan	PaySource	OccupationOrAffiliation
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Aronov-Heilpern, Ms. Freddi	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	attorney
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Carnley, Ms. Nancy A.W.	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	registered nurse
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Davis, Mr. Michael	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	director, nonprofit
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Gray, Mr. Jerome	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	field director, political organization
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Max, Mr. Rodney	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	attorney
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Morthland, Dr. Rex J.	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	retired banker
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Munchus, III Dr. George	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	management professor
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Owens, Ms. Lori J.	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	teaching assistant
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Selden, Mr. Jack W.	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	attorney
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Shumaker, Ms. Anne	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	teacher
1999	CCR	Commission on Civil Rights	Alabama Advisory Committee	Wells, Dr. Annie M.	10/1/1998	9/30/1999	n/a	n/a	n/a	n/a	psychology professor

A user with some knowledge of SQL can use the [Manual Search](#) to refine the query used to parameters that are not found in the drop down

lists.

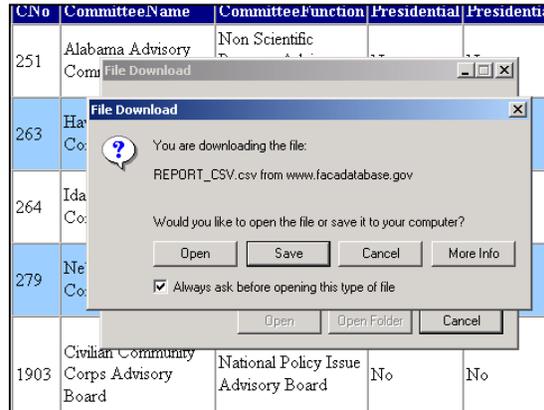
For instance, the **Costs** drop down list does not have an option for Greater Than 100000. If the user changes the query to reflect that, the result can get very specific. In the screen shot to the right, after clicking [Manual Search](#), the **> 0** was changed to **> 100000**. When **Continue** is clicked, the number of committees is reduced to none.

No records found.

WHERE FY = '1999' AND NewCommittee = 'No' AND CommitteeStatus = 'Chartered' AND AdminInactive <> 'Y' AND Recommendation = 'Continue' AND (Reports is null or Reports = 0) AND (MeetingsTotal is null or MeetingsTotal = 0) AND TotalActualCosts > 100000.

Please click your browser's BACK button

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



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
FY	AgencyAb	AgencyNa	CNo	Committee	CommitteePresident	CommitteePresident	Establish	Committee	Committee	Recommend	CurrentCh	DateOfR	DateToTer	Tot
2	1999	CCR	Commissi	251	Alabama # Non Scien	No	No	Statutory((Continuing	Chartered	Continue	12/3/1997	12/3/1999	
3	1999	CCR	Commissi	263	Hawaii Adv Non Scien	No	No	Statutory((Continuing	Chartered	Continue	12/3/1997	12/3/1999	
4	1999	CCR	Commissi	264	Idaho Adv Non Scien	No	No	Statutory((Continuing	Chartered	Continue	12/3/1997	12/3/1999	
5	1999	CCR	Commissi	279	Nebraska , Non Scien	No	No	Statutory((Continuing	Chartered	Continue	12/3/1997	12/3/1999	
6	1999	CNSC	Corporati	1903	Civilian Co National P	No	No	Statutory((Continuing	Chartered	Continue	5/3/1994		
7	1999	DOD	Departmer	390	Board of A Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	2/28/1998	2/28/2000	2/28/2000
8	1999	DOD	Departmer	241	Board of V Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	2/28/1998	2/28/2000	
9	1999	DOI	Departmer	499	Committee Other	Yes	No	Presidentia	Continuing	Chartered	Continue	4/8/1998	9/30/2001	9/30/2001
10	1999	DOI	Departmer	527	Kalaupapa Non Scien	No	No	Authorized	Continuing	Chartered	Continue	1/19/1993	#####	#####
11	1999	DOI	Departmer	5198	National M Grant Revi	No	No	Statutory((Continuing	Chartered	Continue	6/12/1997		9/30/2001
12	1999	DOI	Departmer	553	National P Non Scien	No	No	Statutory((Continuing	Chartered	Continue	3/14/1996		
13	1999	DOI	Departmer	556	National P Non Scien	No	No	Statutory((Continuing	Chartered	Continue	3/14/1996		
14	1999	DOL	Departmer	640	Federal Cc Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	4/13/1999	4/13/2001	
15	1999	DOS	Departmer	204	Advisory C National P	No	No	Statutory((Continuing	Chartered	Continue	12/9/1998	12/9/2000	
16	1999	DOS	Departmer	1945	Advisory P Other	No	No	Statutory((Continuing	Chartered	Continue	9/3/1998	9/3/2000	
17	1999	EPA	Environme	2029	Industrial N Scientific	No	No	Agency Au	Continuing	Chartered	Continue	9/29/1997	9/29/2001	
18	1999	HHS	Departmer	5273	Advisory C National P	No	No	Statutory((Continuing	Chartered	Continue	3/24/1999	3/23/2001	3/24/2001
19	1999	HHS	Departmer	1863	Biological Special Er	No	No	Authorized	Continuing	Chartered	Continue	1/3/1994		
20	1999	HHS	Departmer	1919	Board of S Other	No	No	Authorized	Continuing	Chartered	Continue	7/15/1994		
21	1999	HHS	Departmer	841	Device Go Scientific	No	No	Statutory((Continuing	Chartered	Continue	5/17/1987		
22	1999	HHS	Departmer	907	Interagenc Scientific	No	No	Statutory((Continuing	Chartered	Continue	3/19/1999	3/20/2002	
23	1999	HHS	Departmer	1009	Psychoph Scientific	No	No	Authorized	Continuing	Chartered	Continue	6/4/1998	6/4/2000	
24	1999	HHS	Departmer	5286	Secretary's Scientific	No	No	Authorized	Continuing	Chartered	Continue	9/9/1999	7/10/2001	
25	1999	NARA	National A	1062	Advisory C Non Scien	No	No	Agency Au	Continuing	Chartered	Continue	7/20/1998	7/20/2000	
26	1999	SBA	Small Bus	1575	Boston Dis National P	No	No	Authorized	Continuing	Chartered	Continue	10/1/1993	6/15/2001	
27	1999	SBA	Small Bus	1626	Helena Dis Non Scien	No	No	Authorized	Continuing	Chartered	Continue	10/1/1993	6/15/2001	
28	1999	SBA	Small Bus	47	National S Non Scien	No	No	Statutory((Continuing	Chartered	Continue	10/1/1996	10/1/1998	10/2/1998
29	1999	USDA	Departmer	320	Advisory C Scientific	1	0	Agency Au	Continuing	Chartered	Continue	#####	#####	#####
30	1999	USDA	Departmer	1258	Advisory C Scientific	1	No	Agency Au	Continuing	Chartered	Continue	12/2/1998	12/2/2000	12/2/2000
31	1999	USDA	Departmer	1260	Advisory C National P	No	No	Authorized Ad Hoc		Chartered	Continue	6/4/1997	6/4/2000	
32	1999	USDA	Departmer	1273	Agricultura Non Scien	No	No	Authorized	Continuing	Chartered	Continue	3/31/1999	3/31/2001	3/31/2001
33	1999	USDA	Departmer	5203	Edward R. Other	No	No	Statutory((Continuing	Chartered	Continue	9/24/1997	6/17/1999	6/17/2001
34	1999	USDA	Departmer	1287	General C Scientific	No	No	Agency Au	Continuing	Chartered	Continue	9/24/1997	2/29/2000	

Well, does the answer of 33 committees and 810,390 dollars make this a question worth further analysis? Depending upon your decision, the spreadsheet could be saved to a file

on your local computer for future consideration. The response data set will always contain the same set of fields, but the record-set will change based upon the search criteria. The fields returned are:

- **Fiscal Year** (Currently, 1997-2003. The year 2003 will be updated continuously through the end of the calendar year.)
- **Agency Abbreviation**
- **Agency Name**
- **Committee Number** (GSA assigned this number when the committee was established to track the committee over its life and history)
- **Committee Name**
- **Committee Function** (generic classification of the committee concerned)
- **Presidential** (Reports to the President: Yes or No)
- **Presidential Appointments** (President appoints some members: Yes or No)
- **Establishment Authority** (Statutory, Presidential, Agency, or Authorized by Law. Not all advisory committees established by the President report to the President)
- **Type of Committee** (Continuing from year to year or Ad Hoc [less than one year])
- **Committee Status** (Chartered, Terminated, Pending)
- **Agency Recommendation** (to continue or terminate the committee)
- **Total Number of Members**
- **Current Charter Date** (as of the year being reported)
- **Date to renew Charter** (as of the year being reported)
- **Date to terminate committee** (if stated in charter or legislation)
- **Total Number of Members**
- **Total Number of Reports**
- **Number of Open Meetings**
- **Number of Closed Meetings** (includes meetings that were partially closed)
- **Total Number of Meetings**
- **Travel Costs** (all members, consultants, and staff reported)
- **Federal Staff Costs** (includes applicable percentage of salary and benefits)
- **Member Costs** (includes Federal members)
- **Consultants Costs**
- **Other Costs** (all other costs of meetings and committee activities)
- **Total Actual Costs**
- **Total Projected Costs** (for the next fiscal year)
- **Full Time Equivalent (FTE)** (the number of full time staff supporting the committee)
- **CMO Contact Information**
- **DFO Contact Information**
- **Date committee data was last updated** (for reported year)
- **Administratively Inactive** (Yes or No, this field was added in 2002)
- **Primary key information for database** (Committee record)
- **New Committee the year reported: Yes or No.**
- **Primary key information for database** (Agency record)

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

The Members Search

Since there are usually as many as 55,000 citizens contributing their time to advisory committee concerns in any given year, the system would be considered vastly incomplete without a Member Search capability. There are limitations to our member data, however, and most of those are self-imposed. This is a publicly accessible database and the database contains no more information than the minimal the law requires on the citizens contributing their time to the improved and effective functioning of the federal government.



Members Characteristics Search

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

A screenshot of the FACA Database Members Characteristics Search form. The form has a header with the title "FACA Database" and a sub-header "Members Characteristics Search". Below the header are navigation links: "Home", "Up", "Search", "Help", "Score 300", and "FY2003". The form contains several search criteria fields: "Agency (Grp)" (a dropdown menu with options ACDA, ADF, AID), "Fiscal Year" (a dropdown menu with options 1997, 1998, 1999), "Prefix Name" (a text input field), "First Name" (a text input field), "Last Name" (a text input field with "Fussell" entered), "Suffix Name" (a text input field), "Occupation or Affiliation" (a text input field), "Chairperson" (a dropdown menu), "Start Date" (a date range field with "From" and "To" sub-fields), "End Date" (a date range field with "From" and "To" sub-fields), "Appointment Type" (a dropdown menu), "Appointment Term" (a dropdown menu), "Pay Plan" (a dropdown menu), and "Pay Source" (a dropdown menu). At the bottom of the form is a "Continue" button.

Report - Microsoft Internet Explorer
 Address: http://www.facadatabase.gov/generatereport.asp
FACA Members Search Report August 20, 2002 1:27:04 PM
[Spreadsheet](#) [XML](#) [ASCII](#)

FY	AgencyAbbr	AgencyName	CommitteeName	Member	Chairperson	Startdate	Enddate	AppointmentType	AppointmentTerm	PayPlan
1997	NSF	National Science Foundation	Special Emphasis Panel in Computer and Computational Research	Fussell, Professor Donald S	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1997	NSF	National Science Foundation	Special Emphasis Panel in Design, Manufacture, and Industrial Innovation	Fussell, Dr. Paul S	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1997	USDA	Department of Agriculture	General Conference Committee of the National Poultry Improvement Plan	Fussell, Dr. Leonard W.	No	10/1/1996	9/30/1997	n/a	n/a	n/a
1998	USDA	Department of Agriculture	General Conference Committee of the National Poultry Improvement Plan	Fussell, Dr. Leonard W.	No	10/1/1997	9/30/1998	n/a	n/a	n/a
1999	NSF	National Science Foundation	Special Emphasis Panel in Design, Manufacture, and Industrial Innovation	Fussell, Dr. Barry K	No	10/1/1998	9/30/1999	n/a	n/a	n/a

Member Search By Agency Or Group

The Members by Agency or Group Search

produces a list of committee members contributing their time to a particular agency or sub group (like the National Park Service, and within the NPS, the Alaska Region) for a particular year. When using this feature, please remember that some groups and some agencies are very large (the Department of Health and Human Services [HHS] would have a list 25,000 members long during any single year and the National Institutes of Health, a sub group of HHS, has 13,000 of those committee members during the same period). Asking your computer to download lists of those sizes, or your printer to print the list out can be wasteful of your resources as well as ours.

FACA Database
 Members By Agency or Group Search
[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#)

Choose Fiscal Year: 1997, 1998, 1999, 2000, 2001, 2002, 2003

Choose Agency or Group: ACDA, ADF, AID, ATBCB, BBG, CCR, CFAI

Sort on: Name Committee

Members By Agency or Group

FACA Database												
FACA Members Report (807 rows returned)											May 22, 2003 10:40:01 AM	
WHERE AgencyAbbr = 'CCR' AND FY = '2002'											Spreadsheet XML ASCII	
CommitteeName	Member	FY	AgencyAbbr	AgencyName	Chairperson	Startdate	Enddate	AppointmentType	AppointmentTerm	PayPlan	PaySource	OccupationO
Alabama Advisory Committee	Carnley, Ms. Nancy A.	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	registered nu
Alabama Advisory Committee	Davis, Mr. Michael	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	executive dire
Alabama Advisory Committee	Fitts, III Mr. Alston	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	director of inf
Alabama Advisory Committee	Kelley, Dr. Randy B.	2002	CCR	Commission on Civil Rights	No	1/14/2002	2/14/2004	Agency	2 years	None	None	church pasto
Alabama Advisory Committee	Maharaj, Mr. Raphael A.	2002	CCR	Commission on Civil Rights	No	1/14/2002	2/14/2004	Agency	2 years	None	None	service contr
Alabama Advisory Committee	Max, Mr. Rodney A.	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	attorney/med
Alabama Advisory Committee	Means, Ms. Harriett I.	2002	CCR	Commission on Civil Rights	No	1/14/2002	2/14/2004	Agency	2 years	None	None	assistant prof
Alabama Advisory Committee	Munchus, III Mr. George	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	professor of r
Alabama Advisory Committee	Owens, Dr. Lori J.	2002	CCR	Commission on Civil Rights	No	1/14/2000	2/14/2004	Agency	2 years	None	None	assistant prof science

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

The Download Center

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

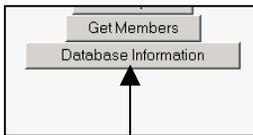
There are a couple of caveats.

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

FACA Download Center Report									
August 21, 2002 8:11:05 AM									
WHERE AgencyAbbr = 'CCR' AND tblAgencies.FY = '2001'									
Spreadsheet XML ASCII									
FY	AgencyAbbr	AgencyName	CommitteeName	OriginalEstablishmentDate	TerminationDate	Title	Prefix	FirstName	M
2001	CCR	Commission on Civil Rights	Alabama Advisory Committee	1/1/1957		Director, Central Regional Office, USCCR	Mr.	Melvin	L.
2001	CCR	Commission on Civil Rights	Alaska Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Arizona Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Arkansas Advisory Committee	1/1/1957		Director, Central Regional Office, USCCR	Mr.	Melvin	L.
2001	CCR	Commission on Civil Rights	California Advisory Committee	1/1/1957		Director, Western Regional Office, USCCR	Mr.	Philip	
2001	CCR	Commission on Civil Rights	Colorado Advisory Committee	1/1/1957		Director, Rocky Mountain Regional Office, USCCR	Mr.	John	F.
		Commission	Connecticut			Director, Eastern			

There are a lot of members, so selecting all agencies and clicking on **Get Members** will potentially produce a huge download (300,000 records now and adding 50,000 more each year). HHS had almost 25,000 members in their advisory committees in 1999.

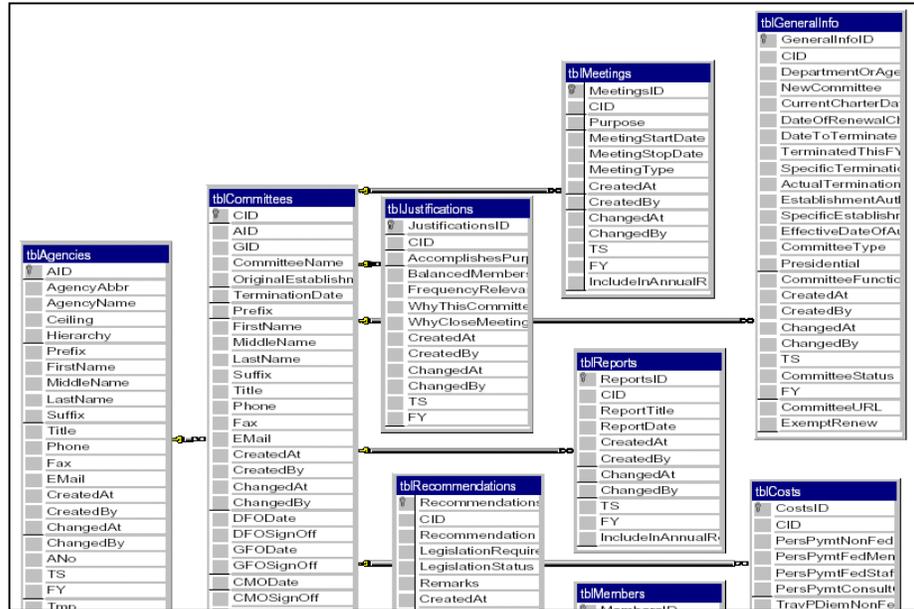
Database Information



The **Database Information** button displays information on the structure of the data tables stored in the system. With the key fields in each download table identified and the relationships between the tables displayed, the data provided in these downloads can be recombined on the user’s local system for practically any kind of further analysis and reports.

FACA Database	
Database Information	
Home	Up Search Help Score 300 FY2003
Database Relationships Chart	
Table Name	Dictionary
tblAgencies	dict
tblCommittees	dict
tblGeneralInfo	dict
tblMeetings	dict
tblReports	dict
tblCosts	dict
tblMembers	dict
tblJustifications	dict
tblRecommendations	dict

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



Feedback and suggestions will always be considered for the next system iteration (the system has been in continuous development for the past seven years and we expect that there will always be a next system iteration until the developers retire, quit, or die).

The Annual Comprehensive Reviews

Congress determined in 1998 that, when updated regularly and consistently, this online system provided the information they required as the “annual report” on advisory committees. Also in 1998, in the interest of eliminating the production of superfluous, costly, “printed” reports, Congress added “the ‘printed and transmitted by the President’ FACA Annual Report” to a list of printed reports they no longer required be provided to Congress after December, 1999.

The Federal Advisory Committee Act passed in 1972 and every amendment since then has required that the Committee Management Secretariat and the agencies having advisory committees subject to the Act utilize a process referred to in the law as the “Annual Comprehensive Review”. The Annual Comprehensive Review is an examination of the committees for usefulness, efficiency, relevance and compliance with the law’s requirements. The means utilized by the Secretariat to conduct that annual review through 1998 was an analysis of the data collected by the “annual report” data collection process. Since the inception and utilization of this online system, the data in this system provides the data for analysis. While this system has matured to the point where it can now be utilized and updated 24 hours a day, 7 days a week, the transition of the federal employee users from an annual data collection process to a weekly or monthly update process is still a work in progress (often a committee responsibility is in addition to other work). That transition is one of the reasons that there is still a period in the fall where every CMO and DFO brings the data in the system on their committee for that year to a verified state of accuracy and completeness. We expect that fall clean-up process will continue to be the SOP for some years to come.

In the same vein, there were some reports in the printed annual report that certain audiences still desire. To satisfy that requirement reports that are compiled from the data, .pdf files of previously printed annual reports, and new analyses when requested and prepared, will all be gathered in this section.

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

Agency/Committee List for FY 2002								
Agency/Committee Name	ID No	Status	Authority	Recommendation	Terminated?	Meetings	FY 2002	Est FY 2003
African Development Foundation								
African Development Foundation Advisory Council	250	Continuing	Statutory(Congress Created)	Continue	No	0	0	0
Total for African Development Foundation:						0	\$0	\$0
Agency for International Development								
Advisory Committee of the USAID Malaria Vaccine Development Program	1056	Continuing	Agency Authority	Terminate	Yes	1	38445	0
Advisory Committee on Voluntary Foreign Aid	164	Continuing	Agency Authority	Continue	No	2	297344	278026
Board for International Food and Agricultural Development	1053	Continuing	Statutory(Congress Created)	Continue	No	0	120000	250000
Food Security Advisory Committee	5180	Ad Hoc	Agency Authority	Terminate	Yes	1	95000	0
Total for Agency for International Development:						4	\$550,789	\$528,026
Architectural and Transportation Barriers Compliance Board								
Public Rights-of-Way Access Advisory Committee	5289	Ad Hoc	Agency Authority	Continue	No	3	75958	33500
Total for Architectural and Transportation Barriers Compliance Board:						3	\$75,958	\$33,500
Broadcasting Board of Governors								
Advisory Board for Cuba Broadcasting	1316	Continuing	Statutory(Congress Created)	Continue	No	0	0	0
Total for Broadcasting Board of Governors:						0	\$0	\$0
Commission on Civil Rights								
Alabama Advisory Committee	251	Continuing	Statutory(Congress Created)	Continue	No	2	55220	52096
Alaska Advisory Committee	253	Continuing	Statutory(Congress Created)	Continue	No	2	78450	75226
Arizona Advisory Committee	254	Continuing	Statutory(Congress Created)	Continue	No	1	63848	49868
Arkansas Advisory Committee	255	Continuing	Statutory(Congress Created)	Continue	No	2	51279	48075
California Advisory Committee	256	Continuing	Statutory(Congress Created)	Continue	No	3	85948	82874
Colorado Advisory Committee	257	Continuing	Statutory(Congress Created)	Continue	No	1	56593	52284
Connecticut Advisory Committee	258	Continuing	Statutory(Congress Created)	Continue	No	0	37915	34096
Delaware Advisory Committee	259	Continuing	Statutory(Congress Created)	Continue	No	1	41124	39329
District of Columbia Advisory Committee	260	Continuing	Statutory(Congress Created)	Continue	No	4	43047	37368
Florida Advisory Committee	261	Continuing	Statutory(Congress Created)	Continue	No	4	85710	74067
Georgia Advisory Committee	262	Continuing	Statutory(Congress Created)	Continue	No	0	65616	54551
Hawaii Advisory Committee	263	Continuing	Statutory(Congress Created)	Continue	No	1	58589	54968
Idaho Advisory Committee	264	Continuing	Statutory(Congress Created)	Continue	No	0	58589	54968
Illinois Advisory Committee	265	Continuing	Statutory(Congress Created)	Continue	No	3	66356	60976

SECTION II: Designated Federal Official Access to Advisory Committee Data

The Designated Federal Official (DFO) primarily uses the system to update the information on their advisory committee during the current fiscal year. Doing so allows them to 1) manage the committee information flow within the agency and 2) report the data required by law. The Federal Advisory Committee Act (FACA) requires that the DFO, with the Committee Management Officer (CMO), report complete and accurate information about the advisory committee, at a minimum, annually. The web-based database and management system accommodates that requirement by allowing the continual updating of committee information throughout the fiscal year. Keeping the data continuously up-to-date converts the system and record keeping from a focus on history and records, to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone. Everyone, in this context, ranges from public users interested in specific issues, to the agency official wanting a view of specific committee activity as well as the broader view of committee activity across the agency, to congressional staff with oversight responsibility.

What kind of data is being collected and maintained?

For the DFO, the program collects and displays

- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
- Activity and justification (raison d'être) information,
- DFO appointment and contact information,
- Decision maker contact information,
- Annual Performance Measures,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

This information exists for each committee and is aggregated by the agency as well as by the whole government, by year. The database does not contain meeting announcements, although proposed future meetings can be listed and there are provisions for additions like meeting announcements and federal register notices in the future. Meeting Minutes and formal committee reports can be uploaded to the online system. Some 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 the law requires that the minutes and reports be maintained in a central and accessible location, during and well beyond the active life of the committee, it does not require that the minutes and reports be uploaded to this system.

How does the DFO 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, membership, and estimated cost information requirements. Obviously, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and charter when a committee is established (officially chartered). 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 an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.

- The agency uses the administrative guidelines and management controls it established under the law to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under the law.
- 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.

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

- 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 they deem necessary. Two users can even be changing data in the same committee at the same time. The last data saved wins.
- Adds meetings and reports as they are scheduled or occur,
- Adds or deletes members as they are appointed or replaced,
- Adds or updates costs as they occur,
- Adds, updates, changes, or clarifies the justifications, activities, and committee recommendations to the agency if the situation warrants,
- Adds or updates the web addresses if a web site is created for the committee or committee information is available at other web sites,
- Completes the Performance Measure information annually,
- Adds or updates their own contact information as it changes, and,
- At the end of the fiscal year, the DFO, in consultation with the CMO, recommends the continuance or termination of the committee, and
- Verifies the accuracy and completeness of the committee data for the closing year.

At the beginning of each fiscal year, the system carries all of the data entered for the previous year forward for the new fiscal year, except for meetings and reports.

Terminated committees are dropped from the agency list in the fiscal year following their termination, but their history and information will continue to be accessible and displayed under the Public Access button.

The Public Access part of the system is also a useful tool to the DFO, especially in areas related to their management concerns. Using the [Search](#) feature, the DFO can discover what other committees exist with issues and concerns similar to their 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 them, or they can identify people to contact for further investigation. In the Public Access part of the system the DFO drills down from the general **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the DFO can **Search** the entire collection for any word or phrase. The DFO can also use the Public Access Button to

- Perform a [Database Search](#) using criteria to limit the data displayed,
- Perform a Member Search using criteria to limit the members displayed,
- Download selected data to a spreadsheet from the [Download Center](#),

- Check the Annual Comprehensive Reviews from previous years, and
- Examine the printed annual reports submitted by the president since 1972.

Other reports and features will be added to the Public Access section as they are developed. A complete help manual like this one for Public Access can be found by clicking the Help Button.

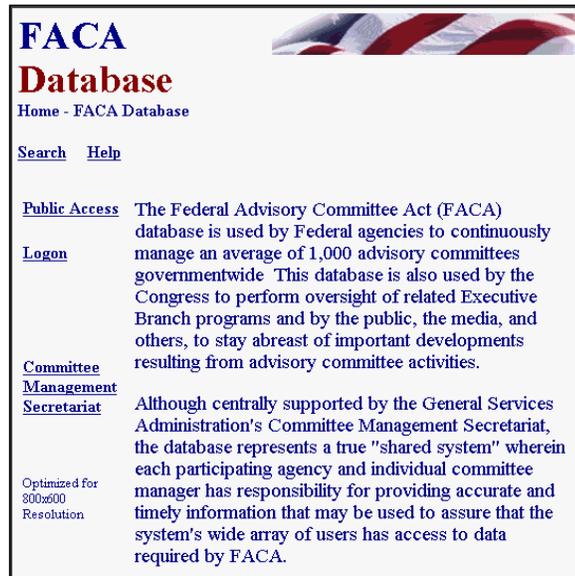
Finding and Logging Onto the System

The opening screen for the **FACA Database** lets DFOs know that they have found the data repository and lists their options. The most direct address for the system is

<http://www.facadatabase.gov>. The FACADatabase is part of a family of shared-interagency-databases located at <http://www.fido.gov>.

Buttons control navigation throughout the system. The **Hyperlinks** visible on each page to the user change depending upon the purpose of the page and the requirements (or access rights) of the user. The hyperlinks are located in the top border and the left border areas.

DFOs should move from page to page with the hyperlinks 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 truly a database and an online 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 of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a time-constrained and subject-constrained work session, and if the user starts jumping around using the browser menu, it is possible for the database application to lose track of who you are and what committee you are working on. It doesn't usually happen and the technology is improving to prevent this conundrum, but a word to the wise.

The six hyperlinks on the opening screen navigate to the

Up,
Search,
Help,
Public Access,

[Logon](#), and [Committee Management Secretariat](#) pages.

The cursor displays a hand as the mouse moves over a hyperlink.

[Up](#), from this screen moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page. Generally, [Up](#) moves the user up (or back) to the previous screen.



[Search](#) (when it is working) allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found in the Public Access (Section 1) part of the system manual. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

[Help](#) explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different users. This manual is for the part of the system designed for DFO access. The manuals can be viewed on the screen and printed with Microsoft Word or Adobe Acrobat Reader.

A screenshot of the FACA Database Help Page. The title is "FACA Database" in large blue and red text. Below it is "Help Page" and "Home Search". The main content is a table with five rows of help manuals, each with links for ".pdf" and ".doc" formats. Below the table is a section titled "What Each ITEM NO. Means:" followed by a paragraph explaining the numbering system. Below that is a section titled "General Information:" followed by seven numbered items (1-7) providing details about the reporting requirements for each field in the system.

Public Help Manual .pdf .doc
DFO Help Manual .pdf .doc
GFO Help Manual .pdf .doc
CMO Help Manual .pdf .doc
Complete Help Manual (extremely large file) .pdf .doc

What Each ITEM NO. Means:

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they are found on the web site. They are behind hyperlinks using the same names as the groupings below.

General Information:

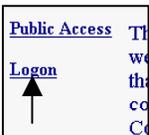
- 1. Department or Agency:** This item is required. This agency abbreviation is the two to five letter agency abbreviation for the highest department or agency level to which the committee belongs, e.g., HHS, EPA. It is established by the agency and cannot be edited on this page. The Fiscal Year being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required.
- The Full name of the committee,** or subcommittee, as listed in the current charter, e.g., **Arkansas Advisory Committee**, cannot be edited on this page. This item is required.
- Committee Status:** This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.
- 4. New Committee:** This item is required. This item is **Yes** if the committee was established during the fiscal year being reported, otherwise **No**, and cannot be edited on this page.
- 5. Current Charter Date:** This item is required. This is the **date** the most recent charter for the committee was filed, e.g., **04/17/2002**. This data is displayed as a result of actions taken on the **Consultation** page and cannot be edited on this page.
- 6. Expected Renewal Date:** This item is required. This is the **date** on which the current charter is expected to be renewed and re-filed, e.g., **04/17/2004**. This date is normally 2 years after the Charter Date described in 5 above, and is automatically entered by the program due to actions on the **Consultation** page. This date can be edited on this page if a different date is appropriate, needed, or anticipated.
- 7. Expected Termination Date:** This is the **date** on which committee will terminate based upon information in the legislation, Executive order, or



[Public Access](#) takes the DFO to a page listing the **Fiscal Years** of reported data in the system, the [Database Search](#), the [Member Search](#), the [Download Center](#), and the available [Annual Comprehensive Reviews/Summaries](#)



available online since the cessation of the printed, transmitted, annual report. All the data is read-only. A reviewer must consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure for the present is that the 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. As mentioned above, the Help link provides a complete manual for the use of the Public Access section.



[Logon](#) allows DFOs who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. DFOs can update their committees, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data.



Committee Management Secretariat links the DFO to the Committee Management Secretariat's home page on the GSA Portal. The home page can also be found at <http://www.gsa.gov/committeemanagement>, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.



Logging onto DFO Data Maintenance Activities

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has seven hyperlinks, four data fields and one submit button. The main hyperlinks are [Home](#), [Up](#), [Search](#), and [Help](#). **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The additional hyperlinks are [Score 300](#), [Presidential Committees](#), and [Presidential Members](#), which are helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The submit button is [Continue](#).

The screenshot shows the 'FACA Database Logon Page'. It features a header with the 'FACA Database' logo and 'Logon Page' text. Below the header are navigation links: 'Home', 'Up', 'Search', 'Help', 'Score 300', and 'FY2003'. A message states: 'This form is for government employees, who are providing committee management data.' There are two main sections: 'Presidential Committees' and 'Presidential Members'. The 'Logon' section has a text box containing 'kfdfo' and a 'Password:' label next to another text box containing 'password'. Below these are two checkboxes: 'Oops. I forgot my password. Please send by email' and 'I want to change my user information'. A 'Continue' button is located at the bottom right of the form.

To **Logon**, the DFO enters his/her username in the **Logon:** Text Box field and their password in the **Password:** Text Box field. When the **Continue** button is clicked, the program advances to the DFO's **User Profile** page. If the DFO user logs on with their e-mail address as the username, the program advances to the [Committee Menu](#) page without stopping at the **User Profile** page.

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. If the user fills out the **User Profile** page, including their e-mail, than the **OOPS** Check box will work. To receive an email with their password, the user enters their **LOGON (E-mail address)**, checks **OOPS**, and clicks the **Continue** button.

If the DFO

receives a **Logon Error**, they should note the error explanation 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.

If your dates for access have expired, you receive “**the Logon Date has been exceeded**” error.

If your CMO has designated you as an “inactive” user, you see the “**inactive logon**” error when you attempt to logon.

The **Score 300** hyperlink displays an agency’s ranking in online updates for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the completeness and accuracy of the data, since one can tell from the color and the number of committees updated just how much data entry/updating activity is occurring. Think of it as friendly competition. The user returns from the **Score 300** page using the **Up** hyperlink.

FACA Database
 Score 300
[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfd6 DFO](#)

Score 300 (Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300)
 Scoring Legend: 0 1-299 300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score
FASAB-Federal Accounting Standards Advisory Board	1	1	1	1	1		2/7/2003 1:58:48 PM	225
SSA-Social Security Administration	1	1	0	0	1		4/16/2003 9:43:09 AM	150
ADF-African Development Foundation	1	1	0	0	0		3/13/2003 11:05:01 AM	75
CFAI-Commission on the Future of the United States Aerospace Industry	1	1	0	0	0		1/24/2003 12:12:46 PM	75
FDIC-Federal Deposit Insurance Corporation	1	1	0	0	0		4/21/2003 7:24:41 AM	75
GSA-General Services Administration	2	2	0	0	0		4/2/2003 9:46:28 AM	75
MKUF-Morris K U dall Scholarship and Excellence in National Environmental Policy Foundation	1	1	0	0	0		3/6/2003 4:49:24 PM	75
NCD-National Council on Disability	3	3	0	0	0		4/23/2003 7:40:35 AM	75
NEH-National Endowment for the Humanities	2	2	0	0	0		4/28/2003 3:01:26 PM	75
DOI-Department of the Interior	114	81	0	3	24		5/16/2003 1:55:37 PM	68
NSF-National Science Foundation	59	50	0	0	0		5/5/2003 4:59:45 PM	63
CCR-Commission on Civil Rights	51	37	0	2	2		5/13/2003 5:59:42 PM	56
DOS-Department of State	13	7	2	2	4		4/29/2003 11:12:45 AM	53
AID-Agency for International Development	2	1	0	0	0		3/18/2003 4:05:35 PM	37
CNCS-Corporation for National and	5	1	0	0	0		4/15/2003 2:28:01 PM	27

Committees with Presidential Involvement July 17, 2002 12:12:11 PM
 Screened: DMI, ASCHT

LastUpdated	FY	AgencyAbbr	CommitteeName	Pres	PresAppts	EstablishAuth	Recommend	DFO	Cno
3/13/02 4:54:27 PM	2001	VA	President's Task Force to Improve Health Care Delivery for Our Nation's Veterans	Yes	Yes	Presidential	Continue	Alfonso Poteet 703-696-9466	10793
3/13/02 1:59:38 PM	2001	NEA	President's Committee on the Arts and the Humanities	Yes	Yes	Presidential	Continue	Henry Moran 202/682-5409	1093
3/13/02 1:18:56 PM	2001	USTR	Advisory Committee for Trade Policy and Negotiations	Yes	No	Statutory (Congress Created)	Continue	TBD	1324

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 is an example of Presidential type.

Members of Committees with Presidential Involvement July 17, 2002

FY	AgencyAbbr	CommitteeName	Member	StartDate	EndDate	AppointmentType	App
2002	AID	Board for International Food and Agricultural Development	Cosum, Mr. Erham	6/30/98	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Dehelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 yrs

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

July 17, 2002 12:20:46 PM			
Spreadsheet XML ASCII			
pe	AppointmentTerm	PayPlan	P
	No Fixed Term	None	N

These reports, like eventually all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. No part of the data kept for public accession online is subject to privacy provisions. Any public user may download all the stored data in the online system.

The DFO's Committee Management Activities

When the DFO logs in, he or she proceeds straight to the **Committee Menu** page. This page provides access to all the data that the DFO needs to keep up to date to meet FACA requirements. The menu options include [General Info](#), [Recommendations](#), [Reports](#), [Meetings](#), [Costs](#), [Justifications](#), [Members](#), [Sub-Committees](#), [Annual Report](#), [DFO Info](#), [GFO Info](#), [CMO Info](#), [Committee Decision Maker](#), [View Charter](#), and [Mark Verified](#).

FACA Database

Committee Menu

[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfdfo DFO](#)

HHS 768-Advisory Committee on Immunization Practices

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Sub-Committees	

An additional menu option related to the recommendations made to the agency by the committee and performance measures applicable to the committees work will be added soon. This page will be called [Annual Comprehensive Review](#). Many committees also display a link on the Committee Menu page to the committee [web site](#).

Editing the Committee's General, Categorizing Information

The **General Info** page allows data entry and updating to the fields:

Expected Renewal Date, Expected Termination Date, Specific Termination Authority, Specific Establishment Authority, Effective Date of Authority, Committee Type, Presidential, Presidential Appointments, Committee Function, Exempt from Renewal, Number of Members, and Committee URL. The other fields on the page are filled by the CMO when the Committee is created, or changed by the CMO when they are consulting with the Committee Management

The screenshot shows the 'General Information' page for the 'HHS 768-Advisory Committee on Immunization Practices'. The page includes a navigation menu with buttons for 'Save', 'Rec', 'Repts', 'Meets', 'Costs', 'Justs', 'Mems', and 'Menu'. The form contains the following fields:

1. Department or Agency:	HHS
Committee Status:	Chartered
4. New Committee:	No
5. Current Charter Date:	4/1/2002
6. Expected Renewal Date:	4/1/2004 <small>e.g. 11/5/1998</small>
7. Expected Termination Date:	4/1/2004 <small>e.g. 11/5/1998</small>
8a. Terminated This FY:	No
8b. Specific Termination Authority:	42 U.S.C. 217a
8c. Actual Termination Date:	
11. Establishment Authority:	Authorized by Law
12. Specific Establishment Authority:	42 U.S.C. 217a
13. Effective Date Of Authority:	11/17/1962 <small>e.g. 11/5/1998</small>
14a or 14b. Committee Type:	Continuing <input type="checkbox"/> Required <input type="checkbox"/>
14c. Presidential:	No <input type="checkbox"/> Required <input type="checkbox"/>
14d. Presidential Appointments:	No <input type="checkbox"/> Required <input type="checkbox"/>
15. Committee Function:	Scientific Technical Program Advisory Board <input type="checkbox"/> Required <input type="checkbox"/>
Exempt from Renewal:	No <input type="checkbox"/> Required <input type="checkbox"/>
Number of Members:	15 <input type="checkbox"/> Required <input type="checkbox"/>
Committee URL:	

Changed At 1/6/2003 11:46:58 AM By Import/Rollover

Secretariat. Those items require a new charter and the information is added at the new charter time by the CMO. Other than the expected **Renewal** or **Termination** dates, most of the information does not change from year to year.

- The **Charter Date** should be the date the last charter is/was filed with the agency's Congressional Oversight Committee and will appear changed on this page when the CMO files a new charter via the **Consultation** process, a link on the CMO's **Committee Menu** page. The consultation process (with the Committee Management Secretariat) is a CMO function and the DFO does not see a **Consultation** link on the **Committee Menu** page.
- The **Renewal** and **Termination** dates are generally 2 years 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** and **Expected Termination** dates current improves workflow reports the system generates for the CMO, the agency, and the Secretariat. The consultation process of the CMO with the Secretariat usually takes care of updating these dates automatically, but when the charter mentions a specific renewal or termination date, the CMO or DFO can enter that date in these fields.
- A committee is only reported **New = Yes** the year it is established and is only reported **Terminated = Yes** the year it is terminated.

14a or 14b. Committee Type:	Continuing Required
14c. Presidential:	No Required
14d. Presidential Appointments:	No Required
15. Committee Function:	Grant Review Required
Exempt from Renewal:	Yes Required
Number of Members:	15 Required
Committee URL:	
Changed At 6/7/02 9:30:35 AM By Robin Stone	
The URL should be entered like this sample: http://cm.policyworks.gov/cms	
Home Search Help	

Most of the remaining fields require an answer from a limited set of options. Where this is so, a pulldown list of the correct options is provided.

- A **Committee Type** is **Continuing** (i.e., lasts more than 6 months and extends over a

fiscal year boundary) or **Ad Hoc**.

- A committee is **Presidential** if it reports to the President. When a committee is set up by the president, but for some reason does not report to the president, the committee is considered established by **Presidential Authority**. Since the committee does not report to the president it is not a **Presidential (type)** committee.
- A committee has **Presidential Appointments** if the President appoints any member of the committee to serve on the committee. This condition is normally specified in the charter or the law creating the committee.
- If a committee is statutorily exempt from renewal, **Exempt** should be **Yes**. This is rare.
- 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** field.
- If a committee has a Web site, the web address (URL) should be filled in. Doing so will automatically create a web site hyperlink (**Go**) on the **Committee Menu** page at the end of the Committee URL field block. The URL should be complete as displayed in the example at the bottom of the General Information web page.

Number of Members:	15 Required
Committee URL:	
Changed At 1/6/2003 11:46:58 AM By Import/Rollover	
The URL should be entered like this sample: http://cm.policyworks.gov/cms	

General Information	
Home Up Search Help Score 300 FY2003	
HHS 768-Advisory Committee on Immuniz	
<input type="button" value="Save"/> <input type="button" value="Rec"/> <input type="button" value="Repts"/> <input type="button" value="Meets"/> <input type="button" value="Costs"/>	
1. Department or Agency:	HHS
Committee Status:	Chartered

When data had been added or changed on the **General Info** page, the DFO should click the **Save** 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,

Changed At 6/7/02 9:30:35 AM By Robin Stone

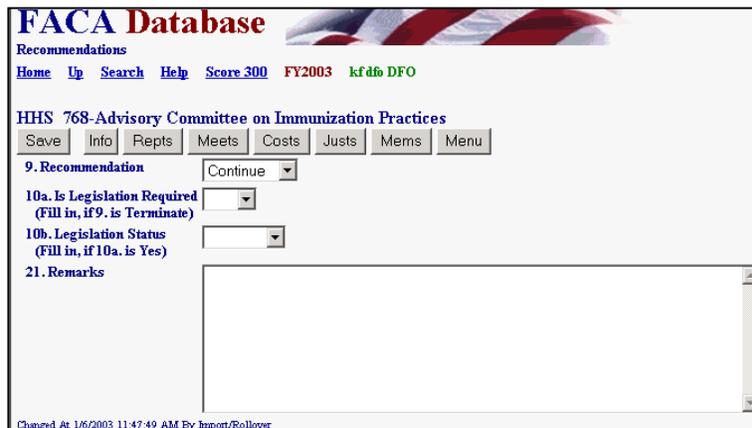
the system updates the **Changed At** line with the logged in person’s user information.

The other navigation buttons on the **General Info** page are short cuts to the other data entry pages and are included to save a click and page load between pages that are frequently used by the DFO. The **Up** hyperlink takes the DFO back up the path from the **General Info** page to the **Committee Menu** page. The **Menu** navigation button also goes to the **Committee Menu** page.



Editing the Committee’s “Continuation Recommendation” and General Remarks

The **Rec** link (Recommendations) displays the **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 that will be added to the system in the near future on an **Annual Comprehensive Review** page. Information can be added to the **Remarks** field any time the DFO feels that some activity or event deserves clarification or elaboration and cannot find another place in the system to include the information. The **Remarks** field could contain up to 64 pages of comments. The **Recommendations** page fields 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** or **Terminate** a committee is generally an agency decision. Some statutory committees require legislation in order to be terminated. Producing legislation is never simple and can never be assumed, hence the need for questions **10 a Is Legislation Required** and **10 b the Legislations Status** in the legislation pipeline. If the work of a committee 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 reporting year after year.

Listing the Reports Generated by the Committee

Clicking the **Repts** link displays the **Reports** page. These are the reports generated by the committee to the agency (or the specific government official being advised) and not the committee's "annual report" or "annual comprehensive review" required by FACA's reporting requirements. Each committee begins the current reporting year with no reports listed since the committee has not yet issued any. As reports are published or submitted to the government official being advised, the titles and dates of publications are added to the **Reports** list by the DFO. If the publication is available in an electronic format, the online system has an upload feature to store the report for viewing by the public. To add a report title and date, the DFO clicks the **Add** option button.



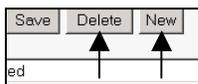
Clicking the **Add** button generates a new report record with the words "Not listed" in the **Report Title** field and the current date in the **Report Date** field. The **Reports List-view** page is a listing of all of the reports for the committee in date order, so the page is presented read-only and cannot be edited. As a general rule in the current 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 currently common Internet SOP for data entry, but we hope to make the process friendlier and more efficient in the near future. From the **List View**, read-only, **Reports** page, there are two ways to display a **Form View Reports** page. The most commonly used is clicking the hotlink, the **underlined number** in the leftmost column of the record to be edited. The second is to click the **Form View** option button and use the appropriate **Page** button to move to the correct record.



Once in the edit mode, the **Report Title** field contents "Not Listed" should be replaced with the actual report title, and the **Report Date** field contents should be replaced with the actual date the report was issued. **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 report and recommendations on what the President did with the recommendations in the report that was submitted. 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** Text Box. Reports in an electronic format can be uploaded to the system with the **Upload Reports File to FACA Database** button, but the Report record should be saved at least once before the **Upload** button is used. Adding either the URL to the text box or uploading the file will create a **GO** button on the form that is a hyperlink to the report when the page is saved. When the DFO is satisfied with the edits, the changes should be saved by clicking the **Save** button. The DFO should not leave a page on which changes have been made without clicking the **Save** button, or if the page is a new record, the **Save New** button. Please remember that we are using the Internet. The system does not 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 "unnecessary" data transfers would slow down the system for users who were browsing but not editing the data. We are isolating the various functions to make this part of the system more responsive to the DFO user as a goal for the very near future. 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.



The DFO can add a second or third or any number of report titles with the **New** option button. The DFO can delete reports entered by mistake with the **Delete** option button. Clicking the **New**



option button presents a blank record and two additional buttons, **Save New** and **Cancel**. After saving the "new" record the DFO is returned to the first record, which is the top of the



list of reports on the **Form View Reports** page. One of the most common errors in data entry occurs when the year part of a date for a meeting or report is entered as the last two digits. The date to the right is actually correct during the FY 2002 reporting year, but our program doesn't allow a two-digit year entry. Remember the Y2K problem when we rolled from 1999 to 2000. Ever since, we have set up our data tables for four-digit year entry so the computer does not get confused about what year it is.

To see the list of reports that have been

02 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee		
#	Report Title	Report Date
1	Second Test Report	12/16/2001
2	Not Listed	7/31/2002 9:45:30 AM

added, the DFO clicks the **List View** option button. This returns the user to the Reports List View page, with all of the reports listed that have been added for the committee in a read-only format, ordered by the date of publication of the report.

Listing the Meetings Held by the Committee

Clicking the **Meets** link displays the **Meetings** page. Each committee begins the reporting year with no meetings listed. As meetings are planned or held, the purpose, dates, locations, and whether the meeting will be or was open or closed are added to the **Meetings List View** page

The screenshot shows a web interface titled "Database" with a sub-header "Add Meetings". It includes navigation links for "Home", "Up", "Search", and "Help". A prominent message in red text states "2002 No Meetings found." Below this, it says "Click ADD to create new Meetings". At the bottom, there is a row of buttons: "Add", "Info", "Rec", "Repts", "Meets", "Costs", "Justs", "Mems", and "Menu".

A close-up of three buttons: "Add", "Info", and "Rec". An arrow points to the "Add" button.

To add the first meeting,

the DFO clicks the **Add** option button. Clicking the **Add** button generates a new record with the words "Not listed for Annual Report" in the **Purpose** text box, the current date in the **Meeting Start Date** and **Meeting Stop Date** fields, and "Open" as the default entry in the **Open or Closed** text box. The **Meetings** page is a listing of the meetings planned for the committee or held by the committee for the year being reported, so the page is read-only and cannot be edited. As mentioned in the report section above, 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**. This may/will change as the technology improves and our coding skills increase.

The screenshot shows a list view for the committee "2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee". It has navigation links "Home", "Up", "Search", "Help" and buttons "Form View", "Info", "Rec", "Repts", "Costs", "Justs", "Mems", "Menu". A table with one record is shown:

#	Purpose	Meeting Start Date	Meeting Stop Date	Open Or Closed?
<u>1</u>	Not Listed for Annual Report	7/19/2002 11:26:30 AM	7/19/2002 11:26:30 AM	Open

Below the table are "First Page", "Prev Page", "Next Page", and "Last Page" buttons, and "Page: 1" on the right.

A close-up of the "Form View" button and the underlined number "1" in the first column of the table from the previous screenshot. An arrow points to the "Form View" button.

From the **List View**, read-only, **Meetings** page, there are two ways to display a **Form View Meetings** page to edit or enter the data. The most commonly used method is clicking the hotlink, which is the underlined number in the leftmost column of the record to be edited. Your second option is to click the **Form View** button and use the appropriate **Page** button to move to the record you wish to edit.

Once in the edit/data entry mode, the **Open or Closed** field contents should be replaced with the correct option, and the **Meeting Date** fields should be replaced with the dates the meeting started and the meeting stopped. The **Open or Closed** option choices

The screenshot shows the "Form View" data entry page for a meeting record. It includes fields for "Open Or Closed" (a dropdown menu set to "Open"), "Meeting Start Date" (8/5/2002 10:29:24 AM), and "Meeting Stop Date" (8/5/2002 10:29:24 AM). There are also fields for "Location" and "Purpose" (Not Listed for Annual Report). A "New Minutes At" field is present. Below the fields is a "Changed At By" field with the text "--Has Not Been Changed--". At the bottom, there are "First Page", "Prev Page", "Next Page", and "Last Page" buttons, and an "Upload Minutes File to FACA Database" button.

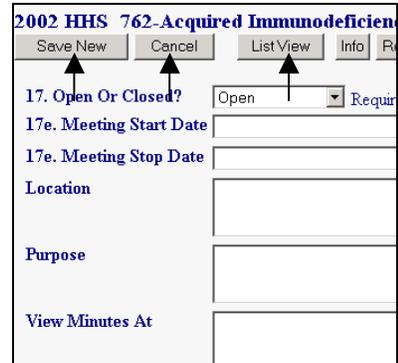
include **Open**, **Closed**, **Partially Closed**, and **N/A**. While "Open" and "Closed" are obvious in their use, "Partially Closed" should be used when any part of the scheduled meeting is closed. "N/A" can be used if the DFO is reporting a committee event that is a

committee work-related activity, like an administrative logistics meeting between the chairperson and the DFO, or the committee’s tour of a park site under discussion. The difference is that the event in question is not a reportable scheduled meeting under FACA. The **meeting start** and **stop dates** are necessary but the actual times are not necessary. Multiple dates are needed to calculate the length of the meeting in days. The **Location** and the **Purpose** fields are required entries, but your agency may have some guidance regarding how detailed those entries need to be. The **View Minutes At** text box can be used to enter an agency or committee web site where the minutes can be found when they are prepared, and the minutes or the transcript in an electronic format can be uploaded with the **Upload Minutes File to FACA Database** button. If you wish to upload the minutes to the online system, be sure to save the meeting record so that the meeting record already exists when you click the upload button to upload the minutes. When the DFO is satisfied with all of the edits, clicking the **Save** button saves the changes.



The DFO can add more meetings with the “**New**” option button or can delete meetings entered by mistake with the **Delete** option button. Clicking the **New** option

button presents a blank record and two additional buttons, **Save New** and **Cancel**. **Save** applies to saving the changes to an existing and edited record, and **Save New** applies to saving a new record. All of the fields in a new record are blank except for the **Open Or Closed** field. Clicking the **New** button while on a Form View Meetings page creates additional new meetings. The user edits the **Open or Closed** field, the **Meeting Date** fields, and the **Purpose**, **Location**, and **View Minutes At** fields. The user finishes saving the new meeting record with the **Save New** button. After saving the “new” record the DFO is returned to the first meeting chronologically on the meeting list for the current fiscal year. From that point they can page through the meetings, create new meetings, delete incorrectly added meetings, or display the read-only meeting List Page.



2002 HHS 762-Acquired Immunity Deficiency Syndrome Research Review Committee				
Form View Info Rec Repts Costs Justs Mems Menu				
#	Purpose	Meeting Start Date	Meeting Stop Date	Open Or Closed?
1	2nd Quarterly Meeting	3/4/2002	3/7/2002	Open
2	4th quarterly meeting	8/5/2002 10:29:24 AM	8/5/2002 10:29:24 AM	Closed

First Page Prev Page Next Page Last Page Page: 1

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

Costs Form		
Home Up Search Help		
2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee		
<input type="button" value="Save"/> <input type="button" value="Info"/> <input type="button" value="Rec"/> <input type="button" value="Repts"/> <input type="button" value="Meets"/> <input type="button" value="Justs"/> <input type="button" value="Mems"/> <input type="button" value="Menu"/>		
Note: 19. FTE is normally equivalent to 18a (3) Federal Staff		
	Current FY	Estimated FY
18a.(1) Non-Federal Members	\$0.00	\$10,200.00
18a.(2) Federal Members	\$10,200.00	\$0.00
18a.(3) Federal Staff	\$103,017.00	\$103,017.00
18a.(4) Consultants	\$0.00	\$0.00
18b.(1) Travel: Non-Federal Members	\$23,596.00	\$23,596.00
18b.(2) Travel: Federal Members	\$0.00	\$0.00
18b.(3) Travel: Federal Staff	\$0.00	\$0.00
18b.(4) Travel: Consultants	\$0.00	\$0.00
18c. Other	\$3,058.00	\$3,058.00
18d. Total	\$139,871.00	\$139,871.00
19. Federal Staff Support	1.8	1.8

Changed At 3/13/2002 7:49:06 AM By Import/Rollover

current year that was estimated the previous year, or the cost data of 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 and travel. The user should enter totals for each category into the text boxes 18a through 18c. The system totals the results in item 18d when the page is saved. The cost of the number of FTE entered in item 19. **Federal Staff Support**, is expected to normally be equivalent to item 18a(3), **Federal Staff**. In the example, an FTE of 1.8 is reported as costing the government \$103,000 towards the cost of the committee. 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**" before leaving the page after making any edits.

Editing the Committee's Justifications

A committee's **Justifications** Page begins the year with either the justifications that were provided when the committee was chartered or the justifications that were reported the previous year. While the purpose of a committee and therefore its **Justifications** sometimes do not really change much from year to year, the DFO should 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. It helps to view the **Justifications** as an opportunity to communicate the value of the committee's work.

FACA Database	
Justification Form	
Home Up Search Help Score 300 FY2003 kfd& DFO	
HHS 768-Advisory Committee on Immunization Practices	
<input type="button" value="Save"/> <input type="button" value="Info"/> <input type="button" value="Rec"/> <input type="button" value="Repts"/> <input type="button" value="Meets"/> <input type="button" value="Costs"/> <input type="button" value="Mems"/> <input type="button" value="Menu"/>	
IMPORTANT:	
20 Show the effect of Committee reports, advice or recommendations on Agency operations. Be as specific as possible and include workload indicators as appropriate.	
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	
20b. How is the Membership Balanced?	
During fiscal year FY 2002, committee membership consisted of authorities knowledgeable in the field of immunization practices who have multidisciplinary expertise in public health and the use of vaccines and immunologic agents in preventive medicine. Current members have expertise in epidemiology, infectious diseases, internal medicine, pediatrics, preventive medicine, public health, State health, immunology, and included in the membership is a consumer	
20c. How Frequent and Relevant are the meetings?	
The Committee met six times during FY 2002, with two meetings convened as a conference call. 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	

The Committee **Justifications** page is not the place for minimalism. A useful approach that avoids the possibility of wasting data entry effort is to prepare the committee justifications off line with a word processing program. Then, after the DFO is satisfied that the composition satisfies their informational

20c. How Frequent and Relevant are the meetings?
The committee held three meetings during this reporting period.
20d. Why is this Committee Necessary?
This committee is composed entirely of recognized biomedical and/or behavioral research authorities who represent the forefront of research and technical knowledge and who provide first-level review of highly scientific and technical research grant applications and contract proposals. These evaluations and recommendations cannot be obtained from other sources because the specialized, complex nature of the applications and proposals requires a unique balance and
20e. Why must Meetings be Closed?
The meetings of the committee were closed to the public for the review of grant applications and contract proposals. Sections 552b(c)(4) and 552b(c)(6) of the Government in the Sunshine Act permits the closing of meetings where discussion could reveal confidential trade secrets or commercial property such as patentable material and personal information, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

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** button after you make any edits or changes to the **Justifications** page.

Listing the Members of the Committee

FACA Database 

Members List
[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfd](#) [DFO](#)

HHS 768-Advisory Committee on Immunization Practices

Form View Info Rec Repts Meets Costs Justs Menu

#	Prefix	First Name	Middle Name	Last Name	Suffix	Chairperson	Occupation Or Affiliation	Appointment Start Date	Appointment End Date	Email Address
1	Dr.	Robert	B.	Belshe		No	Saint Louis University Health Sciences Center	12/21/2001	6/30/2005	belsherb@slu.edu
2	Dr.	Guthrie	S.	Birkhead,III		No	New York State Department of Health	12/22/2001	6/30/2005	gsb02@health.state.ny.us
3	Dr.	Dennis	A.	Brooks	M.D.	No	Johnson Medical Center, Baltimore, MD	8/2/1999	6/30/2003	dbrooks@jhmi.edu
4	Dr.	James	E.	Cheek	M.D.	No	Indian Health Service, HHS			james.cheek@mail.ihs.gov
5	Dr.	Richard	D.	Clover	M.D.	No	University of Louisville School of Medicine	10/30/1997	6/30/2001	rclover@louisville.edu
6	Dr.	Jaime		Deseda-Tous		No	University of Puerto Rico School of Medicine	10/25/2000	6/30/2004	not available
7	Dr.	Benedict	M	Diniaga	M.D.	No	Office of the Assistant Secretary of Defense for Health Affairs			
8	Dr.	Geoffrey	S.	Evans	M.D.	No	Vaccine Injury Compensation Program, HRSA			gevans@hrsa.gov
9		T.	Randolph	Graydon		No	Health Care Financing Administration			rgraydon@hcfra.gov
10	Dr.	I. Celine	Guerra	Hanson		No	Texas Department of Health	2/4/2002	6/30/2005	celine.hanson@tdh.state.tx.us
11	Dr.	Carole		Heilman	M.D.	No	Center for Biologics, Evaluation and Research, FDA			
12	Dr.	Charles	M.	Helms	M.D.	No	University of Iowa College of Medicine, Iowa City, IA	10/31/1997	6/30/2001	not available
13	Dr.	David	R.	Johnson	M.D.	No	Michigan Department of Community Health, Lansing, MI	8/21/1998	6/30/2001	johnsondav@state.mi.us

Clicking the **Mems** link displays the **Members List View** page. Each committee begins the year with the list of members it finished with the previous year. If a committee has just been established and the members have not yet been added, the page displays the statement:

Like [Meetings](#) and [Reports](#) above, Members are added and deleted from the **Members Form View** Page. Clicking the **Add** button if there are no members added yet, or the **Form View** button, or the underlined hotlink number in the leftmost column of the individual record accesses the **Form View** data entry page.

2002 No Members found.

Click **ADD** to create new Members

[Add](#) [Info](#) [Rec](#) [Repts](#) [Meets](#) [Costs](#) [Justs](#) [Mems](#) [Menu](#)

As new members are appointed and existing members' appointments end, the DFO adds the new members with the **New** button and deletes members 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

- Any title (Dr.) or **Prefix**,
- **First Name**
- **Middle Name** or Initial,
- **Last Name**,
- Any title (Ph.D., MD, III) or **Suffix**,
- A **Yes** or **No** indication of **Chairperson** status,
- An **Occupation or Affiliation**,
- The **Date** the member was first **appointed** or **started participating** on the committee,
- The **Date** the member's **appointment ended** or the member **stopped participating** on the committee,
- **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.

Database
Member Form

[Home](#) [Up](#) [Search](#) [Help](#)

2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review

Save Delete **New** List View Info Rec Repts Meets Costs Justs Menu

6. Prefix

6. First Name

6. Middle Name

6. Last Name

6. Suffix

Chairperson

6. Occupation Or Affiliation

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

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

Appointment Type

Appointment Term

Pay Plan

Pay Source

E-mail Address

If members' terms end during the 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 more realistically portray the total current membership at any point in time. There are also 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 this information is kept fairly current. It is generally a helpful practice to delete members who were no longer serving

at the beginning of the fiscal year as early in the year as possible to make the current year information more accurate to the public and governmental user.

Subcommittees

Most committees do not have subcommittees and when the Subcommittees hyperlink is clicked, the system reports

Database
 Subcommittee Menu
[Home](#) [Up](#) [Search](#) [Help](#)
2002 HHS 762-Acquired Immunodeficiency Syndrome Research Review Committee

No Sub Committees found.

Please have your CMO contact Dr. Kennett Fussell by E-Mail with the Sub Committee information.

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, once they exist (are given a distinctive name), the data entry process is the same as for [Meetings](#), [Reports](#), [Members](#), and [Costs](#) above. If subcommittees are used, the data for 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

Subcommittee Menu
[Home](#) [Up](#) [Search](#) [Help](#)
2002 NEA 5158-Combined Arts Advisory Panel

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

subcommittees and the parent committee into a single total report and if the data is entered in more than one place it is duplicated or counted multiple times. The extra step required to establish subcommittees is to let the CMO and the Committee Management Secretariat know of the desire to use subcommittees. The CMO provides a list of subcommittee names along with the parent committee name and number to the Secretariat. The process of adding and maintaining the list of subcommittees for a committee in the system will change in the future so that it is completely under the control of the CMO.

Annual Report

The **Annual 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 **Annual Report** page will display a warning where the data is missing.

2002 Current FY Report: Review of Federal Advisory Committee			
8/5/2002 11:52:38 AM			
1. Department or Agency Department of Health and Human Services		2. Fiscal Year 2002	
3. Committee or SubCommittee Acquired Immunodeficiency Syndrome Research Review Committee		3b. GSA Committee No. 762	
4. Is this New During Fiscal Year? No	5. Current Charter 1/1/1987	6. Expected Renewal Date 1/1/1989	7. Expected Term Date
8a. Was Terminated During FY? No	8b. Specific Termination Authority		8c. Actual Termination Date
9. Agency Recommendation for Next FY Continue		10a. Legislation Req to Terminate?	10b. Legislation Pending?
11. Establishment Authority Authorized by Law			
12. Specific Establishment Authority 42 U.S.C. 282(b)(6)	13. Effective Date 11/20/1985	14. Committee Type Continuing	14c. Presidential? No
15. Description of Committee Grant Review			
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		\$0	\$10,200
18a(2) Personnel Pmts to Federal Members		\$10,200	\$0
18a(3) Personnel Pmts to Federal Staff		\$103,017	\$103,017
18a(4) Personnel Pmts to Non-member Consultants		\$0	\$0
18b(1) Travel and Per Diem to Non-Federal Members		\$23,596	\$23,596
18b(2) Travel and Per Diem to Federal Members		\$0	\$0

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** button after making changes to the data.

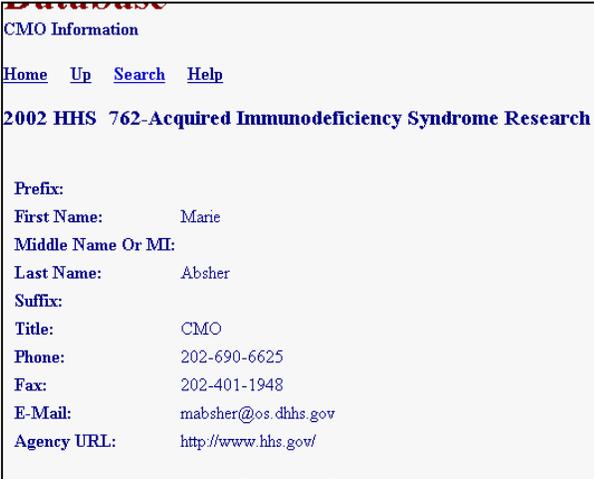
Group Federal Official (GFO) Information

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.

DFO Information	
Home	Up Search Help
2002 HHS 762-Acquired Immunodeficiency	
<input type="button" value="Save"/>	
Prefix:	<input type="text"/>
First Name:	<input type="text" value="ROBERTA"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text" value="BINDER"/>
Suffix:	<input type="text" value="PHD"/>
Title:	<input type="text" value="Scientific Review Administrator"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text" value="rb169n@nih.gov"/>

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 none of the information fields are editable boxes.



CMO Information

[Home](#) [Up](#) [Search](#) [Help](#)

2002 HHS 762-Acquired Immunodeficiency Syndrome Research

Prefix:

First Name: Marie

Middle Name Or MI:

Last Name: Absher

Suffix:

Title: CMO

Phone: 202-690-6625

Fax: 202-401-1948

E-Mail: mabsher@os.dhhs.gov

Agency URL: http://www.hhs.gov/

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.

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 is the first year that this information has been reported. Advisory committees, like the



FACA Database

Committee Decision Maker

[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kf dfo DFO](#)

Definition: This person makes agency decisions about implementation of this committee's recommendations.

HHS 768-Advisory Committee on Immunization Practices

Prefix:

First Name:

Middle Initial:

Last Name:

Suffix:

Title:

Phone:

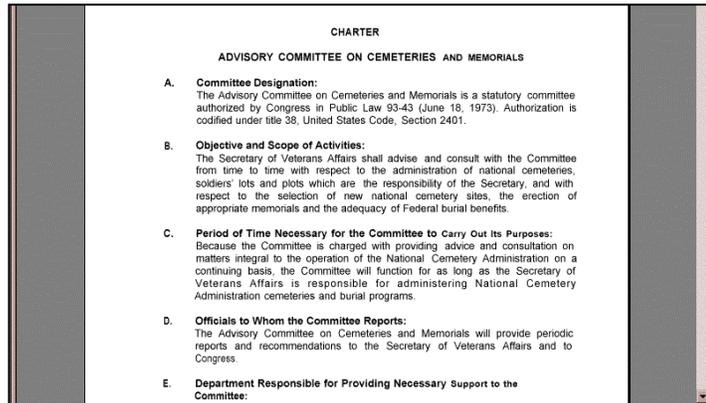
Fax:

E-Mail:

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 advice receiver and/or the person who decides to use the advice received. As we well know, these are sometimes, but not always, the same person or groups. Since we occasionally have to choose, we choose to know the decision maker. 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 the committee's current Charter. The charter is displayed in a read-only word-processing format. We prefer a word processing format because most word processor programs produce a document format in Internet Browsers like Netscape or Explorer that can be read by "screen-readers" for the blind.

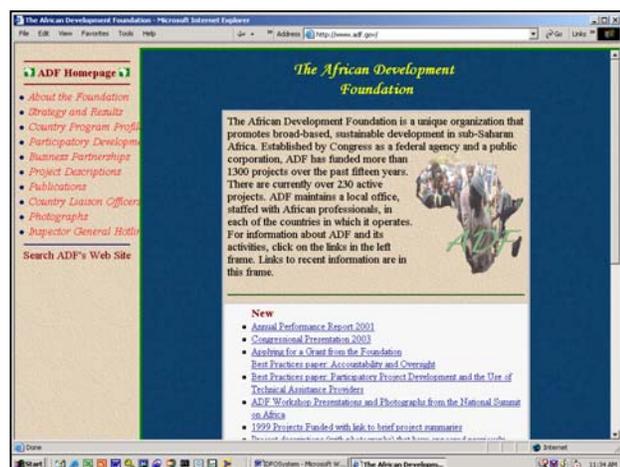


To the extent possible and feasible, the FACA online system stays consistent with or tries to exceed the requirements of the American with Disabilities Act regarding Internet accessibility. If the charter is older and not available as a word processing document, either the Committee Management Secretariat or the agency scanned the charter to an Adobe .PDF file. The filenames used are a combination of the GSA assigned Committee ID numbers-a period-and a .doc (or .pdf) 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 Committee Menu 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

Annually, in the fall, on a schedule distributed and managed by the agency CMO, the DFO should 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.

FACA Database
 Mark Verified
[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfd6 DFO](#)

DFO verification was successful for 768-Advisory Committee on Immunization Practices

[Please click HERE to return to Menu](#)

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. This alerts the CMO that the DFO considers the data complete. This verification process also temporarily

FACA Database
 Committee List
[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [Kennett Fussell CMS](#)
[Reports](#) [Agency Totals](#) [DFO](#) [All Annual](#)
[Tools](#) [Current Status](#) [Survey Results](#) [Add A Committee](#) [Email Addresses](#) [Manage Groups](#) [Manage Users](#)
 End of FY
 Avail Ceiling 12

Department of Health and Human Services

[Top](#) [← Prev](#) [Next →](#) [Bottom](#) | Row#: | Row:- | [Filter](#) | [Download](#)

Committee Name	Number	LastUpdated	DFODate
Advisory Board on Child Abuse and Neglect	80		
Advisory Board on Radiation and Worker Health	10766		
Advisory Commission on Childhood Vaccines	36		
Advisory Committee for Injury Prevention and Control	1964		
Advisory Committee for Pharmaceutical Science	878		
Advisory Committee for Reproductive Health Drugs	871		
Advisory Committee for Women's Services	188		
Advisory Committee on Blood Safety and Availability	5147		
Advisory Committee on Childhood Lead Poisoning Prevention	767		
Advisory Committee on Head Start Research and Evaluation	5274		
Advisory Committee on Heritable Disorders and Genetic Diseases in Newborns and Children	13817		
Advisory Committee on Immunization Practices	768	5/20/2003 8:37:59 AM	5/20/2003 8:37:59 AM

locks the data, although the DFO can unlock the data and make further changes by clicking the **Save** button on any editable page. If the DFO clicks the **Save** button and unlocks the data, the time stamp is removed from the CMO's **Committee List** page. If the CMO checks the data and clicks the **Mark Verified** button, the data is locked, a time stamp is added under the GFO and CMO date columns for the committee, and the DFO cannot change the data further. Of course, the CMO can also unlock the data by clicking the **Save** button on any editable committee page.

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

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

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

What kind of data is being collected and maintained?

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

- Committee charters and related information,
- Projected committee renewal or termination dates,
- Distribution of establishment authorities and committee functions,
- Committee members,
- Committee costs,
- Agency’s recommendations for continuation or termination of the committee,
- Report titles, publication dates, and electronic copies of the reports,
- Meeting dates, purposes, locations, whether the meetings were open or closed, and electronic copies of the meeting minutes,
- Ongoing committee justification information,
- Performance measurement data,

- GFO contact information,
- Agency users and editing rights, and
- Any web site addresses (URLs).

The database does not contain meeting announcements or committee recommendations to the agency, although the designers have included provisions for those additions in the near future.

How does the GFO use the system?

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

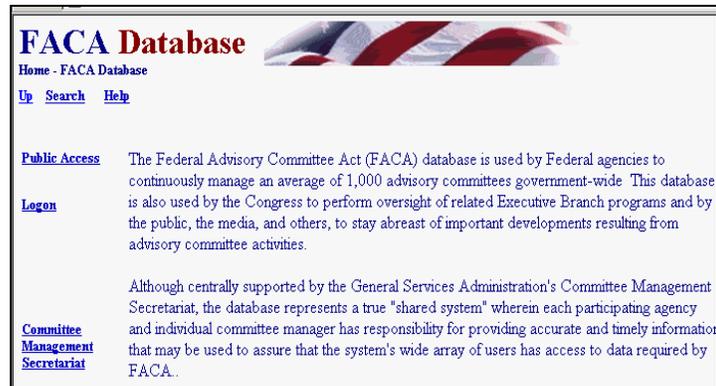
- 1) When a committee is first established and chartered by the agency and added to the system by the CMO, the information entered addresses the committee's general information, membership information, and estimated cost information requirements.
- 2) The CMO and/or the Committee Management Secretariat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

The guidance for the above data entry activities is found in the **DFO Help** manual, since the DFO or her designee normally does the data entry and information maintenance. The GFO, or the CMO if she or he chooses to do any or all of the tasks above, would find that the general information data, cost information data, and member information data added during the establishment of the committee has been carried forward to the relevant report pages for each reportable year. At the end of the year being reported and closed, the

program carries all of the data entered forward into the new year except for meetings and reports.

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

The opening screen for the **FACA Database** lets GFOs know that they have found the data repository and lists their options. The most direct address for the system is <http://www.facadatabase.gov>. The FACADatabase is part of a family of shared-interagency-databases located at <http://www.fido.gov>.



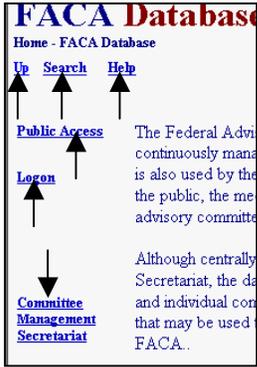
Hyperlinks and buttons control navigation throughout the system. The **Navigation hyperlinks** and **buttons** that are visible change depending upon the purpose of the page and the requirements (or rights) of the user. The navigation hyperlinks are located in the top border and the left border areas of each page. GFOs should move from page to page with the navigation hyperlinks or buttons as much as possible and avoid use of the browser buttons (like the arrows to go back or forward).

The reason to avoid use of the browser button where possible is that the **FACA Database** is truly a database, an application running on the web. A database/application operates differently on the Internet than purely informational net pages. Browser buttons and menu options are designed and normally intended to take the user back to previously displayed pages of static, unchanged, and usually, minimally-related or unrelated content. On the other hand, while the pages of a database system might appear to change in content with every "selection, filter, edit, save, insert, or delete", each page has a distinct, "keyed" relationship that the page maintains with the preceding and following pages as the user drills down or moves up through the data.

The six navigation hyperlinks on the opening screen navigate to the **Up, Search,**

**Help,
Public Access,
Logon, and
“Committee Management Secretariat”** pages.

The cursor becomes a hand as the mouse moves over the hyperlinks so the user can be certain which link is being selected.

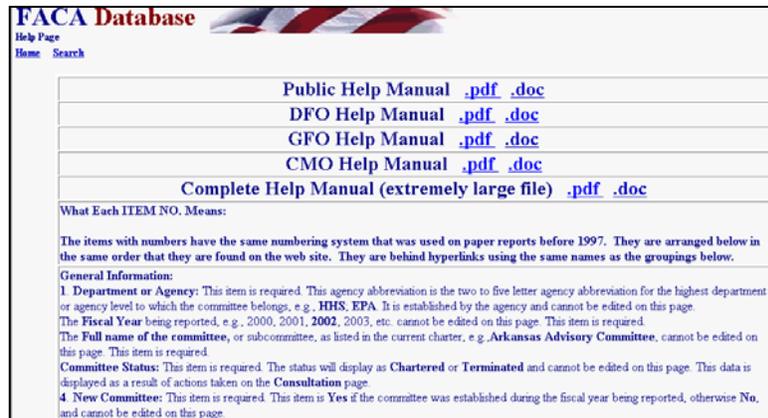


Up, from the home page opening screen moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page. Generally, the **Up** link moves the user up (or back) to the previous screen.

Search, when it is switched on and working, allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the annual comprehensive reviews, the committee charters, and any stored meeting minutes or reports.



Help explains the syntax, terms, and meaning of items of information collected as part of that year’s Annual Comprehensive Review. Help displays a selection of manuals that explain the system’s functionality to the system’s different users. This specific manual



we are currently examining is for the part of the system designed for GFO access. The manuals can be viewed on the screen with Microsoft Word or Adobe Acrobat Reader and printed.

Public Access takes the GFO to a page listing the fiscal years in the system and a download center for extracting selected data from the system. The data for the current fiscal year is considered incomplete unless the user is confident that the DFOs for each committee update the information continuously and regularly throughout the year as events take place. At the end of the fiscal year each DFO, GFO, and CMO verify the accuracy and completeness of each committee’s data. The information on a committee is not considered or reported as official and complete until that committee



has been verified by the CMO for that fiscal year.

[Committee Management Secretariat](#)

links the GFO to the Committee Management Secretariat's home page, the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.



The screenshot shows the GSA website's navigation menu with options like Home, Program Information, Buying through GSA, Selling to the Government, Policy, About GSA, and Contacts. Below the menu is a search bar and a MyGSA login section. The main content area is titled 'Management of Federal Advisory Committees' and includes a 'Categories' section with links to Best Practices, Councils and Communities of Interest, Databases, Directories, Information and Reports, Events, Programs, Regulations, Guidelines and Laws, and Training and Professional Development. A 'Resources in this Category' section is also visible at the bottom.

Logging onto GFO Data Maintenance Activities

[Logon](#) allows GFOs who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. DFOs can update their committees, GFOs can update the committees in their group, CMOs can update all of their agency's committees, and the Committee Management Secretariat's staff can update all the agencies' data. Unless the GFO wants to add or edit some specific committee data or limit the display to just the committees for which they are responsible, there may be no need to log on. All of the information, searches, and most of the reports are available from the [Public Access](#) section, the difference being that the Public section is read-only.

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has seven hyperlinks, four data fields and one submit button. The main hyperlinks are **Home**, **Up**, **Search**, and **Help**. **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The additional hyperlinks are **Score 300**, **Presidential Committees**, and **Presidential Members**, which are potentially helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The submit button is **Continue**.



The screenshot shows the 'FACA Database Logon Page' with a navigation menu (Home, Up, Search, Help, Score 300, FY2003) and a message: 'This form is for government employees, who are providing committee management data.' Below this are hyperlinks for 'Presidential Committees' and 'Presidential Members'. The login fields include 'Logon:' and 'Password:' text boxes, and two checkboxes: 'Oops. I forgot my password. Please send by email.' and 'I want to change my user information'. A 'Continue' button is at the bottom.

Logon :

Password:

Oops. I forgot my password. Please send by email.

I want to change my user information

To **Logon**, the GFO enters his/her username in the **Logon**: Text Box field and their password in the **Password**: Text Box field. When the **Continue** button is clicked, the program advances to the GFO's **My Information** page. If the GFO user logs on with their e-mail address as the username, the program advances to the **Committee List** page.

The GFO can change their user information any time they are logging in by checking the **I WANT TO CHANGE** Check Box before they click the **Continue** button. If the user fills out the **My Information** page, including their e-mail, than the **OOPS** Check box will work. To receive an email with their password, the user enters their **LOGON (E-mail address)**, checks **OOPS**, and clicks the **Continue** button. Then the user waits for an e-mail from the system that reminds them of their password.

FACA Database

My Information

[Home](#) [Up](#) [Search](#) [Help](#) [Score 300](#) [FY2003](#) [kfgfo GFO](#)

Existing Logon **kfgfo** Existing Password **kfgfo**

Please use your EMAIL ADDRESS to logon.
Security is improved.
This screen will NOT appear, if you do.

First Name Last Name Phone

Enter Email address

Confirm Email address

Enter Password

Confirm Password

Logon Error

Your logon or password is not correct.

Please click the Up button.

If the GFO receives a **Logon Error**, they should note the error explanation 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.

If your dates for access have expired, you receive “the Logon Date has been exceeded” error.

Logon Error

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

Please click the Up button.

Logon Error

Your logon is not active. Ask your CMO to update your user information.

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.

The **Score 300** hyperlink displays a color-coded ranking of agencies for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the completeness and accuracy of the data, since one can tell from the color and the number of committees updated just how much data entry/updating activity has occurred. Don't regard it as a "ding". Think of it as a reminder and friendly competition among government employees. The user returns from the **Score 300** page using the **Up** hyperlink.



Score 300 - Microsoft Internet Explorer provided by General Services Administration

Address: http://www.fido.gov/facadatabase/score300.asp

FACA Database

Score 300

Home Up Search Help Score 300 FY2003

Score 300 (Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300)

Scoring Legend: 0 1-299 300

Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score
FASAB-Federal Accounting Standards Advisory Board	1	1	1	1	1		2/7/2003 1:58:48 PM	225
SSA-Social Security Administration	1	1	0	0	1		4/16/2003 9:43:09 AM	150
ADF-African Development Foundation	1	1	0	0	0		3/13/2003 11:05:01 AM	75
CFAI-Commission on the Future of the United States Aerospace Industry	1	1	0	0	0		1/24/2003 12:12:46 PM	75
FDIC-Federal Deposit Insurance Corporation	1	1	0	0	0		4/21/2003 7:24:41 AM	75
GSA-General Services Administration	2	2	0	0	0		4/2/2003 9:46:28 AM	75
MKUF-Morris K Udall Scholarship and Excellence in National Environmental Policy Foundation	1	1	0	0	0		3/6/2003 4:49:24 PM	75
NCD-National Council on Disability	3	3	0	0	0		4/23/2003 7:40:35 AM	75
NEH-National Endowment for the Humanities	2	2	0	0	0		4/28/2003 3:01:26 PM	75
DOI-Department of the Interior	115	81	0	3	24		5/16/2003 1:55:37 PM	67
NSF-National Science Foundation	59	50	0	0	0		5/5/2003 4:59:45 PM	63
CCR-Commission on Civil Rights	51	37	0	2	2		5/13/2003 5:59:42 PM	56
DOS-Department of State	18	7	2	2	4		4/29/2003 11:12:45 AM	53
AID-Agency for International Development	2	1	0	0	0		3/18/2003 4:05:35 PM	37
CNCS-Corporation for National and Community Service	2	1	0	0	0		4/15/2003 3:38:01 PM	37

Committees with Presidential Involvement July 17, 2002 12:12:11 PM

ScreenShot XML ASCII

Last Updated	FY	Agency Abbr	Committee Name	Pres	Pres Appts	Establish Auth	Recommend	DFO	Cno
3/13/02 4:54:27 PM	2001	VA	President's Task Force to Improve Health Care Delivery for Our Nation's Veterans	Yes	Yes	Presidential	Continue	Alfonso Poteet 703-696-9466	10793
3/13/02 1:59:38 PM	2001	NEA	President's Committee on the Arts and the Humanities	Yes	Yes	Presidential	Continue	Henry Moran 202/682-5409	1093
3/13/02 1:18:56 PM	2001	USTR	Advisory Committee for Trade Policy and Negotiations	Yes	No	Statutory (Congress Create-d)	Continue	TBD	1324

have been established by Congressional Act. The committee listed in the third row is an example of Presidential type.

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

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year's member list. These two hyperlinked reports are on the logon page 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 as useful and accurate as the DFOs are consistent and regular in keeping the data up-to-date.

Members of Committees with Presidential Involvement July 17, 2002							
FY	AgencyAbbr	CommitteeName	Member	StartDate	EndDate	AppointmentType	App
2002	AID	Board for International Food and Agricultural Development	Coum, Ms. Ertham	6/30/98	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Debelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 year

July 17, 2002 12:20:46 PM			
Spreadsheet XML ASCII			
App	AppointmentTerm	PayPlan	P
	No Fixed Term	None	N

These reports, like most and eventually all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. No part of the data kept for public accession online is subject to privacy provisions. Any public user may download all of the publicly displayed data in the online system.

The GFO's Committee List and Management Activities

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

FACA Database						
Committee List						
Home Up Search Help Score 300 FY2003 kfgfo GFO Reports Agency Totals DFO All Annual Tools Manage Users End of FY						
Group: NIH-AIGFO						
Top Prev Next Bottom Row+ Row- Filter Download						
Committee Name	Number	LastUpdated	DFODate	GFODate	CMODate	
AIDS Research Advisory Committee, NIAID	752					
Allergy, Immunology, and Transplantation Research Committee	785					
Board of Scientific Counselors, National Institute of Allergy and Infectious Diseases	143					
Chronic Fatigue Syndrome Advisory Committee	5136					
Microbiology, Infectious Diseases and Aids Initial Review Group	931					
National Advisory Allergy and Infectious Diseases Council	938					
National Advisory Council for Biomedical Imaging and Bioengineering	10764					
National Institute of Allergy and Infectious Diseases Special Emphasis Panel	1961					
Top Prev Next Bottom Row+ Row- Filter Download [1 - 8 - 8]						

The Committee List page currently displays eight hyperlinks in three groups. The new hyperlinks on this page are

For the **Reports** group:

- [Agency Totals](#),
- [DFO Report](#), and
- [All Annual Reports](#)

For the **Tools** group:

- [Manage Users](#).

And for the **End of FY** group:

- **None for the moment**

There will be additional GFO management reports added to this page in the very near future.

Agency Totals

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

current year depends upon the frequency and

timeliness of committee information data entry on the part of the DFOs, and that, to some extent, depends on the guidance provided by the GFO to the DFOs.

FACA Database			
Agency Totals			
Home Up Search Help Score 300 FY2003 kfgfo GFO			
Group: NIH-AIGFO			
	ACTIVE	ACTIVE COMMITTEES	246
	ADMIN INACTIVE "Y"	ADMINISTRATIVELY INACTIVE COMMITTEES	11
4.	NEW "YES"	NUMBER OF NEW COMMITTEES	0
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	3
		b. AUTHORIZED BY STATUTE	5
		c. AGENCY AUTHORITY	0
		d. PRESIDENTIAL DIRECTIVE	0
14.	COMMITTEE TYPE	a. AD HOC	0
		b. CONTINUING	8
		c. PRESIDENTIAL	0
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	0
		b. NON-SCIENTIFIC	0
		c. SCIENTIFIC/TECHNICAL	2
		d. GRANT REVIEW	2
		---GRANT REVIEW SPECIAL EMPHASIS PANEL	1
		e. REGULATORY NEGOTIATION	0
		f. OTHER	3
16a.	REPORTS	NUMBER OF REPORTS	0
17.	MEETINGS	a. OPEN	0
		b. CLOSED	0
		c. PARTIALLY CLOSED	0
		d. TOTAL	0

	DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
18.	COMMITTEE COST		
	a. PERSONNEL PAYMENTS		
	(1) NON-FEDERAL MEMBERS	\$25,857.00	\$398,800.00
	(2) FEDERAL MEMBERS	\$398,800.00	\$25,857.00
	(3) FEDERAL STAFF	\$3,384,399.00	\$3,384,399.00
	(4) NON-MEMBER CONSULTANTS	\$16,223.00	\$16,223.00
	b. TOTAL TRAVEL AND PER DIEM	\$680,869.00	\$680,869.00
	c. OTHER	\$1,896,327.00	\$1,896,327.00
	d. TOTAL	\$6,402,475.00	\$6,402,475.00
19.	FEDERAL STAFF SUPPORT YEARS		
	TOTAL FTE YEARS	32	32
5a.	MEMBERS	173	
5b.	SEP MEMBERS	813	
5.	TOTAL MEMBERS SERVING DURING FISCAL YEAR	986	

DFO Report

The **DFO Report** hyperlink displays the **DFO Report** page, a listing of the Committees and the DFOs' contact information. Again, this information is only as useful as the DFOs' timeliness in keeping their information current. Of course, the GFO has to give the DFOs access to their committee data for the DFOs to keep their information up to date or the GFOs have to do the data entry themselves.

Committee	Name	Title	Phone	Fax	Email
Acquired Immunodeficiency Syndrome Research Review Committee	ROBERTA BINDER	Scientific Review Administrator			rb169@nih.gov
AIDS Research Advisory Committee, NIAID	RONA BISKIND	Executive Secretary			
Allergy, Immunology, and Transplantation Research Committee	MADELON HALULA	Chief			mhl30@nih.gov
Board of Scientific Counselors, National Institute of Allergy and Infectious Diseases	THOMAS KURTZ	Director			tk9@nih.gov
Chronic Fatigue Syndrome Coordinating Committee	DONNA DEAN	Senior Advisor to the Acting Director			
Microbiology and Infectious Diseases Research Committee	GARY MADONNA	SCIENTIFIC REVIEW ADMINISTRATOR			
National Advisory Allergy and Infectious Diseases Council	SCOTT MCGOWAN	Director			smcgowan@niaid.nih.gov
National Institute of Allergy and Infectious Diseases Special	HORTENCIA	Director	301-496-6200		

All Annual Reports

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

Manage Users

The **Users List** hyperlink displays the list of agency users responsible to the GFO and their permissions on the system.

#	Logon	Level	Access	Start	End	Active	Last Logon	Browser
<u>1</u>	cgoad1	DFO	2	11/17/1998	10/1/2001	No	11/17/1998 5:49:09 PM	Unknown Unknown
<u>2</u>	kfdfo	DFO	2	3/15/2000	5/31/2010	Yes	8/15/2002 10:31:33 AM	IE 6.0
<u>3</u>	lbdispigna	DFO	2	9/10/1998	1/31/2000	No	12/3/1998 11:49:23 AM	Unknown Unknown

After the Committee Management Officer gives the GFO status on the system, the GFO can

- Add users at the DFO levels of use,
- Control whether users can edit the current year's data,
- Determine when a user will have access to the system, and
- Look up the user's password.

#	Logon	Level	Access	Start	End	Active	Last Logon	Browser
<u>1</u>	cgoad1	DFO	2	11/17/1998	10/1/2001	No	11/17/1998 5:49:09 PM	Unknown Unknown
<u>2</u>	kfdfo	DFO	2	3/15/2000	5/31/2010	Yes	8/15/2002 10:31:33 AM	IE 6.0
<u>3</u>	lbdispigna	DFO	2	9/10/1998	1/31/2000	No	12/3/1998 11:49:23 AM	Unknown Unknown

By clicking the hot key, which is the underlined number at the left of the row of user information, or by clicking the **FormView** Navigation Button, the GFO displays a user record to edit. The **Form View**

Report	Form View
cgoad1	Form View
Unknown Unknown	

Button selects the first record in the list to display. The **Hot Link** displays the record of the user identified in the **Logon** field.

User Form Rules and Codes to Assign User Rights

On the **User Form** the GFO will find buttons to **Filter** for a specific Logon, **Save** an edited record, add a **New** user, and return to the **Users List**, but will not find a button to delete a user. Once a user is added to the system, they are kept in the system so that there is an audit trail regarding who created or edited the data in the system during what year. When adding a new user, the GFO should add the name and contact information and the user's rights. The DFO will have to complete any contact-information-fields that are left blank when they first logon.

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

- 1) The user's **Logon** name and password together form a unique key field that is not duplicated within the agency or even in the whole system. The username (**Logon**) should be in the form of the user's government email address, but it can be simply a combination of the first letter from the first name and the full last name. The user should be easily identifiable from the username.

Logon	lbdispigna
Password	1234567890
- 2) The password can be any combination of up to 16 characters and it can be duplicated in the system with other users' passwords. If the same user has more than one login, each of the user's passwords must be unique. Passwords are generally a system's weakest point of defense from unwanted intrusion, so, unfortunately, the best password is such a complicated combination of letters, numbers, and characters that you will never be able to remember it.
- 3) The GFO can add users at the DFO **Permission Level**. The DFO can only view and edit their single committee when logged on; the GFO can view and edit all the committees in the group.

Permission Level	DFO
Permission Access	GFO
Start Date	11/3/199

4) **Permission Access** is either read-only: **1**, or edit: **2**. A user needs a Permission Access of **2** to make changes to the data and add new information.

Permission Access	1
Start Date	1
	2

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

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

6) The **Active User** can be set to “**Yes**” or “**No**”. This field is used to turn a user’s logon rights on or off without having to change all the other settings.

Active User	No
E-Mail	No
DFO Committee	Yes

7) The **Committee** for which the DFO user is responsible can be set from the “DFO Committee” pull-down. The pull down list will display all the possible committees for the agency, and the GFO clicks on the correct committee.

E-Mail	kfussell@gsa.gov
DFO Committee	Acquired Immunodeficiency Syndrome Research Review Committee
First Page	Pre
Visitor	This site
118515	Webmaster

- Acquired Immunodeficiency Syndrome Research Review Committee
- AIDS Research Advisory Committee, NIAID
- Allergy, Immunology, and Transplantation Research Committee
- Board of Scientific Counselors, National Institute of Allergy and Infectious Diseases
- Chronic Fatigue Syndrome Coordinating Committee
- Microbiology and Infectious Diseases Research Committee
- National Advisory Allergy and Infectious Diseases Council
- National Advisory Council for Biomedical Imaging and Bioengineering
- National Institute of Allergy and Infectious Diseases Special Emphasis Panel

8) The CMO must set up a group before a GFO can be assigned to that group. A GFO must be set up and assigned to a group before she can set up DFOs for that group. The GFO should always click “**Save**” before leaving the page after completing any changes to a user form.

The **Filter** button on the **User Form** displays a filter page so that the GFO can quickly find a user record based on the most relevant criteria. The **New** button displays a blank data entry page for adding a new user. The GFO returns to the full read-only **User List** page with the **Users List** button.

FACA Database	
Users Form	
Home	Up Search Help Score 300 FY2003 kfg GFO
Group: NIH-AIGO	
Filter	Save New Users List
Log on	bdispigna
Password	1234567890

To use the Filter page, the GFO selects criteria like **Yes** for the **Active User** text box and clicks the **Apply** button. The **Cancel** button cancels the **Filter** page.

To create a new user, the GFO click the New button on the Form View page shown above.

The GFO fills in all the contact information and applies the permissions and rules to create a new user and then “saves” the new user by clicking the **Save New** button. The GFO can abandon the new record by clicking the **Cancel** button.

Editing a Committee’s Data

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

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

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

SECTION IV: Committee Management Officer (CMO) Management Tools and Access to Advisory Committee Data

The Committee Management Officer (CMO) uses the system to add and manage advisory committees, add and manage agency users of the system, update the information on advisory committees during the current reporting year, and produce reports on advisory committee trends across fiscal years. The Federal Advisory Committee Act (FACA) requires that the CMO provide information about the agency's advisory committees for an annual comprehensive review, both internally to the agency, and externally, as part of a government-wide review. The web-based database accommodates and builds upon those requirements by allowing the continual updating of committee information throughout the reporting year and providing committee management functionality. Keeping the data continuously up-to-date converts the system from a focus on history and records to a focus on management and immediate relevancy. With frequent and timely updates, the system becomes more useful to everyone, ranging from the public users to interested agency officials to congressional staff with oversight responsibility.

What kind of data is being collected and maintained?

For the CMO, the program collects, totals, accesses, and/or displays all the information available to the DFO, which includes

- Charters and related information,
- Members and their appointment information,
- Costs,
- The agency's recommendation for continuation or termination of the committee,
- The committee's recommendations to the agency and the actions taken on the recommendations (this will be added in the immediate future),
- Report titles, publication dates, and the text of the report,
- Meeting purposes, dates, location, whether the meetings were open or closed, and the minutes or transcripts,
- Activity and justification (raison d'être) information,
- DFO appointment and contact information,
- Decision maker contact information,
- Annual Performance Measures Data,
- Web site addresses for the committee or accessing committee information like the minutes, reports, and recommendations, and
- Committee interest or issue areas.

Specifically for the CMO the program also collects, totals, accesses, and displays information that includes

- A current year list of agency advisory committees and the committees' update status,
- An agency totals report of the distribution among committees of establishment authorities and committee functions, and the total meetings, reports, costs, and members,
- A listing of committee DFOs with their contact information,
- A complete set of the current annual comprehensive reviews for all the committees in the agency,
- Filters to limit the number of committees viewed on the Committee List page at any one time,
- The ability to add and manage agency users of the agency's committees' editable and reportable data,
- The ability to add a new committee to the FACA committee list online,
- A current status overview to quickly put the CMO in touch with the activity level of their committees as recorded in the online system and a growing set of heads-up/potential problem comparisons about and between agency committees and government averages,
- The available discretionary ceiling,
- The ability to create and manage sub-groups of committees within the agency, and
- E-mail listings for individuals in agency groups responsible for advisory committee activity.

In addition, when viewing an individual committee, the program allows the CMO to establish, renew, re-establish, amend, or terminate a committee, and upload a copy of the charter to the system (with the **Consultation** button). The DFO does not see the **Consultation** button when viewing their Committee Menu page. The database does not collect meeting announcements or other Federal Register announcements at the present time, but it does have a page devoted to committee recommendations to the agency, the agency's use of those recommendations, and other performance measures.

How does the CMO use the system?

FACA requires that each agency shall establish uniform administrative guidelines and management controls for advisory committees established by that agency, and that each agency shall maintain systematic information on the nature, functions, and operations of each advisory committee within its jurisdiction.

The law'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, to function appropriately, the DFO should already be officially appointed, up-to-date, and involved in the committee's mission and charter when a committee is established (officially chartered). At the highest level, the process ordinarily proceeds as follows:

- The President, Congress, or a federal official in an agency decides that advice on an issue is needed and an advisory committee is the appropriate vehicle for getting that advice,
- The President executes an order or the congress passes a law that includes language assigning the responsibility for the committee to an agency. The agency, given it has the means and latitude, simply starts the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under the law (FACA) to develop the charter, secure members, appoint a CMO for the agency, appoint the DFO for the committee being established, and delegate or assign the other responsibilities established under FACA.
- 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.

The CMO's step-by-step process with a new committee and the FACA Database system generally looks something like the following:

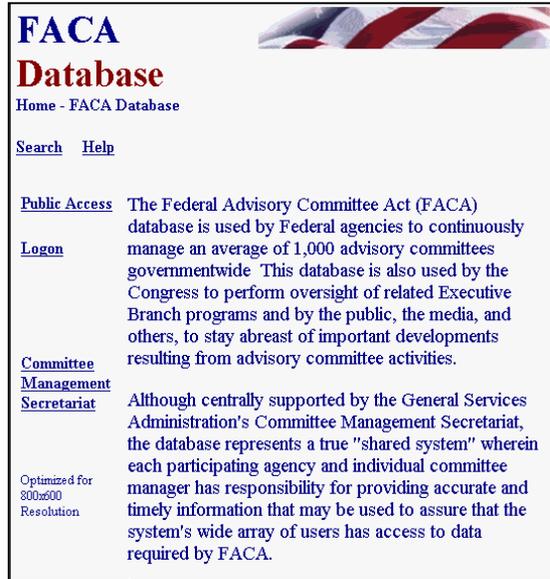
1) When a committee is going to be established and chartered, the CMO uses the **Add a Committee** hyperlink on the **Committee List** page to create a new committee online. The information added during the online creation process should be complete enough to address the new committee's general information, membership information, meeting information, and estimated cost information requirements.

- 2) The CMO and the Committee Management Secretariat (CMS) use the **Consultation** process found on the new committee's **Committee Menu** page to complete the committee establishment.
- 3) The CMO uses the **User List** hyperlink to add the DFO and/or the DFO's designee as a user to the system.
- 4) The CMO has the DFO log onto the system and
 - Complete the edits to the **General Information** page. This contributes to the annual comprehensive review requirements and keeps the **Heads Up Reports** timely and useful,
 - Add meetings as they are planned or as they occur, add the reports as they occur, and upload the meeting transcripts or minutes and reports as they become available,
 - Add or delete members as they are appointed or replaced,
 - Add or update costs as they occur,
 - Add or update the web address if a web site is created for the committee,
 - Add or update DFO contact information as it changes. This keeps the **DFO Report** useful.
 - Recommend the continuance or termination of the committee by the end of the fiscal year,
 - Report the Performance data at the end of the reporting year,
 - Report the recommendations of the advisory committee to the agency and the agency's response or use of the recommendations, and
 - Verify the accuracy and completeness of the committee data for the reporting year at the end of the reporting year.

The DFO, or the CMO if she or he chooses to do any or all of the tasks above, will find that the general information, costs, and member data added during the establishment of the committee has been carried forward to the relevant annual comprehensive review pages. At the end of any reporting year the program carries all of the committee data forward into the newly created year except for meetings and reports.

The CMO will also find the read-only **Public Access** modules of the system useful to their management concerns. Using the [Search](#) feature (when it is switched on and working), the CMO can discover what other committees exist in other agencies with issues and concerns similar to committees they are planning to charter. With that knowledge, the CMO can [Drill Down](#) to the specific committees and determine if the system has information useful to them, or they can identify people in the other agency to contact for further investigation. From the **Public Access** area, the CMO drills down from the **Year** to the **Agency** to the specific **Committee** to view the desired information. At any time the CMO can **Search** the entire collection for any word or phrase, use a [Filter](#) or [Database Search](#) to limit the data displayed, and/or [Download](#) selected data to a spreadsheet or data table. Topical Committee Reports, the printed Annual Reports submitted by the President to Congress from 1972 through 1998, and the Annual Comprehensive Reviews conducted each year will be added to the **Public Access** section as they become available.

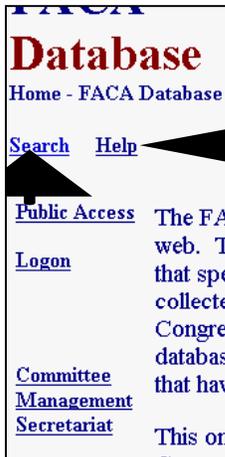
The opening screen for the **FACA Database** lets CMOs know that they have found the data repository and lists their options. The most direct address for the system is <http://www.facadatabase.gov>. The FACADatabase is part of the shared-interagency-database family at <http://www.fido.gov>. Buttons and hyperlinks control navigation throughout the system. The **Navigation Buttons** and hyperlinks that are visible change depending upon the purpose of the page and the requirements (or access rights) of the user. The navigation buttons and hyperlinks are located in the top border and the left border areas of the browser page. CMOs should move from page to page with the navigation buttons and hyperlinks as much as possible and avoid use of the browser menu and 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 truly a database and an online application. A database and online application operates differently on the Internet than purely informational net pages. Normal browser buttons are designed to take the user backwards and forwards to pages of static, unchanged, and perhaps unrelated content. The pages of a database system change in content with every selection, filter, edit, save, insert, and delete, but have a distinct, "keyed" relationship with the preceding and following pages as the user drills down or moves back up through the data. The user is involved in a content-limited work session, and if you start jumping around using the browser commands and button menus, it is possible for the database application to lose track of who you are and what committee you are working on. It doesn't happen often, and the technology is improving to prevent this conundrum, but a word to the wise.

The six hyperlinks on the opening screen navigate to the **Up, Search, Help, Public Access, Logon,** and the **Committee Management Secretariat** pages.

The cursor becomes a hand as the mouse moves over the hyperlink so the user can tell which link is being selected.



[Up](#) moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page.

[Search](#) allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found in the Public Access (Section 1) part of the system manual. The search capability will always be constrained by the Internet search technology, our web site programming ability, and the quality and completeness of the data entered.

[Help](#) explains the syntax, terms, and meaning of items of information collected in previous years as part of that year's Annual Report (before 1999) or Annual Comprehensive Review (after 1998). It also displays a selection of manuals that explain the system's functionality to the different types of users. This manual is for the part of the system designed for CMO access. The manuals can be viewed on the screen with Microsoft Word or Adobe Acrobat Reader and printed.

FACA Database
 Help Page
[Home](#) [Search](#)

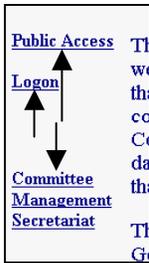
Public Help Manual .pdf .doc
DFO Help Manual .pdf .doc
GFO Help Manual .pdf .doc
CMO Help Manual .pdf .doc
Complete Help Manual (extremely large file) .pdf .doc

What Each ITEM NO. Means:

The items with numbers have the same numbering system that was used on paper reports before 1997. They are arranged below in the same order that they are found on the web site. They are behind hyperlinks using the same names as the groupings below.

General Information:

- 1. Department or Agency:** This item is required. 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. The **Fiscal Year** being reported, e.g., 2000, 2001, **2002**, 2003, etc. cannot be edited on this page. This item is required. The **Full name of the committee**, or subcommittee, as listed in the current charter, e.g., **Arkansas Advisory Committee**, cannot be edited on this page. This item is required.
- Committee Status:** This item is required. The status will display as **Chartered** or **Terminated** and cannot be edited on this page. This data is displayed as a result of actions taken on the **Consultation** page.
- 4. New Committee:** This item is required. This item is **Yes** if the committee was established during the fiscal year being reported, otherwise **No**, and cannot be edited on this page.
- 5. Current Charter Date:** This item is required. This is the **date** the most recent charter for the committee was filed, e.g., **04/17/2002**. This data is displayed as a result of actions taken on the **Consultation** page and cannot be edited on this page.
- 6. Expected Renewal Date:** This item is required. This is the **date** on which the current charter is expected to be renewed and re-filed, e.g., **04/17/2004**. This date is normally 2 years after the Charter Date described in 5 above, and is automatically entered by the program due to actions on the **Consultation** page. This date can be edited on this page if a different date is appropriate, needed, or anticipated.
- 7. Expected Termination Date:** This is the **date** on which 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 the Renewal Date is 2 years later than the Current Charter Date.



Public Access takes the CMO to a page listing the **Fiscal Years** of reported data in the system, the [Database Search](#), the **Member Search**, the [Download Center](#), and the available **Annual Comprehensive Reviews/Summaries** completed since the cessation of the printed, transmitted, annual report. All the data is read-only. A reviewer must always consider the data for the current fiscal year incomplete unless they know with certainty that the DFO updates the information throughout the year as events take place. At the end of the fiscal year, however, each DFO and the agency's CMO are required by law to verify the accuracy and completeness of each committee's data. The standard operating procedure is that the 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.

[Logon](#) allows CMOs or their designees who are responsible for the committee data and who have editing rights to log on to the current year and view and update the management data. Users with DFO rights can edit and update their individual committees, users with CMO rights can edit and update all of their agency's committees, and the Committee Management Secretariat's staff can edit and update all the agencies' data.

[Committee Management Secretariat](#) links the CMO to the Committee Management Secretariat's home page on the GSA Portal. This home page is the launching point for a comprehensive examination of the advisory committee process, practices, history, case law, advice and training.

The screenshot shows the GSA website interface. At the top is the GSA logo and navigation tabs: Home, Program Information, Buying through GSA, Selling to the Government, Policy, About GSA, and Contacts. Below this is a search bar and a MyGSA login section with fields for Username and Password. The main content area is titled 'Management of Federal Advisory Committees' and includes a brief introduction about FACA requirements. It features a 'Categories' section with several sub-sections: Best Practices, Councils and Communities of Interest, Databases, Directories, Information and Reports (1), Events, Programs (1), Regulations, Guidelines and Laws, and Training and Professional Development. At the bottom, there is a 'Resources in this Category' section with links to the Committee Management Secretariat and the Federal Advisory Committee Act.

Logging onto CMO Committee Maintenance Activities

Clicking the **Logon** button displays the **Logon** page. The **Logon** page has four main navigation hyperlinks, three quick-report hyperlinks, four data fields and one submit button. The Navigation hyperlinks are [Home](#), [Up](#), [Search](#), and [Help](#). **Home** returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The report hyperlinks are [Score 300](#), [Presidential Committees](#), and [Presidential Members](#), which are helpful status reports. The data fields are the **LOGON** Text Box, the **PASSWORD** Text Box, the **OOPS** Check Box, and the **I WANT TO CHANGE** Check Box. The submit button is [Continue](#).

To **Logon**, the CMO enters his/her username in the **Logon:** Text Box field and their password in the **Password:** Text Box field. When the **Continue** button is clicked, the program advances to the CMO's **Committee**

List page. The CMO 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.

If the user fills out the User Profile/Information page, **including their e-mail**, than the **OOPS** Check box will work. To receive an email with their password, on the Logon Screen shown on the previous page the user enters their **LOGON**, checks **OOPS**, and clicks the **Continue** button.

If the CMO receives a **Logon Error**, they should note the error explanation and contact the Committee Management Secretariat to adjust their access rights. If you enter an incorrect Logon or Password, you receive the “Logon-Password not correct” error.

If your dates for access have expired, you receive “the Logon Date has been

exceeded” error. The error displays “ask your CMO”, but in the case of the CMO getting the error, it really means “Ask Ken”.

If the Committee Management Secretariat has designated you as an “inactive” user, you see the “inactive logon” error when you attempt to logon. In this case, the CMO also calls Ken.

Logon Error

Your logon is not active. Ask your CMO to update your user information.

Please click the Up button.

[Score 300](#) The “**Score 300**” hyperlink displays an activity ranking of agencies for the current fiscal year. It is a quick way to rank both the usage of the system by agencies as well as the likeliness of completeness and accuracy in the data for the public user. The color and the number of committees updated reveal how much data entry/updating activity has occurred thus far this year. Think of it as friendly competition. The user returns from the **Score 300** page using the **Up** hyperlink.

FACA Database									
Score 300									
Home Up Search Help Score 300 FY2003 kfcmo CMO									
Score 300 (Updated + DFO Verified + CMO Verified + CMO Rolled Over = 300)									
Scoring Legend: 0 1-299 300									
Agency	Committees	Updated	Verified By CMO	Verified By GFO	Verified By DFO	CMO Roll Over	Last Time Updated	Total Score	
FASAB-Federal Accounting Standards Advisory Board	1	1	1	1	1		2/7/2003 1:58:48 PM	225	
SSA-Social Security Administration	1	1	0	0	1		4/16/2003 9:43:09 AM	150	
ADF-African Development Foundation	1	1	0	0	0		3/13/2003 11:05:01 AM	75	
CFAI-Commission on the Future of the United States Aerospace Industry	1	1	0	0	0		1/24/2003 12:12:46 PM	75	

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 is an example of Presidential type.

Committees with Presidential Involvement									
LastUpdated	FY	AgencyAbbr	CommitteeName	Pres	PresAppts	EstablishAuth	Recommend	DFO	Cno
3/13/02 4:54:27 PM	2001	VA	President's Task Force to Improve Health Care Delivery for Our Nation's Veterans	Yes	Yes	Presidential	Continue	Alfonso Poteet 703-696-9466	10793
3/13/02 1:59:38 PM	2001	NEA	President's Committee on the Arts and the Humanities	Yes	Yes	Presidential	Continue	Henry Moran 202/682-5409	1093
3/13/02 1:18:56 PM	2001	USTR	Advisory Committee for Trade Policy and Negotiations	Yes	No	Statutory (Congress Created)	Continue	TBD	1324

Members of Committees with Presidential Involvement							
FY	AgencyAbbr	CommitteeName	Member	StartDate	EndDate	AppointmentType	App
2002	AID	Board for International Food and Agricultural Development	Cousin, Ms. Ertharin	6/30/98	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No F
2002	AID	Board for International Food and Agricultural Development	DeBelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 yrs

Clicking the **Presidential Members** hyperlink displays a list of committee members appointed by the President that are in the current year’s member list. These two hyperlinked reports are on the logon page to remind users logging on that these reports exist at the request of the

White House Personnel office. These reports, like all of the database's reports for the current year, are only as useful and accurate as the data is kept up-to-date. They are also good reasons for weekly updates to the system.

These reports, like all of the database's reports, can be downloaded to the user's computer for more direct use and customization via the **Spreadsheet**, **XML**, and **ASCII** hyperlinks. The **XML** selection allows import into almost any kind of database. The **ASCII** selection creates a text file that can be imported into any word processor. None of the data kept for public accession online is subject to privacy provisions. Any public user may download all of the publicly accessible stored data in the online system.

July 17, 2002 12:20:46 PM			
Spreadsheet XML ASCII			
pe	AppointmentTerm	PayPlan	P
	No Fixed Term	None	N

The CMO's Committee List and Management Activities

When the CMO logs on to the system, they are taken straight to the **Committee List** Page for their agency. The Committee List page provides the CMO with access to any of their committees, and displays the buttons and hyperlinks that navigate to most of the management functionality in this web system.

FACA Database
Committee List

Home Up Search Help Score 300 FY2003 kfcmo CMO
Reports Agency Totals DFO All Annual
Tools Current Status Survey Results Add A Committee Email Addresses Manage Groups Manage Users
End of FY
Avail Ceiling 1

Department of Veterans Affairs

Top < Prev Next > Bottom Row#: Row- Filter Download

Committee Name	Number	LastUpdated	DFODate	GFODate	CMO
Advisory Committee on Cemeteries and Memorials	1328				
Advisory Committee on Former Prisoners of War	1330	4/17/2003 1:12:01 PM			
Advisory Committee on Homeless Veterans	13849	4/30/2003 1:17:31 PM			
Advisory Committee on Minority Veterans	1983				
Advisory Committee on Prosthetics and Special-Disabilities Programs	33				
Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities	34				
Advisory Committee on the Readjustment of Veterans	1331				
Advisory Committee on Women Veterans	1332				
Capital Asset Realignment for Enhanced Services (CARES) Commission	15123	1/14/2003 1:46:33 PM			
Chiropractic Advisory Committee	13812				
Department of Veterans Affairs Voluntary Service National Advisory Committee	195				
Geriatrics and Gerontology Advisory Committee	64				
Medical Research Service Merit Review Committee	2017				
National Commission on VA Nursing	13810				
National Research Advisory Council	5293				

We will discuss the hyperlinks first, then the option buttons, and finally, access to the individual committees.

The **Committee List** page currently displays fourteen hyperlinks in addition to the links to the agency's committees. We have already discussed **Home**, **Up**, **Search**, **Help**, and **Score 300**. The new links are to other report and management areas that the CMO should find useful. The links are grouped by:

Reports:

- [Agency Totals](#),
- [DFO Report](#), and

- [All Annual Reports.](#)

Tools:

- [Current Status,](#)
- [Add a Committee,](#)
- [Survey Results,](#)
- [Emails Addresses,](#)
- [Manage Users,](#) and
- [Manage Groups.](#)

End of FY:

Agency Totals

The **Agency Totals** Report link displays the **Agency Totals** page. These totals are for categories of committee activity that are of interest to the agency, Congress, and the public during and after the reporting year. The report totals new committees, terminated committees, the distribution of committees by authority or function, the number of meetings, reports, members, costs, and federal staff time engaged in the agency’s advisory committee effort.

	ACTIVE	ACTIVE COMMITTEES	26
	ADMIN INACTIVE "Y"	ADMINISTRATIVELY INACTIVE COMMITTEES	0
4.	NEW "YES"	NUMBER OF NEW COMMITTEES	2
8a.	TERMINATE "YES"	NUMBER OF TERMINATED COMMITTEES	0
11.	COMMITTEE AUTHORITY	a. REQUIRED BY STATUTE	17
		b. AUTHORIZED BY STATUTE	0
		c. AGENCY AUTHORITY	8
		d. PRESIDENTIAL DIRECTIVE	1
14.	COMMITTEE TYPE	a. AD HOC	0
		b. CONTINUING	26
		c. PRESIDENTIAL	1
15.	COMMITTEE DESCRIPTION	a. NATIONAL POLICY/ISSUE	7
		b. NON-SCIENTIFIC	8
		c. SCIENTIFIC/TECHNICAL	10
		d. GRANT REVIEW	0
		e. REGULATORY NEGOTIATION	0
		f. OTHER	1
16a.	REPORTS	NUMBER OF REPORTS	1
17.	MEETINGS	a. OPEN	6
		b. CLOSED	0
		c. PARTIALLY CLOSED	0
		d. TOTAL	6
<small>DATA ELEMENTS</small>			

		DATA ELEMENTS	CURRENT ACTUAL	NEXT ESTIMATE
18.	COMMITTEE COST	a. PERSONNEL PAYMENTS		
		(1) NON-FEDERAL MEMBERS	\$151,420.00	\$502,298.00
		(2) FEDERAL MEMBERS	\$366,378.00	\$35,500.00
		(3) FEDERAL STAFF	\$3,235,630.00	\$3,265,630.00
		(4) NON-MEMBER CONSULTANTS	\$2,098,094.00	\$2,098,094.00
		b. TOTAL TRAVEL AND PER DIEM	\$1,676,391.00	\$1,822,391.00
		c. OTHER	\$322,983.00	\$322,983.00
		d. TOTAL	\$7,850,896.00	\$8,046,896.00
19.	FEDERAL STAFF SUPPORT YEARS	TOTAL FTE YEARS	37	37
5.	TOTAL MEMBERS SERVING DURING FISCAL YEAR		633	

The accuracy of the report at any point in time during a current, active reporting year depends upon the frequency and timeliness of committee information data entry on the part of the DFOs. The timeliness and frequency of DFO data entry depends, for a large part, on the requirements, interest, and guidance demonstrated or provided by the agency leadership and the agency CMO.

DFO Report

Committee	Name	Title	Phone	Fax	Eail
Advisory Committee on Cemeteries and Memorials	Paige Lowther	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov
Advisory Committee on Former Prisoners of War	Dennis Rhoades	DFO	202.273.7334	202-275-1728	capdrhoa@vba.va.gov
Advisory Committee on Homeless Veterans	Pete Dougherty	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov
Advisory Committee on Minority Veterans	Anthony Hawkins	Associate Director, Center for Minority Veterans	202-273-6708	202-273-7092	00mcmv@mail.va.gov

The **DFO Report** link displays the **DFO Report** page, a listing of the Committees and the assigned DFOs' contact information. Like all the system's current year reports, this information is only as useful as the DFOs' timeliness in keeping their information up to date.

All Annual Reports

The **All Annual Reports** link displays a printer-friendly, continuous, scrollable page of all the reportable information for all the committees in the agency for that year to date. This report is generally only useful after the end of the reporting cycle after the end of the fiscal year. Depending upon the number of committees in the agency, this page can take a "very" long time to generate the first time it is created, loaded to the web site, and displayed on the screen. This page can also be

2002 Annual Report: Review of Federal Advisory Committee				
8/6/2002 9:53:05 AM				
1. Department or Agency		2. Fiscal Year		
Department of Veterans Affairs		2002		
3. Committee or Subcommittee		3b. GSA Committee No.		
Advisory Committee on Cemeteries and Memorials		1328		
4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date	
No	9/5/2001	9/5/2003		
8a. Was Terminated During FY?	8b. Specific Termination Authority		8c. Actual Termination Date	
No				
9. Agency Recommendation for Next FY	10a. Legislation Req to Terminate?	10b. Legislation Pending?		
Continue				
11. Establishment Authority		Statutory(Congress Created)		
12. Specific Establishment Authority		13. Effective Date	14. Committee Type	14c. Presidential?
38 U.S.C. 2401		6/18/1973	Continuing	No
15. Description of Committee		Non Scientific Program Advisory Board		
16a. Total Number of Reports		0		
16b. Report Titles and Dates				
17a. Open:	0	17b. Closed:	0	17c. Partially Closed:
			0	17d. Total
			0	0
18a(1) Personnel Pmts to Non-Federal Members		\$13,920	\$13,920	
18a(2) Personnel Pmts to Federal Members		\$0	\$0	
18a(3) Personnel Pmts to Federal Staff		\$40,272	\$40,272	
18a(4) Personnel Pmts to Non-member Consultants		\$0	\$0	

saved to a **Word** document, although the larger the number of committees, the larger the file size and the longer the save process. Once in Word, the user can add page breaks and other formatting features to display the reports as required. To return from this page to the system menu pages is an instance of when the CMO will have to use the browser **Back** button.

Current Status

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

Annual Reporting Activity			Agency Contact List (CMO,GFO,DFO,DMC)
Total Committees	26	Total Verified By CMO	0
Total Updated This FY	4	Total Verified By GFO	0
Total Updated This Week	0	Total Verified By DFO	0
			Score 300 Report
			Compare to Government Report

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

Upcoming Events (Next 6 Months)		
Scheduled Meetings	0	
Committee Renewals	4	Renewals Report
Committee Terminations	8	Terminations Report
Member Expirations	366	Member Expirations Report

For instance, the **General Info** page has a **Yes/No** response field regarding whether any committee members are **Presidential Appointments**. The **Members List** page has an appointments field that indicates the source authority of the appointment. Is there a problem if the pages don't agree? Usually! Could there be a reasonable explanation for the conflicting information? Possibly? In all cases, intelligence is to be applied. These report items are potential alerts, not flags that specific content is wrong.

Possible Problems		
Pres Members don't match Pres Appoint	0	
Meeting Dates not in FY	0	
Reports Dates not in FY	0	
Costs with No Meetings	20	Costs with No Meetings Report
Cost with No Reports	23	Costs with No Reports Report
Members with Bad Dates	68	Member Bad Dates Report
Members with No Email	466	Member No Email Report
CMOs with No Email	0	
DFOs with No Email	2	DFO No Email Report
Decision Makers with No Email	26	Decision Maker No Email Report
Administratively Inactive	0	

Agency Contacts List

The **Agency Contacts List** includes everyone in the agency with Logon rights in the **Users List**.

Annual Reporting Activity			Agency Contact List (CMO,GFO,DFO,DMC)
Total Committees	26	Total Verified By CMO	0
Total Updated This FY	4	Total Verified By GFO	0
Total Updated This Week	0	Total Verified By DFO	0
			Score 300 Report
			Compare to Government Report

FACA Database						
Agency Contacts						
Home Up Search Help Score 300 FY2003 kfcmo CMO						
Department of Veterans Affairs - Contact List						
CMO						
Name	Agency	Title	Phone	Fax	Eail	
Nora Egan	Department of Veterans Affairs	CMO	202-273-4808	202-273-7236	nora.egan@mail.va.gov	
GFO List						
Name	Group	Title	Phone	Fax	Eail	
TED	VA-National Cemeteries Administration					
Vivian Drake	VA-Office of the Secretary	GFO			vivian.drake@mail.va.gov	
TED	VA-Veterans Benefits Administration					
Leveme Belton	VA-Veterans Health Administration	GFO	202-273-6642	202-273-7199	leveme.belton@hq.med.va.gov	
DFO List						
Name	Committee	Title	Phone	Fax	Eail	
Paige Lowther	Advisory Committee on Cemeteries and Memorials	DFO	202-273-5164	202-273-6790	paige.lowther@mail.va.gov	
Gailand Smith	Advisory Committee on Former Prisoners of War	DFO	202-273-5449	202-273-1728	cagsmit@vba.va.gov	
Pete Dougherty	Advisory Committee on Homeless Veterans	Homeless Program Specialist	202-273-5774		Pete.Dougherty@mail.va.gov	
Charles Nesby	Advisory Committee on Minority Veterans	Director, Center for Minority Veterans	202-273-6708	202-273-7092	charles.nesby@mail.va.gov	
Cynthia Wade	Advisory Committee on Prosthetics and Special-Disabilities Programs	DFO	202-273-8485	202-273-9143	Cindy.Wade@mail.va.gov	
Krishna (Kris) Bangs	Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities	DFO	202-565-9370	202-565-9014	kridma.bangs@hq.med.va.gov	
Charles Flora	Advisory Committee on the Readjustment of Veterans	DFO	202-273-8969	202-273-9071	Flora.Charles@mail.va.gov	
Irene Trovelli-Harris	Advisory Committee on Women Veterans	DFO	202-273-6193	202-273-7092	Irene.Trovelli-Harris@mail.va.gov	
Richard Larson	Capital Asset Realignment for Enhanced Services (CARES) Commission	DFO	202-273-4800	202-273-4877	Richard.Larson@med.va.gov	
Sara McVicker	Chiropractic Advisory Committee	Clinical Program Manager	202-273-8559	202-273-9148	saramcvicker@mail.va.gov	
Jim Delgado	Department of Veterans Affairs Voluntary Service National Advisory Committee	DFO	202-273-8952	202-273-9040	jim.delgado@mail.va.gov	

Compare to Government Report

The **Compare to Government Report** on the next page in this manual compares agency averages to government-wide averages. Of course, this kind of report is only as useful as the agency data is up-to-date and the rest of the government data is up-to-date. We will be adding functionality to allow agencies and committee to do some data mining and to compare themselves across years, i.e., the agency to itself and the committee to itself in previous years.

Avg Meetings per Committee	07/00	07/02	
Avg Cost per Meeting	\$3,925,448	\$277,407	
Authority - Presidential	1	50	2.0
Authority - Statute	0	215	0.0
Authority - By Law	17	444	3.8
Authority - Agency	7	262	2.7
Function - Grant Review	0	99	0.0
Function - Special Emphasis	0	27	0.0
Function - National Policy	7	152	4.6
Function - Regulatory	0	9	0.0
Function - Non-Scientific	9	325	2.8
Function - Scientific	8	211	3.8
Function - Other	1	148	0.7

Comparisons			
	Agency	Govt	Pct
Total Committees	25	971	2.6
Total FTE	37	112140	0.0
Avg FTE per Committee	1.49	115.49	
Total Costs	\$7,850,896	\$248,001,416	3.2
Avg Cost per Committee	\$314,036	\$255,408	
Total Members	633	44925	1.4
Avg Cost per Member	\$12,403	\$5,520	
Total Reports	2	91	2.2
Avg Cost per Report	\$3,925,448	\$2,725,290	
Open Meetings	2	411	0.5
Partially Open Meetings	0	24	0.0
Closed Meetings	0	459	0.0
Total Meetings	2	894	0.2
Avg Meetings per Committee	0.08	0.92	

Survey Results

Early in FY 2003 a significant number of Federal Advisory Committees participated in a Stakeholder Engagement Survey conducted by Gallup. As part of the current government-wide focus on the development of useful performance measures, 4000+ committee members were surveyed on their advisory committee experience. The [Survey Results](#) link displays the individual committee reports Gallup produced for the CMO's agency. Clicking on [VA](#) displays the agency rollup report. Clicking on the [CommitteeName-Agency](#) displays a report of the committee relative to the agency. Clicking on the [CommitteeName-GW](#) displays the committee relative to committees with similar functions government-wide.

VA Advisory Committee on Cemeteries and Memorials-Agency Advisory Committee on Former Prisoners of War-Agency Advisory Committee on Homeless Veterans-Agency Advisory Committee on Minority Veterans-Agency Advisory Committee on Prosthetics and Special-Disabilities Programs-Agency Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities-Agency Advisory Committee on the Readjustment of Veterans-Agency Advisory Committee on Women Veterans-Agency Chiropractic Advisory Committee-Agency Geriatrics and Gerontology Advisory Committee-Agency National Commission on VA Nursing-Agency National Research Advisory Council-Agency Professional Certification and Licensure Advisory Committee-Agency Research Advisory Committee on Gulf War Veterans' Illnesses-Agency Scientific Review and Evaluation Board for Health Services Research and Development Service-Agency Special Medical Advisory Group-Agency Veterans' Advisory Committee on Education-Agency Veterans' Advisory Committee on Environmental Hazards-Agency Veterans' Advisory Committee on Rehabilitation-Agency Advisory Committee on Cemeteries and Memorials-GW Advisory Committee on Former Prisoners of War-GW Advisory Committee on Homeless Veterans-GW Advisory Committee on Minority Veterans-GW Advisory Committee on Prosthetics and Special-Disabilities Programs-GW Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities-GW Advisory Committee on the Readjustment of Veterans-GW Advisory Committee on Women Veterans-GW Chiropractic Advisory Committee-GW Geriatrics and Gerontology Advisory Committee-GW National Commission on VA Nursing-GW National Research Advisory Council-GW Professional Certification and Licensure Advisory Committee-GW Research Advisory Committee on Gulf War Veterans' Illnesses-GW Scientific Review and Evaluation Board for Health Services Research and Development Service-GW Special Medical Advisory Group-GW Veterans' Advisory Committee on Education-GW Veterans' Advisory Committee on Environmental Hazards-GW Veterans' Advisory Committee on Rehabilitation-GW
--

Add a New Committee

Despite the fact that at least one government agency has more than 250 advisory committees, creating a new Federal Advisory Committee is not a casual act and usually requires an enormous amount of collaboration and coordination. When the agency has completed all the background work and the CMO is ready to add a new advisory committee to the agency roster, doing so can occur online with the [Add a Committee](#) link from the [Tools](#) group.

The **New Committee Information** form has fields for all the information required by the Federal Advisory Committee Act to establish a new committee. The CMO should fill each field out completely and specifically. No field should be left blank. If, for some unimaginable reason, the CMO does not replace the "directions" in the data-entry fields with committee-specific information, the "directions" should be left intact to be answered by whoever will be filling them out, as every field is a required field. The information required by this form was developed by the agency in the process of formulating the charter. Once entered, the data will carry forward to all the committee pages used for the annual review process.

The first text box requires a unique committee name. The name must be unique not only to the agency but to the entire list of advisory committees, hence the **Check Name Availability** button. The second text box asks the CMO to select the establishment authority under which the committee is being created. When the CMO clicks **the Check Name Availability and Ceiling** button, the program checks to see if the name is already in use and, when the authority is discretionary, if the agency has available slots for new discretionary committees.

The CMO should be aware of the agency’s room to create new “discretionary” committee since their available “ceiling” (or room to grow) is displayed on the **Committee List** page below the **Add a Committee** hyperlink. This is not an issue if the committee is established with Presidential or Congressional Authority.

If either of those tests fail, the CMO is alerted immediately with a message similar to the one below. If the CMO should get an unexplainable error, they should stop what they are doing immediately or their computer could blow up. Well, maybe not, but at least call Dr. Fussell and clue him in that there is a problem.

Sorry, but you can not add this committee now. The committee name that you have chosen is already in the system. Please choose a different name or contact Dr. Fussell for further information.

[Return to Committees List](#)

If the name is unique and the agency has sufficient ceiling, the CMO continues to fill out the information. The required information already exists in electronic format in documents, previously exchanged e-mails, and word-processing files generated within the agency while formulating the new committee's charter and mission. The CMO displays the relevant document in a word-processing program, "copies" the needed information from that document, and "pastes" that information into the appropriate fields in the FACA online New Committee

Information form. The CMO may find it occasionally helpful to point out to others urgently trying to set up a new committee, that if this information does not already exist in some kind of accessible electronic media, perhaps the agency is not quite ready to establish the committee.

Every single entry will find its way into the FACADatabase. Please don't give in to the temptation to be as pithy as the example. The data entry page continues below the bottom of the screen. Scroll down to fill all of it out. The **Total Estimated Number of Meetings** field and the **Estimated Number of Meetings per Year** field use a numeric response. Please type in the number "20" instead of

Committee Costs (DO NOT USE \$ in numbers)		
Description	Current FY	Next FY Estimate
Personal Pmts: Non-Federal Members	0	0
Federal Members	0	0
Federal Staff	0	0
Non-Member Consultants	0	0
Travel/Per Diem: Non-Federal Members	0	0
Federal Members	0	0
Federal Staff	0	0
Non-Member Consultants	0	0
Other Costs:	0	0

"20 meetings", and type in "4" instead of "4 per year". There should be some projected costs shown as well. The data that is entered will be copied into the fields used for the comprehensive annual review. It is understood that all these entries are probably estimates that will be updated and corrected later. Every field except "Remarks" requires an entry. Costs are in whole dollars, so use numbers without dollar signs (\$), commas (,), and decimals (.).

As mentioned above, when the new committee is submitted by clicking the **Add This Committee** button, the data is transferred to the comparable fields for the annual review process. The new committee is created in the system and the **Consultation** page for the

The screenshot shows the 'FACA Database' interface. At the top, it says 'Consultation Information' with navigation links: Home, Up, Search, Help, Score 300, FY2003, kfcmo CMO. Below that is 'VA 13810-National Commission on VA Nursing'. There is a button 'Upload Charter to FACA Database' and a link 'View Charter'. A navigation bar includes 'Top', '< Prev', 'Next >', 'Bottom', 'Row+', 'Row-', 'Filter', 'Download', and 'Add New'. Below this is a table with the following data:

	Type	Number	Received	Concurred	Chartered	Terminated	CMORemarks
Update	Establishment	1	3/27/2002 7:24:08 PM		3/25/2002	3/25/2004	Authorized to August 23, 2004.

At the bottom, there is another navigation bar identical to the one above, followed by '[1 - 1 : 1]'.

new committee is presented to the CMO user. An automatic “alert” e-mail is generated by the system and sent to the agency’s Desk Officer at Committee Management Secretariat. Whenever the **Consultation** page is Updated and saved, the program will generate an e-mail to the Agency CMO and the Desk Officer at Committee Management Secretariat, alerting the staff to the new committee. If the CMO creates a committee and does not notice an e-mail proclaiming the action, it would behoove them to contact CMS and let their Desk Officer know. At this point in the creation of a new committee online, the CMO can open any of the pages accessible from the Committee Menu and further edit the data they added to the fields in the Add A Committee form. As an alternative, of course, the CMO could add the DFO to the Agency user list and have the DFO log on and bring all the committee information up-to-date. The [DFO System Manual](#) discusses the complete scope of committee information that should be added or maintained in each discrete fiscal year.

Before leaving the **Consultation** page the CMO should click the **Update** button and add any edits necessary to complete their part of the initial consultation process. The consultation record shows that the type of consultation is an **Establishment**. Creating a new committee with the **Add a Committee** form is always an **Establishment**. You can also assume that the establishment process generally needs further explanation, so let your Desk Officer know what you are planning to do next in the **Comments** field. After the CMO adds any comments or dates, they save the changes with the **Save** button. Several emails go back and forth between the CMO and Desk Officer because whenever anyone saves a change to a consultation record, the system again generates e-mail to the usual suspects.

The screenshot shows the 'FACA Database' interface for updating a record. It includes the same navigation and header as the previous screenshot. The main heading is 'Update current record'. Below this is a form with the following fields:

- CNo: 13810
- Type: Establishment (dropdown menu)
- Number: 1
- Received: 3/27/2002 7:24:08 PM
- Concurred: (empty field)
- Chartered: 3/25/2002
- Terminated: 3/25/2004
- CMORemarks: Authorized to August 23, 2004. (text area)
- ChangedBy: (empty field)
- ChangedAt: 4/26/2002 10:19:04 AM

At the bottom, there are buttons for 'Cancel', 'Drop', 'Update Current Record', and 'Reset'.

The **Consultation** button, which is found on each committee’s **Committee Menu** page, is also used for Renewals, Re-establishments, Amendments, and Terminations. The

Consultation page includes the **Upload Charter to FACA Database** button. Charters can be uploaded so they can be displayed on the online system if they have been saved as a file in a word processing format like **.doc**, **.txt**, **.rtf**, or saved as a **.pdf** file, and if they have been saved in a folder accessible to your computer.

Emails Addresses

The **Get Emails** link displayed in the **Tools** group provides different combination of email addresses. These emails belong to the agency users of the online system. The emails are found in the user profiles and the DFO page data and the CMO page data kept in the online system. This information extends beyond the formal agency DFO list to everyone with responsibility for data management from the agency in the system that has been given a login or otherwise added to the system list, including decision makers, supervisors, and administrative staff. We expect a contact list like this to become more and more useful, so it is best to urge everyone to keep his or her information up-to-date.

Manage Groups

Larger agencies often manage and report their advisory committees in significant sub-group breakdowns in addition to the Agency-Wide Totals. The Department of Defense often has a need to report about committees concerned with Army issues separate from Navy issues. The [Manage Groups](#)

Group Name	Committee Name
VA-National Cemeteries Administration	Advisory Committee on Cemeteries and Memorials (1328)
VA-Office of the Secretary	Advisory Committee on Minority Veterans (1983)
	Advisory Committee on Women Veterans (1332)
VA-Veterans Benefits Administration	Advisory Committee on Former Prisoners of War (1330)
	Professional Certification and Licensure Advisory Committee (10724)
	Veterans' Advisory Committee on Education (28)
	Veterans' Advisory Committee on Environmental Hazards (1352)
	Veterans' Advisory Committee on Rehabilitation (48)
VA-Veterans Health Administration	Advisory Committee on Prosthetics and Special-Disabilities Programs (33)
	Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities (34)
	Advisory Committee on the Readjustment of Veterans (1331)
	Chiropractic Advisory Committee (13812)
	Department of Veterans Affairs Voluntary Service National Advisory Committee (195)
	Geriatrics and Gerontology Advisory Committee (64)
	Medical Research Service Merit Review Committee (2017)
	National Research Advisory Council (5293)
	Rehabilitation Research and Development Service Scientific Merit Review Board (2019)
	Research Advisory Committee on Gulf War Veterans' Illnesses (5294)
	Research and Development Cooperative Studies Evaluation Committee (2018)
	Scientific Review and Evaluation Board for Health Services Research and Development Service (20)
	Special Medical Advisory Group (1351)

link opens a module that allows a CMO to create a useful sub-group name (National Park Service) and then attach advisory committees from the agency to the sub-group.

The **Add a Group** button allows the creation of a new group. Committee Management



has established a standard naming convention in that all new groups will have the agency abbreviation as an initial prefix (see the screen-shot). We leave the rest of the group name to your needs and imagination. It helps when creating group names to remember that our online system has a **public** access component. Any new group names should be distinct and intelligible to the small remaining public part of the US population that does not have a military or government work experience.

The **Add a Committee to a Group** button allows the CMO to add an agency committee to an existing agency group. The process involves selecting a single committee, selecting a single group name, and then clicking the Save button. To add a second committee to a new group the same sequence is repeated. This may appear tiresome if you are creating a new



group with 50 committees, but it only has to be done once. Newly created committees can be added to existing groups the same way. While we have hopefully made the process of adding groups, and committees to groups, easy, careful thought should precede the willy-nilly creation of groups of committees. One reason for care is that we have not provided a way for the CMO to remove a committee from a group or a group from an agency. This remains a manual operation, although “terminated” committees are automatically dropped from the group the year after the committees are terminated.

Manage Users

The [Manage Users](#) link displays the list of agency users and their access rights on the

FACA Database
Users List
Home Up Search Help Score 300 FY2003 kfcmo CMO

Department of Veterans Affairs [DFO Report](#) [Form View](#)

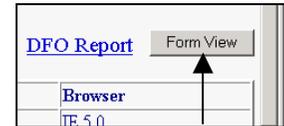
#	Logon	Email	Level	Access	Start	End	Active	Last Logon	Browser
1	ahawkinsfmw*	anthony.hawkins@mail.va.gov	DFO	2	11/3/1997	8/20/2002	No	11/23/2001 2:44:41 PM	IE 5.0
2	arosen	vrearose2@vba.va.gov	DFO	2	8/20/2002	12/31/2004	Yes	1/7/2003 9:09:27 AM	IE 5.0
3	ayoung		DFO	1	11/3/1997	10/14/1999	No	12/9/1998 10:07:01 AM	Unknown Unknown
4	bfawley		DFO	2	10/14/1999	12/31/2000	No	12/15/1999 2:37:31 PM	IE 4.0
5	bgoodworth		DFO	1	9/30/1998	10/14/1999	No	12/4/1998 2:35:59 PM	Netscape 3.0
6	boliver		DFO	1	11/3/1997	2/28/1999	No	1/23/1998 5:51:20 PM	IE 3.01
7	brobinson	Laverne.Cooper@mail.va.gov	GFO	1	12/14/1999	12/31/2001	No	12/15/1999 10:34:57 AM	IE 4.0
8	bt	paige.lowther@mail.va.gov	DFO	2	1/1/1997	1/1/2000	No	2/12/1999 12:23:59 PM	Netscape 4.00

system. After the Committee Management Secretariat staff gives the user CMO status on the system, the CMO can

- Add users at the GFO and DFO levels of use and assign them a group or a committee,
- Control whether users can edit the current year's data,
- Limit when a user will have access to the system, and
- Look up the user's password.

2	ayoung	DFO
3	bfawley	DFO
4	bgoodworth	DFO
5	boliver	DFO

By clicking the hot link, which is the underlined number at the left of the row of user information (see the screenshot to the left), or by clicking the **Form View**



Navigation Button (see the screenshot to the right), the CMO displays a user record to edit. The **Form View** Button displays the first record in the list in a form. The records are reviewed alphabetically. The **Hot Link** displays the record of the user identified in the **Logon** field. The [DFO Report](#) link displays all the user data in a list view.

User Form Rules and Codes to Assign User Rights

On the **User Form** the CMO will find buttons to **Filter** for a specific Logon, **Save** an edited record, add a **New** user, and return to the **User List**, but the CMO will not find a button to delete a user. Once a user is added to the system, they are kept in the system forever so that there is an audit trail regarding who created or edited the data in this record of the system.

The screenshot shows the 'FACA Database Users Form' for the Department of Veterans Affairs. At the top, there are navigation links: Home, Up, Search, Help, Score 300, FY2003, and kfcmo CMO. Below this, the form title is 'Department of Veterans Affairs'. A toolbar contains buttons for 'Filter', 'Save', 'New', and 'Users List'. The form fields are as follows:

- Logon:** ahawkinsFirm
- Password:** tony1119
- First Name:** Anthony
- Last Name:** Hawkins
- Phone:** (202) 273-6708
- Permission Level:** DFO (dropdown)
- Permission Access:** 2 (dropdown)
- Start Date:** 11/3/1997 (with example e.g. 11/5/1998)
- End Date:** 8/20/2002 (with example e.g. 11/5/1998)
- Active User:** No (dropdown)
- Email:** anthony.hawkins@mail.va.gov
- DFO Committee:** Advisory Committee on Minority Veterans (dropdown)
- GFO-Group:** (empty dropdown)

 At the bottom, there are navigation buttons: First Page, Prev Page, Next Page, and Last Page.

The personal identification information is displayed in a profile form when the new user logs on. When adding a new user, the CMO should focus on the logon, password and the user's access rights. The DFO and GFO will have an opportunity to complete any contact-information-fields that are left blank in the user profile form when they first logon.

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

Logon	ayoung
Password	mk79DR@&

9) The user's **Logon** name and **Password** together form a unique key field that is not duplicated in the system. The username (**Logon**) should normally be in the form of the user's government email address, but the logon can be a combination of the first letter from the first name and the full last name if necessary. The actual user should be identifiable and recognizable from the username.

10) The **Password** can be any combination letters, numbers, symbols, characters, and case of up to 16 positions long. The password can be duplicated in the system with other users' passwords. However, if the individual user has more than one login, each of the individual user's passwords associated with each login must be unique. Passwords are generally a system's weakest point of defense from unwanted intrusion, so, unfortunately, the best password is such a complicated combination of letters, numbers, characters, and symbols that you will never be able to remember it.

Permission Level	DFO
Permission Access	DFO
Start Date	11/3/1997

11) The CMO can add users at two **Permission Levels**, GFO and DFO. The DFO can only view and edit their single committee when logged on, the GFO can view and edit all the committees in their assigned group.

Permission Access	1
Start Date	1
	2

12) **Permission Access** is either read-only: **1**, or edit: **2**. A user needs a Permission Access of **2** (EDIT) to make changes to the data and add new information.

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

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

Active User	No
E-Mail	No
DFO Committee	Yes

14) The **Active User** can be set to “**Yes**” or “**No**”. This field is used to turn a user’s logon rights on or off without having to change all the other settings. Committee Management Secretariat regularly switches the Active User setting to no for users who have not logged in for a full year.

15) The **Committee** for which the DFO user is responsible can be set from the “DFO Committee” pull-down. The pull down list will display all the possible committees for the agency. To select the DFO’s committee, the CMO clicks on the correct committee.

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

DFO Committee	Advisory Committee on Cemeteries and Me
GFO-Group	
First Page	Pre
	VA-National Cemeteries Administration
	VA-Office of the Secretary
	VA-Veterans Benefits Administration
	VA-Veterans Health Administration

16) The **CMO** can assign a **GFO** to an existing group. The CMO must set up a group before a GFO can be assigned to that group. The CMO should click “**Save**” before leaving the page

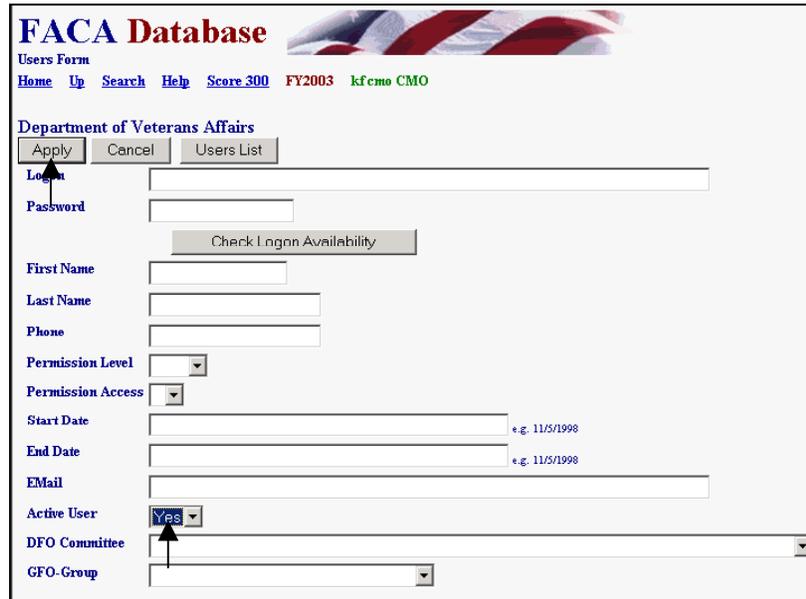
after completing any changes to a user form.

Filter	Save	New	Users List
--------	------	-----	------------

The **Filter** button on the **User Form** displays a filter page so that the CMO can quickly find a user record based on the most relevant criteria. The **New** button displays a blank data entry page for adding a new user. The CMO returns to the full read-only **User List** page with the **Users List** button.

Filtering for Specific Users

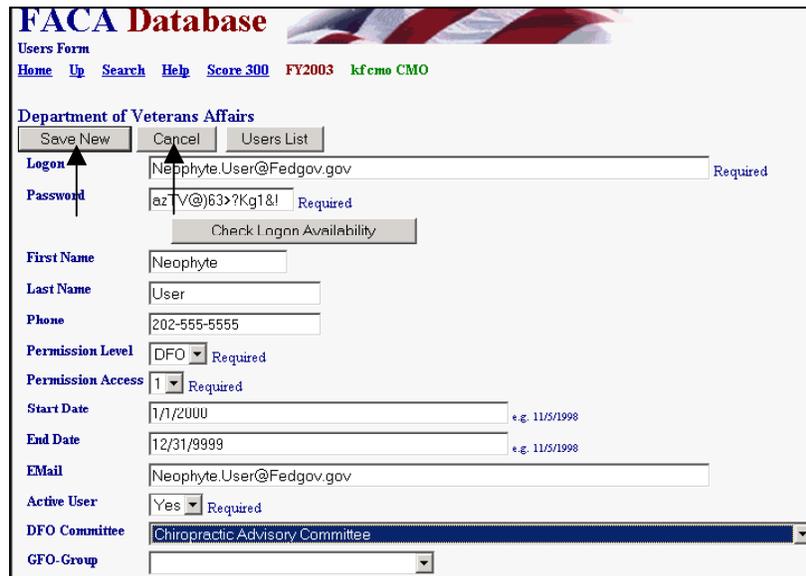
To use the Filter page, the CMO selects criteria like **Yes** for the **Active User** text box and clicks the **Apply** button. The **Cancel** button cancels the **Filter** page.



The screenshot shows the 'FACA Database Users Form' for the 'Department of Veterans Affairs'. At the top, there are navigation links: Home, Up, Search, Help, Score 300, FY2003, and kfcmo CMO. Below the title, there are three buttons: 'Apply', 'Cancel', and 'Users List'. The 'Apply' button is highlighted with an arrow. The form contains several input fields and dropdown menus: 'Logon' (empty), 'Password' (empty), 'First Name' (empty), 'Last Name' (empty), 'Phone' (empty), 'Permission Level' (dropdown), 'Permission Access' (dropdown), 'Start Date' (empty, with example 'e.g. 11/5/1998'), 'End Date' (empty, with example 'e.g. 11/5/1998'), 'EMail' (empty), 'Active User' (dropdown menu with 'Yes' selected and an arrow pointing to it), 'DFO Committee' (dropdown menu), and 'GFO-Group' (dropdown menu). A 'Check Logon Availability' button is located below the password field.

Saving New Users

The CMO fills in all the contact information and applies the permissions and rules to create a new user, finally “saving” the information on the new user by clicking the **Save New** button. The CMO can abandon the new record at any time before the “SAVE” action by clicking the **Cancel** button. If the CMO suspects that they are creating a duplicate logon combination, they can fill in the **Logon** and **Password** and click the **Check Logon Availability** button. The



The screenshot shows the 'FACA Database Users Form' for the 'Department of Veterans Affairs'. At the top, there are navigation links: Home, Up, Search, Help, Score 300, FY2003, and kfcmo CMO. Below the title, there are three buttons: 'Save New', 'Cancel', and 'Users List'. The 'Save New' button is highlighted with an arrow. The form contains several input fields and dropdown menus: 'Logon' (filled with 'Neophyte.User@Fedgov.gov', marked 'Required'), 'Password' (filled with 'azTV@j63>?Kg1&! ', marked 'Required'), 'First Name' (filled with 'Neophyte'), 'Last Name' (filled with 'User'), 'Phone' (filled with '202-555-5555'), 'Permission Level' (dropdown with 'DFO' selected, marked 'Required'), 'Permission Access' (dropdown with '1' selected, marked 'Required'), 'Start Date' (filled with '1/1/2000', with example 'e.g. 11/5/1998'), 'End Date' (filled with '12/31/9999', with example 'e.g. 11/5/1998'), 'EMail' (filled with 'Neophyte.User@Fedgov.gov'), 'Active User' (dropdown with 'Yes' selected, marked 'Required'), 'DFO Committee' (dropdown menu with 'Chiropractic Advisory Committee' selected), and 'GFO-Group' (dropdown menu). A 'Check Logon Availability' button is located below the password field.

system may overreact quite negatively if you attempt to create a duplicate user, so cover your eyes before you click the **Save New** button in doubtful situations.

The End of FY group

Generally, CMOs and the Committee Management Secretariat have the need during the first quarter

FY to continue to manage the advisory committee process for the current FY. At the same time, they need to finalize and verify the data reported for the Fiscal Year that was just completed. While advisory committees are a continuous and ongoing fact of government, the Congress in the Federal Advisory Committee Act requires that each individual FY of each Advisory Committee's life be treated as a separate, discrete, reportable unit. When we are involved in that period, there are several additional links found in the **End of FY** group to support the completion of that process while trying to avoid confusion. The added links are usually somewhat intuitive, and the CMOs receive regular and inundating communications from Committee Management about how to use the links and treat the reporting period. You should check the online help at that time for updated versions of this help manual that has a section speaking directly to the use of the added links.

The Committee List page and Committee Name Hyperlinks

The CMO has complete editing rights to all the committee data. Changes to the pages are made, and meetings, reports, and members are added by linking to the correct data entry page through the **Committee Menu** page. The CMO reaches the **Committee Menu** page via the **Committee Name** hyperlink from the **Committee List** page.

The Committee List page also keeps the CMO informed of the last time a committee's data was updated. The data validation status for completing the reporting year is managed by means of the date stamps in the **DFODate**, **GFODate**, and **CMODate** columns.

For further data entry directions, the [DFO System Manual](#) has a complete explanation of the [Committee Menu](#) page options. The links shown in this manual may be able to display that manual if you have opened this document in Microsoft Word. The menu options include

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



You may remember from our discussion long ago and many pages above, when the CMO views the Committee Menu page from their logon, the CMO sees a link ([Consultations](#)) that is not available to the DFO. The CMO can edit all data (consistent with the system's security and design), but sometimes changes have to be made on a different page than the

page that displays the information. An example is that some **General Information** page data can only be updated through the **Consultation** page by the CMO.

Upload Charter to FACA Database
[View Charter](#)

Top ◀ Prev Next ▶ Bottom Row+ Row- Filter Download Add New

	Type	Number	Received	Concurred	Chartered	Terminated	CMORemarks
Update	Renewal	5	8/28/2001	9/5/2001	9/5/2001		There was no CMO Remarks entry box displayed.
Update	Renewal	4	9/10/1999	9/13/1999	9/5/1999	9/5/2001	
Update	Renewal	3	9/12/1997	9/12/1997	9/9/1997	9/9/1999	
Update	Renewal	2	8/25/1995	8/25/1995	8/23/1995	8/23/1997	
Update	Renewal	1	10/29/1993	10/29/1993	8/23/1993	8/31/1995	

Top ◀ Prev Next ▶ Bottom Row+ Row- Filter Download Add New
 [1 - 5 : 5]

The Rest of the Story

There are many other features and reports available to assist the CMO in the FACA Database online system, most of which are found and described in the [Public System](#) part of the manual. All of the features and reports are only as useful and accurate as the data is kept up-to-date. This task falls primarily to the DFOs or their designees. Keeping the system up-to-date whenever the committee data changes transforms the FACA database into a highly sought 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.