



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

ATTG-TRQ-P

01 MAR 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 18, Establishment and Management of Temporary Committees

1. References:

a. Army Regulation (AR) 15-1, Boards, Commissions, and Committees - Committee Management, 27 Nov 92.

b. Memorandum, SECARMY, 2 Aug 11, subject: Army Policy on the Establishment and Management of Temporary Committees.

2. AR 15-1 sets forth the basic policies and principles governing the Department of the Army Committee Management Program. It provides guidance on the establishment, continuation or termination of intra-Army committees.

3. The Army frequently must address complex issues on a compressed schedule. Although leveraging existing organizations is preferred, leaders may establish temporary committees to respond to emerging, urgent or short-term mission requirements. The following pertains to this policy with regards to establishment of temporary committees:

a. The term temporary committee refers to committees established to respond to emerging, urgent or short-term mission requirements. It does not include committees established by Army regulation or associated sub-committees.

b. Temporary committees will be established for the minimum period required to achieve their mission. In any event, unless otherwise specified, they will be terminated no longer than 2 years after establishment.

c. Integrated capability development teams are outside the scope of this directive and are excepted from this directive.

4. For intra-agency, inter-command, and departmental temporary committees, the sponsoring activity is responsible for justifying the establishment of the temporary committee. In addition to the guidance provided in AR 15-1, all sponsoring activities will comply with the following:

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SUBJECT: TRADOC Policy Letter 18, Establishment and Management of Temporary Committees

a. No Army command, field operating agency, major subordinate organization, center or school may establish a new temporary committee without Secretary of the Army (SA) approval.

b. The sponsoring activity will provide a committee charter, other documentation required by AR 15-1, and a detailed cost benefit analysis including projected annual operating costs and proposed bill payers, through HQ TRADOC, the Administrative Assistant to the Secretary of the Army and Deputy Under Secretary of the Army to the SA.

5. This policy letter is rescinded upon publication of a revision to AR 15-1.



ROBERT W. CONE
General, U.S. Army
Commanding

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SECRETARY OF THE ARMY
WASHINGTON

02 AUG 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy on the Establishment and Management of Temporary Committees

1. References:

a. Army Regulation (AR) 15-1, *Committee Management*, 27 Nov 92.

b. Secretary of the Army Memorandum, *Army Management Enterprise – Temporary Organizations*, 17 Mar 11.

2. AR 15-1 sets forth the basic policies and principles governing the Department of the Army Committee Management Program. It provides guidance on the establishment, continuation or termination of intra-Army committees.

a. The term committee refers to a body of individuals with a formally established collective responsibility appointed to consider, investigate, advise and usually to report on specific Army or Defense problems or subject areas. It includes councils, boards, ad-hoc committees, task forces, panels, commissions and other like organizations.

b. Intra-Army committees are committees that are established by a Headquarters, Department of the Army (HQDA) or Army Command (ACOM) activity with representation solely from within the Army. Intra-Army committees include intra-agency, departmental, intra-command and inter-command committees.

c. Intra-command and inter-command committees include any committee established by an ACOM activity composed of representation from one (intra-) or more (inter-) commands. Intra-agency and departmental committees include any committee established by an HQDA activity composed of representatives from one (intra-agency) or more (departmental) activities (e.g., HQDA, the ACOMs, and/or forward operating agencies).

3. In the dynamic political and operational environment in which it operates, the Army frequently must address complex issues on a compressed schedule. Although leveraging existing organizations is preferred, Army leaders may establish temporary committees to respond to emerging, urgent or short-term mission requirements.

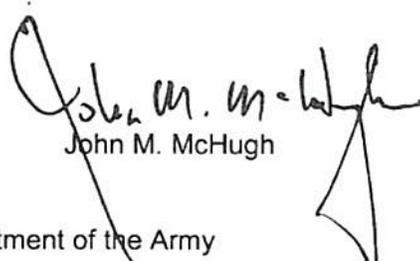
a. As it pertains to this policy, the term temporary committee refers to committees established to respond to emerging, urgent or short-term mission requirements. It does not include committees established by Army Regulation or associated sub-committees.

b. Temporary committees will be established for the minimum period required to achieve their mission. In any event, unless otherwise specified, they will be terminated no longer than two years after establishment.

4. For intra-agency, inter-command, and departmental temporary committees, the sponsoring activity is responsible for justifying the establishment of the temporary committee. In addition to the guidance provided in AR 15-1, all sponsoring activities will comply with the following:

SUBJECT: Army Policy on the Establishment and Management of Temporary Committees

- a. No HQDA activity, ACOM, Field Operating Agency or Staff Support Agency may establish a new temporary committee without Secretary of the Army (SA) approval. If the sponsoring activity is part of the Army Staff, advanced coordination with the Vice Chief of Staff, Army (VCSA) is required.
 - b. The sponsoring activity will provide a committee charter, other documentation required by AR 15-1, and a detailed cost-benefit analysis including projected annual operating costs and proposed bill payers, through the Administrative Assistant to the Secretary of the Army (AASA) and Deputy Under Secretary of the Army (DUSA) to the SA. The AASA will maintain a copy of all documentation associated with established temporary committees and, as necessary, will provide the SA an analysis of incidental costs and options relative to physical placement and operation of the committee within the National Capital Region.
 - c. The VCSA and DUSA will provide the SA recommendations including, but not limited to, the ability to execute the mission within the existing structure, potential overlaps and possible bill payers, as applicable.
 - d. The SA will adjudicate any issues among the sponsoring activity, the VCSA, the DUSA and the AASA prior to approval and establishment of a temporary committee.
 - e. The SA, in coordination with the AASA, will review mission and resource requirements and approve continuation or direct termination of all new or existing temporary committees no later than March 31st of each year. Such determination will inform the resourcing process.
5. For intra-command temporary committees, the ACOMs should establish policies and procedures consistent with paragraphs 3 and 4. These policies and procedures should be incorporated into an official ACOM publication no later than November 30, 2011.
 6. The policies outlined in this directive will be incorporated into a revision to AR 15-1 no later than September 30, 2011. This Army directive is rescinded upon publication of the revision.
 7. My points of contact for this policy are Dr. Leonard W. Braverman, Office of the DUSA, (703) 695-8337, leonard.braverman@us.army.mil or Mr. Hok Lim, Office of the AASA, (703) 545-0650, hok.lim@us.army.mil.



John M. McHugh

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