

US EPA ARCHIVE DOCUMENT

**Questionnaire for Feedback on the
Overall Effectiveness of a FACA Committee
DFO Assessment**

Background

This questionnaire is designed to obtain a DFO perspective on the overall effectiveness of a FACA committee by examining a FACA committee's outputs. Agency staff will use this information to better understand what is working well and what improvements could be made to make this FACA process more successful. Thanks in advance for taking time to fill out the questionnaire. We value your input!

1. Name of Advisory Committee _____

2. Goals of Advisory Committee _____

3. Over the past 6 months, please describe the key outputs you have received from this advisory committee (e.g., reports, recommendations, minutes, etc.) in the following table and then rate them on the following measures: timeliness, relevance to your agency's needs, quality, and completeness.

	Very dissatisfied	Dissatisfied	Somewhat dissatis.	Somewhat satisfied	Satisfied	Very satisfied	Don't know
Output 1:							
a) Timeliness	1	2	3	4	5	6	7
b) Relevance to your agency's needs	1	2	3	4	5	6	7
c) Quality	1	2	3	4	5	6	7
d) Completeness	1	2	3	4	5	6	7

Very dissatisfied
 Dissatisfied
 Somewhat dissatis.
 Somewhat satisfied
 Satisfied
 Very satisfied
 Don't know

Output 2:

a) Timeliness	1	2	3	4	5	6	7
b) Relevance to your agency's needs	1	2	3	4	5	6	7
c) Quality	1	2	3	4	5	6	7
d) Completeness	1	2	3	4	5	6	7

Output 3:

a) Timeliness	1	2	3	4	5	6	7
b) Relevance to your agency's needs	1	2	3	4	5	6	7
c) Quality	1	2	3	4	5	6	7
d) Completeness	1	2	3	4	5	6	7

Output 4:

a) Timeliness	1	2	3	4	5	6	7
b) Relevance to your agency's needs	1	2	3	4	5	6	7
c) Quality	1	2	3	4	5	6	7

Output 5:

a) Timeliness	1	2	3	4	5	6	7
b) Relevance to your agency's needs	1	2	3	4	5	6	7
c) Quality	1	2	3	4	5	6	7
d) Completeness	1	2	3	4	5	6	7

Overall, how satisfied are you with the outputs over the past 6 months? 1 2 3 4 5 6 7

4. Do you plan to implement any of the findings of the advisory committee?

___ all (skip to #6) ___ most ___ some ___ a few ___ none

5. If you did not answer "all" in #6, please explain why you do not plan to implement all of the findings: _____

6. Please provide any additional comments or suggestions for improving the FACA committee's usefulness or effectiveness:

Date completed: _____

**Please return your completed questionnaire to an EPA official before you leave.
Thank you for helping EPA improve its public involvement practices.**

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