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

ADMINISTRATION

JAN 14 2015

Library of Congress
Federal Advisory Committee Desk
Government Documents Section
101 Independence Avenue, S.E.
Washington, D.C. 20540

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Vietnam War Commemoration Advisory Committee, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Senate Armed Services Committee, the Senate Appropriations Committee, the House Armed Services Committee, and the House Appropriations Committee.

Sincerely,

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

1 Enclosure
As stated

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

ADMINISTRATION

JAN 14 2015

The Honorable Harold Rogers
Chairman
Committee on Appropriations
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

Enclosed is a copy of the charter that renews the Vietnam War Commemoration Advisory Committee, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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ADMINISTRATION

JAN 14 2015

The Honorable Mac Thornberry
Chairman
Committee on Armed Services
U.S. House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

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Officer for the Department of Defense

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ADMINISTRATION

JAN 14 2015

The Honorable Thad Cochran
Chairman
Committee on Appropriations
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

Enclosed is a copy of the charter that renews the Vietnam War Commemoration Advisory Committee, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C., Appendix).

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Sincerely,

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Advisory Committee Management
Officer for the Department of Defense

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

ADMINISTRATION

JAN 14 2015

The Honorable John McCain
Chairman
Committee on Armed Services
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Vietnam War Commemoration Advisory Committee, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Library of Congress, the Senate Appropriations Committee, the House Armed Services Committee, and the House Appropriations Committee.

Sincerely,

James D. Freeman II
Advisory Committee Management
Officer for the Department of Defense

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As stated

Charter
Vietnam War Commemoration Advisory Committee

1. Committee's Official Designation: The Committee will be known as the Vietnam War Commemoration Advisory Committee ("the Committee").

2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established this discretionary Committee.

3. Objectives and Scope of Activities: The Committee provides the Secretary of Defense and the Deputy Secretary of Defense, through the Deputy Chief Management Officer (DCMO), independent advice and recommendations on the Department of Defense (DoD) program to commemorate the 50th Anniversary of the Vietnam War.

4. Description of Duties: The Committee provides independent advice and recommendations to the DoD on how to best achieve the following objectives in commemorating the 50th Anniversary of the Vietnam War, as referenced in section 598(c) of Public Law 110-181:

   a. Thank and honor veterans of the Vietnam War, including personnel who were held as prisoners of war or listed as missing in action, for their service and sacrifice on behalf of the United States and to thank and honor the families of these veterans;

   b. Highlight the service of the Armed Forces during the Vietnam War and the contributions of Federal agencies and governmental and non-governmental organizations that served with, or in support of, the Armed Forces;

   c. Pay tribute to the contributions made on the home front by the people of the United States during the Vietnam War;

   d. Highlight the advances in technology, science, and medicine related to military research conducted during the Vietnam War; and

   e. Recognize the contributions and sacrifices made by the allies of the United States during the Vietnam War.

5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary and the Deputy Secretary of Defense, through the DCMO, who may act upon the Committee's advice and recommendations.

6. Support: The Department of Defense (DoD), through the Office of the Deputy Chief Management Officer, provides the necessary support for the performance of the Committee's functions and ensures compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately $325,866. The estimated

annual personnel cost to the DoD is 1.4 full-time equivalents.

8. Designated Federal Officer: The Committee's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee appointed in accordance with governing DoD policies and procedures.

   The Committee's DFO is required to be in attendance at all meetings of the Committee and any of its subcommittees for the entire duration of each and every meeting. However, in the absence of the Committee's DFO, a properly approved Alternate DFO, duly appointed to the Committee according to established DoD policies and procedures, shall attend the entire duration of the Committee or any subcommittee meeting.

   The DFO, or the Alternate DFO, shall call all meetings of the Committee and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's DFO, in consultation with the Committee's Chair. The estimated number of Committee meetings is two 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 Committee 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 renews it.

12. Membership and Designation: The Committee shall be composed of no more than 20 members, who are appointed by the Secretary of Defense or the Deputy Secretary of Defense. These members shall represent Vietnam Veterans, their families, and the American public. Candidates for the Committee shall be selected from the Military Services (both retired veterans and active members who served during the Vietnam era), the Department of Defense, the Department of State, the Department of Veterans Affairs, and the Intelligence Community. In addition, candidates from nongovernmental organizations that support veterans or contribute to the public's understanding of the Vietnam War shall be selected.

    The Committee Chair shall be appointed by the Secretary of Defense or the Deputy Secretary of Defense. Any leadership appointment shall not exceed the individual member's approved term of service.

    Committee members who are not full-time or permanent part-time Federal officers or employees shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Committee members who are

full-time or permanent part-time Federal employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members.

Each Committee member is appointed to provide advice to the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest. With the exception of reimbursement for official Committee-related travel and per diem, Committee members shall serve without compensation.

The Secretary of Defense, or the Deputy Secretary of Defense, may approve the appointment of Committee members for one-to-four year terms of service with annual renewals. However, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

The Secretary of Defense, through the DCMO and pursuant to DoD policies and procedures, may appoint, as deemed necessary, non-voting consultants as subject matter experts (SMEs) to provide special expertise to the Committee. These SMEs, if not full-time or part-time government employees, shall be appointed pursuant to 5 U.S.C. § 3109 as SGEs, shall be appointed on an intermittent basis to work specific Committee-related efforts, shall have no voting rights whatsoever on the Committee or any of its subcommittees, shall not participate in the Committee's deliberations, and shall not count toward the Committee's total membership. All experts or consultants shall serve terms of appointments as determined by the DCMO, and those appointments may be renewed, as appropriate.

13. Subcommittees: The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the DCMO, as the DoD sponsor.

    Such subcommittees shall not work independently of the Committee and shall report all of their recommendations and advice solely to the Committee for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Committee. No subcommittee or its members can update or report, verbally or in writing, on behalf of the Committee, directly to the DoD or to any Federal officer or employee.

    The Secretary of Defense or the Deputy Secretary of Defense will appoint subcommittee members to a term of service of one-to-four years, with annual renewals, even if the member in question is already a member of the Committee.

    Subcommittee members, if not full-time or part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. §3109, to serve as SGE members.

Subcommittee members who are full-time or permanent part-time Federal officers or employees will serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a).

Each subcommittee member is appointed to provide advice to the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest. With the exception of reimbursement for official Committee-related travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26, and governing DoD policies and procedures. These records will 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: January 14, 2015