

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-RM-RS P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
No. 15-1-1

8 Nov 00

Boards, Commissions and Committees
COMMITTEE MANAGEMENT

1. Purpose: This regulation prescribes the responsibilities and procedures for administering the Committee Management Program for the Savannah District.
2. Applicability: This regulation applies to all divisions and offices in the Savannah District.
3. Reference:
 - a. AR 15-1, 27 Nov 92, Committee Management.
 - b. USACE Suppl 1 to AR 15-1, 1 Apr 96, Committee Management.
4. Definitions:
 - a. Committee: A group of team members who are appointed by the Commander to consider, investigate, advise, and usually report on specific problems or subject areas. "Committee" applies to any committee, conference, council, board, commission, task force, other similar group, or any subcommittee or other subgroup. Committees have the following characteristics:
 - (1) Fixed membership.
 - (2) A defined purpose of providing advice regarding a particular subject or subjects.

This regulation supersedes DR 15-1-1, 1 March 1992

(3) Regular or periodic meetings.

b. Types of committees:

(1) Continuing: A committee established with a general assignment for an unspecified period of time.

(2) Ad Hoc: A committee with a specified life of one year or less whose purpose is limited to problems of limited impact and is nonrecurring.

c. Committee Management Officer (CMO): Appointed by the Commander, the CMO administers the Committee Management Program and ensures compliance with governing regulations by reviewing local committee activities and providing advice to the local staff.

5. General: The following general policies pertain to the establishment, utilization, operation, and termination of all committees within the Savannah District.

a. The term "committee" shall be used in the title of a committee unless designated otherwise by the Commander, by legislation, or by regulation. An ad hoc committee will include the term "ad hoc" in its title.

b. Committees may be formed to perform functions such as fact-finding, research, special studies, inspections, audits, and reviews; committees will not perform duties, responsibilities, or functions that can be achieved effectively through normal command or staff actions. A committee will not perform operational, administrative, or management responsibilities (such as administering programs and making determinations) or effect coordination required to fulfill such responsibilities.

c. All documents proposing or directing the establishment, termination, or modification of a committee will be coordinated with the CMO.

d. All continuing committees will be formally established by memorandum signed by the Commander. Committee members will be formally appointed either by name or position title.

e. All ad hoc committees will be established by memorandum signed by the Commander when membership is composed of personnel from more than one division/office within the Savannah District. The memorandum may be signed by a division or office chief when membership is composed of personnel under his/her jurisdiction. Committee members will be formally appointed by name or position title.

f. The chairman of each committee is responsible for ensuring that minutes of each meeting are maintained.

g. The division or office chief (requesting official) will coordinate membership with each individual and the individual's supervisor before preparing documents asking establishment of the committee.

6. Responsibilities:

a. The Committee Management Program is administered by Resource Management, Resource Analysis Branch (CESAS-RM-RS). The Chief, Resource Management is the Committee Management Officer (CMO).

b. Division/office chiefs will coordinate with CESAS-RM-RS to establish, terminate, or change a committee by following procedures in paragraph 7 below.

c. The CMO will ensure that each committee is reviewed periodically to determine that it is effectively implemented within the committee charter.

7. Procedures:

a. Continuing Committees:

(1) The division or office chief who desires to establish a continuing committee will prepare a CESAS Form 1213,

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Staff Action Cover Sheet (SAC), Decision Paper proposing the committee, a memorandum establishing the committee (see example at Appendix A-1) and Committee Charter (see example at Appendix B-1). These documents will be forwarded to CESAS-RM-RS for coordination prior to forwarding to the Commander. The SAC will justify fully the reasons for establishing the committee.

(2) CESAS-RM-RS will review the proposal and memorandum and will:

(a) Recommend approval of the proposal and the memorandum, or

(b) Recommend disapproval of the proposal and return it to the requestor with reasons for recommendation.

(3) The Commander will review the proposal and the memorandum and approve and sign or disapprove and return the documents to CESAS-RM-RS who will notify the requesting official.

(4) To abolish, modify, or extend the life beyond the original terms of an existing committee, the division/office chief or committee chairman will follow the guidance in 7a(1) above. The CMO will take action as appropriate.

b. Ad Hoc Committees:

(1) The division or office chief who desires to establish an ad hoc committee will prepare a memorandum for the appropriate signature (see paragraph 5(e)). If the memorandum requires the Commander's signature, the requestor will prepare a SAC, justifying fully the reasons for establishing the committee. These documents will be routed through CESAS-RM-RS.

(2) CESAS-RM-RS will review the proposal to ensure compliance with paragraph 5 and provide advice, if appropriate.

(3) To abolish, modify, or extend the life of an ad hoc committee beyond the original terms of the existing committee,

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the division/office chief will provide rationale to CESAS-RM-RS along with a memorandum to effect the action. The CMO will take action as appropriate.

Appendices	/s/
Appendix A - Duty Appointment	JOSEPH K. SCHMITT
Appendix B - Committee Charter	COL, EN
	Commanding

DISTRIBUTION B & D

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APPENDIX A
SAMPLE - DUTY APPOINTMENT MEMORANDUM

CESAS-IM (15-1c)

23 March 1999

MEMORANDUM FOR DISTRIBUTION B

SUBJECT: Duty Appointment/Assignment, Configuration
Management/Control Board

1. Effective this date, the District Configuration
Management/Control Board is established and consists of the
following members:

Chief, Information Office (Information Security Systems
Manager) (Chairman)

Chief, Security and Law Enforcement

Chief, Logistics Management Office

Gary Seibert, CESAS-IM0-P, (Information Systems Security
Office)

Frederick D. Blackburn, CESAS-EN-EC, (Information Systems
Security Officer)

Stanley L. Simpson, CESAS-EN-HA, (Information Systems
Security Officer)

2. Authority: AR 380-19, 27 Feb 98, Information Systems
Security.

3. Period: Indefinite.

4. Purpose: To ensure that Automated Information Systems and
networks controlled by the Savannah District can be securely
maintained.

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5. Special Instructions: The board will meet, at a minimum, quarterly.

JOSEPH K. SCHMITT

COL, EN

Commanding

CF:

CESAS-RM-RM

Each Board Member

APPENDIX B

SAMPLE - COMMITTEE CHARTER

CHARTER OF THE CONFIGURATION MANAGEMENT/CONTROL BOARD

1. Committee's Official Designation: Configuration Management/Control Board.
2. Objectives and Scope: To ensure that AIS and networks included in the Site baseline can be securely maintained. The Configuration Management/Control Board will consist of information management, acquisition, operations, security, and user management personnel and ISS personnel.
3. Duration: Indefinite.
4. Official to Whom Committee Reports: Commander.
5. Sponsor and Agency Providing Support:
 - a. Sponsor: IM.
 - b. Agency Providing Support: CESAS.
6. Duties: To ensure that Automated Information Systems and networks controlled by the Savannah District can be securely maintained.
7. Estimated Annual Cost: None.
8. Frequency of Meetings: Quarterly.
9. Termination Date: Indefinite.
10. Composition of Committee: Chief, Information Management office (Information Security Systems Manager); Chief, Security

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and Law Enforcement; Chief, Logistics Management Office; William E. Baran, CESAS-IM-I (Information Systems Security Officer); Fredrick D. Blackburn, CESS-EN-EC, (Information Systems Security Officer); Stanley L. Simpson, CESAS-EN-HA, (Information Systems Security Officer).

11. Subcommittees: None.

12. Date Charter filed: 12 March 1999.