

Boards, Commissions, and Committees
COMMITTEE MANAGEMENT

SUPPLEMENTATION. Further local supplementation of this supplement is prohibited unless specifically approved by AFZF-RM-M.

SUGGESTED IMPROVEMENTS. The proponent of this supplement is the Directorate of Resources Management (DRM). Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF RM M.

OVERVIEW

1

AR 15-1 AR 15-1, 1 June 78, is supplemented to provide guidelines for implementing the III Corps and Fort Hood Installation Committee Management Program.

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POLICY

2

Fort Hood Policy These policies are established to guide the Installation Committee Management Program at Fort Hood:

Page	Paragraph	Policy
1-2	1-4c	Add. Do not establish advisory committees at Fort Hood. Individuals appointed to serve as members of installation committees at Fort Hood are to be officers or employees of the Federal Government. When attendance of an individual who is not an officer or employee is desired, open meetings should be held with the individual participating as a guest.
1-3	1-4g	Add. Appointments of committee members by position is preferred over appointment of committee members by name.
1-3	1-4h	Add. The titles of installation committees at Fort Hood should agree with the guidelines described in this regulation.

RESPONSIBILITIES

3

Fort Hood
Responsibilities

Responsibilities assigned to accomplish the Installation Committee Management Program at Fort Hood include:

Page	Paragraph	Responsibilities
1 4	1 5	<p>Add. e Fort Hood.</p> <p>(1) DRM is responsible for:</p> <ul style="list-style-type: none"> (a) Controlling the establishment and use of committees at Fort Hood. (b) Appointing an installation committee management officer to administer the III Corps and Fort Hood committee management program. (c) Reviewing committee activities continuously to be sure the installation committee management program is accomplished within the general provisions of this regulation. (d) Maintaining the installation committee list. (e) Integrating information about existing committees into Fort Hood Regulation 5-3 (III Corps and Fort Hood Installation Management System.) <p>(2) Staff Activities. Staff activities are responsible for:</p> <ul style="list-style-type: none"> (a) Managing committees within their respective areas. (b) Coordinating proposals and directives relating to committee with the installation committee management officer (AFZF RM M). (c) Developing written charters for committee which are consistent with information required by appendices A and B. (d) Identifying staff activities who have involvement with proposed committee. Appointing committee members from position titles or names provided by the participating activities. (e) Assembling and maintaining committee files to include charter, inventory data prescribed in appendix C, minutes, records, and reports generated during the committee's existence. (f) Revalidating charters for continuing committees every 2 years and charter for ad hoc committees once a year. (g) Documenting committee information within FH Regulation 5-3 <p>(3) Major subordinate commands (MSCs) and tenant activities. MSC and tenant activities. MSC and tenant activities are responsible for the management of committees within their respective areas.</p>

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COMMITTEE MANAGEMENT CHANNELS OF COMMUNICATION

4

Fort Hood
Channels of
Communication

The channels of communication for the installation committee management program at Fort Hood include:

Page	Paragraph	Committee Management Channels of Communication
1-5	1 6d	Add. d. Fort Hood. Upon completion of staff coordination and review by the staff principal, send proposal to establish, modify, terminate, or continue an installation committee to Commander III Corps and Fort Hood, ATTN: AFZF-RM M (Committee Management Officer) for coordination.

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USE OF COMMITTEES

5

Installation
Management
System

The use of committees as a part of the III Corps and Fort Hood installation management system includes:

Page	Paragraph	Committee Management Channels of Communication
1-5	1-7	Add. 1-7. Use of Committees. Committees are used as a key part of the installation management system. They formally review functions, results of measurement areas requiring command group involvement, maximum staff interface, and coordination. The committee evaluation process serves to identify potential problem areas and determines corrective actions needed to prevent operating problems.

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ESTABLISHING, MODIFYING, TERMINATING, CONTINUING, OR AFFILIATING COMMITTEES BY MEMBERSHIP

6

Fort Hood
Procedures

The procedures to establish, modify, terminate, or continue committees at Fort Hood include:

(continued on next page)

Fort Hood
Procedures
(Continued)

Page	Paragraph	Procedures to Establish, Modify, Terminate, or Continue Committees
2-2	2-4d	<p>Add. d. Fort Hood. Process FH Form 2750 (Application for Committee Certification) to obtain approval to establish, modify, terminate, or continue a committee at Fort Hood.</p> <p>(1) AR 15-1, appendix A, B, and C describes the information needed on FH Form 2750. FH Form 2750 is shown at appendix A, this supplement.</p> <p>(2) Forward FH Form 2750 along with staff comments, to the installation committee management officer.</p> <p>(3) Separate FH Forms 2750 are needed on each committee and subcommittee proposal.</p> <p>(4) Upon approval, FH Forms 2750 serves as the official committee charter.</p> <p>(5) Upon determination of the need to continue a committee past the effective date, submit FH Form 2750. A memorandum may be used in lieu of FH Form 2750 to request the continuance of a committee past the effective date when minor or on modifications are needed in the committee charter.</p>

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APPROVAL AUTHORITIES

7

Fort Hood
Committee
Approval
Authorities

Approval authorities for installation committee proposals at Fort Hood include:

Page	Paragraph	Local Command and Agency Committees
2-2	2-5c	<p>Add. The Chief of Staff is the certifying authority for installation committee at Fort Hood. MSC and tenant activities are the certifying authorities for committee within their respective areas.</p>

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REPORTING REQUIREMENTS

8

Fort Hood
Reporting
Requirements

Reporting requirements for the installation committee management program at Fort Hood include:

Page	Paragraph	Reporting Requirements
2 2	2-6	Add. a. DRM b. Staff Activities. (1) Committee Charter. Obtain certification of the committee charter. (2) Record of Committee Activities. Maintain a record of the charter, committee meeting dates, agenda, and summaries of committee accomplishments in the committee file.

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APPENDIX I APPLICATION FOR COMMITTEE CERTIFICATION

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Appendix 1

Add page I-1, appendix I, Application for Committee Certification.

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Filing
Instructions

Place this supplement in front of AR 15-1, 1 June 1978.

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FOR THE COMMANDER:



PAUL T. WEYRAUCH
Brigadier General GS
Chief of Staff

OSCAR N. WHITE, JR.
LTC SC
DOIM

Appendix
I. FH Form 2750, Application for Committee Certification

DISTRIBUTION:
IAW FH Form 1853, C
Plus: AFZF RM M (75)
IM-Pubs (100)
IM AO (2)
IM ARL (1)
CDR, FORSCOM, AFCCO M (2)

APPENDIX I

APPLICATION FOR COMMITTEE CERTIFICATION (AR 15-1 with FH Suppl 1)		1 Action Requested: Establish <input type="checkbox"/> <input type="checkbox"/> Modify <input type="checkbox"/> <input type="checkbox"/> Continue <input type="checkbox"/> <input type="checkbox"/> Terminate <input type="checkbox"/> <input type="checkbox"/>	
PART I - PROPOSED CHARTER			
2 Names of Committee _____		3 Prescribing Directive _____	
4 Type of Committee Continuing _____ Ad Hoc _____	5 Category of Committee Intra-Component _____ Inter-Agency _____ Advisory _____	6 Committee Level: Independent _____ Subcommittee _____	
7 Mission or Purpose (Brief Description) _____			
8 Subcommittees (List and describe relationship to other committees): _____			
9 List "Areas to be Managed" from FH Reg 5-3 to be reviewed by committee: _____			
10 Direction and Control (Title of Officer to whom the committee reports or receives its direction): _____		11 Proponent (Office Responsible for admin support--files, agenda, minutes, meeting arrangements, etc.): _____	
12 Membership List (IG will serve as an advisor or non-voting member)			
CG _____	G4 _____	CORPS CE _____	DOIM _____
DCG _____	G5/DCSL _____	CORPS CML _____	DOL _____
C/JS _____	AG _____	CORPS ENGR _____	DPCA _____
GARR CDR _____	AUDIT _____	CORPS SURG _____	DPI _____
CSM _____	CHAP _____	D/CA _____	DRC _____
SGS _____	CPO _____	D/E _____	DRM _____
G1 _____	CORPS AMC _____	DUS _____	EEOO _____
G2 DSEC _____	CORPS ARTY _____	DEH _____	HQ COMD _____
G3/DPT _____	CORPS AVN _____	DHS _____	*IG _____
NCO ACAD _____			
PAO _____			
PMO _____			
SJA _____			
1 CD _____			
2 AD _____			
3 SIG BDE _____			
6 CAV BDE _____			
13 SJPCOM _____			
89 MP BDE _____			
504 MI GP _____			
APACHE _____			
DENTAC _____			
MEDDAC _____			
TCATA _____			
USAISC _____			
AMC LAO _____			
OPFOR _____			
USAF ALO _____			
13 Committee Officers:			
Chairman _____	_____	_____	_____
Vice Chairman _____	_____	_____	_____
Recorder _____	_____	_____	_____
	(activity)	(position)	(name)
14 Level of Attendees Directorate Chiefs _____ Action Officers _____	15 Frequency and length of meetings _____		16 Location for meetings: _____
17 Correspondence Channels (to and from committee): _____			

SAMPLE

