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

ADMINISTRATION AND
MANAGEMENT

June 9, 2009

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Defense Policy Board*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Defense Policy Board* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and 41 CFR § 102-3.60 through 102-3.185.

Prior to filing the Board'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 Committee Management Officer
for the Department of Defense

2 Attachments
1. Executive Director Action Memo, not dated
2. Proposed Charter

ATTACHMENT 1

OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301-2100

ACTION MEMO

DEFENSE POLICY BOARD

FOR: DEPUTY UNDER SECRETARY OF DEFENSE (PI & COS)

FROM: Ann E. Hansen, Executive Director

SUBJECT: Renewal of Defense Policy Board Charter

- The Defense Policy Board Charter expires August 3, 2009.
- The updated Charter is at Tab A. Main changes are:
  - Shortening the name of the committee from Defense Policy Board Advisory Committee to its common name of Defense Policy Board
  - Updating the Operating Costs
  - Standardizing language and format in line with the Defense Science Board (DSB) and the Defense Business Board (DBB)
- The current Charter is at Tab B.
- The current Charters of the DSB and DBB are at Tab C.

RECOMMENDATION: Approve the updated Charter.

Approve: Peter F. Verga Disapprove: _____ Other: _____

Attachment:
As stated

Prepared By: Ann Hansen, DPB, 571-9232

USP005050-09.

CHARTER
DEFENSE POLICY BOARD

A. Official Designation: The Committee shall be known as the Defense Policy Board (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 and the Deputy Secretary of Defense, through the Under Secretary of Defense for Policy, with independent, informed advice and opinion concerning matters of defense policy.

   The Board will focus on: (a) issues central to strategic DoD planning; (b) policy implications of U.S. force structure and force modernization and transformation on DoD's ability to execute U.S. defense strategy; (c) U.S. regional defense policies; and (d) any other research and analysis of topics raised by the Secretary of Defense, Deputy Secretary or Under Secretary of Defense for Policy.

   The Under Secretary of Defense (Policy) may act upon the Board's advice and recommendations.

C. Board Membership: The Board shall be comprised of no more than twenty-seven members who have distinguished backgrounds in defense and national security affairs.

   Board members appointed by the Secretary of Defense, who are not full-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. Board members will be appointed to serve a term of two years, and their consultant appointments will be renewed annually. With the exception of travel and per diem for official travel, Board members shall serve without compensation.

   The Secretary of Defense shall select the Board's Chairperson from the membership at large. In addition, the Under Secretary of Defense for Policy may appoint consultants to advise the Board and Board task forces and these individuals shall have no voting privileges.

   The chairpersons of the Defense Science Board and the Defense Business Board shall be appointed as non-voting ex-officio members of the Defense Policy Board and their appointment shall not count toward the Board's total membership.

D. Board Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and the Under Secretary of Defense for Policy. The estimated number of Board meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time Department of Defense employee, and shall be appointed in accordance with established Department of Defense policies and procedures. In addition, the Designated Federal Officer and/or Alternate 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, 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 Committee: 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 Office of the Under Secretary of Defense for Policy, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972.

Additional information and assistance, as required, may be obtained from other components of the Department of Defense with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

G. Operating Costs: It is estimated that the annual operating costs, to include staff salaries, travel costs and meeting and contract support is approximately $500,000.00. The estimated annual personnel costs to the Department of Defense are two (2) full-time equivalents (FTE).

H. 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.

I. Recordkeeping: The records of the Board 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).

J. Charter Filed:

ATTACHMENT 2

CHARTER
DEFENSE POLICY BOARD

1. Committee's Official Designation: The Committee shall be known as the Defense Policy Board (hereafter referred to as the Board).

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

3. Objectives and Scope of Activities: The Board, through the Under Secretary of Defense for Policy, shall provide the Secretary of Defense and the Deputy Secretary of Defense independent, informed advice and opinion concerning matters of defense policy.

4. Description of Duties: The Board will focus on: (a) issues central to strategic DoD planning; (b) policy implications of U.S. force structure and force modernization and transformation on DoD's ability to execute U.S. defense strategy; (c) U.S. regional defense policies; and (d) any other research and analysis of topics raised by the Secretary of Defense, the Deputy Secretary or the Under Secretary of Defense for Policy.

5. Agency or Official to Whom the Committee Reports: Pursuant to DoD policy, the Under Secretary of Defense for Policy is authorized to act upon the Board's advice and recommendations.

6. Support: The Department of Defense, through the Office of the Under Secretary of Defense for Policy, shall provide support as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirements of the Federal Advisory Committee Act of 1972.

   Additional information and assistance, as required, may be obtained from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include staff salaries (including FTEs), travel costs and meeting and contract support is approximately $500,000.00. The estimated annual DoD personnel costs are two (2) 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 and/or Alternate Designated Federal Officer shall attend all Board and subcommittee meetings.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and the Under Secretary of Defense for Policy. The estimated number of Board meetings is four 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 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.

12. Membership and Designation: The Board shall be comprised of no more than twenty-eight members who have distinguished backgrounds in defense and national security affairs.

    Board members appointed by the Secretary of Defense, who are not full-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. Board members shall serve a term of two years on the Board; however, the Secretary of Defense shall renew their appointments on an annual basis.

    The Secretary of Defense shall select the Board's Chairperson from the membership at large. In addition, the Secretary of Defense appoints the chairpersons of the Defense Business Board and the Defense Science Board as non-voting ex-officio members of the Defense Policy Board and their appointments shall not count toward the Board's total membership.

    With the exception of travel and per diem for official travel, Board members shall serve without compensation.

    The Under Secretary of Defense for Policy, according to DoD policies and procedures, may appoint consultants to advise the Board or its task forces, and these individuals shall have no voting privileges.

13. Subcommittees: With DoD approval, the Board 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, 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.

14. Recordkeeping: The records of the Board 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: