

General Services Administration

Acquisition Policy Federal Advisory Committee Charter

1. **Committee's Official Designation.** General Services Administration Acquisition Policy Federal Advisory Committee (GAP FAC).
2. **Authority.** The GAP FAC is a discretionary advisory committee being established by the Administrator of the U.S. General Services Administration (GSA) under agency authority in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App 2.
3. **Objectives and Scope of Activities.** As America's buyer, GSA is uniquely positioned to enable a modern, accessible, and streamlined acquisition ecosystem and a robust marketplace connecting buyers to the suppliers and businesses that meet their mission needs. The GAP FAC will assist GSA in this endeavor through expert advice on a broad range of innovative solutions to acquisition policy, workforce, and industry partnership challenges.
4. **Description of Duties.** The GAP FAC will serve as an advisory body to GSA on how it can use its acquisition tools and authorities to target the highest priority Federal acquisition challenges. The initial focus for the GAP FAC will be on driving regulatory, policy, and process changes required to embed climate and sustainability considerations in Federal acquisition and enabling the acquisition workforce to effectively use sustainability as a critical element in the evaluation and source selection process. The GAP FAC will advise GSA on emerging acquisition issues, challenges, and opportunities to support its role as America's buyer.
5. **Agency or Official to Whom the Committee Reports.** The GAP FAC will advise the Administrator of General Services.
6. **Support.** Support for the GAP FAC will be provided by GSA's Office of Government-wide Policy.
7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual fiscal year costs to operate the GAP FAC is approximately \$1,008,500. The estimated full-time equivalent staff is 3.
8. **Designated Federal Officer.** GSA will designate a permanent full-time or part-time Federal staff member of the Office of Governmentwide Policy to serve as the Designated Federal Officer (DFO), as well as an alternate DFO. The DFO will schedule, approve or call all meetings of the GAP FAC and its subcommittees, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public's best interest, and chair meetings when directed to do so by the GSA Administrator.

- 9. Estimated Number and Frequency of Meetings.** The GAP FAC will meet approximately four times per fiscal year.
- 10. Duration.** The need for the GAP FAC is expected to be continuing with charter renewals.
- 11. Termination.** The GAP FAC will terminate 2 years from the date of the charter filing, unless renewed prior to expiration. However, GSA will assess the need for this committee annually.
- 12. Membership and Designation.** The GAP FAC shall be composed of no less than ten (10) and no more than thirty (30) Federal and non-Federal members, with a strong background and expertise in such areas as acquisition, small business, science, manufacturing, policy, management, engineering, academia, technology, law, State, local and tribal governments, independent associations or councils, and appropriate industry sectors. All members will be appointed by the GSA Administrator. Members will serve one (1) to three (3) year terms. No member will serve for more than six consecutive years. Members will be designated as Regular Government Employees (RGEs), Representative members, or Special Government Employees (SGEs), as appropriate.
- 13. Subcommittees.** GSA may establish subcommittees, task forces, or working groups as necessary to support the work of the GAP FAC. All subcommittee members, which may be existing GAP FAC members, shall be appointed by and serve at the pleasure of the Administrator.
- Subcommittees may not work independently of the GAP FAC and must present their work to the GAP FAC for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the GAP FAC and may not report directly to the Federal Government or any other entity. Subcommittees are subject to all requirements of FACA, including, but not limited to, open meetings, advance public notice, meeting minutes, and recordkeeping.
- 14. Recordkeeping.** The records of the committee, or subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 and other approved agency records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. Filing Date: July 6, 2022



Robin Carnahan, Administrator

6/8/2022

Date