OFFICE OF THE SECRETARY OF DEFENSE
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ADMINISTRATION AND
MANAGEMENT

OCT 0 6 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Department of Defense Military Family Readiness Council*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Department of Defense Military Family Readiness Council* (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 Council'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
DEPARTMENT OF DEFENSE MILITARY FAMILY READINESS COUNCIL

1. Committee's Official Designation: The Committee shall be known as the Department of Defense Military Family Readiness Council (hereafter referred to as "the Council").

2. Authority: The Secretary of Defense, under the provisions of 10 U.S.C. § 1781a, the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), and 41 CFR § 102-3.50(a), established the Council.

3. Objectives and Scope of Activities: The Council shall review and make recommendations to the Secretary of Defense regarding the policy and plans required under 10 U.S.C. § 1781b; monitor requirements for the support of military family readiness by the Department of Defense; and evaluate and assess the effectiveness of the military family readiness programs and activities of the Department of Defense.

4. Description of Duties: The Council, no later than February 1st of each year, shall submit a report on military family readiness. Each report, at a minimum, shall include the following:

   a. An assessment of the adequacy and effectiveness of the military family readiness programs and activities of the Department of Defense during the preceding fiscal year in meeting the needs and requirements of military families.

   b. Recommendations on actions to be taken to improve the capability of the military family readiness programs and activities of the Department of Defense to meet the needs and requirements of military families, including actions relating to the allocation of funding and other resources to and among such programs and activities.

5. Agency or Official to Whom the Committee Reports: The annual report referenced in (4) above shall be submitted to the Secretary of Defense and the congressional defense committees.

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

   Additional information and assistance, as required, may be obtained by the Under Secretary of Defense for Personnel and Readiness 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 travel and contract support is approximately $5,000,000.00. The estimated annual DoD personnel costs are two 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 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 Council shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson. The Council shall meet not less than two times per year.

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

11. Termination: The Council only terminates if its statutory authorization is rescinded.

12. Membership and Designation: The Council, pursuant to 10 U.S.C. § 1781a(b), as amended by section 562 of Public Law 111-84, shall be comprised of no more than 14 members, appointed as specified below:

    a. The Under Secretary of Defense for Personnel and Readiness, who shall serve as chair of the Council.

    b. One representative of each of the Army, Navy, Marine Corps, and Air Force, who shall be appointed by the Secretary of Defense.

    c. The senior enlisted advisors of the Army, Navy, Marine Corps, and Air Force, or the spouse of a senior enlisted advisor in lieu of that Military Services' senior listed advisor.

    d. One representative from the Army National Guard or Air National Guard, who shall be appointed by the Secretary of Defense.

    e. One representative from the Army Reserve, Navy Reserve, Marine Corps Reserve or Air Force Reserve, who shall be appointed by the Secretary of Defense.

    f. Three individuals appointed by the Secretary of Defense from among representatives of military family organizations, including military family organizations that represent the Regular and Reserve Components.

With regard to membership requirements of 12b above, the Secretary of Defense has appointed the Vice Chief of Staff, U.S. Army; the Vice Chief of Naval Operations, U.S. Navy; the Vice Chief of Staff, U.S. Air Force; and the Assistant Commandant of the U.S. Marine Corps. With regard to membership requirements of 12c above, the Secretary of Defense has appointed the senior enlisted members of the Army, Navy, Air Force and Marine Corps. The appointments of these members pursuant to 12b and 12c, unless otherwise amended by the Secretary of Defense, shall remain in effect for the life of the Council, and these appointments will be based upon the specified DoD ex officio positions. Thus, Council membership of the particular individual serving as the member in a specified position shall be terminated at the conclusion of the member's qualifying status in that position. The successor in office shall assume the position as a Council member.

If the Secretary of Defense amends his standing appointment pursuant to 12c for the senior enlisted members of the Military Services to serve based upon the specified DoD ex officio positions, and the Secretary appoints a spouse of a senior enlisted member in lieu of the senior enlisted member from a particular Military Service, the spouse would be appointed as a special government employee, unless the spouse was a regular government employee in his or her own right. The appointment of special government employees shall not be for more than one year, but may be renewed. However, if a spouse of a senior listed member is appointed pursuant to 12c, such membership shall terminate at the conclusion of the senior enlisted member's tour of duty during which the spouse was appointed to the Council.

Pursuant to 10 U.S.C. § 1781a, as amended by section 562b of Public Law 111-84, individuals selected and appointed to positions covered by the membership requirements of 12d through 12f above shall serve three year terms on the Council. Representation on the Council for 12d shall alternate every three years between the Army National Guard and the Air National Guard. Representation on the Council for 12e shall rotate among the Reserve Components listed in 12d pursuant to a set rotational scheme approved by the Secretary of Defense, in consultation with the Under Secretary of Defense for Personnel and Readiness. Council membership pursuant to 12d through 12f shall terminate at the conclusion of the member's qualifying status. The successor in office shall assume the position as a Council member for the remainder of the three-year term.

Members of the National Guard and Reserve Components, who are assigned to title 10, United States Code positions, when appointed to the Council, shall serve as regular government employees.

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

The Secretary of Defense, in consultation with the Chairman of the Joint Chief of Staff and pursuant to 41 CFR § 102-3.130(g), may appoint the spouse of a senior U.S. military flag officer (military pay grade O-9 or O-10) to serve as an advisor to the Council. This senior spouse advisor shall be appointed as an expert and consultant under the authority of 5 U.S.C. § 3109, and shall serve as a special government employee, unless he or she is a regular government employee in his or her own right. As an expert and consultant under Section 3109, this senior spouse advisor shall have no voting rights on the Council or its subcommittees; nor shall this senior spouse advisor participate in the deliberations of the Council or its subcommittees.

With the exception of travel and per diem for official travel, Council members appointed as special government employees shall serve without compensation.

13. Subcommittees: With DoD approval, the Council 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 Council, and shall report all their recommendations and advice to the Council 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 Department of Defense or any Federal officers or employees who are not Council 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: