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

ADMINISTRATION AND
MANAGEMENT

April 2, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Board of Regents of the Uniformed Services University of the Health Sciences*

Pursuant to 10 U.S.C. § 2113, the Department of Defense established the *Board of Regents of the Uniformed Services University of the Health Sciences* to assist the Secretary of Defense in carrying out the Secretary of Defense's responsibility to conduct the business of the Uniformed Services University of the Health Sciences.

The membership and terms of appointments for this non-discretionary advisory committee are prescribed by the enabling legislation. While the legislation does not provide precise objectives and scope for the Board of Regents' assistance to the Secretary of Defense, it is generally understood that this assistance generally includes advice on academic and administrative matters that are critical to the full accreditation and successful operation of the University. Specific expectations of the Under Secretary of Defense for Personnel and Readiness and of the Board of Regents are outlined, respectively, in DoD Instruction 5105.45 and in bylaws and policies developed by the Board of Regents.

Prior to filing the *Board of Regents of the Uniformed Services University of the Health Science's* 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 (attached). The Office of the General Counsel for the Department of Defense has reviewed and approved the proposed charter.

If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

for James L. Freeman

Frank M. Wilson
Committee Management Officer
for the Department of Defense

1 Attachment
Proposed Charter

CHARTER
BOARD OF REGENTS OF THE
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

A. Official Designation: This committee shall be known as the Board of Regents of the Uniformed Services University of the Health Sciences (hereafter referred to as the Board of Regents).

B. Objectives and Scope of Activities: The Board of Regents, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 10 U.S.C. § 2113, is established to assist the Secretary of Defense in an advisory capacity in carrying out the Secretary's responsibility to conduct the business of the Uniformed Services University of the Health Sciences (hereafter referred to as the University). In addition, the Board of Regents shall provide advice and recommendations on academic and administrative matters critical to the full accreditation and successful operation of the University.

The Under Secretary of Defense for Personnel and Readiness or designee is authorized to act upon the advice of the Board of Regents.

C. Board of Regents Membership: Pursuant to 10 U.S.C. § 2113(a), the Board of Regents is composed of:

- Nine persons in the fields of health and health education who shall be appointed from civilian life by the President, by and with the advice and consent of the Senate;
- The Secretary of Defense, or his designee, who shall be an ex officio member;
- The surgeons general of the uniformed services, who shall be ex officio members; and
- The Dean of the University, who shall be a nonvoting ex officio member.

The terms of office for those members appointed by the President pursuant to 10 U.S.C. § 2113(b) shall be six years except that:

- Any member appointed to fill a vacancy occurring before the expiration of the term for which his predecessor was appointed shall be appointed for the remainder of such term;
- The terms of office of the members first taking office shall expire, as designated by the President at the time of the appointment; and
- Any member whose term of office has expired shall continue to serve until his successor is appointed.

The President shall designate one appointed member of the Board of Regents to serve as Chair. Members of the Board of Regents who are not full-time or permanent part-time Federal employees shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109, and, pursuant to 10 U.S.C. §2113(e), shall receive compensation of no more than $100 per day, as determined by the Secretary of Defense, in addition to travel expenses and per diem while serving away from their place of residence.

D. Board of Regents Meetings: The Board of Regents shall meet at the call of the Designated Federal Officer, in consultation with the Chair and the President of the University. The estimated number of meetings is four 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. The Designated Federal Officer or Alternate Designated Federal Officer shall attend all Board of Regents' meetings and subcommittee meetings.

The Board of Regents is authorized to establish subcommittees and workgroups, as necessary and consistent with its mission. Board of Regents subcommittees and workgroups shall operate under the provisions of 5 U.S.C., Appendix, as amended, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended) and other appropriate Federal regulations.

Board of Regents subcommittees and workgroups shall not work independently of the Board of Regents and shall report all their recommendations and advice to the Board of Regents for full deliberation and discussion. Board of Regents subcommittees and workgroups have no authority to make decisions on behalf of the Board of Regents and may not report directly to the Department of Defense or any Federal officers or employees who are not Board of Regents members.

E. Duration and Termination of the Board of Regents: Pursuant to 10 U.S.C. § 2113(a), the need for the Board of Regents' advice is on a continuing basis; however, it is subject to renewal every two years.

F. Agency Support: The Department of Defense, through the University, shall provide support as deemed necessary for the performance of Board of Regents functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.

G. Operating Costs: It is estimated that the annual operating costs, to include travel and contract support, for this Board of Regents is $185,000.00. The estimated cost in man-years to the Department of Defense is 2.0 full-time equivalents.

H. Charter Filed: