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

ADMINISTRATION AND
MANAGEMENT

March 10, 2010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – *Defense Acquisition University Board of Visitors*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Defense Acquisition University Board of Visitors* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended, Public Law 101-510 and in accordance with 41 CFR § 102-3.50(a).

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

Attachment
Proposed Charter

CHARTER
DEFENSE ACQUISITION UNIVERSITY BOARD OF VISITORS

1. Committee's Official Designation: The Committee shall be known as the Defense Acquisition University Board of Visitors (hereafter referred to as "the Board").

2. Authority: The Secretary of Defense, under the provision of Public Law 101-510, the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(a), established the Board.

3. Objectives and Scope of Activities: The Board shall provide advice and recommendations on the overall management and governance of the Defense Acquisition University.

   Description of Duties: The Board, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix), shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics) and the President of the Defense Acquisition University independent advice and recommendations on organization management, curricula, methods of instruction, facilities and other matters of interest to the Defense Acquisition University.

   The Under Secretary of Defense (Acquisition, Technology & Logistics) or a designated representative may act upon the Board's advice and recommendations.

4. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense through the Under Secretary of Defense (Acquisition, Technology and Logistics) and the President of the Defense Acquisition University.

5. Support: The Department of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics), and the President of the Defense Acquisition University, shall provide support as they deem necessary for the performance of the Board's functions, and they shall ensure compliance with the requirements the Federal Advisory Committee Act of 1972 and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b).

   Additional information and assistance, as required, may be obtained through the Under Secretary of Defense (Acquisition, Technology and Logistics) from other DoD Components with contracting authority, support contractors, including DoD Federally Funded Research and Development Centers for studies and analysis support.

6. Estimated Annual Operating Costs and Staff Years: It is estimated that the annual operating costs, to include travel costs, meeting and contract support is approximately $64,000.00 and 0.3 full-time equivalents (FTE).

7. 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.

8. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the President of the Defense Acquisition University and the Board's Chairperson. The estimated number of Board meetings is three per year.

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

10. 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.

11. Membership and Designation: The Board shall be composed of not more than 16 members, who are eminent authorities in academia, business, and the defense industry. Board members shall be appointed by the Secretary of Defense, and their appointments will be renewed on an annual basis. Board 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. With the exception of travel and per diem for official travel, Board Members shall serve without compensation.

    The Under Secretary of Defense (Acquisition, Technology and Logistics) or a designated representative shall select the Board's Chairperson from the total Board membership, and this individual shall serve at the discretion of the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics).

    In addition, the Under Secretary of Defense (Acquisition, Technology and Logistics) or a designated representative may invite other distinguished Government officers to serve as non-voting observers of the Board, and appoint, pursuant to 5 U.S.C. § 3109, non-voting consultants, with special expertise, to assist the Board on an ad hoc basis.

12. 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 governing Federal statutes and 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.

Subcommittee members, who are not Board members, shall be appointed in the same manner as Board members.

13. 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, as amended).

14. Filing Date: