OFFICE OF THE SECRETARY OF DEFENSE
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ADMINISTRATION AND
MANAGEMENT

APR 15 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Defense Advisory Committee on Military Personnel Testing*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Defense Advisory Committee on Military Personnel Testing* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Committee'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 proposed charter (attached). The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-601-6148.

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

Attachments
Proposed Charter

CHARTER
DEFENSE ADVISORY COMMITTEE ON MILITARY PERSONNEL TESTING

1. Committee's Official Designation: The Committee shall be known as the Defense Advisory Committee on Military Personnel Testing (hereafter referred to as "the Committee").

2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix) and 41 CFR § 102-3.50(d), established the Committee.

3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to military personnel testing, as set out in (4) below.

4. Description of Duties: The Committee shall provide the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness, with assistance and independent advice and recommendations on matters pertaining to military personnel testing. The Committee shall review the calibration of personnel selection and classification tests to ensure the accuracy of resulting scores, review relevant validation studies to ensure that the tests have utility in predicting success in technical training and on the job, review ongoing testing research and development in support of the enlistment program, and make recommendations for improvements to make the testing process more responsible to the needs of the Department of Defense and the Military Services.

   The Under Secretary of Defense for Personnel and Readiness may act upon the Committee's advice and recommendations.

5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness.

6. Support: The Department of Defense, through the Under Secretary of Defense for Personnel and Readiness, shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with requirements of the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

   Additional information and assistance, as required, may be obtained from the Military Departments and other agencies of the Department of Defense, and from the Department of Homeland Security, in the case of the U.S. Coast Guard, as appropriate.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and meeting and contract support is

approximately $77,000.00. The estimated annual DoD personnel costs are 0.7 full-time equivalents (FTE).

8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, 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 is required to be in attendance at all committee and subcommittee meetings; however, in the absence of the Designated Federal Officer, the Alternate Designated Federal Officer shall attend the meeting.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Under Secretary of Defense for Personnel and Readiness and the Chairperson. The estimated number of committee meetings is two per year.

10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

11. Termination: The Committee 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 extends it.

12. Membership and Designation: The Committee shall be comprised of not more than seven members, who are eminent authorities in the fields of educational and psychological testing. Committee members shall be appointed by the Secretary of Defense, Committee members shall serve terms of three years on the Committee, with annual appointment renewals by the Secretary of Defense.

    Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed under the authority of 5 U.S.C. § 3109, and serve as special government employees. In addition, all Committee members, with the exception of travel and per diem for official travel, shall serve without compensation.

    The Under Secretary of Defense for Personnel and Readiness shall select the Committee's chairperson from the total membership.

13. Subcommittees: With DoD approval, the Committee is authorized to establish subcommittees, as necessary and consistent with its mission. 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, and other governing Federal statute and regulations.

    Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to

make decisions on behalf of the chartered Committee; nor can they report directly to the Department of Defense or any Federal officers or employees who are not Committee members.

Subcommittee members, who are not Committee members, shall be appointed in the same manner as the Committee members.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Record Schedule 26 and governing 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).

15. Filing Date: