

CHAPTER 1. GENERAL

1. **PURPOSE.** This order prescribes policy and procedures, delegates authority, and assigns responsibilities for effective management and use of agency committees. This order implements Order DOT 1120.3B, Committee Management Policy and Procedures.
2. **DISTRIBUTION.** This order is distributed to division level in Washington, regions, and centers.
3. **CANCELLATIONS.** This revision cancels:
 - a. Order 1110.30B, Committee Management, dated August 30, 1982.
 - b. Annual Committee Report (RIS: MS 1110-1).
4. **EXPLANATION OF CHANGES.** This revision:
 - a. Deletes the requirement for each office and service to submit an Annual Committee Report to Washington headquarters. Each office, service, region, and center shall continue to complete an annual review of committee activities as described in paragraph 90.
 - b. Updates and clarifies procedures, documentation, and reporting requirements for each committee.
 - c. Emphasizes that committees must be documented through the FAA directives system.
 - d. Contains new procedures for chartering advisory committees and overseeing activities of advisory committees.
 - e. Includes guidelines and instructions on consulting with State, local, and tribal governments.
 - f. Covers the exemption from the Federal Advisory Committee Act for certain rulemaking committees and the requirements of the Lobbying Disclosure Act which may apply to members of rulemaking committees.
 - g. Provides information on labor-management partnerships should FAA's labor-management committee include non-Federal members.
 - h. Modifies the understanding that an advisory committee member is no longer assumed to be a representative of a particular interest or party. If the member does not represent a particular interest or party, the member must be appointed as a special government employee, and financial disclosure forms are required.
 - i. Contains procedures for complying with Executive Order 12838, Termination and Limitation of Federal Advisory Committees, which calls for a stringent General Services Administration and Office of Management and Budget (OMB) review of all proposed advisory committees. Each office planning to sponsor an advisory committee must show a "compelling need" to establish a new committee.
 - j. Includes information pertaining to OMB Circular No. A-135, Management of Federal Advisory Committees. This circular requires each Federal agency to submit an annual report on current and proposed Federal advisory committees.

- k. Expands and clarifies the definition of a subcommittee.
- l. States that planned use of contractual support for an advisory committee must be indicated in the committee charter.
- m. States the advisory committees meetings will be held in Washington, D.C., and in a Federal building. A regional or center advisory committee would hold meetings in a Federal building at the region or center.
- n. Includes information when an FAA employee serves on the board of a nonprofit organization as part of the employee's official duty.

5. REPORT ON FEDERAL ADVISORY COMMITTEES. An Annual Report on Federal Advisory Committees is due each year. Each office responsible for an advisory committee prepares the report for the committee which the office sponsors. The Office of Business Information and Consultation prepares a consolidated report for FAA.

6. EXCLUSIONS. This order does not apply to:

- a. Any FAA internal or interagency ad hoc committee which is intended to have a life of less than 6 months and whose formal establishment is not otherwise deemed necessary.
- b. Any board, council, or panel which is part of the formal line or staff structure of the Department as published in appropriate organization manuals and/or is staffed entirely within a single DOT administration or bureau for the routine conduct of day-to-day business; e.g., Contract Appeals Board and Sole Source Advisory Board, or is established in accordance with regulations of another Government agency; e.g., Federal Executive Boards and Regional Councils.
- c. Any local, regional, or national committee or organization established to disseminate information or to render a public service other than giving advice or making recommendations to a Federal agency or official and for which the Federal Government provides no continuing funding or other support or control; e.g., Combined Federal Campaign.
- d. Any committee composed wholly of representatives of State or local agencies or charitable, religious, educational, civic, social welfare, or other similar nonprofit organizations.
- e. Any committee, council, board, or commission which is established to render advice to State or local officials or agencies.
- f. Any committee which is deemed necessary for FAA operations and is established as a result of regulations promulgated by other Federal agencies shall meet the requirements of those regulations; e.g., OSHA regulations for certified Occupational Safety and Health Committees.

7. PROPER USE OF COMMITTEES. A committee is a formally constituted group of individuals or representatives of organizations with collective responsibility who are appointed to consider, investigate, study, advise, or make recommendations through their chairperson to a designated Federal official. The proper use of committees can provide benefits that are clearly best attained through group deliberations and from a variety of opinions. Improper use of a committee can waste resources, delay action, result in undesirable compromise, and operate to the detriment of management's decisionmaking process.

8. **OBJECTIVES.** The objectives of committee management are to:

- a. **Monitor** the establishment of, participation in, and use of committees.
- b. **Prevent** committees from serving as substitutes for effective and decisive management or staff actions.
- c. **Eliminate** duplication, overlap, or fragmentation of a committee's purpose and effort by systematic management reviews.
- d. **Provide** current, responsive, and timely information on committees and their activities.
- e. **Ensure** that membership and participation conform to existing policies, regulations, orders, and laws.
- f. **Terminate** promptly any committee whose purpose has been fulfilled.

9. **POLICY.**

- a. Committees shall be established only when they afford the most expeditious, economical, and appropriate means for accomplishing the intended purpose. The committee effort must be capable of providing added strength, objectivity, and confidence to management's decisionmaking process.
- b. Committees shall be used only in an advisory capacity to management and for investigating, reporting, recommending, or providing a forum or mechanism for coordination or the exchange of information.
- c. In lieu of establishing formal committees, the use of normal organizational channels and authority, staff actions, liaison, or informal meetings is encouraged.
- d. All committee activities and the activities of individual committee members shall be conducted affirmatively to ensure equality of opportunity for all persons and avoid even the appearance of discrimination because of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or political affiliation.
- e. Committees shall not be assigned responsibility for operational functions or executive management authority.
- f. A committee or subcommittee shall not be considered formally established in FAA until it has been determined in writing by the approving authority that such a committee is necessary and in the public interest.
- g. An advisory or international committee shall not be formed or utilized by FAA unless authorized by statute, Executive order, or Presidential direction or approved by the Secretary of Transportation.
- h. Official participation of any FAA employee in any non-DOT committee shall be justified, the extent of his/her authority to represent or commit the Department or FAA clearly defined, and his/her authority and responsibilities approved in writing by an approving official.

10. CATEGORIES OF COMMITTEES.

a. **An advisory committee** is any committee, panel, task force, or similar group or any subcommittee or other subgroup thereof, which is established by statute, established or utilized by the President; or established or utilized by one or more agencies in the interest of obtaining advice or recommendations for the President or one or more agencies or officers of the Federal Government; and is not composed wholly of full-time officers or employees of the Federal Government. Appendix 1, Federal Advisory Committee Act, governs the creation and operation of Federal advisory committees.

b. **A departmental committee** is a formally established committee composed solely of FAA or DOT employees. Members may come from the Office of the Secretary of Transportation, an operating administration or bureau, or any combination of these organizations.

c. **An internal committee** is composed solely of FAA employees.

d. **An interagency committee** formed by an agency of the Government is composed wholly of employees of more than one department or agency.

e. **An international committee** is composed of representatives of foreign governments, industries, or organizations, usually established as a result of a treaty or agreement between the United States and a foreign government or by legislation. Participation, sponsorship, and establishment are dictated by treaty, agreement, or legislation.

f. **A non-Government committee** is sponsored by any organization not a part of the Federal Government.

11. CATEGORIES OF INDIVIDUALS.

a. **The approving official** is the OST or FAA official having authority to approve committee actions, e.g., establish, modify, extend, or terminate committees and to appoint members. The Administrator submits a recommendation to the Secretary concerning an FAA advisory committee member.

b. **An alternate member (or alternate)** is an individual officially appointed and authorized to act for a member in that member's absence.

c. **The chairperson** is the presiding officer of the committee appointed to direct its efforts to the effective completion of its assigned tasks.

d. **The committee management officer** is the official designated with the responsibility for committee management within his/her organization. The Director of Business Information and Consultation serves as the FAA Committee Management Officer.

e. **The committee secretary** is the individual designated to assist the chairperson in discharging his/her responsibility for preparing and distributing agenda, minutes, reports, and correspondence and for maintaining records.

f. **The committee sponsor** is the individual designated by the approving official to be responsible for the committee.

g. A consultant serves as an advisor, giving views or opinions on specific problems or programs, but neither performs nor supervises agency operating functions and is not a Federal employee.

h. An ex officio member is an individual whose membership is designated by position or title rather than by name. This individual serves as a member only while an incumbent of such a position.

i. The designated Federal official or the executive director of the committee is the FAA official providing staff support to an advisory committee. This official must call and attend meetings, approve agenda, adjourn meetings when it is in the public interest, serve as chairperson when directed by the committee sponsor, and monitor the committee's meetings and progress.

j. A liaison officer (office) is the individual or organizational element designated to act as the coordinator or contact for non-DOT committees, organizations, or groups that wish to exchange information or coordinate staff actions.

k. A member is an individual (or representative of a member organization) duly appointed to attend and participate in committee meetings and may, within prescribed limits, represent his/her organization. Membership need not include voting privileges.

l. An observer is an individual, other than a member or alternate (member), designated or invited by the chairperson to attend committee meetings when matters of special interest are to be considered.

m. A facilitator is an individual from within or outside the Federal Government who serves as an impartial mediator to assist in reconciling opposing interests and viewpoints among committee members.

12. AUTHORITIES AND RESPONSIBILITIES.

a. The Secretary or the Deputy Secretary will:

(1) Approve proposals for the establishment, modification, extension, or termination of:

- (a) Departmental committees concerned with policy matters.
- (b) Advisory and interagency committees sponsored by DOT.

(2) Approve the designation of:

- (a) Membership for FAA advisory committees. Paragraph 38 contains procedures for approval of advisory committee members.
- (b) Departmental representatives on advisory committees sponsored by other agencies.
- (c) Membership for Departmental committees concerned with policy matters. The proposed membership list should accompany the establishing document.

(d) Departmental representatives to interagency committees sponsored by other agencies established at the Secretarial level or sub-Cabinet level when these representatives act on behalf of the Secretary.

(e) Departmental representatives on international committees.

(3) Execute all interagency agreements for establishment of interagency committees on a Secretarial level.

b. The Assistant Secretary for Aviation and International Policy Affairs or his/her designee coordinates with the Department of State the designation of DOT representatives to international committees and makes recommendations for approval by the Secretary.

c. Secretarial Officers may, within their functional areas of responsibility, request membership from other DOT elements on a Departmental committee.

d. The DOT General Counsel or his/her designee (includes the FAA Chief Counsel):

(1) Advises on possible conflicts of interest.

(2) Reviews statements of employment and financial interests submitted by advisory committee members and candidates for membership.

(3) Provides liaison between DOT and the Department of Justice on the application of statutes and executive orders affecting committees and their members.

(4) Provides guidance to committee management officials on compliance with the requirements of the Federal Advisory Committee Act and its implementing regulations, the Privacy Act, the Freedom of Information Act, and the Ethics Reform Act as the laws which pertain to advisory committees.

e. The Director, DOT Executive Secretariat, as the Department Committee Management Officer (DOT CMO):

(1) Develops and administers the committee management requirements for the Department and issues implementing procedures, standards, and guidelines for effective committee management.

(2) Conducts management reviews of Departmental committee activity to ensure compliance with Department committee requirements and conducts annual reviews of Departmental advisory committees.

(3) Prepares an annual report and comprehensive review of all DOT advisory committees for submission to the General Services Administration.

(4) Reviews committee action documents which require Secretarial approval.

(5) Files committee charters and renewal documents with the appropriate oversight agencies and the Congress.

(6) Maintains the central DOT committee management files.

(7) Provides guidance to committee management officials on compliance with the requirements of the laws which pertain to advisory committees.

(8) Advises FAA on the methods and procedures required for the establishment of committees and the maintenance of documentation, as required by law.

(9) Coordinates Departmental responses to requests from Members of Congress, Government agencies, and the general public for information on committees.

f. The Administrator:

(1) Recommends for Secretarial approval the establishment, modification, extension, or termination of:

(a) Departmental committees concerned with policy matters.

(b) Advisory committees.

(c) Interagency committees sponsored by DOT.

(2) Designates for Secretarial approval:

(a) Membership for advisory committees sponsored by FAA, except where the statute or committee charter specifies otherwise.

(b) Departmental representatives on advisory committees sponsored by other agencies.

(c) Membership for Departmentwide committees concerned with policy matters.

(d) Departmental representatives to interagency committees sponsored by other agencies established at the Secretarial level when these representatives act on behalf of the Secretary or represent the Department.

(e) Departmental representatives on international committees.

(3) Establishes, modifies, extends, or terminates Departmentwide committees not involving DOT policy matters and requests membership from other DOT elements in the Department.

(4) Appoints representatives to Departmentwide committees sponsored by other DOT elements, to interagency committees sponsored by the heads of other agencies immediately below the Secretarial level, and to non-Government committees.

(5) Approves the establishment, modification, extension, or termination of intra-FAA (internal) committees.

(6) Establishes, modifies, extends, or terminates interagency committees; executes written interagency committee agreements with the head of an agency immediately below the Secretary or Cabinet level (for example, Department of the Air Force, Office of Personnel Management, General Services Administration); and approves FAA representatives on such committees.

g. Associate Administrators, Assistant Administrators, and Office and Service Directors:

- (1) Recommend to the Administrator the appointment of their personnel as FAA representatives on Departmentwide, international, and advisory committees.
- (2) Approve the establishment, modification, termination, and membership of intra-FAA committees concerned with matters over which they as directors have jurisdiction. (Must receive concurrences when membership extends across other office and service or regional and center lines.)
- (3) Execute any written interagency committee agreement with another Federal agency where the signer for the other agency occupies a parallel-level position and approve their representatives on such committees.
- (4) Approve participation by their employees on non-DOT-sponsored committees.
- (5) Designate a committee management officer.
- (6) Conduct a review of committee activities of their employees.

h. Heads of Regions and Centers:

- (1) Approve the establishment, extension, termination, and membership of intra-FAA (internal) committees sponsored by their organizations but may delegate authority to establish committees sponsored by, and composed solely of committee members of, a single division, field office, or field facility.
- (2) Execute any written interagency agreement with the regional director of another Government agency relating to the establishment of a committee and spelling out its charter.
- (3) Approve, or authorize division managers or their designees to approve, participation by their employees in non-DOT committees.
- (4) Designate a committee management officer.
- (5) Establish procedures and standards to govern committee activities within their areas of jurisdiction.
- (6) Review and evaluate the activities and continuing need for each committee which employees of their organizations chair or co-chair and those non-DOT committees in which their employees participate.
- (7) Cooperate with the regional administrators of the other operating administrations in the coordination and solution of matters of mutual interest. This may be accomplished by liaison activity or through committee activity.

i. **FAA Committee Management Officer.** The Director of Business Information and Consultation serves as the FAA Committee Management Officer and in this capacity:

(1) Reviews committee charters and activities to ensure compliance with the requirements of this order and those prescribed by the DOT Committee Management Officer.

(2) Develops any supplementary procedures which may be necessary to establish and operate an effective committee management program within FAA.

(3) Advises Washington headquarters elements on committee matters and reviews committee action documents before transmittal to approving authorities.

(4) Provides guidance on Federal advisory committee requirements.

(5) Maintains a record of FAA's advisory committees.

(6) Coordinates activities with the DOT Committee Management Officer.

(7) Develops reports required by the DOT Committee Management Officer.

j. **Committee Sponsor:**

(1) Initiates committee action documents including required reports.

(2) Provides staff, secretarial, and other support services.

(3) Serves as the principal responsible official for the committee.

(4) Complies with the requirements of this order and those prescribed by the FAA Committee Management Officer.

13. AUTHORITY TO ISSUE CHANGES TO THIS ORDER. The Director of Business Information and Consultation may issue changes to this order necessary to implement and manage the committee management system. The Administrator reserves the authority to approve changes which establish policy, delegate authority, or assign responsibility.

14.-19. RESERVED.