

CALL FOR RECOMMENDATIONS FOR THE CLINICAL LABORATORY IMPROVEMENT ADVISORY COMMITTEE

CDC is happy to receive recommendations at any time of the year for candidates to fill upcoming vacancies on the Clinical Laboratory Improvement Advisory Committee (CLIAC). Information regarding CLIAC is available at the following website: <http://wwwn.cdc.gov/cliac/default.aspx>

Member Selection

Selection of members is based on candidates' qualifications to contribute to the accomplishment of CLIAC's objectives stated in the Committee charter. The U.S. Department of Health and Human Services (HHS) policy stipulates that committee membership be balanced in terms of professional training and background, points of view represented, and the committee's function.¹ Consideration is given on the basis of geographic, ethnic and gender representation. Nominees must be U.S. citizens, and cannot be full-time employees of the U.S. Government. Current participation on federal workgroups or prior experience serving on a federal advisory committee does not disqualify a candidate; however, Department policy is to avoid excessive individual service on advisory committees and multiple committee memberships.

A review of all candidates is conducted each fall, with final selection of the candidates to be made by the Secretary, HHS. Selected candidates will be notified of their appointment near the start of the upcoming term. Note that the need for different expertise varies from year to year and a candidate who is not selected in one year may be reconsidered in a subsequent year.

Time and Travel Commitment

- 4 year term
- Approximately 2 meetings per year in Atlanta
- Meetings occur in the spring and fall of each year and dates are posted at the CLIAC website.
- Travel costs and meals are reimbursed at government rates; a small stipend is provided

Submission of Candidate Information

Interested candidates, or the person/organization recommending a candidate, should submit the following items:

- Current *curriculum vitae*, including complete contact information and credentials (telephone numbers, mailing address, e-mail address)
- Optional: Letter(s) of recommendation from person(s) not employed by the U.S. Department of Health and Human Services²

All files must be submitted electronically as e-mail attachments to:

Ms. Nancy Anderson c/o CLIAC Secretariat e-mail: CLIAC@cdc.gov

If you have any questions regarding these procedures, please call Ms. Nancy Anderson at 404-498-2741, or via email at nla0@cdc.gov.

Please share this call for recommendations with others who are interested.

¹ General Administration Manual Chapter 9 (GAM-9) 9-00-70, Nomination, Selection and Appointment of Federal Advisory Committee Members: http://www.hhs.gov/hhsmanuals/gam/part_nine.html

² Candidates may submit letter(s) from current HHS employees if they wish, but at least one letter must be submitted by a person *not* employed by HHS (e.g., CDC, NIH, and FDA etc.).