

Federal Advisory Committee Act (FACA) Requirements Overview:

FACA 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

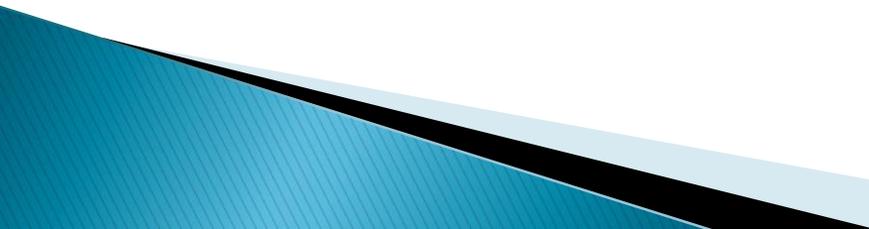
- ▶ Govern the creation and use of Federal advisory committees
 - Develop and file a charter with Congress
- ▶ Advisory function only
 - Maintain a fairly balanced memberships
- ▶ Hold Open public meetings
- ▶ Announce all meetings in *Federal Register*
 - 15 days prior
- ▶ Keep minutes or summaries 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 (USDA–OSEC), 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 OGC-450.

Nominations & Appointments

- ▶ Agency officials, members of Congress, the general public, professional societies, current and former committee members may nominate potential candidates for membership on an advisory 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 a lot of its committees.
 - ▶ USDA has over 150 advisory committees (FACA and non-FACA) with at least 4,000 opportunities to serve. These memberships are routinely available as the term of each membership 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 (AD-755 <https://www.ocio.usda.gov/document/ad-755>) 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 and complete package to:

Sonny Perdue, Secretary
U.S. Department of Agriculture,
1400 Independence Avenue, S.W.
Washington, DC, 20250

Contact info:

For more information about USDA's Advisory Committees;
See the Federal Advisory Committee Act (FACA) database
facadatabase.gov.

Contact Information:

Committee Management Officer, Cikena Reid
Email: cikena.reid@osec.usda.gov

White House Liaison Office
14th and Independence, SW
Whitten Bldg. 540-A
Washington, D.C. 20250
Phone: 202-720-2406

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