



**THE SECRETARY OF HEALTH AND HUMAN SERVICES**  
WASHINGTON, D.C. 20201

**CHARTER**

**ADVISORY COMMITTEE TO THE DIRECTOR,  
CENTERS FOR DISEASE CONTROL AND PREVENTION**

**Authority**

The Advisory Committee to the Director, Centers for Disease Control and Prevention, was established under Section 222 of the Public Health Service Act (42 U.S.C. § 217a), as amended. The committee is governed by the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C. App., which sets forth standards for the formation and use of advisory committees.

**Objective and Scope of Activities**

The Secretary, Department of Health and Human Services (HHS); the Assistant Secretary for Health; and by delegation, the Director, Centers for Disease Control and Prevention (CDC), are authorized under Sections 301 and Section 311 of the Public Health Service Act, [42 U.S.C. Sections 241 and 243] as amended to: (1) conduct, encourage, cooperate with, and assist other appropriate public authorities, scientific institutions, and scientists in the conduct of research, investigations, experiments, demonstrations, and studies relating to the causes, diagnosis, treatment, control, and prevention of physical and mental diseases, and other impairments; (2) assist States and their political subdivisions in the prevention of infectious diseases and other preventable conditions, and in the promotion of health and well-being; and (3) train State and local personnel in health work.

**Description of Duties**

The Advisory Committee to the Director, CDC, shall advise the Secretary, HHS, and the Director, CDC, on policy and broad strategies that will enable CDC to fulfill its mission of protecting health through health promotion, prevention, and preparedness. The committee recommends ways to prioritize CDC's activities, improve results, and address health disparities. It also provides guidance to help CDC work more effectively with its various private and public sector constituents to make health protection a practical reality.

### **Agency or Official to Whom the Committee Reports**

The Committee reports to the Secretary, HHS, and Director, CDC.

### **Support**

Management and support services shall be provided by the Office of the Director, CDC.

### **Estimated Annual Operating Costs and Staff Years**

Estimated annual cost for operating the committee, including compensation and travel expenses for members, but excluding staff support, is \$313,766. Estimate of annual person-years of staff support required is 2.23, at an estimated annual cost of \$301,129.

### **Designated Federal Officer**

CDC will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each committee meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO will approve and prepare all meeting policies and agendas, call all of the committee and subcommittee meetings, adjourn any meeting when the DFO deems adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the committee reports. The DFO or his/her designee shall be present at all meetings of the full committee and subcommittees.

### **Estimated Number and Frequency of Meetings**

Meetings shall be held approximately two times per year at the call of the DFO, in consultation with the Chair.

Meetings shall be open to the public except as determined otherwise by the Secretary, HHS, or other official, to whom the authority has been delegated, in accordance with the Government in the Sunshine Act [5 U.S.C. Section 552b(c)] and Section 10(d) of the Federal Advisory Committee Act. Notice of all meetings shall be given to the public.

### **Duration**

Continuing.

### **Termination**

Unless renewed by appropriate action, the Advisory Committee to the Director, CDC, will terminate two-years from the date this charter is filed.

### **Membership and Designation**

The committee shall consist of 15 members, including the Chair, selected by the Secretary. At least 12 members shall be knowledgeable in areas pertinent to the CDC mission, such as health policy, public health, global health, preparedness, preventive medicine, the faith-based and community-based sector, and allied fields. Three members may be representatives of the general public. Members shall be deemed Special Government Employees.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. Terms of more than two years are contingent upon the renewal of the committee by appropriate action prior to its termination. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

### **Subcommittees**

Subcommittees composed of members and nonmembers of the parent committee may be established with the approval of the Secretary, HHS, or the Director, CDC. The subcommittees must report back to the parent committee and do not provide advice or work products directly to the agency. The Department Committee Management Officer will be notified upon establishment of each subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

### **Recordkeeping**

The records of the committee, established subcommittees, or other subgroups of the committee, shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. §552.

### **Filing Date**

February 1, 2016

APPROVED:

JAN 29 2016

Date

  
Sylvia M. Burwell

Sylvia M. Burwell