

Charter  
Defense Advisory Committee on Military Personnel Testing

1. Committee's Official Designation: The committee will be known as the Defense Advisory Committee on Military Personnel Testing ("the Committee").
2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) (5 U.S.C., Appendix) and 41 C.F.R. § 102-3.50(d), established this discretionary advisory committee.
3. Objectives and Scope of Activities: The Committee provides advice and recommendations on matters relating to military personnel testing.
4. Description of Duties: The Committee provides independent advice and recommendations on matters and policies relating to military personnel testing for selection and classification.
5. Agency or Official to Whom the Committee Reports: The Committee reports to the Secretary of Defense, and the Deputy Secretary of Defense, through the USD(P&R). The USD(P&R), pursuant to Department of Defense (DoD) policies and procedures, may act upon the Committee's advice and recommendations.
6. Support: The DoD, through the Office of the USD(P&R), shall provide support for the Committee and shall ensure compliance with requirements of the FACA, the Government in the Sunshine Act ("the Sunshine Act") (5 U.S.C. § 552b), governing Federal statutes and regulations, and DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, are approximately \$120,000.00. The estimated annual personnel cost to the DoD is 0.6 full-time equivalents.
8. Designated Federal Officer: The Committee's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD civilian officer or employee, or active duty member of the Armed Forces, designated in accordance with DoD policies and procedures.

The Committee's DFO is required to be attend all Committee and subcommittee meetings for the entire duration of each and every meeting. However, in the absence of the Committee's DFO, a properly approved Alternate DFO, duly designated to the Committee in accordance with DoD policies and procedures, shall attend the entire duration of all Committee and subcommittee meetings.

The DFO, or the Alternate DFO, shall call all of the Committee and subcommittee meetings; 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 will meet at the call of the Committee's DFO, in consultation with the Committee's Chair and the USD(P&R). The estimated number of meetings is two per year.

Charter  
Defense Advisory Committee on Military Personnel Testing

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, whichever is sooner, unless the DoD renews its charter in accordance with DoD policies and procedures.
12. Membership and Designation: The Committee shall be composed of no more than seven members who are appointed in accordance with DoD policies and procedures and who are authorities in the fields of educational and psychological testing.

The appointment of Committee members shall be approved by the Secretary of Defense, the Deputy Secretary of Defense, or the Chief Management Officer of the Department of Defense (“the DoD Appointing Authorities”), for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. No member, unless approved by the DoD Appointing Authorities, may serve more than two consecutive terms of service on the Committee, to include its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Committee members who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Armed Forces, 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 civilian officers or employees, or active duty members of the Armed Forces, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

Committee members are appointed to provide advice on the basis of their best judgment without representing any particular points of view and in a manner that is free from conflict of interest.

The DoD Appointing Authorities shall appoint the Committee’s leadership from among the membership previously appointed in accordance with DoD policies and procedures, for a one-to-two year term of service, with annual renewal, which shall not exceed the member’s approved Committee appointment.

Except for reimbursement of official Committee-related travel and per diem, Committee members serve without compensation.

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 (ToR), by the DoD Appointing Authorities, or the USD(P&R), as the DoD Sponsor. All subcommittees operate in accordance with the FACA, the Sunshine Act, governing Federal statutes and regulations, and DoD policies and procedures. If a subcommittee duration, as determined by the ToR, exceeds that of the

Charter  
Defense Advisory Committee on Military Personnel Testing

Committee's charter and, the DoD does not renew the Committee's charter, then the subcommittee shall terminate when the Committee does.

Such subcommittees shall not work independently of the Committee and shall report all of their advice and recommendations solely to the Committee for its thorough deliberation and discussion at a properly noticed and open meeting, subject to the Sunshine Act. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Committee. No subcommittee nor any of its members may update or report, verbally or in writing, directly to the DoD or any Federal officers or employees or active duty member of the Armed Forces. If a majority of Committee members are appointed to a particular subcommittee, that that subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which govern the Committee's operations.

Individual appointments to serve on Committee subcommittees shall be approved by the DoD Appointing Authorities for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. No member shall serve more than two consecutive terms of service on the subcommittee, unless approved by the DoD Appointing Authorities. Subcommittee members who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Armed Forces, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Armed Forces, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

Each subcommittee member is appointed to provide advice on the basis of his or her best judgement without representing any particular point of view and in a manner that is free from conflicts of interest.

The DoD Appointing Authorities shall appoint the subcommittee leadership from among the membership previously approved to serve on the subcommittee in accordance with DoD policies and procedures, for a one-to-two year term of service, with annual renewal, which will not exceed the subcommittee member's approved term of service.

With the exception of reimbursement of travel and per diem related to the Committee or its subcommittees, subcommittee members shall serve without compensation.

14. Recordkeeping: The records of the Committee and its subcommittees shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, as well as the appropriate 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: April 22, 2020