

SECTION II: Designated Federal Official Access to Advisory Committee Data

The Designated Federal Official (DFO) uses the system to update the reportable information on their advisory committee during the current fiscal year and to track the committee's performance. 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 and goes it one better 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 is the "FACA Database and Committee Tracking System"?

The FACA database is a specialized database available for updating and reporting on the web. The **Federal Advisory Committee Act** originally required that specific data items about advisory committees be collected by the President annually and transmitted to Congress for review. Since 1997 this web-based database has been used by all the government agencies that have advisory committees to collect that data. This online system was demonstrated to Congress at a Government Reform Committee Hearing in 1998 and, since 1999, Congress has determined that it no longer requires the "**printed and transmitted**" annual report. The annual reviewing and reporting needs of the Congress and the President are met through the maintenance of the online system. The "DFO" user has edit and update rights to the current fiscal year's data for their specific committee via the Internet. The agency CMO gives the DFO their access rights, their logon (username) and their initial password. Just like any other member of the public, the DFO user 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 DFO's specific committee data for the current year.

What kind of data is being collected and maintained?

For the DFO, the program collects and displays information that is required by law and regulation regarding

- 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,
- 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'etre) information,
- DFO appointment and contact information,
- Decision maker contact information,
- Annual Performance Measures,
- Web site addresses for the committee or for 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 to provide a projected calendar of meetings for the current FY. 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 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). 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, and chooses the advisory committee approach, begins the process of developing a charter.
- The agency uses the administrative guidelines and management controls it established under FACA to appoint a CMO for the agency, appoint the DFO for the committee being established, develop the charter, secure members, 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,
- Recommends, in consultation with the CMO, 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 link.

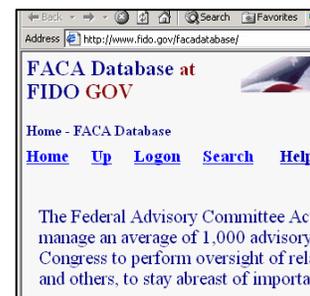
The Public Access part of the system is also a useful tool to the DFO, especially in areas related to their management concerns. Using the Search feature, the DFO can discover what other committees exist with issues and concerns similar to her own committee's charter. With that knowledge, the DFO can [Drill Down](#) to the specific committees and determine if the system has useful information, 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 link 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 (a planned future addition).

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 link.

Finding and Logging On to 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 and links control navigation throughout the system. The **links** 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 area. DFOs should move from page to page with the links 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. If the user should start jumping around using the browser menu, it is possible for the database application to lose track of the user and of the committee being worked on. This doesn't usually happen and the technology is improving to prevent such a conundrum, but a word to the wise.

The eight hyperlinks on the opening screen navigate to the

[Home](#),
[Up](#),
[Logon](#),
[Search](#),
[Help](#),
[Public Access](#),
[Score 300](#), and
[Committee Management Secretariat](#) pages.

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

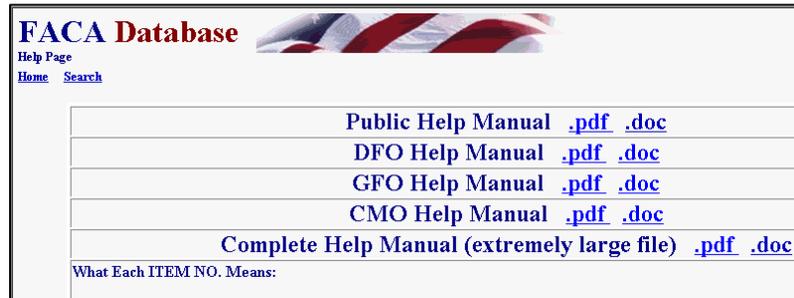
[Up](#) from this screen moves the user up (or back) to the Federal Interagency Databases Online (FIDO) page. Generally, [Up](#) moves the user up (or back) to the previous screen.

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



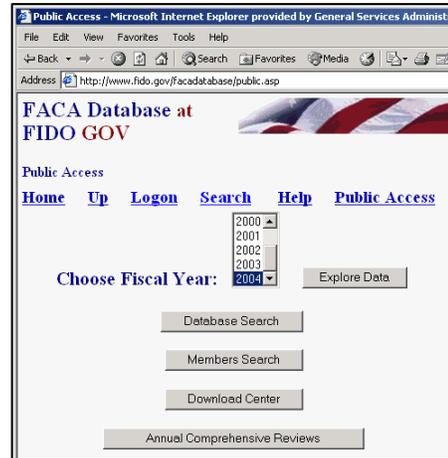
[Search](#) allows the user to search for any text or phrase in the entire set of data stored as part of this system. That includes the data comprising the fiscal year summaries, the committee charters, and any stored meeting minutes or reports. A complete discussion of the **search feature** is found 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 by users with DFO rights.

[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.

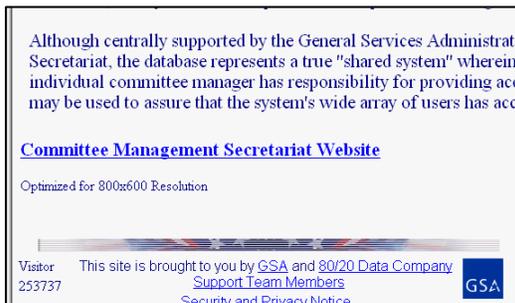




[Public Access](#) takes the DFO to a page listing the **Fiscal Years** of reported data in the system, the [Database Search](#), the [Member Search](#), the [Download Center](#), and the available [Annual Comprehensive](#)



[Reviews/Summaries](#) available online since the cessation of the printed, transmitted, annual report. All the data is read-only. A reviewer must always consider the data for the current fiscal year incomplete unless it is known 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. The Help link provides a complete manual for the use of the Public Access section.



Committee Management Secretariat links the user with DFO rights to the Committee Management Secretariat's organizational page on the GSA Portal. The organizational 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** link displays the **Logon** page. The **Logon** page has ten hyperlinks, four data fields and one submit button (**Continue**). The links previously mentioned are **Home**, **Up**, **Logon**, **Search**, **Help**, and **Public Access**. **Home** always returns to the system's opening page and ends the work session. We discussed **Up**, **Search**, and **Help** above. The additional links are **Score 300**, **Presidential Committees**, and **Presidential Members**, which are helpful status reports, and **How to Logon to a Fido system**, which is an instructional online movie. 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 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 ranking 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.

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	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	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	5	1	0	0	0		4/15/2003 3:28:01 PM	25

LastUpdated	FY	AgencyAbbr	CommitteeName	Pres	PresAppts	Establish/Auth	Recommend	DFO	Cnn
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 Potest 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 to the left 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	Coum, Ms. Ertham	6/30/98	1/20/01	Presidential	No E
2002	AID	Board for International Food and Agricultural Development	Demb, Dr. Ada	7/28/95	1/20/01	Presidential	No E
2002	AID	Board for International Food and Agricultural Development	Dobelle, Dr. Evan S.	12/12/00	12/11/02	Presidential	2 year

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 useful and accurate if 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 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](#), [Performance Measures](#), [Committee Report](#), [DFO Info](#), [GFO Info](#), [CMO Info](#), [Committee Decision Maker](#), [View Charter](#), [Web Site](#), and [Mark Verified](#).

Many committees display a link on the Committee Menu page to the agency or office maintained committee [web site](#).

FACA Database at 
FIDO GOV

Committee Menu

[Home](#) [Up](#) [Logon](#) [Search](#) [Help](#) [Public Access](#) [Score 300](#) [FY2004](#)

HHS 768-Advisory Committee on Immunization Practices

General Info Recommendations Reports Meetings Costs Justifications Members Sub-Committees Performance Measures (ACR)	Committee Report DFO Info GFO Info CMO Info Committee Decision Maker View Charter Web Site Mark Verified
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Visitor 253805 This site is brought to you by [GSA and 80/20 Data Company](#)
[Support Team Members](#) [Security and Privacy Notice](#) 

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 fields on the **Gen Info** page that cannot be edited are filled in by the program when the CMO creates the Committee, or when the CMO changes Committee data by consulting with the Committee Management 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 on this page does not change from year to year.

- The **Charter Date** should be the date the last charter 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.

Most of the remaining fields require an answer from a limited set of options. Where this is so, a pull-down 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.

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, the system updates the **Changed At** line, located below the entered data, with the user information.

The gray navigation buttons on the **General Info** page are short cuts to 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 on the **Performance Measures** 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 usually 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 comprehensive review” required by FACA’s reporting requirements. Each committee begins the current reporting year with a blank slate since reports are only counted the year they are issued. 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.



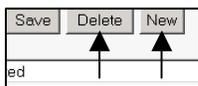
Clicking the **Add** button generates a new report record with the words “Not listed” in the **Report Title** field and the current date in the **Report Date** field. The **Reports List-view** page is a listing of all of the reports for the committee in date order, so the page is presented read-only 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 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 committee report and recommendations, on what the President did with the committee recommendations in the report the committee 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 the system is 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 in the 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 and the user must log in again.



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**

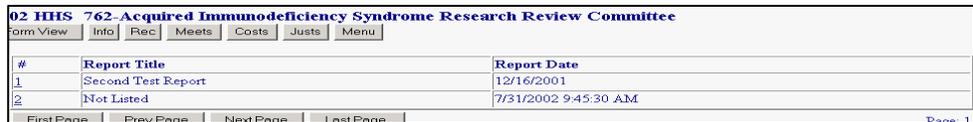


option button. Clicking the **New** option button presents a blank record and two additional buttons, **Save New** and **Cancel**. After saving the "new" record the DFO is returned to the first record, which is the top of the list of reports on the **Form View Reports** page. One of the most common errors in data entry occurs when the year part of a date for a meeting or report is entered as just 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 added, the

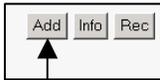


DFO clicks the **List View** option button. This returns the user to the Reports List View page, with all of the reports listed that have been added for the committee in a read-only format, ordered by the date of publication of the report.

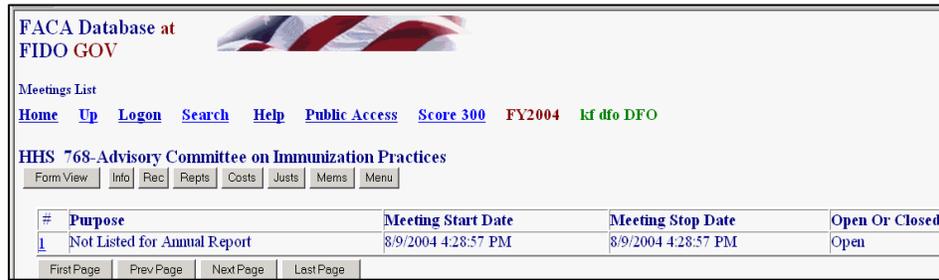
Listing the Meetings Held by the Committee

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

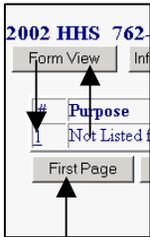




To add the first meeting, the DFO clicks the **Add** option button. Clicking



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 will change as the technology improves and our coding skills increase.



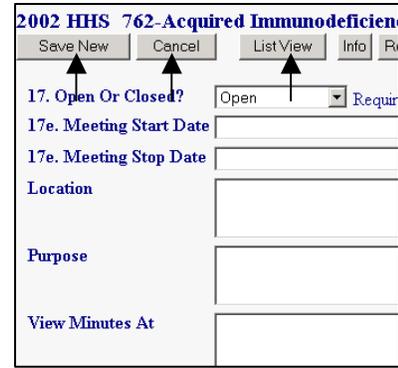
From the **List View**, read-only, **Meetings** page, there are two ways to display a **Form View** **Meetings** page to edit or enter the data. The most commonly used method is clicking the hotlink, which is the underlined number in the leftmost column of the record to be edited. Your second option 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. The **Open or Closed** option choices 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. Next, the **Meeting Date** fields should be replaced with the dates the meeting started and the meeting stopped. The **meeting start** and **stop dates** are necessary but the actual times are not necessary. If you want to enter the times, be sure to use 2 digits for the hours, followed by a colon, followed by 2 digits for the minutes, followed by a space, followed by AM or PM without periods (08:30 AM or 05:30 PM). 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. Save the meeting record first, before you try to upload any minutes. If you wish to upload the minutes to the online system, the meeting record must already exist 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 on the user can page through the meetings, create new meetings, delete incorrectly added meetings, or display the read-only meeting List Page.

#	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

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 current year that was estimated the previous year, or the cost data of the previous year. The agency’s FACA administrative

	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

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**, should 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.

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 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.

FACA Database
Justification Form
Home Up Search Help Score 300 FY2003 kfdfo DFO

HHS 768-Advisory Committee on Immunization Practices
Save Info Rec Repts Meets Costs Mems 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

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.

Listing the Members of the Committee

2002 No Members found.
Click ADD to create new Members
Add Info Rec Repts Meets Costs Justs Mems Menu

Clicking the **Mems** link displays the **Members List View** page. Each committee begins the year with its list of members from the previous year. If a committee has just been established and the members have not yet been added, the page displays the statement: **No Members found.**

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@hcfa.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

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.

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,

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

- **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.

Since the terms of members overlap any single fiscal 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 portray the actual current membership at any point in time. There are 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 the committee information is kept fairly current. It is a helpful practice to delete members who ended service the previous FY at the beginning of the new fiscal year as early in the year as possible. This makes the current year information more accurate to the public and governmental user.

Performance Measures

While performance measures have always been a behind-the-scenes part of effective advisory committee work, a reporting page on some specific Performance Measures was added for the first time in FY 2003. The user gets to the Performance Measures page by clicking on the hyperlink **Performance Measures** found on the Committee Menu page.

Narrative Description:

(Required). Please provide a narrative description of how the committee supports the agency's mission and its strategic plan.

Program Outcomes: (Required). Some typical outcomes are supplied. Please place a check in the box of all the provided outcomes that apply and provide an explanation in the comments box, especially if **Other** is among the selections.

What are the most significant program outcomes associated with this committee? Select all that apply.

- Improvements to health or safety
- Trust in government
- Major policy changes
- Advance in scientific research
- Effective grant making
- Improved service delivery
- Increased customer satisfaction
- Implementation of laws or regulatory requirements
- Other. Please explain in comments.

Comments

Cost Savings: (Required). Select the single most appropriate answer or range by clicking the radio button. Add any necessary explanatory detail in the Comments Box.

What are the cost savings associated with this committee?

- None** Unable to Determine
- < \$100,000
- \$100,000 - \$500,000
- \$500,001 - \$1,000,000
- \$1,000,001 - \$5,000,000
- \$5,000,001 - \$10,000,000
- >\$10,000,001

Comments

Number of Recommendations: (Required). This number (0 through 100+) is the total of the separate and distinct recommendations conveyed formally to the decision maker "using" the committee for the current reporting year. Explanatory detail should be provided in the Comments Box.

What is the approximate **Number** of recommendations produced by the committee during the fiscal year?

Comments

Percentage of Recommendations Fully Implemented: (Required). This number (0 through 100) is the cumulative total percentage of the formally conveyed recommendations that have been fully implemented over the life of the committee thus far. Clarifications and explanations should be included in the Comments Box.

What is the approximate **Percentage** of these recommendations that have been or will be **Fully** implemented by the agency?

 %

Comments

Percentage of Recommendations Partially Implemented: (Required). This number (0 through 100) is the cumulative percentage of the formally conveyed recommendations that have been partially implemented over the life of the committee thus far. Clarifications and explanations should be included in the Comments Box.

What is the approximate **Percentage** of these recommendations that have been or will be **Partially** implemented by the agency?

 %

Comments

Agency Feedback about Recommendations: (Required). This item requires selecting a **Yes**, **No**, or **Not Applicable**. If the response is **No** or **Not Applicable**, please explain in the "No" Comment Box why feedback is not considered necessary. If the response is **Yes**, please explain in the "Yes" Comment Box how the feedback is provided.

Does the agency provide the committee with feedback regarding actions taken to implement recommendations or advice offered?

Yes No Not Applicable

If your answer is No or Not Applicable,

Please explain why your agency does not provide feedback.

If your answer is Yes,

How does the agency provide this feedback?

Actions the Agency Has Taken: (Required). Select all the actions that apply by checking the box next to the appropriate action and provide an explanation in the Comments Box.

What other actions has the agency taken as a result of the committees advice or recommendation? Select all that apply.

- Reorganized priorities
- Reallocated resources
- Issued new regulations
- Proposed legislation
- Approved grants or other payments
- Other. Please explain in comments.

Comments

Engaged in Review for Grants: (Required). Select **Yes** or **No**.

If **Yes** is selected, then

**Provide an Estimated Number of the Grant Requests Reviewed, and
Provide an Estimated Number of the Grant Requests the Committee Recommended for Approval,**
and

Provide an Estimated Dollar Value of the Grant Requests Recommended for Approval.

Add any helpful explanations in **Comments**.

Is the Committee engaged in the review of applications for grants?

Yes No

If your answer is Yes,

What is the estimated **Number** of grants reviewed for approval?

What is the estimated **Number** of grants recommended for approval?

What is the estimated **Dollar Value** of grants recommended for approval?

Comments

Access to Committee Information and Documentation: (Required). Select all the methods stated that apply, and, for **Other**, provide an explanation in the Comments Box.

How is access provided to the committee's information and documentation? Select all that apply.

Contact DFO
 Online Agency Web Site
 Online Committee Web Site
 Online GSA FACA Web Site
 Publications
 Other. Please explain in comments.

Comments

All questions require a response, all comment boxes should be utilized, and be sure to save before you exit the page.

Subcommittees

Most committees do not have subcommittees and when the Subcommittees hyperlink is clicked, the system reports that no subcommittees are found. At the same time some large advisory committees organize their work by tasks performed by dozens of subcommittees.

FACA Database at FIDO GOV 

[Subcommittee Menu](#)

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

HHS 768-Advisory Committee on Immunization Practices

No Sub Committees found.

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

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 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.

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

Committee Report

The **Committee 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 **Committee 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	2. Fiscal Year		
Department of Health and Human Services	2002		
3. Committee or SubCommittee	3b. GSA Committee No.		
Acquired Immunodeficiency Syndrome Research Review Committee	762		
4. Is this New During Fiscal Year?	5. Current Charter	6. Expected Renewal Date	7. Expected Term Date
No	1/1/1987	1/1/1989	
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	Authorized by Law		
12. Specific Establishment Authority	13. Effective Date	14. Committee Type	14c. Presidential?
42 U.S.C. 282(b)(6)	11/20/1985	Continuing	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. 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.

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/

Committee Decision Maker

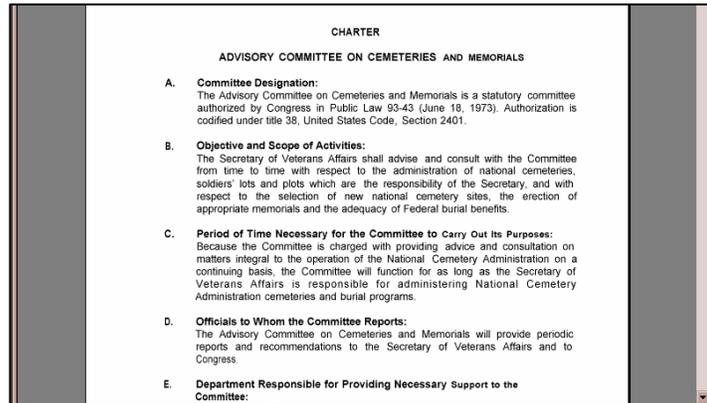
The Committee Decision Maker link displays the contact information for the person who makes the decision for the agency to use the committee's recommendations and advice. 2003 was the first year that this information was reported. Advisory committees, like the rest of government, are being considered in the context of performance and performance measures. One measure of an "advisory" committee is

FACA Database	
Committee Decision Maker	
Home	Up Search Help Score 300 FY2003 kfdfo DFO
Definition: This person makes agency decisions about implementation of this committee's recommendations.	
HHS 768-Advisory Committee on Immunization Practices	
<input type="button" value="Save"/>	
Prefix:	<input type="text"/>
First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	TBD
Suffix:	<input type="text"/>
Title:	<input type="text"/>
Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-Mail:	<input type="text"/>

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. If you have to choose, enter the highest ranking agency decision maker. The fields for this page are the same as for the **DFO**, **GFO**, and **CMO** pages above.

Viewing the Committee's Charter

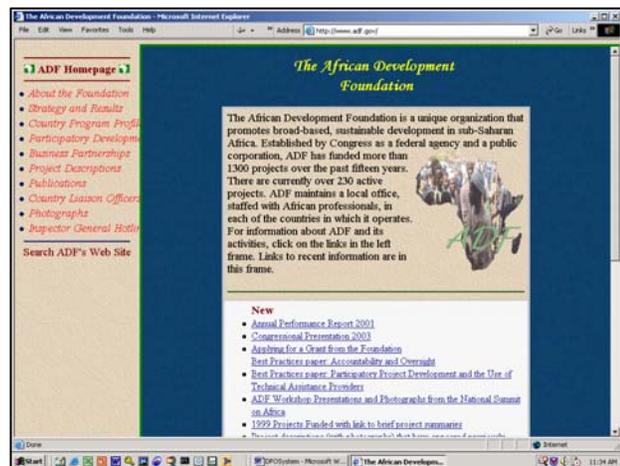
The **View Charter** link displays the committee's current Charter. The charter is displayed in a read-only word-processing format. We prefer a word processing format because most word processor programs produce a document format in Internet Browsers like Netscape or Explorer that can be read by "screen-readers" 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.

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 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.

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

The Rest of the Story

There are many other features and reports available to assist the DFO in the FACA Database online system. Most of the other features are found and described in the [Public Access](#) part of the manual, although we will be adding some heads-up reports/alerts specifically for DFO use. One last time, all of the features, data, and reports are only as useful and accurate as the data entered and kept up-to-date, primarily by the DFOs or their designees. The DFOs, keeping the system up-to-date as frequently as possible, whenever the committee data changes, or even on a weekly basis, transforms the FACA database into a very desirable 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.