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

ADMINISTRATION AND
MANAGEMENT

APR 22 2014

MEMORANDUM FOR ACTING UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

SUBJECT: Defense Advisory Committee on Women in the Services – Membership Balance Plan and Charter Renewal Approval

The membership balance plan (TAB A) and the renewed charter (TAB B) for the Defense Advisory Committee on Women in the Services ("the Committee") are approved. A copy of the Committee's charter will be provided to the Committee's Designated Federal Officer (DFO), once the Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of the General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Committee, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

(a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, under the authority of title 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed to serve as RGE members.

(b) Each member shall be notified, in writing, of the Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Committee's DFO should consult the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:

i. Notice that their appointment to serve on the Committee is without compensation, with the exception of reimbursement for official travel and per diem.
ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
iii. An explanation of the difference between serving as SGE and representative members.
iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As the Committee's DoD Sponsor, you are responsible for:

(a) Ensuring that the Committee's DFO attends all Committee and subcommittee meetings for the entire duration of each and every meeting.

(b) Ensuring that the DFO and the Committee fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.

(c) Ensuring that all work done by the Committee and its subcommittees is based upon written tasks or terms of reference assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:

i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
ii. Authority for the members of the Committee or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
iii. A budget limitation under which the Committee or its subcommittees must operate.
iv. A date by which the Committee must submit its written conclusions (advice and recommendations) to the DoD decision maker.

(d) Providing adequate support to the Committee and its subcommittees, and ensuring that the Committee and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.

(e) Ensuring that all visits to DoD installations or facilities by members of the Committee and its subcommittees are done in consultation with the Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.

(f) Ensuring that all members of the Committee and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Committee or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.

(g) Ensuring that all DoD and other Federal Agency documents provided to the Committee or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.

(h) Monitoring the implementation status of any recommendation adopted by the DoD, and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Committee's functions and reduce, where appropriate, the Committee's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure that they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

Michael L. Rhodes
Director

Attachments:
As stated

cc:
Office of the General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)