



**CHARTER**  
**of the**  
**Advisory Committee on Breast Cancer in Young Women**

**Authority**

The Advisory Committee on Breast Cancer in Young Women was established pursuant to Section 399NN of the Public Health Service Act, [42 U.S.C. §280m], as amended. The committee is governed by the provisions of Public Law 92-463, as amended (5 U.S.C. App), which sets forth the standards for the formation and use of advisory committees.

**Objectives and Scope of Activities**

The Secretary, Department of Health and Human Services (HHS), acting through the Director, Centers for Disease Control and Prevention (CDC), under Section 399NN of the Public Health Service Act, is authorized to develop evidence-based initiatives to advance understanding and awareness of breast cancer among young women (particularly those at heightened high risk for developing breast cancer); to establish and conduct public and health care professional education activities, to conduct prevention research and to support the dissemination of evidence-based age appropriate messages and materials.

**Description of Duties**

The Advisory Committee on Breast Cancer in Young Women shall provide advice and guidance to the Secretary, HHS, the Assistant Secretary for Health, HHS, and the Director, CDC, regarding the formative research, development, implementation and evaluation of evidence-based activities designed to prevent breast cancer (particularly among those at heightened risk) and promote the early detection and support of young women who develop the disease. The advice provided by the committee will assist in ensuring scientific quality, timeliness, utility, and dissemination of credible appropriate messages and resource materials.

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

The Advisory Committee on Breast Cancer in Young Women shall provide advice and guidance to the Secretary, HHS; the Assistant Secretary for Health; HHS, and the Director, CDC.

### **Support**

Management and support services shall be provided by the Division of Cancer Prevention and Control, National Center for Chronic Disease Prevention and Health Promotion.

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

Estimated annual cost for operating the committee, including compensation and travel expenses for members but excluding staff support, is \$48,656. Estimate of annual person-years of staff support required is 1.35 at an estimated annual cost of \$155,865.

### **Designated Federal Officer**

CDC will select a fulltime or permanent part-time Federal employee to serve as the Designated Federal Official (DFO) to attend each 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 agendas, call all of the committee and subcommittee meetings, adjourn any meeting when the DFO determines 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 twice 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. §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 prior to its expiration, the charter for the Advisory Committee on Breast Cancer in Young Women will expire two years from the date it's filed.

### **Membership and Designation**

The Advisory Committee on Breast Cancer in Young Women shall consist of 15 members, including the Chair. Members and the Chair shall be selected by the Director, CDC and shall include organizations and individuals with expertise in breast cancer, disease prevention, early detection, diagnosis, public health, social marketing, genetic screening and counseling, treatment, rehabilitation, palliative care, and survivorship in young women, or in related disciplines with a specific focus on young women. Members shall be deemed Special Government Employees.

The committee shall also consist of non-voting ex-officio members of Federal agencies including the Agency for Healthcare Research and Quality, the National Institutes of Health, the Health Resources and Services Administration, the Indian Health Service, the Office on Women's Health, and the Department of Defense, and such other agencies as the Secretary deems necessary for the committee to effectively carry out its functions. There also shall be non-voting liaison representatives of organizations such as the American Cancer Society; the American Congress of Obstetricians and Gynecologist; Avon; the Black Women's Health Imperative; Young Survival Coalition; Tigerlily Foundation; FORCE; Bright Pink; Breast Cancer Network of Strength; Breastcancer.org; Living Beyond Breast Cancer; LIVESTRONG; the National Patient Advocate Foundation; Sister's Network; Susan G. Komen for the Cure; Sharsheret; Stupid Cancer; and such other non-voting liaison representatives as the Secretary deems necessary for the Committee to effectively carry out its functions. Liaisons shall be deemed representatives.

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 four 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 may be established from time to time with the approval of the Director, CDC or designee. 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 and any established subcommittees of the committee shall be managed in accordance with General Records Schedule 26, Item 2 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**

June 17, 2014

Approved:

5/28/14  
Date

  
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Director  
Management Analysis and Services Office