

# Federal Advisory Committee Act (FACA) Requirements Overview:

The Basics and Responsibilities of  
USDA and its Advisory Committees

# What is FACA Advisory Committee?

- ▶ Federal Advisory Committee Act (FACA)
  - Provide advise and recommendations
  - Act promptly to complete work products
  - Comply with cost controls and recordkeeping requirements
- ▶ Established by Statute, the President or Federal agency, or “utilized” by the President or Federal agency
  - To obtain advice or recommendations for the President or agency
  - Group meets with at least one non-Federal employee

# Basic Requirements of FACA

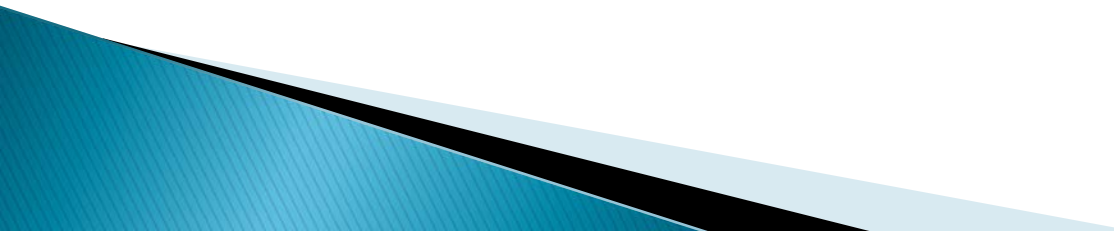
- ▶ Govern the creation and use of Federal advisory committees
  - Develop and file a charter with Congress
- ▶ Advisory function only
  - Maintain a fairly balanced memberships
- ▶ Hold Open public meetings
- ▶ Announce all meetings in *Federal Register*
  - 15 days prior
- ▶ Keep minutes or summaries of the meetings
- ▶ Maintain committee documents for public inspection.

# USDA –White House Liaison Office

- ▶ Serves as oversight authority for the Committee Management Program
  - ▶ Committee Management Officer resides
  - ▶ Review and approve work products of the Advisory Committees.
  - ▶ Other actions as directed by the Department.
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# Committee Management Officer (CMO)

## **Committee Management Officer (CMO):**

- ▶ Exercise control and supervision over the advisory committees.
  - ▶ Assign responsibility for the assembly and maintenance of the reports.
  - ▶ Carry out, on behalf of that Department, the provisions of the FACA, applicable laws and regulations.
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# DFO Role and Responsibilities

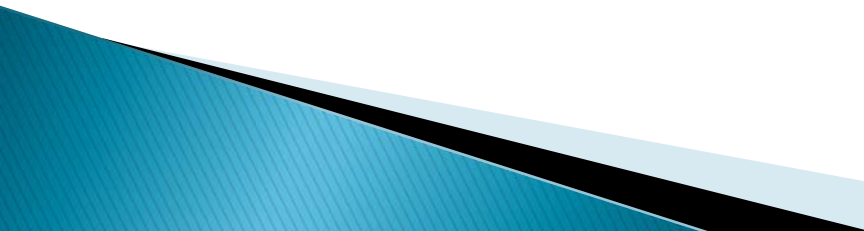
## Designated Federal Officer (DFO):

- ▶ Ensure compliance with FACA, and any other applicable laws and regulations.
  - ▶ Call, attend, and adjourn committee meetings
  - ▶ Approve agendas.
  - ▶ Maintain required records on costs and memberships.
  - ▶ Ensure efficient operations.
  - ▶ Maintain records for availability to the public.
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# USDA Advisory Committee Memberships


- ▶ Memberships must be “fairly balanced” with regard to points of view represented and the functions to be performed.
- ▶ Anyone can nominate someone for advisory committee membership.
- ▶ Three types: Special Government Employees (SGEs), Representatives and Regular Government Employees
- ▶ Representatives” serve to represent official policies/views of a given sector
  - No requirement to file financial disclosure forms (450's)
- ▶ SGE annual ethics training is required and must complete the 450

# Nominations & Appointments

- ▶ Agency officials, members of Congress, the general public, or professional societies or current and former committee members may nominate potential candidates for membership on a committee.
  - ▶ Selection of committee members is made based on the FACA's requirements and the potential member's background and qualifications.
  - ▶ Final selections are made by the President, the Secretary, or other heads of departments or agencies.
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# Submit a Nomination for Advisory Committee Membership

- ▶ USDA is seeking nominations for all of its committees.
  - ▶ USDA has over 166 advisory committees (FACA and non-FACA) with at least 4,000 opportunities to serve. These memberships are routinely available as the term of each member expires.
  - ▶ Interests range of professionals including scientists, representatives of interest groups, educators, and business leaders.
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# Submit a Nomination for Advisory Committee Membership (cont.)

- ▶ Candidates who wish to be considered for any committee should submit an application for Advisory Committee Membership and resume to the Secretary of Agriculture. Cover letters should be addressed to the Secretary of Agriculture.
- ▶ All nomination materials should be mailed in a single, complete package to:

Thomas Vilsack, Secretary  
U.S. Department of Agriculture,  
1400 Independence Avenue, S.W.  
Washington, DC, 20250



# Contact info:

For more information about USDA's Advisory Committees

Contact us:

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**The End**