

BY ORDER OF THE
SECRETARY OF THE AIR FORCE

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Special Management

**INTERGOVERNMENTAL AND INTRAGOVERNMENTAL
COMMITTEE MANAGEMENT PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 90-14, *Committee Management Program*, and guidance in Department of Defense (DoD) Instruction (DoDI) 5105.18, *Department of Defense Intergovernmental and Intragovernmental Committee Management Program*. The DoD Instruction is printed word-for-word in regular font without editorial review. AF supplementary material is printed in bold font and indicated by “(Added)(AF).” This Supplement provides AF guidance for the establishment, renewal, management, and support of AF-sponsored intergovernmental and intragovernmental committees. This publication applies to all organizational entities within the Department of the Air Force. Send all recommended changes or comments about this publication to SAF/AAX, at safaax.workflow@pentagon.af.mil, through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of the processes for the administration and management of AF-sponsored intergovernmental and intragovernmental committees are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/afrims/afrims/afrims/rims.fcm>.

SUMMARY OF CHANGES

This publication is updated to comply with changes in DoDI 5105.18, *Department of Defense Intergovernmental and Intragovernmental Committee Management Program*, (previously DoDD 5105.18, *DoD Committee Management Program*) and AFI 33-360, *Publications and Forms Management*. Major changes include more clearly defined processes and responsible offices.



Department of Defense INSTRUCTION

NUMBER 5105.18
July 10, 2009

DA&M

SUBJECT: DoD Intergovernmental and Intragovernmental Committee Management Program

References: See Enclosure 1

1. PURPOSE: This Instruction:

- a. Reissues DoD Directive (DoDD) 5105.18 (Reference (a)) as a DoD Instruction (DoDI) in accordance with the authority in DoDD 5105.53 (Reference (b)).
- b. Establishes policy, provides procedures, and assigns responsibilities for the DoD Intergovernmental and Intragovernmental Committee Management Program.

2. APPLICABILITY.

a. This Instruction applies to OSD, the Military Department, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

b. Nothing in this Instruction shall:

(1) Limit or restrict the free exchange of information, advice, and ideas between representatives of the DoD Components and other Federal agencies through ad hoc or occasional meetings or other means.

(2) Apply to any committee, board, commission, council, conference, panel, task force, subcommittee or other subgroup, or any other similar types of groups that are:

(a) DoD intergovernmental and intragovernmental committees that are intended to or actually operate for less than 12 months.

(b) DoD-sponsored Federal advisory committees subject to the provisions of DoDI 5105.04 (Reference (c)).

(c) 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.

(d) 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.

(e) 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 utilizing the group to obtain consensus advice or recommendations.

(f) 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.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. No DoD intergovernmental and intragovernmental committee shall be established unless its functions cannot be accomplished by existing DoD organizations. When establishing committees, consideration shall be given to ensuring necessity, economy and efficiency of operation, and execution within resource constraints.

b. All DoD intergovernmental and intragovernmental committees shall perform such tasks as fact-finding, research, evaluation, studies, and reviews.

c. All DoD intergovernmental and intragovernmental committees shall be carefully managed and, unless prescribed by statute, terminated when:

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

(2) The authorizing authority determines that the cost of the operation exceeds the benefits acquired by the Department of Defense.

(3) In the opinion of the authorizing authority, the Department of Defense can no longer continue to support the intergovernmental and intragovernmental committee due to a declared national emergency.

d. All DoD intergovernmental and intragovernmental committees, unless funded by statute, Presidential Directive, or otherwise determined by the Office of the Under Secretary of Defense (Comptroller), shall be funded from amounts appropriated for the Department of Defense for operational and maintenance accounts.

e. No DoD intergovernmental and intragovernmental committee, unless otherwise authorized by statute, shall allow public participation in its deliberations.

f. All DoD intergovernmental and intragovernmental committees shall comply with DoD 5200.1-R (Reference (d)).

g. All DoD intergovernmental and intragovernmental committees that receive national security information from any Federal agency shall obtain the appropriate security reviews prior to the release of information to the public. Releases to the public include, but are not limited to, news releases and public reports.

h. No commissioned officer of the Military Services, unless authorized by the Secretary of Defense, shall have his or her duty to a DoD intergovernmental and intragovernmental committee considered joint duty for the purpose of chapter 38 of title 10, United States Code (Reference (e)).

i. All reports, work papers, background papers, graphic designs, and desktop publishing files generated by and for DoD intergovernmental and intragovernmental committees shall be considered property of the U.S. Government and shall be maintained and preserved pursuant to DoDD 5015.2 (Reference (f)).

j. All DoD intergovernmental and intragovernmental committees shall provide an electronic copy, using portable document format, of every unclassified report they issue to the Pentagon Library.

k. All DoD intergovernmental and intragovernmental committees, unless otherwise directed by DoDI 5330.03 (Reference (g)), shall use the Document Automation and Production Service for their printing requirements.

l. (Added)(AF) Air Force policy is established in AAFP 90-14.

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION REQUIREMENTS. The annual report on DoD Intergovernmental and Intragovernmental Committees has been assigned Report Control Symbol (RCS) DD-DA&M(A)2322 in accordance with DoDI 8910.01 (Reference (h)).

7. RELEASABILITY. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.

9. **(Added)(AF) Adopted Form. AF Form 847, *Recommendation for Change of Publication*.**


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Enclosures

1. References
 2. Responsibilities
- Glossary

ENCLOSURE 1REFERENCES

- (a) DoD Directive 5105.18, "DoD Committee Management Program," February 8, 1999 (hereby canceled)
- (b) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008
- (c) DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," August 6, 2007
- (d) DoD 5200.1-R, "Information Security Program," January 14, 1997
- (e) Chapter 38 of title 10, United States Code
- (f) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (g) DoD Instruction 5330.03, "Document Automation and Production Service (DAPS)," February 8, 2006
- (h) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (i) **(Added)(AF) DoDI 5105.04_AFI 90-1401, "Department of Defense Federal Advisory Committee Management Program," 22 July 2010**
- (j) **(Added)(AF) Air Force Policy Directive 90-14, "Committee Management Program," 17 December 2010**
- (k) **(Added)(AF) Air Force Manual 33-363, "Management of Records," 1 March 2008**
- (l) **(Added)(AF) Headquarters Air Force Mission Directive 1-6, "The Administrative Assistant to the Secretary of the Air Force," 22 December 2008**

ENCLOSURE 2RESPONSIBILITIES1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M shall:

a. Develop, establish, and implement DoD-wide policies for the DoD Intergovernmental and Intragovernmental Committee Management Program.

b. Represent the Department of Defense and maintain liaison with the Congress, the Government Accountability Office (GAO), the Office of Management and Budget (OMB), and other Federal agencies, as required, on matters involving the DoD Intergovernmental and Intragovernmental Committee Management Program.

c. Respond to GAO and OMB queries about DoD intergovernmental and intragovernmental committees governed by this Instruction.

d. Provide policy oversight and management of the DoD Intergovernmental and Intragovernmental Committee Management Program through the Committee Management Officer (CMO) for the Department of Defense, as defined by Reference (c).

2. OSD PRINCIPAL STAFF ASSISTANTS (PSAs), THE SECRETARIES OF THE MILITARY DEPARTMENTS, AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF.

The OSD PSAs, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff shall:

a. Establish, when deemed appropriate or when directed, DoD intergovernmental and intragovernmental committees. This authority may be further delegated in writing, but no lower than the Assistant Secretary level or the three-star flag officer equivalent.

(1) (Added)(AF) SAF/AA, pursuant to Secretary of the Air Force (SECAF) authority delegated in Headquarters Air Force Mission Directive 1-6, *The Administrative Assistant to the Secretary of the Air Force*, (Reference (1)) is responsible for establishing and managing committees.

(2) (Added)(AF) Air Force-sponsored committees are established by the Secretary of the Air Force or the SAF/AA in writing.

(a) (Added)(AF) Requesting organizations will provide the following information to the approving authority when establishing a committee:

1. (Added)(AF) Name of the committee.

2. (Added)(AF) Purpose.

3. (Added)(AF) Type (intergovernmental or intragovernmental).

4. (Added)(AF) Projected duration.

5. (Added)(AF) Source of funding and support for the committee.

6. (Added)(AF) Justification that the purpose cannot be fulfilled by an existing organization in compliance with paragraph 4a of this Instruction.

b. Provide adequate support to any DoD intragovernmental or intragovernmental committee, which may, depending on the committee's requirements, include support in funding, facilities, human resources (e.g., staffing requirements, when authorized), information technology, central services (telephones, supplies, furniture, printing, etc.), contracting, and access to key decision makers.

(1) (Added)(AF) Unless funded by statute, Presidential Directive, etc., all discretionary committees will be funded by the sponsoring organization.

c. Terminate DoD intergovernmental and intragovernmental committees when their work has been accomplished, the subject matter is no longer relevant, their work has become obsolete, or their functions have been assumed by another Federal Government entity.

(1) (Added)(AF) Upon termination of an existing discretionary committee, the sponsoring agency must forward notification of termination through SAF/AAX to SAF/AA.

d. Confirm that all DoD intergovernmental and intragovernmental committees within their respective DoD Components are administered consistent with this Instruction.

(1) (Added)(AF) Organizations who sponsor established discretionary committees must submit the following information to SAF/AA through SAF/AAX no more than 30 calendar days after committee startup:

(a) (Added)(AF) Stated purpose of the committee.

(b) (Added)(AF) Source of direction to establish the committee (directive, correspondence, etc.).

(c) (Added)(AF) Membership specifics: Names, titles, and organizations of all committee members, including chairperson.

(d) (Added)(AF) Projected committee expiration date.

(2) (Added)(AF) Once established, the sponsoring agency will maintain all documentation, reports, etc. produced by the committee and ensure compliance with policy

in paragraph 4 of this Instruction to support and fund the committee and prepare cost-benefit analysis.

e. Issue such operating procedures and provide supplemental guidance as may be required to ensure the efficient operation of DoD intergovernmental and intragovernmental committees.

(1) (Added)(AF) SAF/AA issues this Instruction to ensure compliance.

f. Evaluate, unless prohibited by a statute or an Executive order, the advice and recommendations provided by DoD intergovernmental or intragovernmental committees and determine which actions shall be implemented by the Department of Defense. OSD PSAs, Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff shall exercise this authority only:

(1) For intergovernmental or intragovernmental committees that they establish.

(a) (Added)(AF) Sponsoring organizations will submit their recommendations and advice for making AF-wide changes through SAF/AA for SECAF approval. Recommendations must be signed by the head of the sponsoring organization.

(2) When such advice falls within the scope of the responsibilities and functions formally assigned to them by a statute or a DoD charter Directive.

(a) (Added)(AF) Sponsoring organizations will submit their recommendations and advice for making DoD-wide changes to DA&M through SAF/AA for SECAF approval and forwarding to DA&M as appropriate. Recommendations must be signed by the head of the sponsoring organization.

g. Appoint a DoD Intergovernmental and Intragovernmental Committee Officer to provide policy oversight and management of the DoD Intergovernmental and Intragovernmental Committee Management Program at the DoD Component level.

(1) (Added)(AF) The Administrative Assistant to the Secretary of the Air Force (SAF/AA) will administer the Air Force Committee Management Program. The Administrative Assistant is the Air Force Advisory Committee Management Officer (ACMO).

h. Provide, upon request, information to the DA&M or the CMO on DoD intergovernmental and intragovernmental committees operating under their cognizance.

(1) (Added)(AF) SAF/AA will task sponsoring organization for input when requested by DA&M or the CMO.

(2) (Added)(AF) The head of sponsoring organization will provide the requested input by the suspense date.

i. Maintain a listing of all DoD intergovernmental and intragovernmental committees that operate for more than 12 months.

(1) (Added)(AF) SAF/AAX will maintain a listing of all Air Force intergovernmental and intragovernmental committees that operate for more than 12 months.

j. Submit an annual report to the CMO on the DoD intergovernmental and intragovernmental committees they authorize or were operating under cognizance for more than 12 months during the previous year. At a minimum, this report shall include the committee's name, purpose, membership, recommendations made, and recommendation implemented.

(1) (Added)(AF) When requested, SAF/AAX will, through SAF/AA, provide an annual report to the CMO for the Air Force-sponsored intergovernmental and intragovernmental committees operating during the previous year that existed for more than 12 months.

GLOSSARY

PART I. ABBREVIATIONS AN ACRONYMS

CMO--Committee Management Officer

DA&M--Director of Administration and Management

DoDD--DoD Directive

DoDI--DoD Instruction

GAO--Government Accountability Office

OMB--Office of Management and Budget

PSA--Principal Staff Assistant

PART II. DEFINITIONS

These terms and their definitions are for the purposes of this Instruction.

committee. Any committee, board, commission, council, conference, panel, task force, integration 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 OSD or DoD Component Heads.

(Added)(AF) discretionary committee. Any committee established in writing at the direction of the Secretary of the Air Force or the SAF/AA.

(Added)(AF) non-discretionary committee. Any committee whose creation or termination is directed by Presidential directive, statute or OSD.

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.

PSA. The Under Secretaries of Defense; the Deputy Chief Management Officer; the General Counsel of the Department of Defense; the Inspector General of the Department of Defense; and

those Assistant Secretaries of Defense, Assistants to the Secretary of Defense, and OSD Directors and their equivalents who report directly to the Secretary or Deputy Secretary of Defense. OSD PSAs are also known as the “Heads of the OSD Components.”

(Added)(AF) sponsoring organization. HAF (Secretariat and Air Staff) 2-letter/digit offices.