

CHARTER OF THE DEFENSE TRADE ADVISORY GROUP

I. Purpose

The purpose of the Defense Trade Advisory Group (DTAG) is to provide a formal channel for regular consultation and coordination with U.S. private sector defense exporters and defense trade specialists on issues involving U.S. laws, policies, and regulations for exports of defense articles, services, and related technical data. The Defense Trade Advisory Group will advise the Department on its support for and regulation of defense trade to help ensure that the foreign policy and national security interests of the United States continue to be protected and advanced while helping to reduce unnecessary impediments to legitimate exports in order to support the defense requirements of U.S. friends and allies.

II. Authority

The Committee is established under the general authority of the Secretary and Department of State as set forth in Title 22 of the United States Code. The Committee is governed by the provisions of the Federal Advisory Committee Act (“FACA”), 5 U.S.C. App. 1 et. seq., which sets forth standards for the formation, use, and operation of advisory committees. The approval of the Charter by the Under Secretary of State for Management constitutes a determination by the Secretary of State that the establishment of the Committee is in the public interest in connection with the performance of duties imposed by law on the Department of State.

III. Organization and Membership

A. Membership

Members of the Committee shall be appointed by the Assistant Secretary of State for Political-Military Affairs. The Committee shall consist of up to sixty members, who shall be designated as representatives for the purpose of Federal ethics rules.

B. Officers

The Assistant Secretary of State for Political-Military Affairs shall appoint a Chair, Vice-Chair, and all other DTAG officers. DTAG officers, like DTAG members, shall be private sector individuals.

C. Designated Federal Officer

The Assistant Secretary of State for Political-Military Affairs shall appoint a government officer to serve as DTAG's Designated Federal Officer (DFO). As DTAG officers are members of the private sector, the DFO is not a DTAG officer.

D. Ex Officio Member(s)

The Assistant Secretary of State for Political-Military Affairs may appoint Department of State employees as Ex Officio Members of DTAG. The Assistant Secretary may delegate this authority to the Designated Federal Officer.

E. Subgroups

The Chairman may establish Working Groups and Task Forces, as he or she deems appropriate, for assisting the Committee to carry out its work. These subgroups will not report directly to U.S. Government officials but only assist the DTAG in its consideration of issues. Because of this, Working Group and Task Force sessions are not subject to FACA meeting requirements.

F. Support Functions

Support functions for the operation of the Committee and its subsidiary bodies shall be supplied by funds available to the Secretary of State. Estimated annual costs are \$1,500 for staging biannual plenaries and for related supplies. Manpower requirements are approximately .6 FTE.

IV. Operations

A. Functions of the Chairman

In accordance with the FACA, the Chairman shall:

- (1) Call meetings with the concurrence of the Vice-Chairman and the Designated Federal Officer;
- (2) Prepare or approve the agenda for meetings, subject to the approval of the Designated Federal Officer;
- (3) Preside at meetings;
- (4) Provide for the keeping of detailed minutes of meetings of the Committee;
- (5) Provide for the maintenance and retention of the records of the Committee; and
- (6) Certify the accuracy of the minutes of meetings of the Committee.

B. Functions of the Vice-Chairman

In accordance with the FACA, the Vice-Chairman shall:

- (1) Attend each meeting of the Committee and adjourn such meetings at the pre-set time or when adjournment is in the public interest;
- (2) Call or concur in the calling of all meetings of the Committee;
- (3) Under the general direction of the Committee and its Chairman, supervise the operations of the staff.

C. Functions of the Designated Federal Officer

In accordance with the FACA, the Designated Federal Officer shall:

- (1) Call or approve all meetings;
- (2) Approve the agenda of all meetings;
- (3) Attend all meetings;
- (4) Chair the meeting when so directed by the Secretary of State and to ensure the Assistant Secretary for Political-Military Affairs is apprised of DTAG proceedings and activities;

- (5) Adjourn meetings at the pre-set time or when adjournment is in the public's interest; and
- (6) Along with others in the Directorate of Defense Trade Controls, serve as a liaison between the DTAG and the public, providing current information concerning the operations of the Committee.

D. Meetings of the Committee

It is expected that the Committee will meet at the discretion of the Chairman and its membership. All meetings will be open to the public unless a determination is made in accordance with Section 10(d) of the Federal Advisory Committee Act, as amended, that a meeting or portion of a meeting should be closed to the public. Timely notice of the meeting, stating the name of the Committee, the time, place and purpose of the meeting shall be published in the Federal Register. Except in exceptional circumstances, such notice shall be given at least 15 days in advance of the meeting date.

E. Records

The records of the Committee will consist of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for its proceedings, including working papers, drafts, studies or other documents made available to, or prepared by, the Committee. Documents for public dissemination shall be available to the extent required by the Freedom of Information Act (5 U.S.C. 552b) from the Bureau of Political-Military Affairs, in the U.S. Department of State Reading Room.

F. Minutes of Meetings

Detailed minutes shall be kept of each meeting of the Committee, which shall include a record of the persons present, a complete and accurate description of matters discussed and conclusions reached, and copies of all reports received, issued or approved by the Committee. The Chairman shall certify the accuracy of such minutes.

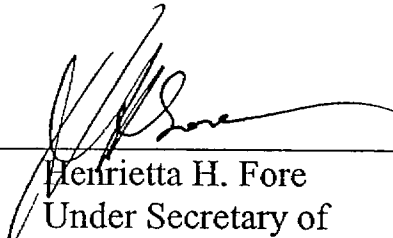
V. Termination

The Committee shall terminate automatically in two years unless it is renewed or extended by appropriate action prior to that date.

VI. Filing and Effective Date

This Charter shall be considered approved by the Department of State as of this date and shall be considered filed as of the date copies have been provided to the Committee on Foreign Relations in the Senate and the Committee on International Relations of the House of Representatives, and to the Library of Congress, pursuant to the Federal Advisory Committee Act.

Approved



Henrietta H. Fore
Under Secretary of
State for Management

Date

5-17-06