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

ADMINISTRATION AND
MANAGEMENT

DEC 21 2010

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

SUBJECT: Charter Renewal – Board on Coastal Engineering Research

The charter for the Board on Coastal Engineering Research is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. Pursuant to 41 CFR § 102-3.70, my Advisory Committee Management Officer (ACMO) will formally file the Board's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this Federal advisory committee, you are reminded that you are responsible for:

(a) Ensuring that the Board on Coastal Engineering Research's Designated Federal Officer (DFO) attends all the meetings;

(b) Ensuring that the DFO and the Board fully comply with all appropriate Federal statutes and regulations, to include DoD Instruction 5105.04;

(c) Providing adequate support to the Board and its membership;

(d) Ensuring that the Board members are appointed according to DoD policy, and that they do not serve on the Board until all personnel and ethics paperwork has been processed by the appropriate offices;

(e) Ensuring that the Board's membership is not unduly or inappropriately influenced by Federal employees or any special interest; and

(f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquires.

If you should have any questions, please contact my ACMO, Frank Wilson at (703) 601-6100, or his deputy, Jim Freeman, at (703) 601-6128.

Michael L. Rhodes
Director