Federal Advisory Committee (FAC) Membership Balance Plan

Please read the Federal Advisory Committee Membership Balance Plan Guidance prior to completing this form

GENERAL SERVICES ADMINISTRATION

(1) FEDERAL ADVISORY COMMITTEE NAME

State the legal name of the FAC

Governmentwide Travel Advisory Committee (GTAC)

(2) AUTHORITY

Identify the authority for establishing the FAC

The GTAC is a discretionary advisory committee established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App 2.

(3) MISSION/FUNCTION

Describe the mission/function of the FAC

GSA Office of Governmentwide Policy, Office of Asset and Transportation Management, Travel and Relocation Policy Office (MAE) establishes policy that governs most non-uniformed Federal employees on temporary duty travel through the Federal Travel Regulation (FTR). All Federal travelers are entitled to fair reimbursement for travel expenses from their agencies, (5 U.S.C., Chapter 57, Subchapter I), and are required to follow the rules and policies in FTR Chapters 300 and 301.

The purpose of GTAC is to review existing travel policies, processes, and procedures that are accountable and transparent, beginning with the per diem methodology to aid in meeting Federal agency missions in an effective and efficient manner at the lowest logical travel cost. Through the review process, the GTAC will address current industry and Federal travel trends and provide advice and recommendations for improvements to increase travel efficiency and effectiveness, reduce costs, promote sustainability, and incorporate industry best practices.

It is in the public interest to establish, under the provisions of the FACA, the GTAC. The GTAC provides an opportunity for travel industry leaders, and other qualified individuals, to offer their expert advice and recommendations to GSA, which among other things, is responsible for the development and implementation of the FTR which prescribes the policies for travel by Federal civilian employees and others authorized to travel at Government expense. These views will be offered to the Administrator of General Services on a regular basis. There exists no other source within the Federal Government that could serve this function.

(4) POINTS OF VIEW

Based on understanding the purpose of the FAC,

- (a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;
- (b) consider indentifying an anticipated relative distribution of candidates across the categories; and
- (c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members

Nominations for membership will be solicited through the Federal Register, requests to relevant associations and contacts with individuals having the requisite experience to determine experts in travel policy in order to meet the criteria for membership.

In selecting members, GSA will consider candidates representing a broad range of interest related to Government-wide travel, including, but not limited to, Federal agency travel managers, hoteliers, rental car companies, airline companies, travel and lodging associations, convention and visitors bureaus, state and local Government representatives, as well as corporations. GSA will consider the differing perspectives and breadth of collective experience needed to address the GSA's charge. The GTAC anticipates meeting by electronic means (e.g. telephone, videoconference, webcast, etc.,) approximately twelve (12) times during a 12-month period, or as needed and approved by the Designated Federal Officer (DFO).

GSA will consider nominations of all qualified individuals to ensure that the Committee includes the areas of travel subject matter expertise needed. Individuals may nominate themselves or other individuals. Potential candidates may be asked to provide detailed information concerning financial interests that might be affected by recommendations of the Committee to permit evaluation of possible sources of conflicts of interest.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

The other balance factors that the GSA identified as important for GTAC membership include:

Independence - The GTAC should be independent from the undue influence of its constituency.

Human Resources - The Federal support staff for GTAC and the GTAC members should be highly knowledgeable in all areas relevant to Government travel.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process
- (b) identify the agency key staff involved (by position, not name)
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and
- (d) state the membership term limit of FAC members, if applicable

The Designated Federal Officer (DFO) will solicit candidates through public announcements including notices in the Federal Register, requests to relevant associations and contacts with individuals having the requisite experience to determine experts in travel policy in order to meet the criteria for membership.

The DFO will develop a list of candidates that will be provided to an Appointment Panel comprised of individuals from GSA's Office of Government-wide Policy, Office of Asset and Transportation Management for consideration. The panel will interview the most qualified candidates and make recommendations for evaluation by the Deputy Associate Administrator, Office of Asset and Transportation Management (MA) (for relevant expertise/knowledge) and the Office of General Counsel (for appropriate membership designation).

Formal letters of invitation to serve on the GTAC will be extended by the Administrator of General Services.

If a vacancy occurs during the life of the GTAC, the DFO will review the initial candidate list, identify the best qualified candidates to replace the lost point of view, and initiate the review process as described above. GSA will make every effort to fill membership vacancies no later than 30 days after the position is vacated. GTAC members will be appointed for a two-year term with the possibility of a one-year extension.

The GTAC shall consist of up to 15 members, including the Chair and may be comprised of Regular Government Employees, Special Government Employees, and Representatives. Members of the GTAC shall be chosen to ensure objectivity and balance, and reduce the potential for conflict of interest.

The GTAC will be chaired by a member selected by GSA.

No person who is a Federally-registered lobbyist may serve on the GTAC.

Membership on the GTAC is limited to the individuals appointed and is non-transferrable.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different *This is relevant to those agencies that require their subcommittees to follow all FACA requirements.

The process that will be used to determine advisory committee member balance for the parent Federal advisory committee will be used for any subcommittees that may be created.

(8) OTHER

Provide any additional information that supports the balance of the FAC

Additional steps, as necessary, will be taken to ensure a balanced membership on the GTAC.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

October 31, 2012