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

ADMINISTRATION AND
MANAGEMENT

February 1, 2008

Library of Congress
Federal Advisory Committee Desk
Government Documents Section
101 Independence Avenue, S.E.
Washington, D.C. 20540

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Western Hemisphere Institute for Security Cooperation Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Senate Committees on Armed Services, Appropriations; and the House Committees on Armed Services, and Appropriations.

Sincerely,

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

1 Enclosure
As stated

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

ADMINISTRATION AND
MANAGEMENT

February 1, 2008

The Honorable Ike Skelton
Chairman
Committee on Armed Services
U.S. House of Representatives
2120 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Western Hemisphere Institute for Security Cooperation Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services, Appropriations; and the House Committee on Appropriations.

Sincerely,

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

1 Enclosure
As stated

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

ADMINISTRATION AND
MANAGEMENT

February 1, 2008

The Honorable Robert C. Byrd
Chairman
Committee on Appropriations
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Western Hemisphere Institute for Security Cooperation Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services; and the House Committees on Armed Services, Appropriations.

Sincerely,

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

1 Enclosure
As stated

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

ADMINISTRATION AND
MANAGEMENT

February 1, 2008

The Honorable Carl Levin
Chairman
Committee on Armed Services
United States Senate
228 Russell Senate Office Building
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Western Hemisphere Institute for Security Cooperation Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Appropriations; and the House Committees on Armed Services, and Appropriations.

Sincerely,

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

1 Enclosure
As stated

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

ADMINISTRATION AND
MANAGEMENT

February 1, 2008

The Honorable David R. Obey
Chairman
Committee on Appropriations
U.S. House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Western Hemisphere Institute for Security Cooperation Board of Visitors, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Committees on Armed Services, Appropriations; and the House Committees on Armed Services.

Sincerely,

James D. Freeman II
Deputy Committee Management Officer
for the Department of Defense

1 Enclosure
As stated

CHARTER
WESTERN HEMISPHERE INSTITUTE
FOR SECURITY COOPERATION BOARD OF VISITORS

A. Official Designation: The Committee shall be known as the Western Hemisphere Institute for Security Cooperation Board of Visitors (hereafter referred to as the Board).

B. Objectives and Scope of Activity: The Board, under the provisions of 10 U.S.C. § 2166(e), and the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Secretary of the Army, independent advice and recommendations on matters pertaining to the operations and management of the Institute. Under the provisions of 10 U.S.C. § 2166(e) the Board shall:

1) Inquire into the curriculum instruction, physical equipment, fiscal affairs, and academic methods of the Institute, other matters relating to the Institute that the Board decides to consider, and any other matter that the Secretary of Defense determines appropriate;
2) Review the curriculum to determine whether it adheres to U.S. doctrine, complies with applicable U.S. laws and regulations, and is consistent with U.S. policy goals towards the Western Hemisphere; and
3) Determine whether the Institute emphasizes human rights to include the rule of law, due process, civilian control of the military, and the role of the military in a democratic society.

C. Board Membership: As prescribed by 10 U.S.C. § 2166(e)(1), the thirteen-member Board shall be composed of:

1) Two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or their designees);
2) Two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or their designees);
3) One person designated by the Secretary of State; the senior military officer responsible for training and education in the U.S. Army (or designee); the Commander, U.S. Southern Command (or designee); and
4) Six persons designated by the Secretary of Defense including, to the extent practicable, persons from academia, religious institutions, and human rights communities.

Board Members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Those Board Members appointed by the Secretary of Defense shall be appointed for a two-year term, which may be extended for an additional term of two years, and with the exception of travel and per diem for official travel, they shall serve without compensation.

Whenever possible, appointments shall be staggered to avoid complete turnover of Board Members at any one time. In addition, the Board may be assisted by non-voting subject matter experts or consultants. These consultants are designated at the request of the Board by the Secretary of the Army with concurrence of the Secretary of Defense.

D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Board meetings is two per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer shall attend all Board and subcommittee meetings.

The Board shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Board nor can they report directly to the Department of Defense or any Federal officers or employees who are not Board Members.

E. Duration: The need for this advisory function is on a continuing basis, but its charter is subject to renewal every two years.

F. Agency Support: The Department of Defense, through the Secretary of the Army, shall provide administrative and support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with reporting requirements of 5 U.S.C., Appendix, as amended.

G. Termination Date: The Board shall terminate upon recession of 10 U.S.C. § 2166(e).

H. Operating Costs: It is estimated that the total annual operating costs, to include staff salaries, travel costs and meeting and contract support is approximately $125,000.00 and 2.0 Full-Time Equivalent (FTE).

I. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

J. Filing Date: February 1, 2008