CHARTER
U.S. DEPARTMENT OF STATE
BUREAU OF OVERSEAS BUILDINGS OPERATIONS
INDUSTRY ADVISORY GROUP

1. Committee's Official Designation

Industry Advisory Group (hereinafter, "IAG").

2. Authority

The IAG is established under the general authority of the Secretary and the Department of State as set forth in Title 22 of the United States Code ("U.S.C."), in particular Section 2651a of that Title, and the Foreign Service Buildings Act (P.L. 69-186). The IAG is also established in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix. The approval of this Charter by the Under Secretary of State for Management constitutes a determination by the Secretary that establishment of this Committee is in the public interest.

3. Objectives and Scope of Activities

The purpose of the IAG shall be to serve the Bureau of Overseas Buildings Operations (OBO) Director (hereinafter referred to as the "Director") and OBO staff in an advisory capacity with respect to industry and academia's latest concepts, methods, best practices, innovations and ideas related to property management that are applicable to OBO's vital mission to provide safe, secure and functional facilities that represent the U.S. government to the host nation and support our staff in the achievement of U.S. foreign policy objectives.

4. Description of Duties

The IAG shall be comprised of persons with extensive knowledge and experience in the areas of property management, including research and development, acquisition and sales, design, engineering, construction, historic preservation the environment, seismic issues, emergency operations, security, planning, operations and maintenance, and program development. The creation of this Group emphasizes OBO's commitment to providing efficient processes and optimal solutions. The functions of the IAG shall be advisory and any determination or action to be taken on the basis of Group counsel shall be made by appropriate officers of the U.S. government.

5. Agency or Official to Whom the Committee Reports

The IAG shall report to the Director, Overseas Buildings Operations.

6. Support

All funding necessary for the organization and operation of the IAG shall be provided by OBO. Support functions for the operation of the IAG shall be provided by OBO and other offices as required.

7. Estimated Annual Operating Costs and Staff Years

The members of the IAG may be allowed travel and per diem expenses to the extent authorized by 5 U.S.C. Sec. § 5703. IAG members may also be entitled to an honorarium equivalent to eight hours of pay at the GS-15, step-10 salary level. The estimated operating costs of the IAG are approximately $165,000 per fiscal year plus the cost of one 0.75 FTE (full-time equivalent).

8. Designated Federal Officer

The Director shall appoint the DFO. In the absence of the DFO, an alternate qualifying DFO, appointed by the Director, must be present and perform all functions as required. A full-time or permanent part-time employee, appointed by the Department of State, will serve as the DFO. The DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will 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 interest, and chair meetings when necessary.

9. Estimated Number and Frequency of Meetings

It is anticipated that the IAG shall meet annually to provide the advice as requested by the Director. No quorum is required. All IAG meetings shall be open to the public up to the limits of the capacity of the meeting room, unless the Department has made a determination in accordance with Section 10(d) of FACA that a meeting or a portion of a meeting should be closed to the public. Timely notice of each IAG meeting, stating the name of the IAG, the time, place, and purpose of the meeting, a summary of the agenda, and whether the meeting is open to the public, shall be published in the Federal Register. Such notice shall be given at least 15 days in advance of the meeting date, except when shorter notice is authorized in exceptional circumstances.

10. Duration

The IAG will operate on a continuing basis.

11. Termination

The IAG shall terminate two years from the date of the filing of this Charter, unless it is renewed or extended by appropriate action prior to that date. The Secretary of State shall consider the views of the Director in making a renewal or extension determination.

12. Membership and Designation

a. Membership of the IAG shall include no more than 35 U.S. public members, who shall not be regular U.S. government employees, to be appointed by the Director. The public members will be members of professional organizations and trade groups that are involved in property management issues and have expertise in the general areas listed in paragraph 4, and who have a professional interest in OBO's vital mission. Each member shall serve as a representative of the firm or company by whom he or she is employed. Members shall serve two-year terms, although the Director may, at her or his sole discretion, remove or replace members at any time.

b. Expertise of the members: See paragraph 4.

c. IAG members may not be citizens of, or dual U.S. citizens with, the following countries: Belarus, Cuba, Iran, North Korea, People's Republic of China, Russia, Venezuela or Vietnam. Members who have bonds of affection with, or business/financial interests within, the listed countries must provide that information to the DFO upon identification as a member.

c. All IAG members will be required to sign a Non-Disclosure Agreement to ensure the protection of information relating to the design and construction of diplomatic facilities overseas.

d. IAG members may be required to sign a Business Agreement for the use of ProjNet, an OBO accredited web-based extranet, to facilitate review and comment on projects to which the member is assigned.

e. Designated IAG members may be required to provide information to obtain Department of State security clearances at the Secret level. Members selected for tasks requiring Secret personnel security clearances will be contacted, via e-mail, by the Department's Bureau of Diplomatic Security, Industrial Security Division (DS/IS/IND) to initiate the background investigation paperwork. When a Secret clearance has been issued by the Bureau of Diplomatic Security, the

member will be notified by the DFO regarding attendance at an initial security briefing and the responsibilities of maintaining a Department of State personnel security clearance. Any member who already possesses a current Defense Security Service (DSS) security clearance at the Secret or Top Secret level must notify the DFO. DS/IS/IND will verify the DSS security clearance and arrange for a reciprocal Department of State clearance to be issued. Loss of security clearance may be grounds for removal from the IAG.

f. The Director shall appoint an IAG Chair, who shall conduct meetings when the Director must be absent from a meeting. The Chair can designate any other IAG member to chair IAG proceedings temporarily.

13. Subcommittees

Subcommittees, if any, shall be created by the Director or other appropriate officer of the Department of State. Any subcommittees must report back to the parent committee, and must not provide advice or work products directly to the Department of State. The Director has established Subcommittee Terms of Reference.

14. Recordkeeping

The records of the IAG shall consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings. The records shall be handled in accordance with General Records Schedule 26, Item 2. These records shall be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. Sec. § 552, at OBO.

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date.

Approved: Patrick F. Kennedy
Patrick F. Kennedy
Under Secretary of State for Management

Date: August 27, 2015

Filing Date: Sept. 1. 2015

TERMS OF REFERENCE
U.S. DEPARTMENT OF STATE
BUREAU OF OVERSEAS BUILDINGS OPERATIONS
INDUSTRY ADVISORY GROUP SUBCOMMITTEES

1. Formation of Subcommittees

Subcommittee meetings shall be formed at the discretion of the Director of the Bureau of Overseas Buildings Operations (OBO) on an ad hoc basis to respond to a need for expertise in a particular industry related area or to address a specific project issue.

Each member will be knowledgeable in one or more aspects of the subject matter to be addressed and at least one member of each subcommittee will be drawn from the Industry Advisory Group. Members will serve at the discretion of the Director of OBO.

These subcommittee meetings will be referred to hereinafter as "Industry Advisory Reviews." Industry Advisory Reviews (IAR) will include, but are not limited to, architecture, interior design, construction, facility maintenance, sustainability, project planning and development, real estate, and project programs. The Designated Federal Officer (DFO), or alternate, shall attend each IAR meeting.

Subcommittee members may be required to obtain a Secret level security clearance to perform duties associated with design, construction, or program reviews. Members selected for tasks requiring Secret personnel security clearances will be contacted, via e-mail, by the Department's Bureau of Diplomatic Security, Industrial Security Division (DS/IS/IND), to initiate the background investigation paperwork. When a Secret clearance has been issued by the Bureau of Diplomatic Security, the member will be notified by the DFO regarding attendance at an initial security briefing and the responsibilities of maintaining a Department of State personnel

security clearance. Any member who already possesses a current Defense Security Service (DSS) security clearance at the Secret or Top Secret level must notify the DFO. DS/IS/IND will verify the DSS security clearance and arrange for a reciprocal Department of State clearance to be issued. Loss of security clearance may constitute removal from the IAG.

2. Frequency and Duration of Meetings

IAR's shall not be limited on meeting frequency and will operate on a continuing basis as required and at the discretion of the OBO Director. Meetings will be held as necessary, based on the need. IAR meetings are not meetings of the Industry Advisory Group, and will not be open to the public.

3. Objectives and Scope of Activities

The purpose of the IAR shall be to provide advice and opinions to the Industry Advisory Group on issues related to property management that are applicable to OBO's mission to provide safe, secure and functional facilities that represent the U.S. government to the host nation and support our staff in the achievement of U.S. foreign policy objectives. The IARs will provide advice or recommendations to the chartered advisory committee, and not directly to the Department.

4. Estimated Operating Costs

Members of the IAR will be entitled to an honorarium equivalent to eight hours of pay at the GS-15, Step-10 salary level. Members will be allowed travel and per diem expenses to the extent authorized by 5 U.S.C. §5703.

Approved: _____
Lydia Muniz, Director
Bureau of Overseas Buildings Operations

Date: 11 AUG 2015