OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010

ADMINISTRATION

NOV 13 2014

MEMORANDUM FOR GROUP FEDERAL OFFICER
OFFICE OF THE SECRETARY OF THE ARMY

SUBJECT: United States Military Academy Board of Visitors – Charter Renewal and Membership Balance Plan Approval

The charter renewal and membership balance plan for the United States Military Academy Board of Visitors ("the Board") are approved. A copy of the Board's charter and membership balance plan will be provided to you and the Board's Designated Federal Officer once I file the charter with the Defense Congressional Oversight committees, the Library of Congress, and the General Services Administration.

As the Group Federal Officer (GFO), you are responsible to the Secretary of the Army for:

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

(b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," policy decisions by the Secretary of Defense, the Deputy Secretary of Defense or the Deputy Chief Management Officer, and procedural guidelines issued by the Advisory Committee Management Officer.

(c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference (ToR) assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army. As a minimum, written tasks or ToRs, 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 Board 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 Board or its subcommittees must operate.
iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.

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

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

(f) Monitoring the implementation status of any recommendation adopted or partially adopted by the Department of the Army and ensuring the Department of the Army provides feedback on all Board recommendations.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board'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 me at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

James D. Freeman II
Advisory Committee Management Officer