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

ADMINISTRATION AND
MANAGEMENT

April 2, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Advisory Committee Consultation – Defense Advisory Committee on Women in the Services

The Department of Defense intends to renew the charter for the Defense Advisory Committee on Women in the Services.

The Director for Administration and Management, as authorized by the Deputy Secretary of Defense and under the authority of 41 CFR § 102-3.50(d), has approved the Under Secretary of Defense for Personnel and Readiness' request to renew the committee's charter for two additional years. The proposed charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

Therefore, pursuant to 41 CFR § 102-3.60, the Department of Defense requests your concurrence with the proposed charter prior to filing it with the Library of Congress and the congressional oversight committees. Subsequent to your review and approval the Department of Defense will make the necessary announcements in the Federal Register.

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

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

1 Attachment
As stated

Copy to:
DHS/CMO

CHARTER

Defense Advisory Committee on Women in the Services

1. Official Designation: The Committee shall be known as the Defense Advisory Committee on Women in the Services (hereafter referred to as "the Committee").

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

3. Objectives and Scope of Activities: The Committee shall examine and advise on matters relating to women in the Armed Forces of the United States.

4. Description of Duties: The Committee, through the Under Secretary of Defense for Personnel and Readiness, shall provide independent advice and recommendations to the Secretary of Defense on matters and policies relating to women in the Armed Forces of the United States.

5. Agency or Official to Whom the Committee Reports: The Committee reports to the Secretary of Defense. Pursuant to DoD policy, the Under Secretary of Defense for Personnel and Readiness may act upon the Committee's advice and recommendations.

6. Support: The Department of Defense, through the Office of the Under Secretary of Defense for Personnel and Readiness, shall provide support necessary for the performance of the Committee's functions and shall ensure compliance with the requirements of 5 U.S.C., Appendix 2.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is $700,000.00. The estimated annual personnel costs to the Department of Defense are 9.0 full-time equivalents (FTEs).

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 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 Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year.

10. Duration: The need for this advisory function is on a continuing basis; however this charter 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 extended by the Secretary of Defense.

12. Membership and Designation: The Committee shall be composed of not more than 35 members who have experience with the military or with women's workforce issues.

    Committee members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. Those members, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees.

    Generally, Board members will be approved by the appointing authority to serve on the Board for a term of three years with approximately one-third of the membership rotating annually, to the extent possible. With the exception of travel and per diem for official travel, Board members shall serve without compensation.

    The Secretary of Defense shall designate the Committee's Chairperson.

    Pursuant to DoD rules and regulations, the Under Secretary of Defense for Personnel and Readiness may appoint additional experts and consultants to advise the Committee. These experts and consultants, appointed under the authority of 5 U.S.C. § 3109, shall have no voting rights whatsoever on the Committee or any of its subcommittees, and they shall not count toward the Committee's 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 (5 U.S.C. § 552b), and other appropriate Federal 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 Council; nor can they report directly to the any Federal officers or employees who are not Committee members

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

15. Filing Date: