U.S. DEPARTMENT OF COMMERCE

CHARTER OF THE
ADVISORY COMMITTEE ON SUPPLY CHAIN COMPETITIVENESS

1. **Committee's Official Designation.** Advisory Committee on Supply Chain Competitiveness

2. **Authority.** The committee is established pursuant to the duties imposed upon the Department of Commerce by 15 U.S.C. § 1512 and in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App., and with the concurrence of the General Services Administration. The Secretary of Commerce (the Secretary) has determined that establishment of the committee is in the public interest.

3. **Objectives and Scope of Activities.** The objective of this committee is to advise the Secretary on the necessary elements of a comprehensive policy approach to supply chain competitiveness designed to support U.S. export growth and national economic competitiveness, encourage innovation, facilitate the movement of goods, and improve the competitiveness of U.S. supply chains for goods and services in the domestic and global economy; and to provide advice to the Secretary on regulatory policies and programs and investment priorities that affect the competitiveness of U.S. supply chains. This committee provides detailed policy and technical advice, information, and recommendations to the Secretary regarding:

   - national, state, or local factors in trade programs and policies that affect the efficient domestic and international operation and competitiveness of U.S. global supply chains from point of origin to destination;
   - elements of national policies affecting the movement of goods, infrastructure, investment, and regulatory factors that affect supply chain competitiveness and sustainability; and
   - information and data systems to generate metrics that can be used to quantify and improve supply chain performance.

   The Secretary will use this advice, information, and recommendations in interagency discussions in the development of national policies that affect the competitiveness of U.S. supply chains. The committee shall act as a liaison among the stakeholders represented by the membership and shall provide a forum for those stakeholders on current and emerging issues in goods movement, ensuring regular contact between the government and the supply chain industry.

   The committee shall provide policy advice, information, and recommendations to the Secretary with respect to the formulation, coordination, and oversight of domestic and foreign policy related to supply chains for goods and services.

   In administering this committee, the Department of Commerce will work closely with the Department of Transportation.

4. **Description of Duties**. The functions of the committee shall be advisory only, and any determinations to be made or action to be taken on the basis of committee recommendations shall be made or taken by appropriate officers of the United States Government.

5. **Agency or Official to Whom the Committee Reports**. The committee will report to the Secretary through the Assistant Secretary for Industry and Analysis (the Assistant Secretary) and the Under Secretary for International Trade.

6. **Support**. Support for this committee will be provided by the Office of Supply Chain, Professional & Business Services, Industry and Analysis unit, International Trade Administration, U.S. Department of Commerce.

7. **Estimated Annual Operating Costs and Staff Years**. The estimated annual operating cost of the committee is $15,000, which includes 0.15 person years of staff support. Members of the committee will not be compensated for their services or reimbursed for travel expenses.

8. **Designated Federal Officer (DFO)**. A full-time or permanent part-time employee appointed by the Assistant Secretary will serve as the DFO. There shall also be appointed a Secondary DFO. The DFO or Secondary DFO will be present at all meetings and will approve or call all of the advisory committee meetings and the meetings of any subcommittees; prepare and approve all meeting agendas; attend all committee meetings; adjourn any meeting when the DFO or Secondary DFO determines adjournment to be in the public interest; and chair meetings when directed to do so by the Assistant Secretary. The DFO will ensure that the operation of the committee, including development of agenda and reports, is done in close collaboration and cooperation with the designated representative of the Secretary of Transportation.

9. **Estimated Number and Frequency of Meetings**. The committee will meet approximately one time each year. Additional meetings may be called as deemed desirable by the DFO.

10. **Membership and Designation.** The committee shall have a maximum of forty-five (45) members with a balanced and broad range of interests within the supply chain industry. Members shall represent companies, organizations, and stakeholders involved in the U.S. supply chain, with at least one individual representing each of the following:

    a. supply chain firms or their associations;
    b. users of supply chains (e.g., retailers, distributors, manufacturers, or other sectors);
    c. freight transportation providers;
    d. ports; and
    e. academia.

    In addition, the Secretary of Transportation and the Administrator of the Environmental Protection Agency (EPA) (or their respective designees) will serve on the committee as *ex officio*, non-voting members. Appointments will be made by the Secretary, in consultation with the Department of Transportation, EPA, and other agencies as appropriate. Members will be appointed for terms of two years. Other than the *ex officio*, non-voting members, appointments are personal to each individual member and are not transferable.

The committee chair and vice chair or vice chairs shall be selected from the members of the committee by the Assistant Secretary for Industry and Analysis after consulting with the members. Their term of service as chair or vice chair will not exceed the duration of this charter and they may be reselected for additional periods should the charter be renewed and should they remain on the committee.

Private sector members, with the exception of those from academia, serve in a representative capacity and are not Special Government Employees. The members from academia serve as experts and therefore are Special Government Employees (SGEs) and shall be subject to the ethical standards applicable to SGEs.

11. **Subcommittees.** The Designated Federal Officer may establish such subcommittees from among the committee members as may be needed, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report to the committee and do not provide advice or work products directly to the U.S. Department of Commerce.

12. **Recordkeeping.** Records of the committee, formally and informally established subcommittees or other subgroups of the committee, will be handled in accordance with General Records 26, Item 2 or other approved agency records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

13. **Duration/Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration

11/20/13

Filing Date