

CHARTER

Department of Defense Military Family Readiness Council

Filing Date: December 13, 2016

1. Committee's Official Designation: The committee shall be known as the Department of Defense Military Family Readiness Council ("the Council").
2. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 1781a, and 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(a), established this statutory Council.
3. Objectives and Scope of Activities: The Council, pursuant to 10 U.S.C. § 1781a(d), shall review and make recommendations to the Secretary of Defense regarding the policy and plans required under 10 U.S.C. § 1781 b, monitor requirements for the support of military family readiness by the Department of Defense (DoD), and evaluate and assess the effectiveness of the military family readiness programs and activities of the DoD.
4. Description of Duties: The Council, pursuant to 10 U.S.C. § 1781a(e), shall no later than February 1st of each year, submit a report on military family readiness to the Secretary of Defense and the congressional defense committees. Each report, at a minimum, shall include the following:
 - a. An assessment of the adequacy and effectiveness of the military family readiness programs and activities of the DoD during the preceding fiscal year in meeting the needs and requirement of military families.
 - b. Recommendations on actions to be taken to improve the capability of the military family readiness programs and activities of the DoD to meet the needs and requirements of military families, including actions relating to the allocation of funding and other resources to and among such programs and activities.
5. Agency or Official to Whom the Committee Reports: The Council reports to the Secretary and the Deputy Secretary of Defense through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), who may act upon the Council's advice and recommendations.
6. Support: The DoD, through the Office of the USD(P&R), provides support for the performance of the Council's functions and ensures compliance with 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 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 \$327,500.00. The estimated annual personnel cost to the DoD is 2.5 full-time equivalents.

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

The Council's DFO is required to attend all meetings of the Council and its subcommittees for the entire duration of each and every meeting. However, in the absence of the Council's DFO, a properly approved Alternate DFO duly designated to the Council according to DoD policies and procedures, shall attend the entire duration of all meetings of the Council or subcommittees.

The DFO, or the Alternate DFO, calls all meetings of the Council and its subcommittees; prepares and approves all meeting agendas; and adjourns 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 Council meets at the call of the Council's DFO, in consultation with the Council's Chair. The estimated number of Council 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 Council shall terminate upon repeal of 10 U.S.C. § 1781a.
12. Membership and Designation: The Council, pursuant to 10 U.S.C. § 1781a(b), shall be composed of 18 members, appointed as specified below:
- a. The USD(P&R), who shall serve as Chair of the Council. In the USD(P&R)'s absence, the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) shall represent the USD(P&R) as Chair of the Council. If both the USD(P&R) and the PDUSD(P&R), on behalf of the USD(P&R), are unable to attend a Council meeting, then the Assistant Secretary of Defense for Manpower and Reserve Affairs shall represent the USD(P&R) as Chair of the Council.
 - b. One representative from each of the Army, Navy, Marine Corps, and Air Force, each of whom shall be a member of the armed force to be represented, for a two-year term of service:
 1. U.S. Army – the Assistant Chief of Staff for Installation Management;
 2. U.S. Navy – the Chief of Naval Personnel;
 3. U.S. Air Force – the Deputy Chief of Staff for Manpower and Personnel; and
 4. U.S. Marine Corps – the Deputy Commandant for Manpower & Reserve Affairs.

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- c. One representative of the Army National Guard or the Air National Guard, who may be a member of the National Guard. The Chief, National Guard Bureau shall nominate one individual to serve as the National Guard Representative to the Council, beginning with the Army National Guard. Representation on the Council shall rotate between the Army National Guard and Air National Guard every two years on a calendar year basis with annual renewals.
- d. One Spouse or parent of a member of each of the Army, Navy, Marine Corps, and Air Force, two of whom shall be the spouse or parent of an active component member and two of whom shall be the spouse or parent of a reserve component member. The USD(P&R), in consultation with the Secretaries of the Military Departments, shall nominate (a) Regular Component nominees beginning with the Air Force and the Marine Corps followed by the Army and the Navy and (b) Reserve Component nominees beginning with the Army and the Navy followed by the Air Force and the Marine Corps. All appointments shall be for a two-year term of service, with annual renewals.
- e. Three individuals appointed by the Secretary of Defense from among representatives of military family organizations, including military family organizations of families of members of the regular components and families of members of the reserve components. For the 2016-2019 period, the following military family organizations shall be represented on the Council for a three-year term of service, with annual renewals: the Children's Hospital Association, the Military Child Education Coalition, and the National Military Family Association.
- f. The senior enlisted advisors from each of the Army, Navy, Marine Corps, and Air Force, except that two of these members may instead be selected from among the spouses of the senior enlisted advisors. The DoD has established a goal to appoint to the Council, based on the exigencies of the Military Services and as determined by the USD(P&R), at least one spouse, but no more than two at any one time, of a Senior Enlisted Advisor from among the Army, Navy, Marine Corps, and Air Force for a two-year term of service, with annual renewals.
- g. The Director of the Office of Community Support for Military Families with Special Needs ("the Director").

The appointment of Council members shall be authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the USD(P&R), as the Sponsor, for the term of service specified, with annual renewals, in accordance with DoD policies and procedures. Members of the Council 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. No member, unless authorized by the Secretary of Defense or Deputy Secretary of Defense, may serve more than two consecutive

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terms of service on the Council, to include its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Each Council member is appointed to provide advice on behalf of the government on the basis of his or her best judgement without representing any particular points of view and in a manner that is free from conflict of interest.

With the exception of reimbursement for travel and per diem as it pertains to official travel related to the Council, Council members shall serve without compensation.

13. Subcommittees: The DoD, when necessary and consistent with the Council's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Council. Establishment of subcommittees shall be based upon written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R), as the Council's Sponsor.

Such subcommittees shall not work independently of the Council and shall report all of their recommendations and advice solely to the Council for full deliberation and discussion. Subcommittees, task forces, and working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Council. No subcommittee or any of its members can update or report, verbally or in writing, directly to the DoD or to any Federal officers or employees. If a majority of Council members are appointed to a particular subcommittee, then that subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which govern the Council's operations.

Pursuant to Secretary of Defense policy, the USD(P&R), as the Council's Sponsor, is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Council or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the USD(P&R).

Subcommittee members shall be appointed for a term of service of one-to-four years, subject to annual renewals, according to DoD policies and procedures; however, no member shall serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if 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 SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

The USD(P&R) has the delegated authority to appoint the leadership of any subcommittee from among the membership previously appointed to serve on the subcommittee according to DoD policies and procedures and, in doing so, shall determine the leader's term of service, which shall not exceed the subcommittee member's approved term of service.

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

With the exception of reimbursement for travel and per diem as it pertains to official travel related to the Council or its subcommittees, subcommittee members shall serve without compensation.

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

14. Recordkeeping: The records of the Council and its subcommittees shall be handled 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 shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 522, as amended).

15. Filing Date: December 13, 2016

NOTE: A copy of this charter was provided to each of the congressional defense committees on December 13, 2016.