

Boards, Commissions, and Committees

**Department of the
Army
Intergovernmental
and
Intragovernmental
Committee
Management
Program**

Headquarters
Department of the Army
Washington, DC
29 May 2015

UNCLASSIFIED

SUMMARY

AR 15-39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

This new Department of the Army regulation, dated 29 May 2015--

- o Incorporates and updates policies about intergovernmental and intragovernmental committees that were previously published in AR 15-1, dated November 1992 (paras 1-4, 1-5, 2-2, 2-3).
- o Establishes the Secretary of the Army as the committee establishment authority for Headquarters, Department of the Army-sponsored committees with the option to delegate to the three-star equivalent level (para 1-4a(1)).
- o Revises the charter renewal period from every 2 years to every 3 years (para 2-2).
- o Clarifies the requirements for establishing Army-sponsored intergovernmental and intragovernmental committees (para 2-2a).
- o Creates a new requirement for a cost-benefit analysis to accompany requests for establishment or renewal of a charter (paras 2-2a(5) and 2-2b(5)).
- o Creates a new requirement for the committee sponsor to track committee recommendations (para 2-4).
- o Creates a new requirement for an annual review of committees (para 2-5).
- o Incorporates the changes and/or requirements in Department of Defense Instruction 5105.18 (throughout).

Boards, Commissions, and Committees

Department of the Army Intergovernmental and Intragovernmental Committee
Management Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a new Department of the Army regulation.

Summary. This publication updates information, policies, procedures, and responsibilities for the administration and management of the Department of the Army Intergovernmental and Intragovernmental Committee Management Program. It implements DODI 5105.18. When an advisory committee is composed of one or more individuals who are not full-time or permanent part-time Federal officers or employees, refer to specific guidance for committees subject to the provisions of Public Law 92–463 in DODI 5105.04 and AR 15–1.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army (SAAA-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Administrative Assistant to the Secretary of the Army (SAAA-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527, or by email to usarmy.pentagon.hqda-oaa-rpa.mbx.committee-management@mail.mil.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation sets forth the policies governing the Department of the Army (DA) Intergovernmental and Intragovernmental Committee Management Program and implements the requirements of DODI 5105.18. In accordance with DODI 5105.18, the Director for Administration and Management, Office of the Secretary of Defense, establishes and provides policy oversight and management of the Department of Defense (DOD) Intergovernmental and Intragovernmental Committee Management Program through the DOD Advisory Committee Management Officer. When an advisory committee is composed of one or more individuals who are not full-time or permanent part-time Federal officers or employees, refer to specific guidance for committees subject to the provisions of Public Law 92–463 (PL 92–463), in AR 15–1, and DODI 5105.04.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

a. The Secretary of the Army. The SECARMY will—

(1) Establish, when deemed appropriate or when directed, Army-sponsored intergovernmental or intragovernmental committees sponsored by one or more Headquarters, Department of the Army (HQDA) organizations and consisting of members from more than one HQDA organization, Army command, Army service component command, direct reporting unit, or DOD component. In accordance with DODI 5105.18, the SECARMY may delegate, in writing, the authority to establish intergovernmental or intragovernmental committees, but no lower than the three-star equivalent level.

(2) Terminate Army-sponsored intergovernmental and intragovernmental committees sponsored by one or more HQDA organizations in accordance with paragraph 2–3.

(3) Confirm that all Army-sponsored intergovernmental and intragovernmental committees are administered consistent with DODI 5105.18.

(4) Issue such operating procedures and provide supplemental guidance as may be required to ensure the efficient operation of Army-sponsored intergovernmental or intragovernmental committees.

(5) Appoint a DA Intergovernmental and Intragovernmental Committee Officer (DAIICO) to provide policy oversight and management of the DOD Intergovernmental and Intragovernmental Advisory Management Program at the DA level.

(6) Provide, upon request, information to the Director for Administration and Management, Office of the Secretary of Defense or the DOD Advisory Committee Management Officer on all Army-sponsored intergovernmental and intragovernmental committees.

(7) Maintain a list of all existing Army-sponsored intergovernmental or intragovernmental committees that operate for more than 12 months.

b. The Administrative Assistant to the Secretary of the Army. The Administrative Assistant to the Secretary of the Army will—

(1) Approve, when deemed appropriate or when directed, the establishment or renewal of intergovernmental or intragovernmental committees sponsored by one or more HQDA organizations and consisting of members from more than one HQDA organization, Army command, Army service component command, direct reporting unit, or DOD component.

(2) Serve as the DAIICO to provide policy oversight and management of the DOD Intergovernmental and Intragovernmental Advisory Management Program at the DA level.

(3) Designate an Army Intergovernmental and Intragovernmental Committee Program Manager to review all draft ARs and DA pamphlets for committee management implications during the Armywide staffing process.

(4) Act on requests to establish or renew committees from HQDA organizations, Army commands, Army service component commands, and direct reporting units that are not headed by a three-star official and do not report to a three-star official through their chain of command.

c. Principal officials of Headquarters, Department of the Army. These officials (if three-star equivalent) may establish, when deemed appropriate or when directed, Army-sponsored intragovernmental committees when the membership composition is limited to their organization.

d. Commanders of Army commands, Army service component commands, and direct reporting units. These commanders (if three-star equivalent or above) may establish, when deemed appropriate or when directed, Army-sponsored intergovernmental or intragovernmental committees sponsored by their organizations. This approval authority may not

be delegated. In addition, they are responsible for supporting the DA Intergovernmental and Intragovernmental Committee Management Program and will—

(1) Evaluate, unless prohibited by a statute or an executive order, the advice and recommendations provided by Army-sponsored intergovernmental or intragovernmental committees they sponsor and determine which actions will be implemented, when such advice falls within the scope of the responsibilities and functions formally assigned to them by a statute, a DOD directive, a DA general order, or the SECARMY.

(2) Provide adequate support to any intergovernmental or intragovernmental committee they sponsor, which may, depending on the committee's requirements, include support in funding; facilities; human resources (for example, staffing requirements, when authorized); information technology; central services (telephones, supplies, furniture, printing, and so forth); contracting; and access to key decisionmakers.

(3) Ensure that their sponsored committees comply with DODI 5105.18 and this regulation.

(4) Terminate their committees in accordance with paragraph 2–3.

(5) Review the need to continue their committees on an annual basis, at a minimum.

1–5. Applicability

A committee is defined as 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 U.S. or foreign officials and is established at the direction of the Office of the Secretary of Defense or heads of DOD components. Further considerations are provided below—

a. General. To be considered a committee subject to this regulation, the following criteria must be met:

(1) Performs such tasks as fact-finding, research, evaluation, studies, and/or reviews.

(2) Provides consensus recommendations and/or advice as its purpose.

(3) Holds regular or periodic meetings (at least once every 12 months).

(4) Has fixed membership.

(5) Considers an Armywide subject area (local committees performing a normal staff process are not considered Armywide for purposes of this regulation).

b. Exemptions. If any of the following criteria are met, the group is not subject to the provisions of this regulation:

(1) Committees that are intended to or actually operate for less than 12 months.

(2) DOD-supported Federal Advisory Committees subject to the provisions of DODI 5105.04.

(3) Internal DOD staff meetings, any accident investigation boards, safety mishap boards, flying evaluation boards, or medical evaluation boards; or boards to select members of the Military Services for promotion, reassignment, education, training, separation, or retirement.

(4) Organizations created by a non-Federal entity (such as a contractor or private organization) and not actually managed or controlled by an officer or employee of the Federal Government.

(5) Meetings initiated by one or more Federal officials with more than one other individual to obtain advice from individual attendees and not for the purpose of using the group to obtain consensus advice or recommendations.

(6) Local civic groups whose primary function is that of rendering a public service with respect to a Federal program or any State or local committee, council, board, commission, or similar group established to advise or make recommendations to State or local officials or agencies.

Chapter 2 Committee Guidance

2–1. Purpose

This chapter provides guidance on the procedures to establish and renew an Army-sponsored committee.

2–2. Establishing, renewing, or amending an Army-sponsored committee charter

The sponsoring organization will obtain coordination (at a minimum, from member organizations and legal counsel), before submitting a formal request to the approval authority. Committee charters are valid for a period of up to 3 years. Documentation to establish, renew, or amend a charter includes the following:

a. Justification to establish.

(1) An explanation of the committee's objectives.

(2) The proposed charter, with documented coordination (a sample charter is in table 2–1).

(3) An explanation of how the committee's objectives exceed the capabilities of normal staff processes.

(4) The committee's probable benefit to DA.

(5) Cost-benefit analysis. Request a current template via this email address:

usarmy.pentagon.hqda-oaa-rpa.mbx.committee-management@mail.mil.

b. Justification to renew (required every 3 years).

(1) A list of recommendations made by the committee since the last charter approval date and their disposition (adopted, partially adopted, rejected, or pending review). The list will be numbered and sorted by descending date. Include an explanation when the committee has not made any recommendations.

(2) The proposed charter, with documented coordination (a sample charter is in table 2–1).

(3) An explanation of how the committee’s objectives exceed the capabilities of normal staff processes.

(4) The committee’s benefit to DA (since it was established and in the last 3 years).

(5) Updated cost-benefit analysis.

(6) A copy of the current approved charter.

c. Request to amend the charter. Requests for major amendments to a charter, such as changing the mission, membership composition, or frequency of meetings, will include:

(1) An explanation of the proposed amendments.

(2) The proposed charter (a sample charter is in table 2–1).

(3) Updated cost-benefit analysis, if applicable.

(4) A list of all recommendations the committee made since the last charter approval date and their disposition (adopted, partially adopted, rejected, or pending review). The list will be numbered and sorted by descending date. Include an explanation when the committee has not made any recommendations.

(5) A copy of the current approved charter.

Table 2–1

Charter/Full Committee Name

1. **Name of committee.** Provide the full name of the committee (with acronym in parenthesis).

2. **Category and type of committee.** Enter the category of committee, based on the following definitions:

a. **Interagency.** Membership composed wholly of representatives from two or more U.S. Government agencies.

b. **Joint DOD.** Membership composed wholly of representatives from two or more DOD components (for example, Navy, Army, Air Force, Joint Staff).

c. **Intra-Army.** Membership composed wholly of representatives from DA.

3. **Date established.** If a new committee, insert: “New committee.” Otherwise, insert the original establishment date: “DDMMYYYY.”

4. **Authority.** List memorandums and/or regulations that authorize or suggest the establishment of the committee.

5. **References.**

a. DODI 5105.18 (DOD Intergovernmental and Intragovernmental Committee Management Program).

b. AR 15–39.

c. Former charter, approved date (hereby superseded).

6. **Date to be terminated.** Enter the expected overall duration for the committee to carry out its purposes.

a. **Example of an ongoing/indefinite duration.** The need for this advisory function is on a continuing basis. However, it will terminate upon completion of its mission or 3 years from the date this charter is approved, whichever is sooner, unless extended by the SECARMY or designee.

b. **Example of projected sunset date.** The committee’s charter will expire 16 months from the date this charter is approved.

7. **Mission or purpose.** Describe the mission, purpose, and functions of the committee.

8. **Direction and control.** Title of official and/or name of the organization the committee provides its advice to and receives it from.

9. **Committee structure and membership.** Describe the hierarchy and method by which the subcommittee(s) report their findings and recommendations.

List the official titles and/or offices of the chair(s), vice chair(s), and members of the committee and each subcommittee, if any. For example—

a. **The committee will be composed of the following members:**

1. Official title (chair)

2. Official title (vice-chair)

3. Official title

4. Official title, and so forth

b. **The (subcommittee) will be composed of the following members:**

10. **Estimated number of meetings.** The committee will meet an estimated x times a year. The subcommittee will meet an estimated x times a year.

11. **Estimated annual operating costs and staff years.** The total estimated operating costs, including travel and meeting and contract support, are approximately (cost in dollars). The estimated annual personnel costs to DA are (example: 1.52) full-time equivalents (FTEs). The costs are:

a. The number of work years annually required for the attendance of board participants (all board members and any participating staff), including any requirements for formal action officer meetings, councils of colonels, and any other preliminary or shaping sessions leading to the board, is (example: 1.52) FTEs at an estimated cost of \$ (cost in dollars).

b. The number of FTEs annually required to support the board (including partial FTEs) is (example: 1.52) FTEs at an estimated cost of \$ (cost in dollars).

1. The number and grade of any full-time Government (civilian or military) support staff or members whose duties are exclusive to the board is zero.

2. The size, source, and estimated cost of any contract support staff is (example: 1.52) FTEs at an estimated cost of \$ (cost in dollars).

c. The cost of meeting space is \$ (cost in dollars) (if zero, insert this language if applicable: because the board will use existing Government facilities).

Table 2-1
Charter/Full Committee Name—Continued

d. The annual travel costs are \$ (cost in dollars). (insert if applicable: Organizations of members will fund the travel and per diem associated with meeting attendance.) (If more than two committees/subcommittees are involved, use a table).

12. **Administrative support.** Provide the name of the office/directorate responsible for providing administrative support. (For example, the Office of the (agency or directorate) will provide staff support and services to the board, including the financial, administrative, logistical, and other support services necessary to carry out the functions of the board.)

13. **Other data.** Enter any other information that may be pertinent to the operations of the committee or subcommittee, such as rotation of chairperson assignment, when applicable; existence of similar committee operations under another name; or any special reporting requirements.

14. **Correspondence.** Explain correspondence or communications channels to and from the committee, to include responsible office, pertinent email or mailing addresses, Web site address, and so forth.

Date established/renewed. Signature and typed name, Position title of approving official

2-3. Terminating an Army-sponsored committee

Committees will be carefully managed and, unless prescribed by statute, terminated when—

a. The stated objectives have been accomplished, the subject matter or work of the intergovernmental or intragovernmental committee has become obsolete by the passing of time, or their functions are assumed by another entity.

b. The authorizing authority determines that the cost of operation exceeds the benefits acquired by DA.

c. In the opinion of the authorizing authority, DA can no longer continue to support the intergovernmental or intragovernmental committee due to a declared national emergency.

2-4. Tracking recommendations

Sponsoring organizations will maintain a list of recommendations made by the committee since the last charter approval date and their disposition (adopted, partially adopted, rejected, or pending review). The list will be numbered and sorted by descending date. Request a current template at this email address:

usarmy.pentagon.hqda-oaa-rpa.mbx.committee-management@mail.mil.

2-5. Reviewing annually

Each year, commanders will review the mission and resource requirements of all existing committees they sponsor and approve their continuation or direct termination. By 31 December of each year, commanders will provide the resulting list of existing committees to the DAIICO in the prescribed format at this email address:

usarmy.pentagon.hqda-oaa-rpa.mbx.committee-management@mail.mil.

Appendix A References

Section I Required Publications

DODI 5105.18

Department of Defense Intergovernmental and Intragovernmental Committee Management Program (Cited in paras summary of change, title page, 1-1, 1-4a(1), 1-4a(3), 1-4d(3), table 2-1.) (Available at <http://dtic.mil/whs/directives/>.)

Section II Related Publications

AR 11-2

Managers' Internal Control Program

AR 15-1

Department of the Army Federal Advisory Committee Management Program

AR 25-30

The Army Publishing Program

Department of the Army General Order 2012-01

Assignment of Functions and Responsibilities Within Headquarters, Department of the Army

DODI 5105.04

Department of Defense Federal Advisory Committee Management Program (Available at <http://www.dtic.mil/whs/directives/>.)

PL 92-463

Federal Advisory Committee Act of 1972 (Available at <http://uscode.house.gov/>.)

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (www.apd.army.mil).

DA Form 11-2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B Internal Control Evaluation

B-1. Function

The function covered by this evaluation is the management and administration of the DA Intergovernmental and Intragovernmental Committee Management Program.

B-2. Purpose

The purpose of this evaluation is to assist in evaluating the key internal controls outlined in paragraph B-4; it is not intended to cover all controls.

B-3. Instructions

Answers must be based on the actual testing of internal controls (such as document analysis, direct observation,

sampling, and simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

a. DAIICO evaluation—

- (1) Was each existing committee established or renewed in accordance with AR 15-39 requirements?
- (2) For committees codified in ARs, was the AR reviewed by the Army Intergovernmental and Intragovernmental Committee Program Manager for committee management implications during the Armywide staffing process?

b. Sponsoring organization evaluation—

- (1) Did the charter conform to the format in table 2-1?
- (2) Did the appropriate approval authority approve the charter?
- (3) Did commanders annually review the mission and resource requirements of all existing committees they sponsor and assess the continuing need from a mission and resource perspective?
- (4) Did the sponsoring organization maintain a list of recommendations the committee made since the last charter approval date and their disposition (adopted, partially adopted, rejected, or pending review)?

B-5. Supersession

Not applicable.

B-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Office of the Administrative Assistant to the Secretary of the Army (AARP-ZA/Army Committee Management Program), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060-5527, or by email at: usarmy.pentagon.hqda-oaa-rpa.mbx.committee-management@mail.mil.

Glossary

Section I Abbreviations

AR

Army regulation

DA

Department of the Army

DAIICO

Department of the Army Intergovernmental and Intragovernmental Committee Officer

DOD

Department of Defense

DODI

Department of Defense instruction

FTE

full-time equivalent

HQDA

Headquarters, Department of the Army

PL

Public Law

SECARMY

Secretary of the Army

U.S.

United States

USC

United States Code

Section II

Terms

Committee

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 U.S. or foreign officials and is established at the direction of the Office of the Secretary of Defense or heads of DOD components.

Interagency committee

Membership composed wholly of representatives from two or more U.S. Government agencies.

Intergovernmental committee

Any committee composed wholly of full-time or permanent part-time Federal officers or employees and elected officers of State, local, or tribal governments (or their designated employees with authority to act on their behalf), acting in their official capacity.

Intragovernmental committee

Any committee composed wholly of full-time or permanent part-time Federal officers or employees. Intragovernmental committees composed wholly of DOD representatives from two or more DOD components may also be referred to as Joint DOD committees.

Intra-Army committee

An intragovernmental committee with membership composed wholly of representatives from DA organizations.

Joint DOD committee

An intragovernmental committee with membership composed wholly of representatives from two or more DOD components (for example, Navy, Army, Air Force, Joint Staff).

Section III**Special Abbreviations and Terms**

This section contains no entries.

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