

Reclamation Manual

Directives and Standards

Subject:	Committee Management – Federal Advisory Committee Act
Purpose:	This directive provides guidance regarding Federal advisory committee establishment and management. It is to be used in conjunction with Departmental Manual, 308 DM, and improves Reclamation’s Federal advisory committee administration.
Authority:	5 U.S.C. Chapter 10, Federal Advisory Committee Act; 41 CFR 102-3, Federal Management Regulation: Federal Advisory Committee Management; OMB Circular No. A-135, Management of Federal Advisory Committees; and 308 DM, Committee Management.
Approving Official:	Director, Mission Assurance and Protection Organization
Contact:	Quality, Controls, and Standards Office, 84-55000

1. Introduction.

The Federal Advisory Committee Act (FACA) provides the public with opportunity to provide relevant and objective advice and assistance to the Federal government through advisory committees. It also provides general procedures for operation of these committees, including reasonable cost controls, reporting and recordkeeping requirements, and committee management procedures.

2. Applicability.

This D&S is applicable to all Bureau of Reclamation employees that work with Federal advisory committees

3. Reclamation’s Group Federal Officer (GFO).

Reclamation’s GFO is located in the Quality, Controls, and Standards Office of Reclamation’s Mission Assurance and Protection Organization. The responsibilities of the GFO include:

- A. Ensure compliance with the FACA, including FACA interpretation assistance and research of unusual or complicated FACA issues.
- B. Coordinate Reclamation-wide input to the General Service Administration’s FACA database in support of statutory requirements to make FACA data available to Congress and the public.

4. Coordinate information and inquiries with the Department of the Interior’s Committee Management Officer on Reclamation’s committee activities.

- A. Interpret and disseminate departmental FACA guidance and directives.

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5. Proposed Committee Management Actions.

All proposed committee management actions (chartering, rechartering, and nominations for committee members, etc.) must be coordinated through Reclamation's GFO.

6. Definitions

A. Committee Management Officer (CMO)

The individual designated by the agency head to implement the provisions of section 8(b) of the Federal Advisory Committee Act (codified at 5 U.S.C. 1007(b)) and any delegated responsibilities of the agency head under the Act.

B. Group Federal Officer (GFO).

An individual who assists the CMO in overseeing and managing a portion of an agency's Federal advisory committee management program.

7. Review Period.

The originating office will review this release every 4 years.