

Membership Balance Plan
Defense Advisory Committee on Military Personnel Testing

Agency: Department of Defense (DoD)

1. 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 the Defense Advisory Committee on Military Personnel Testing (DAC-MPT) as a discretionary advisory committee.
2. Mission/Function: The DAC-MPT provides the Secretary of Defense and the Deputy Secretary of Defense (“the DoD Appointing Authority”), through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), independent advice and recommendations on matters and policies related to military personnel testing for selection and classification. The DAC-MPT provides advice on issues related to the research, development, implementation, and maintenance of enlisted and officer accession tests and career exploration programs. Technical issues addressed include, but are not limited to, processes and policies related to administration and security of testing and theoretical development of constructs, measurement precision, validity, reliability, equating, efficiency, fairness, and other operational and policy considerations.
3. Points of View: The DAC-MPT shall consist of no more than seven members who are appointed in accordance with DoD policy and procedures and who are eminent authorities in the fields of educational and psychological testing and career development. Members must have expertise in the following, or similar areas, psychometrics, test development, statistical measurement, big-data analytics, industrial/organization psychology, selection and classification, educational measurement, career development and counseling, and diversity and inclusion.

DAC-MPT members, who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. DAC-MPT members who are full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

The DoD, in evaluating candidates for the DAC-MPT membership, considers the candidate’s educational and professional experience concerning the subject matters expected to be handled by the DAC-MPT. The DoD has found that viewing the complex issues facing the DoD through a multidisciplinary advisory committee provides the DoD and, more importantly, the American public with a broader understanding of the issues that inform subsequent policy decisions.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the DAC-MPT. The DAC-MPT’s membership balance is not static and the DoD Appointing Authority may change the membership based upon work assigned to the DAC-MPT by the DoD Appointing Authority or the USD(P&R), the DoD Sponsor.

Each member, based upon his or her individual experiences, exercises his or her own best judgment on behalf of the DoD, without representing any particular points of view, and to discuss and deliberate in a manner that is free from conflicts of interest.

Membership Balance Plan
Defense Advisory Committee on Military Personnel Testing

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the DAC-MPT, accepts nominations from both within and outside the Department, reaching out to the Military Services, senior DoD leadership, and current DAC-MPT members for recommendations.

The DAC-MPT's Designated Federal Officer (DFO), in consultation with the Military Services and senior DoD officers and employees, shall review the educational and professional credentials of each potential candidate and develop a list of highly qualified candidates designed to create a multi-disciplinary team reflecting a diversity of background, perspective, and expertise. The DFO will forward the list of candidates to the USD(P&R) for consideration. The USD(P&R), in consultation with the Special Assistant to the Secretary of Defense for White House Liaison, reviews the list of potential candidates, and in his or her review, the USD(P&R) strives to achieve a balance between the professional credentials of the individuals and the near-term subjects to be reviewed by the DAC-MPT to achieve a membership that is diverse and inclusive, both in terms of points of view to be represented and the functions to be performed by the DAC-MPT.

Before formal nominations are made to the DoD Appointing Authority, the list of potential nominees shall undergo a review by the DoD Office of General Counsel and the DoD Advisory Committee Management Officer (ACMO) to ensure compliance with Federal and DoD governance requirements, including compliance with the DAC-MPT's charter and membership balance plan. Following this review, the DoD ACMO prepares the appropriate the DoD Appointment Approval Instrument for the Director of Administration and Management to submit to the DoD Appointing Authority for approval.

Following this approval, the candidates must complete appointment paperwork and training, to include any financial disclosure or other ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

All DAC-MPT members are appointed for a term of service of one-to-four years, with annual renewals. No member, unless approved by the DoD Appointing Authority, may serve more than two consecutive terms of service on the DAC-MPT, including its subcommittees. Membership vacancies for the DAC-MPT will be filled in the same manner as described above.

6. Subcommittee Balance: The DoD, when necessary and consistent with the DAC-MPT's mission and DoD policy and procedures, may establish subcommittees, task forces, task groups, or working groups ("subcommittees") to support the DAC-MPT.

Individuals considered for appointment to any subcommittee of the DAC-MPT may come from members of the DAC-MPT or from new nominees, as recommended by the USD(P&R) and based upon the subject matters under consideration. Pursuant to DoD policy and procedures, the USD(P&R) and DFO shall follow the procedures described above in Section 5 to identify and appoint individuals to a subcommittee.

Subcommittee members are appointed for a term of service of one-to-four years, with annual renewals. Subcommittee members who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are

Membership Balance Plan
Defense Advisory Committee on Military Personnel Testing

full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the DAC-MPT, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.

8. Date Prepared/Updated: April 22, 2022