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

ADMINISTRATION AND
MANAGEMENT

April 7, 2008

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Board of Visitors National Defense University

Recently, the Department of Defense renewed the charter for the Board of Visitors National Defense University (Attached).

The Designated Federal Officer (DFO) and the National Defense University, has requested a modification to the current charter, to include the Secretary of Defense appointment of 3 federal ex officio members: (1) the Under Secretary of Defense for Personnel and Readiness; (2) the Assistant Secretary of Defense for Networks and Information Integration; and (3) the Department of State Director General. The CMO office in consultation with the Office of the Department of Defense General Counsel, has rewritten the charter to comply with this request (Attached).

Prior to filing the committee's modified charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectively requests that the Committee Management Secretariat review and approve the charter.

If you should have any questions about this charter, please contact me at (703) 601-6128.

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

2 Attachments
As stated

TAB 1

CHARTER
BOARD OF VISITORS NATIONAL DEFENSE UNIVERSITY

A. Official Designation: The Committee shall be known as the Board of Visitors National Defense University (hereafter referred to as the Board).

B. Objectives and Scope of Activities: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Chairman of the Joint Chiefs of Staff and the President of the National Defense University, independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to the National Defense University. The Chairman of the Joint Chiefs of Staff or designee may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be composed of not more than twenty-one Board Members, who are eminent authorities in the field of national defense, academia, business, national security affairs, and the defense industry. 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. Board Members shall be appointed on an annual basis by the Secretary of Defense, and shall serve no more than fifteen years on the Board.

   The Board Membership shall select the Board's Chairperson and the Co-Chairperson from the total Board Membership, and this individual shall serve at the discretion of the Chairman of Joint Chiefs of Staff or designee. Board Members shall, with the exception of travel and per diem for official travel, serve without compensation. In addition, the Chairman of the Joint Chiefs of Staff or designated representative may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

D. Board Meetings: The Board shall meet at the call of the Designated Federal Officer, in consultation with the President, National Defense University and 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 of the Board: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

F. Agency Support: The Department of Defense, through the Chairman of the Joint Chiefs of Staff and the President of the National Defense University, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.

G. Termination Date: The Board shall terminate upon completion of its mission or two years from the date of this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.

H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board is $60,000.00. The estimated personnel costs to the Department of Defense are 0.6 full-time equivalents (FTEs).

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. Charter Filed: February 28, 2008

TAB 2

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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. With exception of the federal ex officio members, Board Members shall be appointed on an annual basis by the Secretary of Defense, and shall serve no more than fifteen years on the Board.

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J. Charter Filed: February 28, 2008

K. Charter Amended: