OFFICE OF THE SECRETARY OF DEFENSE
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ADMINISTRATION AND
MANAGEMENT

July 19, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *National Security Education Board*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *National Security Education Board* (attached). The Board 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 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

Attachments
Proposed Charter

CHARTER
NATIONAL SECURITY EDUCATION BOARD

1. Committee's Official Designation: The Committee shall be known as the National Security Education Board (hereafter referred to as "the Board").

2. Authority: The Secretary of Defense, under the provision of 50 U.S.C. § 1903, and the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix 2) and 41 CFR § 102-3.50(a), established the Board.

3. Objectives and Scope of Activities: The Board shall provide the Secretary of Defense, through the Undersecretary of Defense (Personnel and Readiness), independent advice and recommendations on developing the national capacity to educate U.S. citizens to understand foreign cultures, strengthen U.S. economic competitiveness, and enhance international cooperation and security, as set out in (4) below.

4. Description of Duties: The Board shall in accordance with 50 U.S.C. § 1903 (d) perform the following functions:

   a. Develop criteria for awarding scholarships, fellowships, and grants under Chapter 37 of Title 50, United States Code, including an order of priority in such awards that favors individuals expressing an interest in national security issues or pursuing a career in a national security position.

   b. Provide for wide dissemination of information regarding the activities assisted under Chapter 37 of Title 50, United States Code.

   c. Establish qualifications for students desiring scholarships or fellowships, and institutions of higher education desiring grants under Chapter 37 of Title 50, United States Code, including, in the case of students desiring a scholarship or fellowship, a requirement that the student have a demonstrated commitment to the study of the discipline for which the scholarship or fellowship is to be awarded.

   d. After taking into account the annual analyses of trends in language, international, area, and counter-proliferation studies under title 50 U.S.C. § 1906 (b)(1), make recommendations to the Secretary of Defense regarding:

      i. Which countries are not emphasized in other United States study abroad programs, such as countries in which few United States students are studying and countries which are of importance to the national security interests of the United States, and are, therefore, critical countries for the purposes of 50 U.S.C. § 1902 (a)(1)(A);

      ii. Which areas within the disciplines described in 50 U.S.C. § 1902 (a)(1)(B), relating to the national security interests of the United States are areas of study

in which United States Students are deficient in learning and are therefore, critical areas within those disciplines for the purposes of that section;

iii. Which area within the disciplines described in 50 U.S.C. §1902 (a)(1)(C), are areas in which United States students, educators, and Government employees are deficient in learning and in which insubstantial numbers of United States institutions of higher education provide training and are therefore, critical areas within those disciplines for the purposes of that section;

iv. How students desiring scholarships or fellowships can be encouraged to work for an agency or office of the Federal Government involved in national security affairs or national security policy upon completion of their education; and

v. Which foreign languages are critical to the national security interests of the United States for purposes of 50 U.S.C. §1902 (a)(1)(D) (relating to grants for the National Flagship Language Initiative) and 50 U.S.C. § 1902 (a)(1(E) (relating to the scholarship program for advanced English language studies by heritage community citizens).

e. Encourage application for fellowships under Chapter 37 of Title 50, United States Code, from graduate students having an educational background in any academic discipline, particularly in the area of science or technology;

f. Provide the Secretary of Defense biennially with a list of scholarship recipients and fellowship recipients, including an assessment of their foreign area and language skills, who are available to work in a national security position;

g. Not later than 30 days after a scholarship or fellowship recipient completes the study or education for which assistance was provided under the program, provide the Secretary of Defense with a report fully describing the foreign area and language skills obtained by the recipient as a result of the assistance; and

h. Review the administration of the program required under Chapter 37 of title 50 United States Code.

5. Agency or Official to Whom the Board Reports: The Board shall report to the Secretary of Defense through the Undersecretary of Defense (Personnel and Readiness). The Secretary of Defense, pursuant to 50 U.S.C. § 1906, shall, in compliance with the deadlines set forth in 50 U.S.C. § 1906, submit to the President and to the congressional intelligence committees an annual report of the conduct of the National Security Scholarships, Fellowships and Grants Program, which contains, at a minimum, the contents outlined in 50 U.S.C. § 1906. In preparation of his annual report, the Secretary of Defense, pursuant to 50 U.S.C. § 1906(d), shall consult the Board members and include in his report all assessments received from the Board members. Each Board member's assessment, as a minimum, shall include an assessment of hiring needs in the areas of language and area studies, and a projection of the

deficiencies in such areas. Thus, the Board's report shall contain, at a minimum, the contents outlined in 50 U.S.C. § 1906 and the topics covered by (d) – (h) above. The report shall also include each member's assessment of hiring needs in the areas of language and area studies, and a projection of the deficiencies in such areas.

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

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 $130,000.00. The estimated annual DoD personnel cost is 1.0 full-time equivalent (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 governing 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 Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson. The estimated number of Board meetings is four 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 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 extends it.

12. Membership and Designation: The Board shall be comprised of not more than 13 members. Under the provisions of title 50 U.S.C. § 1903(b) the Board members shall be composed of:

    a. The following individuals or the representatives of such individuals:

       I. The Secretary of Defense, who shall serve as the Chairman of the Board;
       II. The Secretary of Education;
       III. The Secretary of State;
       IV. The Secretary of Commerce;
       V. The Director of Central Intelligence;

VI. The Secretary of Energy; and
VII. The Chairperson of the National Endowment for the Humanities.

b. Six individuals appointed by the President, by and with the advice and consent of the Senate, who shall be experts in the fields of international, language, area, and counter-proliferation studies education and who may not be officers or employees of the Federal Government.

Board members appointed by the President shall be appointed for a period specified by the President at the time of their appointment, but not to exceed four years.

Each member of the Board who is a member of the Armed Forces or a civilian officer or employee of the United States shall serve without compensation (other than compensation to which entitled as a member of the Armed Forces or an officer or employee of the United States, as the case may be). Individuals appointed by the President shall receive no compensation for their service on the Board. All members of the Board shall receive per diem and travel for official Board travel.

The Secretary of Defense may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint consultants, with special expertise, to assist the Board on an ad hoc basis.

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), and other governing Federal statutes and regulations.

Such subcommittees or workgroups shall not work independently of the chartered Board, and shall report all of 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.

Subcommittee members, who are not Board members, shall be appointed by the Secretary of Defense according to governing DoD policy and procedures. Such individuals 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 by the Secretary of Defense on an annual basis.

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

15. Filing Date: