



DoD COMMITTEE MANAGEMENT PROGRAM

OPR: SAF/AA (Col. Bishop)

Certified by: SAF/AA (Col. Bishop)
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This supplement implements and extends the policy of Department of Defense (DoD) Directive 5105.18, *DoD Committee Management Program*, February 8, 1999. The DoD directive is printed word-for-word in **boldfaced type**, without editorial review. Air Force supplementary material is printed in regular type and indicated by "(AF)." This supplement describes Air Force responsibilities under the directive and establishes the Air Force requirement to support the DoD Committee Management Program.

**Department of Defense
DIRECTIVE**

NUMBER 5105.18
February 8, 1999

DA&M

SUBJECT: DoD Committee Management Program

- References:** (a) **DoD Directive 5105.18, "Department of Defense Committee Management Program," January 18, 1990 (hereby canceled)**
(b) **DoD Directive 5105.4, "Department of Defense Federal Advisory Committee Management Program," September 5, 1989**
(c) **DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993**

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policies and responsibilities under the DoD Committee Management Program.

1.2. Excludes committees subject to the Federal Advisory Committee Act of October 6, 1972 (P.L. 92-463) which shall be established and administered in accordance with reference (b). Also excludes temporary committees which are established for a period of less than one year duration.

1.3. (Added)(AF) This supplement provides guidance on the responsibilities for the Air Force Committee Management Program.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

4. POLICY

It is DoD policy that:

4.1. Committees shall be established only when their functions cannot be accomplished within the existing organizational structure.

4.1.1. (Added)(AF) Under no circumstances will a committee assume or exercise command authority.

4.2. Committees normally shall perform such tasks as fact-finding, research, evaluation, studies, and reviews.

4.3. Establishment of a new committee shall require approval of the head of the cognizant DoD Component or Principal OSD Staff Component. When establishing committees, consideration shall be given to ensuring necessity, economy and efficiency of operation, and execution within resource constraints.

4.3.1. (Added)(AF) When law does not otherwise fix the duration of Air Force participation in any committee, such participation may be for the life of the committee.

4.3.2. (Added)(AF) Any regulatory instrument (operating instruction, regulation, etc.) that proposes a committee under the purview of this directive must be coordinated with SAF/AA.

4.4. Existing committees shall be disestablished when the purpose for which they were established has been served.

4.5. Nothing contained in this Directive shall be construed to limit or restrict the free exchange of information, advice, and ideas between representatives of the DoD Components or other Federal Agencies through ad hoc or occasional meetings or other means.

5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), or his designee, shall:

5.1.1. Serve as DoD Committee Management Officer with responsibility to monitor compliance with this Directive.

5.1.2. Provide policy guidance to the DoD Components on the DoD Committee Management Program.

5.1.3. Represent the Department of Defense and maintain liaison with the Congress, General Accounting Office (GAO), Office of Management and Budget (OMB), and other Government Agencies, as required, on matters involving the DoD Committee Management Program.

5.1.3.1. (Added)(AF) The Chief, Political Personnel Operations and Support in the Washington Headquarters Service Personnel Office serves as the single entry point of contact, on behalf of the Air Force, for all matters relating to the Federal Advisory Committee Act within OSD.

5.1.4. Review annually the reports submitted by the Heads of the DoD Components and Principal OSD Staff Components in compliance with paragraph 5.2.2., and provide such advice and recommendations to the Secretary and Deputy Secretary of Defense as may be necessary to ensure compliance with the provisions of this Directive.

5.1.5. Obtain such information, analyses, reports, and assistance from the DoD Components as required to respond to inquiries from the Congress, GAO, OMB, and other Government Agencies, consistent with DoD Directive 8910.1 (reference (c)).

5.1.6. Establish a ceiling limit on committees for each DoD Component and OSD Staff Component. Exceptions to this ceiling limit can be requested by the Head of a DoD Component or Principal OSD Staff Component under unusual circumstances such as the need to respond to an externally driven statutory or Executive Order requirement.

5.2. The Heads of the DoD Components and Principal OSD Staff Components shall ensure that all committees within their respective components are established and administered consistent with this Directive and:

5.2.1. Issue such operating procedures and provide supplemental guidance as may be required to ensure their efficient operation.

5.2.2. Maintain a current listing of component committees under their cognizance; review the committees at the end of each fiscal year to ensure they continue to

serve a legitimate, continuing need and function in conformance with applicable policies and regulations; and report the results of this review to the DoD Committee Management Officer by the end of each calendar year.

5.2.3. Monitor compliance with the committee ceiling limits established by the DoD Committee Management Officer for each DoD Component and Principal OSD Staff Components.

5.2.4. Designate a Committee Management Officer to assist in carrying out these responsibilities, and report that designation to the DoD Committee Management Officer.

5.2.4.1. (Added)(AF) The Administrative Assistant in the Office of the Secretary of the Air Force will administer the Air Force Committee Management Program. The office of the Administrative Assistant is the Air Force Committee Management Office (CMO).

6. EFFECTIVE DATE

This Directive is effective immediately.

// signed //
JOHN J. HAMRE
Deputy Secretary of Defense

WILLIAM A. DAVIDSON
Administrative Assistant

Enclosures - 1
E 1. Definitions

E 1. ENCLOSURE 1

DEFINITIONS

E1.1. Terms

E1.1.1. Committee. A body of persons with a collective responsibility appointed to consider, investigate, advise, take action, and report on specific problems or subject areas. The term "committee" applies to any committee, board, commission, council, conference, panel, task force, integrated process team, or other similar group or any subcommittee or subgroup thereof that is composed of officials of the United States or a foreign government, and is established by the direction of the DoD Component Head or OSD Staff Component Head. The term "committee" does not apply to internal staff meetings. Committees may include the following:

E1.1.1.1. Interagency Committee. Any committee composed wholly of representatives from two or more U.S. Government Agencies.

E1.1.1.2. International Committee. Any committee established by formal agreement between the United States and the government of another country or countries or by an international body in which the United States participates.

E1.1.1.3. Intra-Component Committee. Any committee composed wholly of representatives from one DoD Component.

E1.1.1.4. Joint DoD Committee. Any committee composed wholly of DoD representatives from two or more DoD Components.

E1.1.2. Heads of Principal OSD Staff Components. The Under Secretaries of Defense; the Assistant Secretaries of Defense who report directly to the Secretary or Deputy Secretary of Defense; the General Counsel, Department of Defense, the Assistants to the Secretary of Defense; and the OSD Directors who report directly to the Secretary or Deputy Secretary of Defense.