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

ADMINISTRATION AND
MANAGEMENT

April 24, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *National Defense Intelligence College*

Pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), the Department of Defense established the *Board of Visitors Joint Military Intelligence College*. At Attachment 2 is a copy of the committee's current charter.

Recently, the Department of Defense renamed the Joint Military Intelligence College; the new name is the National Defense Intelligence College. The mission of the college's board of visitors remains unchanged; however, the Director Defense Intelligence Agency, which oversees the college, has requested that the name for the board of visitors be revised to reflect the college's new name.

The Director for Administration and Management, who exercises the Secretary of Defense's statutory and regulatory FACA authorities, concurs with this request and asks that the Committee Management Secretariat favorably consider the charter modification request (Attachment 1).

The purpose of the *Board of Visitors for the National Defense Intelligence College* (hereafter referred to as the Board of Visitors) is to provide the Secretary of Defense independent advice on matters relating to the mission of the National Defense Intelligence College.

The Department of Defense has authorized the Board of Visitors to establish subcommittees, and the Board of Visitors and its subcommittees shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in Government Act of 1976 (5 U.S.C. § 552b, as amended) and appropriate Federal regulations.

The Board of Visitors shall be comprised of no more than twelve members, and the Department of Defense, to achieve a balanced membership, will include a cross-section of experts and eminent authorities in the fields of national intelligence, defense and academia.

The Secretary of Defense approves the appointment of the members, and those who are not full-time Federal officers or employees are appointed as Special Government Employees under the authority of 5 U.S.C. § 3109.

Prior to filing the *Board of Visitors for the National Defense Intelligence College*'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 modified charter (attached). The Office of the General Counsel for the Department of Defense has reviewed and approved the proposed charter modification.

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

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

2 Attachments
As stated

CHARTER
BOARD OF VISITORS FOR THE
NATIONAL DEFENSE INTELLIGENCE COLLEGE

A. Of ficial Designation: The Committee shall be known as the Board of Visitors for the National Defense Intelligence College (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 Under Secretary of Defense for Intelligence and the Director, Defense Intelligence Agency, independent advice on matters related to mission, policy, accreditation, faculty, students, facilities, curricula, educational methods, research, and administration of the National Defense Intelligence College. The Director, Defense Intelligence Agency may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be comprised of no more than 12 members, who are distinguished members of the national intelligence community, defense, and academia. 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 with the exception of travel and per diem for official travel, shall serve without compensation. The Director, Defense Intelligence Agency shall select the Board's Chairperson.

D. Board Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and the Director, Defense Intelligence Agency, 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 (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.

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 Defense Intelligence Agency, 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 this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.

H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Board is $20,000.00. The estimated annual personnel costs to the Department of Defense are .10 full-time equivalents.

I. Charter Filed: November 27, 2005

J. Date Modified:

CHARTER
Board of Visitors, Joint Military Intelligence College

A. Of ficial Designation: The Committee shall be known as the Board of Visitors, Joint Military Intelligence College (hereafter referred to as the Board).

B. Objectives and Scope of Activities: The Board reports to the Director, Defense Intelligence Agency, and the President, Joint Military Intelligence College, and shall provide these individuals with independent advice on matters related to mission, policy, accreditation, faculty, students, facilities, curricula, educational methods, research, and administration. The Director, Defense Intelligence Agency, on behalf of the Secretary of Defense, may act upon the Board's advice and recommendations.

C. Board Membership: The membership shall be comprised of 12 members, who are distinguished members of the national intelligence community, defense, and academia. The chairperson shall be selected by the Director, Defense Intelligence Agency. The Members shall be appointed on an annual basis by the Secretary of Defense and those Members who are not Federal officers or employees shall serve as Special Government Employees. All Board Members, with the exception of travel and per diem in conjunction with official Board business, the Members shall not be compensated for their services.

D. Board Meetings: The Board shall meet at the call of the Chairperson in consultation with the Designated Federal Officer. The estimated annual number of Board Meetings is two. The Board shall be authorized to establish subcommittees as necessary to fulfill its mission.

E. Duration of the Board: The requirement for the Board is continual.

F. Agency Support: The Department of Defense, through the Joint Military Intelligence College, 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. § 6.

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

H. Operating Costs: It is estimated that the operating costs, to include travel costs and contract support, for this Board is $20,000.00. The estimated cost in man-years to the Department of Defense is .10 full-time equivalents (FTEs).

I. Charter Filed: November 27, 2005