



## CHARTER

### ADVISORY COMMITTEE ON TRAINING IN PRIMARY CARE MEDICINE AND DENTISTRY

1. Committee's Official Designation: The Committee shall be known as the Advisory Committee on Training in Primary Care Medicine and Dentistry (ACTPCMD or "Advisory Committee").
2. Authority: The ACTPCMD is required by section 749 (42 U.S.C. § 293l) of the Public Health Service (PHS) Act. The Advisory Committee is governed by provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C. App. 2), as amended.
3. Objectives and Scope of Activities: The ACTPCMD provides advice and recommendations on policy and program development and other matters of significance to the Secretary of Health and Human Services (Secretary) concerning medicine and dentistry activities under section 747 of the PHS Act, as it existed upon the enactment of Section 749 of the PHS Act in 1998, and is responsible for preparing and submitting an annual report to the Secretary and Congress describing the activities of the Committee, including findings and recommendations made by the Committee concerning activities under section 747 of the PHS Act, as it existed upon the enactment of Section 749 of the PHS Act in 1998. In addition, the Advisory Committee develops, publishes, and implements performance measures and guidelines for longitudinal evaluations for programs under Part C of Title VII of the PHS Act, as well as recommends appropriation levels for programs under this part.
4. Description of Duties: The ACTPCMD shall:
  - (1) provide advice and recommendations to the Secretary concerning policy and program development and other matters of significance concerning medicine and dentistry activities under section 747 of the PHS Act, as it existed upon the enactment of Section 749 of the PHS Act in 1998;
  - (2) prepare and submit to the Secretary; the Committee on Health, Education, Labor and Pensions of the Senate; and the Committee on Energy and Commerce of the House of Representatives, an annual report describing the activities of the Advisory Committee, including findings and recommendations made by the Committee concerning medicine and dentistry activities under section 747 of the PHS Act, as it existed upon the enactment of Section 749 of the PHS Act in 1998;
  - (3) develop, publish, and implement performance measures for programs under Part C of Title VII of the PHS Act;

- (4) develop and publish guidelines for longitudinal evaluations (as described in section 761(d)(2) (42 U.S.C. § 294n(d)(2)) for programs under Part C of Title VII of the PHS Act; and
- (5) recommend appropriation levels for programs under Part C of Title VII of the PHS Act.
5. Agency or Official to Whom the Committee Reports: The ACTPCMD provides advice and recommendations to the Secretary. The ACTPCMD prepares and submits annual reports to the Secretary; the Committee on Health, Education, Labor and Pensions of the Senate; and the Committee on Energy and Commerce of the House of Representatives.
  6. Support: Management and support services are provided by the Bureau of Health Workforce of the Health Resources and Services Administration (HRSA).
  7. Estimated Annual Operating Costs and Staff Years: The estimated annual cost for operating the ACTPCMD, including compensation and travel expenses for members but excluding staff support, is \$86,145. Estimated staff support required is 1.07 FTE years at an estimated annual cost of \$174,494.
  8. Designated Federal Officer (DFO): A permanent full-time or permanent part-time federal employee, appointed in accordance with Agency procedure, will serve as the Designated Federal Officer (DFO) and ensure that all procedures are within applicable statutory, regulatory, and Health and Human Services General Administration Manual directives. The DFO approves and prepares all meeting agendas, calls all Advisory Committee and subcommittee meetings, attends all Advisory Committee and subcommittee meetings, adjourns any meeting when the DFO determines adjournment to be in the public interest, and chairs meetings when directed to do so by the Secretary. In the event that the DFO cannot fulfill the assigned duties of the committee, one or more full-time or permanent part-time employees will be assigned as DFO and carry out these duties on a temporary basis.
  9. Estimated Number and Frequency of Meetings: The ACTPCMD shall meet not less than two times each calendar year. Each meeting must be called or approved by the DFO. Meetings shall be open to the public except as determined otherwise by the Secretary or designee in accordance with the Government in the Sunshine Act (5 U.S.C. § 552b(c)) and the Federal Advisory Committee Act of 1972 (5 U.S.C. App. 2), as amended. Notice of all meetings shall be given to the public. Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and departmental regulations.
  10. Duration: Continuing.
  11. Termination: Unless renewed by appropriate action prior to its expiration, the ACTPCMD charter will terminate two years from the date the charter is filed.
  12. Membership and Designation: The ACTPCMD consists of at most 17 members appointed by the Secretary for a term of three years. The Secretary shall ensure a fair balance between

the health professions, that at least 75 percent of the members of the Advisory Committee are health professionals, a broad geographic representation of members, a balance between urban and rural members, and an adequate representation of women and minorities. Members shall be appointed based on their competence, interest, and knowledge of the mission of the professions involved. Members on the committee may include, but are not limited to, representatives from the disciplines of: family medicine, general internal medicine, general pediatrics, preventive medicine, physician assistants, general dentistry, pediatric dentistry, public health dentistry, and dental hygiene. At least one member on the committee shall be an allopathic physician and at least one member shall be an osteopathic physician. Members are appointed as Special Government Employees. A quorum is a majority of the members who have been appointed to the Advisory Committee.

13. Subcommittees: Standing and ad hoc subcommittees, composed of members of the parent committee, may be established with the approval of the Secretary or designee to perform specific functions within the ACTPCMD's jurisdiction. Subcommittees must report back to the parent Advisory Committee, and do not provide advice or work products directly to the Department or HRSA. The Department's Committee Management Officer will be notified upon the establishment of each subcommittee and will be provided information on the subcommittee's name, membership, function, and estimated frequency of meetings.
14. Recordkeeping: Records of the Advisory Committee, subcommittees, or other subgroups of the Advisory Committee, shall be handled in accordance with General Records Schedule 6.2, 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.
15. Filing Date: March 24, 2021

Approved:

March 5, 2021  
Date

/S/ Diana Espinosa  
Diana Espinosa  
Acting Administrator  
Health Resources and Services Administration