CHAPTER
of the
BREAST AND CERVICAL CANCER EARLY DETECTION AND CONTROL
ADVISORY COMMITTEE

Authority

The Breast and Cervical Cancer Early Detection and Control Advisory Committee was
established pursuant to Section 222 of the Public Health Service Act, (42 U.S.C. §217a), as
amended. The committee is governed by the provisions of Public Law 92-463, as amended (5
U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

Objectives and Scope of Activities

The Secretary, Department of Health and Human Services (HHS), and by delegation, the
Director, CDC, are authorized under Section 301 [42 U.S.C. Section 241 and Section 311 [42
U.S.C. Section 243] of the Public Health Service Act, as amended, to: (1) assist States and their
political subdivisions in the prevention of diseases and other preventable conditions, and in
promoting health and well-being; (2) train State and local personnel in public health work; and
(3) advise and inform agencies of the Public Health Service (and other appropriate Federal state
and local agencies) on activities of the National Breast and Cervical Cancer Early Detection
Program conducted to prevent or detect cancer early, and reduce mortality from breast and
cervical cancer in the United States.

Description of Duties

The Breast and Cervical Cancer Early Detection and Control Advisory Committee shall provide
advice and guidance to the Secretary, HHS, and the Director, CDC, regarding the early detection
and control of breast and cervical cancer. The committee shall make recommendations regarding
national program goals and objectives; implementation strategies; program priorities, including
surveillance, epidemiologic investigations, education and training, information dissemination,
professional interactions and collaborations, and policy.

Agency or Official to Whom the Committee Reports

The Breast and Cervical Cancer Early Detection and Control Advisory Committee shall provide
advice and guidance to the Secretary, HHS; and the Director, CDC.
Support

Management and support services shall be provided by the National Center for Chronic Disease Prevention and Health Promotion, CDC.

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 $23,887. Estimate of annual person-years of staff support required is .30 at an estimated annual cost of $28,348.

Designated Federal Officer

CDC will select a fulltime or permanent part-time Federal employee to serve as the Designated Federal Officer (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

Termination

Unless renewed by appropriate action prior to its expiration, the Breast and Cervical Cancer Early Detection and Control Advisory Committee will terminate two years from the date it’s filed.
Membership and Designation

The Breast and Cervical Cancer Early Detection and Control Advisory Committee shall consist of 14 members, including the Chair, selected by the Secretary, HHS, or designee: 12 shall be knowledgeable in the field of medicine, including public health, behavioral science, epidemiology, radiology, pathology, clinical medical care, health education, and surveillance; and two may be representatives of the general public with personal experience in issues related to breast or cervical cancer early detection and control. These non-federal voting members shall be deemed Special Government Employees (SGE).

The committee shall also consist of voting ex-officio members or designees: the Commissioner, Food and Drug Administration; the Administrator, Centers for Medicare and Medicaid Services; the Administrator, Health Resources and Services Administration; the Director, Indian Health Service; the Director, National Institutes of Health; the Director, Office on Women's Health; and such additional officials of the United States Government as the Secretary, HHS deems necessary for the committee to effectively carry out its functions.

SGE 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. 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 of the parent committee and other subject matter experts may be established with the approval of the Secretary, HHS or his/her designee. 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 and any established subcommittees 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.
September 12, 2018

Filing Date

Approved:

Sept 11, 2018
Date

Chief Operating Officer
Office of the Chief Operating Officer