**OFFICE OF THE SECRETARY OF DEFENSE**
**1950 DEFENSE PENTAGON**
**WASHINGTON, DC 20301-1950**

ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR SPECIAL ASSISTANT TO THE DEPUTY SECRETARY OF DEFENSE

SUBJECT: Charter Renewal – Defense Business Board

The charter for the Defense Business Board is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

(a) Ensuring that the Defense Business Board's Designated Federal Officer (DFO) attends all the meetings;

(b) Ensuring that the DFO and the Board fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;

(c) Providing adequate support to the Board and its membership;

(d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;

(e) Ensuring that neither the Defense Business Board's membership is unduly or inappropriately influenced by federal employees or any special interest;

(f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquires.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.

Michael L. Rhodes
Acting Director