

Military Family Readiness Council – 01 October 2009
Federal Advisory Committee Primer

- Federal Advisory Committee meetings are required to be open to the public, with limited exceptions.
- Designated Federal Officers must approve all meetings, agendas and attend all meetings, including subcommittee meetings.
- Detailed minutes are kept and must be signed and posted to the GSA/FACA website within 90 days.
- All Advisory Committee documents must be available for public inspection.
 - This includes emails that involve discussion of the Council's deliberations! Please CC CDR Skinner on all such correspondence.
- Advisory Committee records must be maintained which will fully disclose costs for the purpose of GAO audits and the GSA Annual report.