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aware of the group or entity the Department has appointed them to represent.

- (8) Ensure that no SGE serves more than 60 days, including all such appointments, in a fiscal year.
- (9) Prepare all advisory committee proposal packages, including the required justifications and recommendations for—
 - (a) establishment of new committees, (the proposed DFO prepares the establishment package);
 - (b) renewal of existing advisory committees; and
 - (c) appointment, reappointment, and/or rotation/retirement of individuals to serve or who have served on DOE advisory committees.
- (10) In coordination with the head of his/her Departmental element is responsible for—
 - (a) ensuring SGEs complete appropriate financial disclosure reports;
 - (b) distributing written ethics and conflict of interest guidance, scheduling oral briefings, and/or other consultations with GC to ensure compliance with ethics and conflict of interest statutes and provisions, including, among other things, such matters as conflicting financial or other interests of members and member recusal;
 - (c) notifying and consulting with GC on any problems arising from the ethical and conflict of interest statutes and provisions applicable to advisory committee members;
 - (d) ensuring availability of funding for, and a quorum of, advisory committee members' attendance at meetings and that members have a continuing interest in the work of the committees; and
 - (e) monitoring advisory committee members' attendance and participation at meetings and determining recommendation of replacement of members missing a substantial number of meetings and/or not showing an interest in the work of the committee.
- (11) Ensure that detailed minutes of meetings are prepared and the information specified in 41 CFR 102-3.165 is included.

- (g) A statement of whether the members will be selected for their expertise or in a representational capacity. Members serving as experts must be appointed as SGEs and may be compensated if approved by the Secretary or directed by law. Members serving as representatives act on behalf of the group or entity specifically identified in their appointment letter. Should compensation for SGE members be proposed, the Action Memorandum will contain a statement of the basis for the proposal. Regardless of whether the members will be serving for their expertise or as representatives, there must be a statement of whether they are to receive travel expenses and per diem.
 - (h) A recommendation by name or position title, of the DOE employee who will serve as the Designated Federal Officer (DFO).
- (2) A proposed charter for the advisory committee containing the information in accordance with FACA Section 9(c) and required by 41 CFR 102-3.75(a).
 - (3) A proposed Federal Register “Notice of Intent to Establish” the advisory committee containing the information required in 41 CFR 102-3.65 and an additional statement providing the name and phone number of the individual to contact for more information on the committee.
 - (4) Discussion of the consultation, with the proposed charter, to the Director of the GSA CM Secretariat, containing the information required by 41 CFR 102-3.60.
- b. Concurrence and Approval Procedures. The concurrence and approval procedures for the proposal package are as follows.
- (1) The head of the Departmental element proposing establishment approves and signs the proposal package after ensuring that all required information and documentation is included and all required intraoffice concurrences have been obtained.
 - (2) The proposal package is forwarded to the CMO for review and concurrence and to the Secretary through the offices listed below for the required concurrence and approval chain. All concurrences are retained as part of the official file copy.
 - (a) Assistant General Counsel for General Law.
 - (b) Director of Management.
 - (c) Office of the Executive Secretariat, for correspondence control through the Office of the Secretary.

Board (WB), or other] positions that are part of or supportive to the committee, including all overtime related to committee functions.

NOTE: Compensation should reflect all (actual or estimated) person-years, or parts thereof, of Federal positions devoted to a particular committee's activities. It should also include the compensation of Federal employees assigned to committees, on a reimbursable or nonreimbursable basis, from Agencies or departments other than that to which the committee reports.

- (2) Benefits associated with compensation.
 - (3) Travel (including per diem) of committee members, consultants, all permanent positions, and all temporary or part-time positions that are part of or supportive to the committee.
 - (4) Transportation of equipment, display material, etc., communications, and printing and reproduction.
 - (5) Rent for additional space acquired for committee use.
 - (6) Other services required by the committee, including data processing services, management studies and evaluations, contractual services, and reimbursable services.
 - (7) Supplies, materials, and equipment acquired for committee use.
- b. The following costs should be excluded from estimates or reports of the costs of advisory committees:
- (1) indirect (overhead) costs and
 - (2) costs of the committee management system (Agency Committee Management Officers, etc.).

