

from the FPMR to the FMR and as needed thereafter, GSA will issue FMR bulletins to identify where to find information on how to do business with GSA. References include customer service guides, handbooks, brochures, Internet websites, etc.

### Subpart B—Forms

#### § 102-2.130 Where are FMR forms prescribed?

In any of its parts, the FMR may prescribe forms and the requirements for using them.

#### § 102-2.135 How do agencies obtain forms prescribed by the FMR?

For copies of the forms prescribed by in the FMR, do any of the following:

(a) Write to us at: General Services Administration, National Forms and Publications Center (7CPN), Warehouse 4, Dock No. 1, 501 West Felix Street, Fort Worth, TX 76115.

(b) Send e-mail messages to: NFPC@gsa-7FDepot.

(c) Visit our web site at: [www.gsa.gov/forms/forms.htm](http://www.gsa.gov/forms/forms.htm).

### Subpart C—Plain Language Regulatory Style

#### § 102-2.140 What elements of plain language appear in the FMR?

The FMR is written in a “plain language” regulatory style. This style is easy to read and uses a question and answer format directed at the reader, active voice, shorter sentences, and, where appropriate, personal pronouns.

#### § 102-2.145 To what do pronouns refer when used in the FMR?

Throughout its text, the FMR may contain pronouns such as, but not limited to, we, you, and I. When pronouns are used, each subchapter of the FMR will indicate whether they refer to the reader, an agency, GSA, or some other entity. In general, pronouns refer to who or what must perform a required action.

## PART 102-3—FEDERAL ADVISORY COMMITTEE MANAGEMENT

### Subpart A—What Policies Apply To Advisory Committees Established Within the Executive Branch?

Sec.

102-3.5 What does this subpart cover and how does it apply?

102-3.10 What is the purpose of the Federal Advisory Committee Act?

102-3.15 Who are the intended users of this part?

102-3.20 How does this part meet the needs of its audience?

102-3.25 What definitions apply to this part?

102-3.30 What policies govern the use of advisory committees?

102-3.35 What policies govern the use of subcommittees?

102-3.40 What types of committees or groups are not covered by the Act and this part?

APPENDIX A TO SUBPART A OF PART 102-3—KEY POINTS AND PRINCIPLES

### Subpart B—How Are Advisory Committees Established, Renewed, Reestablished, and Terminated?

102-3.45 What does this subpart cover and how does it apply?

102-3.50 What are the authorities for establishing advisory committees?

102-3.55 What rules apply to the duration of an advisory committee?

102-3.60 What procedures are required to establish, renew, or reestablish a discretionary advisory committee?

102-3.65 What are the public notification requirements for discretionary advisory committees?

102-3.70 What are the charter filing requirements?

102-3.75 What information must be included in the charter of an advisory committee?

102-3.80 How are minor charter amendments accomplished?

102-3.85 How are major charter amendments accomplished?

APPENDIX A TO SUBPART B OF PART 102-3—KEY POINTS AND PRINCIPLES

### Subpart C—How Are Advisory Committees Managed?

102-3.90 What does this subpart cover and how does it apply?

102-3.95 What principles apply to the management of advisory committees?

102-3.100 What are the responsibilities and functions of GSA?

102-3.105 What are the responsibilities of an agency head?

## § 102-3.5

- 102-3.110 What are the responsibilities of a chairperson of an independent Presidential advisory committee?
- 102-3.115 What are the responsibilities and functions of an agency Committee Management Officer (CMO)?
- 102-3.120 What are the responsibilities and functions of a Designated Federal Officer (DFO)?
- 102-3.125 How should agencies consider the roles of advisory committee members and staff?
- 102-3.130 What policies apply to the appointment, and compensation or reimbursement of advisory committee members, staff, and experts and consultants?

APPENDIX A TO SUBPART C OF PART 102-3—  
KEY POINTS AND PRINCIPLES

### **Subpart D—Advisory Committee Meeting and Recordkeeping Procedures**

- 102-3.135 What does this subpart cover and how does it apply?
- 102-3.140 What policies apply to advisory committee meetings?
- 102-3.145 What policies apply to subcommittee meetings?
- 102-3.150 How are advisory committee meetings announced to the public?
- 102-3.155 How are advisory committee meetings closed to the public?
- 102-3.160 What activities of an advisory committee are not subject to the notice and open meeting requirements of the Act?
- 102-3.165 How are advisory committee meetings documented?
- 102-3.170 How does an interested party obtain access to advisory committee records?
- 102-3.175 What are the reporting and recordkeeping requirements for an advisory committee?

APPENDIX A TO SUBPART D OF PART 102-3—  
KEY POINTS AND PRINCIPLES

### **Subpart E—How Does This Subpart Apply to Advice or Recommendations Provided to Agencies by the National Academy of Sciences or the National Academy of Public Administration?**

- 102-3.180 What does this subpart cover and how does it apply?
- 102-3.185 What does this subpart require agencies to do?

APPENDIX A TO SUBPART E OF PART 102-3—  
KEY POINTS AND PRINCIPLES

AUTHORITY: Sec. 205(c), 63 Stat. 390 (40 U.S.C. 486(c)); sec. 7, 5 U.S.C., App.; and E.O. 12024, 3 CFR, 1977 Comp., p. 158.

SOURCE: At 66 FR 37733, July 19, 2001, unless otherwise noted.

## 41 CFR Ch. 102 (7-1-04 Edition)

### **Subpart A—What Policies Apply to Advisory Committees Established Within the Executive Branch?**

#### **§ 102-3.5 What does this subpart cover and how does it apply?**

This subpart provides the policy framework that must be used by agency heads in applying the Federal Advisory Committee Act (FACA), as amended (or “the Act”), 5 U.S.C., App., to advisory committees they establish and operate. In addition to listing key definitions underlying the interpretation of the Act, this subpart establishes the scope and applicability of the Act, and outlines specific exclusions from its coverage.

#### **§ 102-3.10 What is the purpose of the Federal Advisory Committee Act?**

FACA governs the establishment, operation, and termination of advisory committees within the executive branch of the Federal Government. The Act defines what constitutes a Federal advisory committee and provides general procedures for the executive branch to follow for the operation of these advisory committees. In addition, the Act is designed to assure that the Congress and the public are kept informed with respect to the number, purpose, membership, activities, and cost of advisory committees.

#### **§ 102-3.15 Who are the intended users of this part?**

(a) The primary users of this Federal Advisory Committee Management part are:

(1) Executive branch officials and others outside Government currently involved with an established advisory committee;

(2) Executive branch officials who seek to establish or utilize an advisory committee;

(3) Executive branch officials and others outside Government who have decided to pursue, or who are already engaged in, a form of public involvement or consultation and want to avoid inadvertently violating the Act; and

(4) Field personnel of Federal agencies who are increasingly involved with