

# 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 the 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., 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. The Committee reports to the Directorate of Defense Trade Controls, Political-Military Affairs Bureau.

## III. Description of Duties

The duties of the Committee are solely advisory.

## IV. 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. DTAG members shall be private sector individuals.

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B. Officers

The Assistant Secretary of State for Political-Military Affairs shall appoint from the DTAG membership a Chair, Vice-Chair, and all other DTAG officers.

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 Assistant Secretary of State for Political-Military Affairs 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. Subcommittees are subject to the recordkeeping requirements outlined in General Records Schedule 26, Item 2.

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 \$61,000 for all committee-related activities, including manpower. Manpower requirements are approximately 0.6 FTE.

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## V. Operations

### A. Functions of the Chair

In accordance with the FACA, the Chair shall preside at meetings and certify the accuracy of the minutes of meetings of the Committee.

### B. Functions of the Vice-Chair

In accordance with the FACA, the Vice-Chair shall attend each meeting of the Committee.

### 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 informed 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 call of the DFO in consultation with the Chair. 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 be published in the Federal Register and shall contain all of the information required by the Federal Advisory Committee Act and the Foreign Affairs Manual, including the name of the Committee, and the time, place and purpose of the meeting. Except in exceptional circumstances (in which case such exceptional circumstances shall be listed in the

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meeting notice in accordance with the FACA), such notice shall be published in the *Federal Register* at least 15 days in advance of the meeting date.

E. Records

The records of the Committee shall be handled in accordance with General Records Schedule 26, Item 2. Documents shall be available to the public from the Bureau of Political-Military Affairs, in the U.S. Department of State Reading Room. In accordance with the FACA, documents or other records may be subject to withholding under exemptions listed in the Freedom of Information Act, 5 U.S.C. 552.

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.

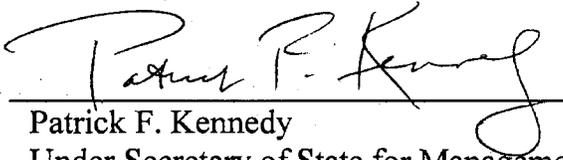
VI. Termination

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

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VII. Filing and Effective Date: March 28, 2008.

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   
Patrick F. Kennedy  
Under Secretary of State for Management

Date 