



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 5420.60J
AAUSN
February 15, 2006

SECNAV INSTRUCTION 5420.60J

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) FEDERAL ADVISORY COMMITTEE
MANAGEMENT PROGRAM

Ref: (a) Public Law 92-463, Federal Advisory Committee Act of 6
Oct 72, Title 5, U.S. Code Annotated, Appendix 2
(b) DOD Directive 5105.4 of 10 Feb 03
(c) SECNAVINST 5420.194
(d) Title 5, U.S. Code, Section 552b, Government in the
Sunshine Act

Encl: (1) Administrative Management Procedures for DON Federal
Advisory Committees

1. Purpose. To implement references (a) and (b), and update
the policy, procedures, and responsibilities for the DON Federal
Advisory Committee Management Program.

2. Scope. Committees other than DON Federal advisory
committees are excluded from this instruction. They shall be
established and administered per reference (c).

3. Cancellation. SECNAVINST 5420.60H.

4. Definitions

a. Chairperson. The head of a committee.

b. Committee Management Officer (CMO). The individual
designated by an agency head to manage and provide policy
oversight to the Advisory Committee Management Program. The DOD
CMO is located in the Administration and Program Support
Division, Washington Headquarters Services (WHS/APSD), reporting
to Director, Administration and Management (DA&M), OSD. The DON
CMO is the Assistant for Administration, Office of the Under
Secretary of the Navy (AAUSN).

c. Designated Federal Officer (DFO). Individual (military or civilian) designated by the supporting command for each DON Federal advisory committee to approve or call each meeting, approve the agenda, attend each meeting and adjourn meetings when he or she determines it to be in the public interest. DFO also designates a security officer for the committee to ensure proper handling of national security information.

d. Federal Advisory Committee. Any committee, board, commission, council, conference, panel, task force, or other similar group, or any subcommittee or subgroup thereof that is not composed wholly of full-time employees of the Federal Government, that is established by statute, or established or utilized by the President or any agency official for obtaining advice or recommendations.

e. Membership. Includes all those assigned to participate on a committee. Membership need not include voting privileges.

f. Non-Federal Government Personnel. Individuals not employed by the Federal Government on a full-time or permanent part-time basis.

g. Special Government Employee (SGE). An individual who is retained by the Federal Government to perform temporary duties, with or without compensation, for a period not to exceed 130 days during any period of 365 consecutive days. All SGEs appointed as members of DON Federal advisory committees, with or without compensation, shall be appointed as consultants under the provisions of 5 CFR 304.

h. Sponsorship. The Secretary of the Navy is the sponsor of each DON Federal advisory committee.

i. Supporting Command. This activity will have the responsibility for the management and financial support of a DON Federal advisory committee. Normally, the supporting command is the activity to which the committee reports.

5. Objectives. The objectives of the DON Federal Advisory Committee Management Program are to:

a. Encourage the use of sound management practices in the utilization of Federal advisory committees;

b. Eliminate overlap and duplication among DON Federal advisory committees;

c. Ensure the maintenance of current information on the organization, purpose, and activity of DON Federal advisory committees;

d. Prevent the assignment of personnel to DON Federal advisory committees where conflict of interest or antitrust violations might result.

6. Policy. Per reference (a), a DON Federal advisory committee will be:

a. Used solely for advisory functions that are not the responsibility of, or cannot be assigned to or accomplished by an existing committee or organizational unit.

b. Established only when essential to the conduct of agency business and only when specifically authorized by statute or by the President, or after determination by the Secretary of the Navy (SECNAV) as a matter of formal record that the committee is in the public interest.

c. Terminated when the stated objectives of the committee have been accomplished.

d. Balanced in composition in terms of points of view represented, functions to be performed, areas of expertise, and in the best interests of diversity.

e. Prohibited from holding any meeting or action until a Federal advisory committee charter has been filed with SECNAV and the cognizant Congressional committees.

f. Required to hold meetings open to the public except in circumstances where a closed meeting shall be determined per the provisions of reference (d). Interested persons must be permitted to attend, appear before, or file statements with any DON Federal advisory committee. Subject to the Freedom of Information Act, all documents that are made available to or prepared for or by a DON Federal advisory committee must be made

available for public inspection and copying. Detailed minutes of meetings must be kept.

g. Required to ensure published notice of all meetings in the Federal Register at least 15 calendar days prior to the meetings.

7. Guidelines

a. Size of the Committee. The size of certain DON Federal advisory committees is regulated by statute and will be specified in the particular committee's charter. Otherwise, committee size shall be limited to the minimum membership considered essential to accomplish committee objectives in an efficient and effective manner.

b. Staffing the Committee. Each DON Federal advisory committee shall have a chairperson, executive secretary, designated security officer, and Designated Federal Officer (DFO). Other officials may be required, depending on committee size, frequency of meetings, and committee objectives.

c. Committee Titles

(1) To ensure uniformity and conformance with DOD policy, DON Federal advisory committees shall be titled as follows:

(a) Groups of a continuing nature, other than those established by legislation, should be designated as "DON Federal advisory committees," and their subordinate units should be designated as "subcommittees."

(b) The terms "commission", "council", and "board" are reserved for Federal advisory committees established by legislation.

(2) The policy in paragraph 7c(1) above need not interfere with the titles of committees previously established, currently operating and known by their original title.

8. Responsibilities

a. AAUSN, as DON Committee Management Officer (CMO), shall:

(1) Establish policy, issue guidance for efficient operation, and provide oversight of DON Federal advisory committees, ensuring compliance with requirements of pertinent Federal statutes and regulations.

(2) Ensure, in coordination with the General Counsel, closed or partially closed meetings are approved in advance and public notice is published in the Federal Register.

(3) Ensure cognizant committee officials maintain information about membership and activities as required.

(4) Ensure SECNAV approves compensation as necessary for advisory committee members who are not Federal Government employees.

(5) Ensure required reports are submitted as necessary.

(6) Issue detailed procedural guidance for the operation of DON Federal advisory committees. See enclosure (1).

Supporting Commands

(1) Subject to administrative oversight of AAUSN, responsibility for the management and day-to-day operation of a DON Federal advisory committee rests with the supporting command.

(2) Supporting commands will maintain complete information concerning the activities of their Federal advisory committees, including organization and membership, agenda, detailed minutes, transcripts or notes of meetings, studies, analyses, reports or other data, and compilation of working papers made available to, or prepared by or for, the committees. Such information is to be available to SECNAV and the Secretary of Defense (SECDEF).

9. Action. Addressees will carry out policies and execute responsibilities prescribed in this instruction.

10. Reports and Forms

a. Reports required by this instruction are exempt from reports control by SECNAVINST 5214.2B.

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b. Forms cited in this instruction are available electronically at the DOD Washington Headquarters Services, DOD Forms Program website:
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Dionel M. Aviles
Under Secretary of the Navy

Distribution:
Electronic only, via Navy Directives Website
<http://neds.daps.dla.mil/>

ADMINISTRATIVE MANAGEMENT PROCEDURES FOR
DON FEDERAL ADVISORY COMMITTEES

1. Action. AAUSN/Secretariat Headquarters Human Resources Office (SHHRO) will coordinate DON Federal advisory committee action items as appropriate. As much as practicable, e-mail and facsimile will be used to expedite correspondence processing.

2. Establishment, Revision, or Termination of a DON Federal Advisory Committee. Proposals to establish, revise, or terminate a DON Federal advisory committee will be submitted to AAUSN through the chain of command. Proposals will include information following the format in Appendix A.

3. Charter. Upon final approval of a proposal to establish or revise a DON Federal advisory committee, the supporting command will file a committee charter with AAUSN, following the format in Appendix B. AAUSN will forward the charter to Director, Washington Headquarters Services (Directorate for Administration and Program Support), Office of the Secretary of Defense (OSD), and to Committee Management Secretariat, General Services Administration (CMS GSA) for approval. Upon approval, OSD will forward copies of the charter to SECNAV, the Senate Committee on Armed Services, the Senate Appropriations Committee, the House Armed Services Committee, the House Appropriations Committee, and the Library of Congress (Federal Advisory Committee Desk), as required by reference (a). No DON Federal advisory committee will meet or take any action until its charter is approved by CMS GSA.

4. DFO Designation. Per the format in Appendix C, each DFO will be designated in writing, citing responsibilities of the position. Upon assignment of a new DFO, the committee will forward biography and date the new DFO will be assuming these duties to AAUSN.

5. Membership Appointments/Reappointments. Candidates for committee membership may be contacted prior to approval of a proposed appointment in order to solicit their interest. However, committee membership can neither be offered nor implied prior to final approval. Membership must be balanced in terms of points of view represented, functions to be performed, areas of expertise, and in the best interests of diversity.

a. Proposed members who are not full-time or permanent part-time employees of the Federal Government shall be designated as Special Government Employees (SGEs), whether or not they receive

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compensation, and appointed as consultants under the provisions of 5 CFR 304. Members may not serve longer than 4 years unless extended per reference (b). Appointments may be approved for multiple years; however, DFOs will consult with their servicing HRO to ensure that appointments are processed and renewed annually, and otherwise documented properly.

b. Secretariat review and concurrence. To avoid unnecessary paperwork, Secretariat review and concurrence for appointments/reappointments may be obtained prior to the official appointment request. Use the format in Appendix D; attach current resumé/biography of each nominee, and forward request from supporting command to SECNAV via AAUSN.

c. The DFO will send proposed nominees a packet of information and list of forms to complete/return, including:

(1) Office of Government Ethics (OGE) Form 450, "Confidential Financial Disclosure Report." This form must be reviewed by the committee's designated agency ethics official for conflict of interest and noted in the Certification Statement (paragraph 5d(3)).

(2) Department of Defense (DD) Form 2859, "Foreign Activities Questionnaire." Per DOD General Counsel, members should complete this form at the same time as the OGE 450 each year.

(3) Optional Form (OF) 612, "Optional Application for Federal Employment" and recent, signed resumé/biography.

(4) Any further information unique to the committee or forms required by servicing HRO.

d. Upon receipt of completed paperwork from nominees, forward the appointment/reappointment request using the format in Appendix E to SECNAV via AAUSN, and include the following documents for each nominee. Please note that if prior Secretariat review and concurrence was obtained, the committee's supporting command endorsement is not required in the appointment/reappointment request.

(1) Completed DD 2292, "Request for Appointment or Renewal of Appointment of Consultant or Expert;"

(2) Completed OF 612 and signed resumé/biography;

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(3) Certification Statement signed by DFO that nominee is technically qualified to serve on the committee; that nominee's OGE 450 has been reviewed by the designated agency ethics official and no conflict of interest exists for committee membership; and appropriate security clearances for the nominee have been obtained (if required);

(4) Current membership roster with work and home addresses; and

(5) Balance of committee membership, to include technical expertise of current and proposed members.

e. Upon signature by SECNAV, SECNAV Administrative Division will forward to OSD for final concurrence. Please note that if Secretariat review and concurrence was obtained, the appointment request will be signed by AAUSN and forwarded to OSD.

f. Upon OSD approval of appointment/reappointment, AAUSN will prepare letters of invitation for SECNAV signature. The only exception is for members of the Chief of Naval Operations (CNO) Executive Panel (CEP), whose letters of invitation will be prepared by the CEP committee manager and signed by CNO.

g. If OSD or SECNAV requests a nominee's appointment, AAUSN will forward a letter to the nominee stating that he/she will soon receive information from the committee. The DFO will immediately send information to nominee and submit appointment request per guidance in paragraphs 5c and 5d. AAUSN will sign the request to OSD for final concurrence.

6. Meetings

a. Convening Meetings. DON Federal advisory committee meetings may be convened only at the call, or with advance approval, of the committee DFO. The DFO will attend each meeting and is authorized to adjourn any such meeting when it is in the public interest. AAUSN may attend any meetings of DON Federal advisory committees to fulfill assigned responsibilities.

b. Public Notice. Public notice of each DON Federal advisory committee meeting will be published in the Federal Register at least 15 days prior to the meeting, except when the President determines otherwise for reasons of national security. Emergency situations, which preclude 15 days' advance notification, require approval of AAUSN prior to publication.

(1) Following the format in Appendix F, the notice will state the committee title and the time, place, and purpose of the meeting, including a summary of the agenda, if possible. The notice will also state whether the meeting is open or closed to the public. If closed in whole or part, the notice will provide the reason and cite the applicable exemption listed under reference (d) (see paragraph 6c below).

(2) The notice must be transmitted by letter to the Judge Advocate General (JAG) (Code 13), for review, processing, and forwarding to the Office of the Federal Register. If the meeting will be closed in whole or part, a copy of Under Secretary of the Navy (UNSECNAV) approval to close the meeting to the public must be included. Advance transmittal is permissible by e-mail or facsimile to JAG (Code 13).

(3) Notices must be transmitted to reach JAG at least 30 days before the scheduled meeting date. This allows for timely administrative processing of the notice and publication in the Federal Register at least 15 days in advance of the meeting.

c. Closed Meetings. Normally, DON Federal advisory committee meetings are open to the public and reasonable seating accommodations will be provided. Exceptions will be made as follows:

(1) Per reference (a), UNSECNAV may authorize closure of a meeting in whole or part if matters to be discussed are exempt from disclosure under reference (d), or if public interest requires protecting those matters from disclosure. When possible, closure authorization will be requested for only the session(s) during which nondisclosable matters will be discussed.

(2) Requests to close or partially close a DON Federal advisory committee meeting, complete with justification, list of committee members, proposed agenda, and Federal Register notice, must be received by AAUSN at least 35 days before the meeting date. Advance transmittal by e-mail or facsimile is permissible to JAG (Code 13) and SHHRO. See format for request in Appendix G. This lead-time permits:

(a) General Counsel certification of the reason(s) justifying closure;

(b) UNSECNAV written decision to close the meeting;

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(c) Staffing time at JAG Federal Register Liaison Office;

(d) Mailing time of 2 days to the Office of the Federal Register via overnight delivery;

(e) Processing time of 4 working days at the Office of the Federal Register;

(f) Publication in the Federal Register at least 15 days in advance of the meeting.

(3) Due to time constraints in publishing notices in the Federal Register, it is permissible to cite tentative time, location, and agenda of the closed meeting. In an emergency whereby notice of a meeting must be published with less than 15 days advance notification, such notice must have prior approval from AAUSN. E-mail, facsimile, and telephone coordination with SHHRO will expedite processing.

d. Public Participation. Subject to the provisions of reference (d), the public will be permitted to file written statements with a DON Federal advisory committee concerning topics discussed at a committee meeting. If the chairperson permits, the public may speak at a meeting under procedures established by the committee.

e. Minutes. Detailed minutes, certified accurate by the chairperson, must be kept of each DON Federal advisory committee meeting, to include: Time and place of meeting; a list of committee members, their addresses, employers and areas of expertise; staff and agency employees present; complete summary of matters discussed and conclusions reached; copies of all reports received, issued, or approved; description of the extent to which the meeting was open to the public (if closed meeting, include published copy of Federal Register meeting notice); description of public participation, including names of those who presented oral and written statements; and an estimate of the number of public who attended.

f. Records and Public Disclosure. Subject to the provisions of reference (d), the records of all DON Federal advisory committee meetings must be available for public review. Therefore, either the DON Federal advisory committee or the supporting command will retain a complete record of all DON

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Federal advisory committee proceedings and will respond to requests for public access. Records to be retained include reports, transcripts, minutes, appendices, working papers, drafts, studies, agenda, or other documents that are made available to or prepared for or by the committee.

7. Reports. The following reports are required:

a. Committee Annual Meeting Report. DON Federal advisory committee annual meeting reports will be endorsed by the committee's supporting command and forwarded to SECNAV, except for the U.S. Naval Academy Board of Visitors (USNA BOV) and CNO Executive Panel (CEP). Reports of the USNA BOV will be submitted to the President, with copy to SECNAV and SECDEF. CNO will determine the type and frequency of reports of meetings of the CEP. Only the final addressee of a report may release the report. Annual meeting reports must be submitted within 60 days of meeting.

b. Annual Comprehensive Review (ACR) (formerly titled the President's Annual Report to Congress on the Activities of Federal Advisory Committees). This report is due by mid-November per reference (a). Information on each DON Federal advisory committee in existence during the previous fiscal year must be included in the report. Committee managers will enter required information for their committees directly into the GSA reporting system found at <http://www.fido.gov/facadatabase>. Detailed instructions for completion of the report will be provided annually by AAUSN. SHHRO/SP will verify all committee data and electronically certify completion of all DON Federal advisory committee reports to the DOD CMO.

c. Annual Closed Meeting(s) Report. Each DON Federal advisory committee will report annually to AAUSN on all meetings closed or partially closed to the public. The reporting period is the previous fiscal year to correspond to meetings reported in the ACR (paragraph 7b above). Following the instructions and format in Appendix H, each report will summarize all activities and related matters that are informative to the public consistent with the policy of reference (d). Each report must be signed by the chairperson or DFO of the committee and contain the specific Title 5, U.S. Code citation. An original and one copy of each report are required. Reports will be consolidated by AAUSN and submitted to the DOD CMO, who will file copies of the reports with the Library of Congress, as required by reference (a).

APPENDIX A

ESTABLISHMENT, REVISION, OR TERMINATION OF A
DON FEDERAL ADVISORY COMMITTEE

1. Establishment. Proposals to establish a DON Federal advisory committee will include:

a. Justification indicating why attainment of the committee's mission/objective(s) is necessary; why the task to be assigned cannot be accomplished on a staff or liaison basis; and why the committee affords the most effective, expeditious or economical means of accomplishing the desired objective(s).

b. A proposed charter following the format in Appendix B.

c. Title of the parent committee, if the proposal relates to a subcommittee; or title of the subcommittee, if the proposal relates to a parent committee.

d. Proposed membership listing showing diversity of committee composition; names, titles, and organizations of proposed Federal Government members; and complete biography of each consultant/expert/SGE/non-Federal Government individual proposed for membership. Each biography should include:

(1) Name, address, place and date of birth;

(2) Education (schools, years attended, major field of study at highest level, degrees);

(3) Employment (present and past - names of firms, positions, dates, and major responsibilities);

(4) Affiliations (industrial, educational, professional, scientific, etc. List names of organizations, nature of affiliation, committees served on, and dates);

(5) Other fields of endeavor, interests, or special talents;

(6) Present and past memberships on Federal advisory committees (list committees by name, purpose, sponsoring organization, dates);

(7) Publications and/or outstanding achievements;

(8) Date biography was prepared.

e. Cost and Funding Information. Identify estimated annual requirements and associated costs (committee secretariat Federal /staff, compensation of non-Federal Government consultants or experts, Federal Government members, and travel/per diem expenses), funding source, and an estimate of the work-years hours required for performing secretariat Federal /staff services.

f. Standard Operating Procedures of the proposed committee.

g. A completed OF 612, "Optional Application for Federal Employment" and recent, signed (no resumés); DD 2292, "Request for Appointment or Renewal of Appointment of Consultant or Expert;" and Certification Statement for each non-Federal Government employee proposed for membership. Certification Statement, signed by DFO, states that nominee is technically qualified to serve on the committee; that nominee's OGE 450 has been reviewed by appropriate Legal Department and no conflict of interest exists for committee membership; and appropriate security clearance for the nominee has been obtained. See detailed guidance in enclosure (1), paragraphs 5c and 5d.

2. Revision. To revise a DON Federal advisory committee, submit recommended change(s) and rationale therefore.

3. Termination. A request to terminate a DON Federal advisory committee will stipulate that committee objectives have been fulfilled or that the committee is no longer fulfilling its intended purpose. Include copies of all correspondence relating to the original establishment or revision of the committee and the committee charter.

APPENDIX B

FORMAT FOR DON FEDERAL
ADVISORY COMMITTEE CHARTER

CHARTER

1. Official Designation:
2. Objectives and Scope of Activity: (in general terms, the overall nature and extent of the committee's advisory functions and activities)
3. Time Necessary for the Committee to Fulfill Its Purpose: (specific time period for committee to carry out its purpose, or state "continuing")
4. Sponsor of the Advisory Committee: Secretary of the Navy.
5. Agency Responsible for Providing the Necessary Support for the Advisory Committee: (activity that provides administrative and related support for the committee)
6. Description of Duties for which the Advisory Committee is Responsible: (a more detailed and expanded description of the committee's duties and functions, as covered briefly in paragraph 2 above)
7. Estimated Annual Operating Costs in Dollars and Man Work-Years: (the estimated costs and support man work-years (professional and administrative support) required annually to operate the committee, including: non-Federal Government members direct compensation, if authorized; Federal Government members prorated salaries; Federal Government staff prorated salaries; nonmember consultant compensation; travel and per diem for those same categories of personnel; associated costs, e.g., rental of space, graphics, printing, contract services, etc.). Costs should agree with those stated in current ACR.
Operating costs: Man Work-Years:
8. Estimated Number and Frequency of Committee Meetings:
9. The Advisory Committee Termination Date: (the committee's termination date, if less than 2 years from date of establishment; otherwise, state "continuing")
10. Chartered: (leave blank - date provided by DOD CMO)

APPENDIX C

FORMAT FOR DFO DESIGNATION

MEMORANDUM FOR [INDIVIDUAL AND TITLE]

Subj: APPOINTMENT AS DESIGNATED FEDERAL OFFICER FOR THE
[COMMITTEE]

In accordance with the provisions of Sections 10(e) and (f) of the Federal Advisory Committee Act, Public Law 92-463 (5 U.S.C. App. 2), you are hereby appointed as the Designated Federal Officer (DFO) for the [committee].

In your capacity as the DFO, you will: Attend all meetings of the committee (or designate an alternate in writing to do so); call and adjourn meetings of the committee in conjunction with the Chairperson; assist in developing agendas for such meetings; ensure that accurate and complete minutes of all meetings are taken and maintained on file; and provide for the preparation, distribution, and retention of all records and reports emanating from the proceedings of the committee.

You are also responsible for designating a security officer to the [committee] for proper receipt and appropriate review of any public disclosure of classified material, and for safeguarding all national security information provided to the [committee].

Secretary of the Navy

Copy to:
[Chain of command]
[Committee]
WHS, OSD

APPENDIX D

FORMAT TO REQUEST SECRETARIAT REVIEW
AND CONCURRENCE OF NOMINEES

ACTION MEMO

FOR: SECRETARY OF THE NAVY

VIA: ASSISTANT FOR ADMINISTRATION, UNDERSECRETARY OF THE NAVY

SUBJECT: Secretariat Review and Concurrence of Nominee(s)
to (Committee)

- Respectfully request Secretariat review and concurrence to appoint/reappoint the following individuals:
[Names and occupation]
- Cite specifics why these individuals will be a benefit to the committee and how their expertise ties into the committee's mission.
- Background information is attached at TAB A [biography, including address and telephone number].

RECOMMENDATION: SECNAV concur with appointments/reappointments.

Approve _____

Disapprove _____

COORDINATION:

Attachments:
As stated

Prepared by:

APPENDIX E
FORMAT TO REQUEST
APPOINTMENTS AND REAPPOINTMENTS

FROM: Secretary of the Navy
TO: Special Assistant to the Secretary of Defense
(White House Liaison)
VIA: Assistant for Administration, Undersecretary of the Navy
SUBJECT: Appointment of Members to [Committee]

- Request your concurrence to appoint the following individuals as consultants and members to [committee], as endorsed by the Secretary of the Navy [if Secretariat review and concurrence obtained], for [NTE 4] years, without compensation:

Dr. Eileen Jones
Mr. Raymond Williams

- The Designated Federal Officer for [committee] has certified that the nominees have obtained the appropriate security clearances, reviewed the OGE 450s for conflict of interest, and determined that the individuals are highly qualified for the level of work to be performed. The members of this committee do not receive compensation. [Delete last sentence for NRAC.]
- DD Form 2292, OF 612, and resumé for each nominee are contained in TAB B-1 and TAB B-2.
- Secretary of the Navy nominee approval is at TAB C [if Secretariat review and concurrence obtained].
- Current committee membership is at TAB D, and balance of membership is at TAB E.

RECOMMENDATION: Approval of nominations.

Approve _____ Disapprove _____

COORDINATION: TAB F.

Attachments:
As stated

Prepared by:

APPENDIX F

FORMAT FOR PUBLIC MEETING NOTICE OF
A DON FEDERAL ADVISORY COMMITTEE

3810-FF

DEPARTMENT OF DEFENSE

Department of the Navy

Meeting of the Naval Research Advisory Committee

AGENCY: Department of the Navy, DOD

ACTION: Notice of meeting.

SUMMARY: The Naval Research Advisory Committee (NRAC) Panel on Optimized Surface Ship Manning will meet to assess the impact of studies to optimize ship manning and personnel effectiveness. The meeting will be open to the public. [The executive session of the meeting/the meeting will be closed to the public.*]

DATES: The meeting will be held on [date], from 1:00 p.m. to 5:00 p.m. [The closed executive session will be from 1:00 p.m. to 1:30 p.m.*]

ADDRESSES: The meeting will be held at the Office of Naval Research, 800 Quincy Street, Suite 600, Arlington, VA 22217.

APPENDIX F

FORMAT FOR PUBLIC MEETING NOTICE OF
A DON FEDERAL ADVISORY COMMITTEE

FOR FURTHER INFORMATION CONTACT: [Name], Program Director,
Naval Research Advisory Committee, 800 Quincy Street, Arlington,
VA 22217, 703-696-1234.

[SUPPLEMENTARY INFORMATION: This notice of meeting is provided
per the Federal Advisory Committee Act (5 U.S.C. App. 2). The
executive session/entire meeting will consist of classified
information that is specifically authorized by Executive Order
to be kept secret in the interest of national defense and is
properly classified pursuant to such Executive Order.
Accordingly, the Secretary of the Navy has determined in writing
that the executive session/all sessions of the meeting shall be
closed to the public because they concern matters listed in 5
U.S.C. section 552b(c) (1).]*

Dated:
Name and rank**
Judge Advocate General's Corps,
U.S. Navy,
Federal Register Liaison Officer

* Omit bracketed sentences for meetings that are wholly open to
the public

** Dated and signed in the office of Judge Advocate General

**Note: Notices must be double-spaced on 8½" x 11" bond paper,
with 1" top, bottom and right margins, and 1½" left
margin. All dates and times must be stated in civilian
terminology, as shown.**

SECNAVINST 5420.60J
February 15, 2006

APPENDIX G

FORMAT TO REQUEST CLOSED/PARTIALLY CLOSED MEETING
OF A DON FEDERAL ADVISORY COMMITTEE

MEMORANDUM FOR ASSISTANT SECRETARY OF THE NAVY (RESEARCH,
DEVELOPMENT AND ACQUISITION

Subj: Determination of Necessity to Close a Meeting of the
Naval Research Advisory Committee

Ref: (a) Chair NRAC memo of November 3, July 29, 2005
(b) Federal Advisory Committee Act (5 U.S. Code. App. 2)

Reference (a) requests authorization to close the meeting of the Naval Research Advisory Committee on December 8, September 20, 2005. The meeting will consist of discussions and technical examination of highly sensitive information pertaining to ship manning and personnel effectiveness.

Because the meeting will be concerned with matters listed in section 552b(c)(1) of Title 5, U. S. Code, you are authorized to close the meeting to the public per section 10(d) of reference (b).

By copy of this memorandum, the Judge Advocate General will ensure publication in the Federal Register at least 15 calendar days prior to the meeting.

Under Secretary of the Navy

Copy to:
GC
JAG
AAUSN

**Note: Request required 35 days prior to meeting date.
See enclosure (1) paragraph 6c(2) use civilian date
terminology**

APPENDIX H

INSTRUCTIONS AND FORMAT FOR
ANNUAL CLOSED MEETING REPORT

1. A separate report will be prepared for each DON Federal advisory committee and subcommittee meeting that was closed, either totally or partially, to public attendance during the specific fiscal year. Do not report any meeting that was open to the public. Total number of closed meeting reports must correspond to that reported in the Annual Comprehensive Review (ACR) (see paragraph 7b of enclosure (1)).

2. Each report must be typed on plain bond paper, under the following heading:

DEPARTMENT OF DEFENSE
Department of the Navy
FY 20xx Report of Closed Meetings of the
(Committee, underlined)
under Section 10(d)
Federal Advisory Committee Act

3. Each report will be prepared in narrative form and include, as a minimum, the following information regarding each closed portion of a meeting:

a. Date and place of the meeting.

b. What portion of the meeting (by time and agenda item) was closed to the public, and the provision(s) of 5 U.S. Code 522b(c) (reference (d)) cited to authorize the closure.

c. Title or topic of all reports, records, or other information (written or oral) presented to the Federal advisory committee during the meeting, provided in advance to the members in preparation for the meeting.

d. Description of any actions taken at the closed session, to include any reports or recommendations made to a DOD official, and disposition of the reports or recommendations.

4. Chairperson or DFO of the committee must sign each report.