

Federal Advisory Committee Act (FACA) Management FY 15-16 Strategy

Briefing for the Department's Executive Directors,
Designated Federal Officials/Officers (DFOs) and Alternates

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**Homeland
Security**

Mission Statement

Our mission is to exercise control and lend oversight to all DHS FACA-related committees; equip the DFO (and ADFO) of each committee with the tools necessary to carry out their committee duties; facilitate stakeholder discussions; offer innovative solutions to FACA issues; and routinely provide the Department's senior leaders with a snapshot of the FACA program.

FACA CMO Current Staff Structure

Full-Time Employees

- Director - Traci Silas, J.D.
- Deputy Director - Victoria “Vicki” Hill
- Senior Program Analyst - Marvin Fell

Seasonal Employee

- Summer Intern - Sarah Cole

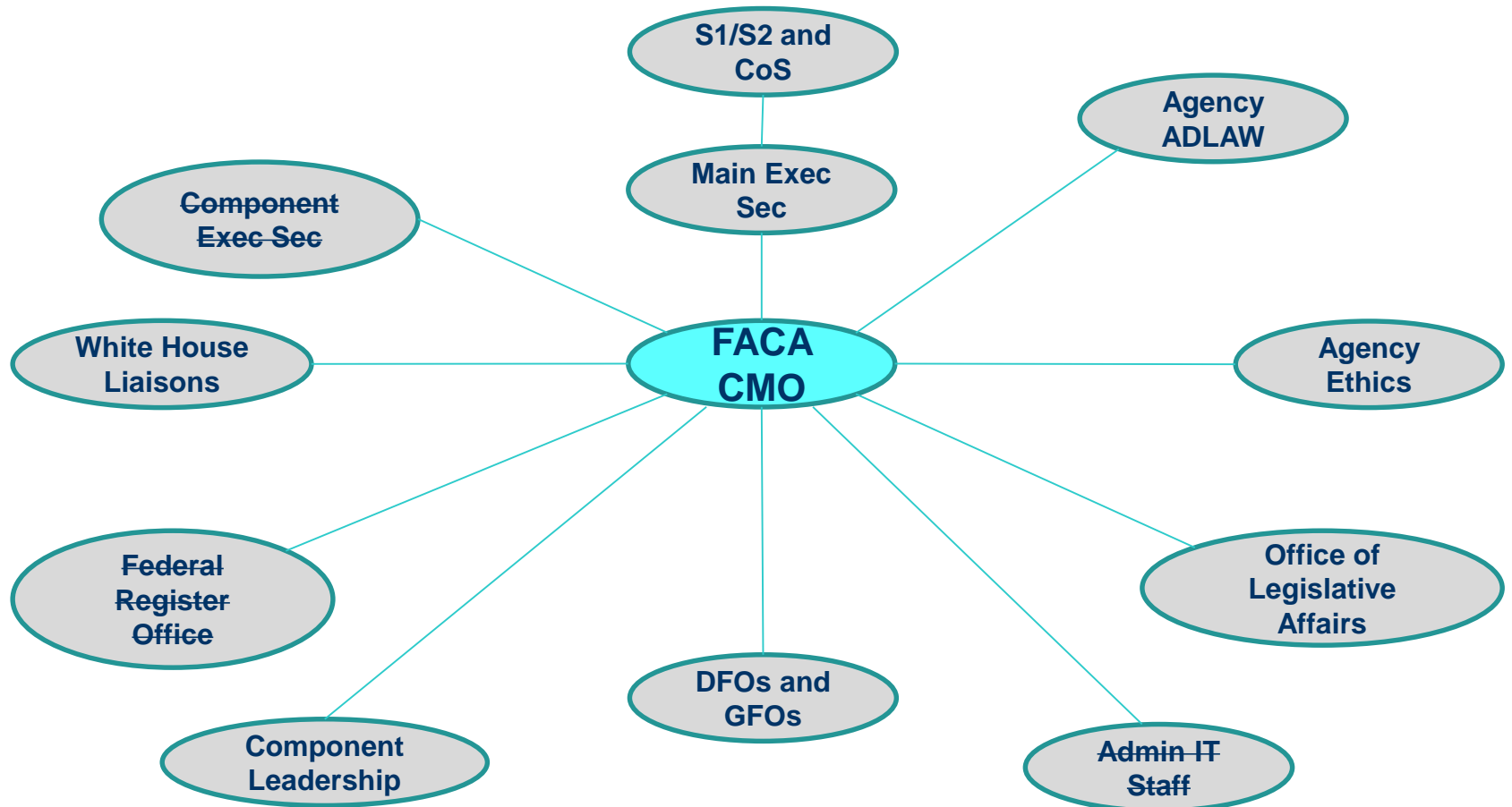
FY 15 Goals

- Increase DHS senior leadership presence at DHS FACA committee meetings
- Solidify the relationship between the FACA CMO and DFOs by scheduling an in-person meeting with each at least once per year (“CMO’s DFO Roadshow”)
- Provide a more elaborate information sharing platform for DFOs to benchmark, reduce the amount of scope overlap, and share lessons learned (“Annual DFO Summit”)

FY 16 Projections

- Continue building upon FY 15 goals
- Refresh DHS sources of instruction (directives, instructions, regulations, etc.)
- Roll out the use of the FACA Applicant Form to capture committee membership information at the time of application intake
- Benchmark and/or leverage existing automated solutions for routine FACA materials (ex: a fill-form template for charters)

“The Nucleus” For Some, Not All



Systemic FACA Concerns: Subcommittees

- New subcommittees beginning work
- Parent committee rubberstamping subcommittee recommendations
- When to terminate a subcommittee
- Selecting subcommittee members

Systemic FACA Concerns: Member Specifics

- Terms
- Balance
- Selection Criteria
- CAN NOT serve on more than one parent committee
- Attendance
- Participation

Systemic FACA Concerns: Processing Delays

- New Tasking
- Vetting
- Appointments
- Charters
- FRNs

Systemic FACA Concerns: Types of Members

Decide whether it is beneficial to have:

- Representatives
- SGEs
- Ex Officio (even within DHS)
- Combination of one or more types

FACA Authority

Quick references:

- Law: Federal Advisory Committee Act, 5 USC Appendix, 2015 Amendment (HR Bill 2347)
- Regulations: FACA Final Rule, 41 CFR 101-6 and 102-3
- DHS DFO Toolkit

Questions?

How can my office better help you? (**candid feedback encouraged**)

- Do you find the monthly CMO call helpful? Any suggestions for improvement?
- Has your committee been productive this year? Why or why not?
- Do you find it helpful to have someone from my office present at your FACA meeting(s)?
- Other questions or concerns?