

**JOINT ADVISORY COMMITTEE
ON
NUCLEAR WEAPONS SURETY
CHARTER**

1. OFFICIAL DESIGNATION: Joint Advisory Committee (JAC) on Nuclear Weapons Surety.
2. OBJECTIVE AND SCOPE OF ACTIVITY: The JAC will advise the Secretary of Defense and the Department of Energy and inform the Nuclear Weapons Council (hereinafter referred to as the Council) on nuclear weapons systems surety matters.
3. AUTHORITY: The Secretary of Defense authorizes the establishment of the JAC, consistent with the requirements of the Federal Advisory Committee Act (FACA) (Public Law 92-463, October 6, 1972, as amended, Title 5 United States Code, Appendix 2).
4. COMMITTEE DURATION AND TERMINATION: The Committee is established for a period not to exceed two years from the date of the Charter.
5. SUPPORT AGENCY: The office of the Assistant to the Secretary of Defense (Nuclear and Chemical and Biological Defense Programs) (ATSD(NCB)) will sponsor the JAC according to the provisions of DoD Directive 5105.4 and will provide the necessary administrative and related support.
6. MEMBERSHIP:
 - a. There will be a minimum of four members and a maximum of seven members. The Secretary of Defense or his designee appoints members.
 - b. Membership shall be balanced with respect to the various aspects of nuclear weapons safety, security, weapon-level use control and operations.
 - c. The Secretary of Defense or his designee shall appoint a Chairman from among the JAC members.
 - d. The ATSD (NCB) will assign a member of his staff or designee as Executive Secretary of the Committee. The Executive Secretary will serve as the Designated Federal Official under FACA.
 - e. Committee members who are not Federal Government employees must be appointed as consultants as specified in DoD Directive 5105.4.

7. RESPONSIBILITIES:

a. The JAC will provide advice, including recommendations for action as appropriate, to the Secretary of Defense and the Department of Energy on nuclear weapons systems surety matters. The Nuclear Weapons Council will be informed. Advice will normally be provided in the form of letters or reports.

b. Subcommittees or panels may be formed as deemed necessary to consider specific projects and will report findings to the main committee.

c. The Council:

(1) May nominate Committee members for approval; and

(2) Provides comments on the JAC reports as requested.

d. The Executive Secretary will ensure compliance with DoD Directive 5105.4. and will:

(1) Attend each Committee meeting;

(2) At the request of the Chairman, call JAC meetings;

(3) In consultation with the Chairman, prepare agendas for meetings;

(4) Provide, as appropriate, documents requested by the Committee;

(5) Adjourn Committee meetings whenever he/she determines it to be in the public interest;

(6) Provide administrative and logistical support for all JAC activities, including verifying that all meeting attendees have appropriate clearances and need-to-know;

(7) Publish notices of JAC activities in the Federal Register as required; and

(8) Ensure that reports, records, and minutes of JAC meetings and other activities are maintained consistent with the FACA.

8. MEETINGS:

a. The JAC will meet at least twice per year and at other times at the call of the Chairman.

b. Detailed minutes of each meeting of the JAC shall be kept and shall contain 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 JAC.

c. In accordance with the requirements of the FACA, JAC meetings will be announced in advance in the Federal Register. If the Executive Secretary determines that meetings should be closed to the public, this determination will be made in writing, and a brief synopsis will be included in the formal announcement of the meeting.

d. If meetings or other official activities of the JAC are closed to the public, then the Executive Secretary will issue an annual report setting forth a summary of its activities (during such closed meetings) and such related matters as would be informative to the public. The annual reports will be prepared in accordance with the guidance issued each year by the Director of Administration and Management.

9. ESTIMATED ANNUAL OPERATING COSTS AND PERSON-YEARS:

a. It is estimated that the JAC will make 6 trips per year, with Committee members reimbursed for travel, per diem and incidental expenses, for a total annual expense of approximately \$20,000 (managed by the Office of the Deputy Assistant to the Secretary of Defense for Nuclear and Chemical and Biological Defense Programs/Nuclear Matters (ODATSD(NCB)/NM)).

b. The Executive Secretary will accompany the JAC on each trip for additional travel, per diem, and incidental expenses of approximately \$5,000 (to be funded by the Executive Secretary's organization).

c. Federal staff support costs for the Executive Secretary (who is expected to spend half-time on JAC activities) and one full-time equivalent employee to provide administrative support will total approximately \$100,000 (to be funded as in previous years by a Defense Threat Reduction Agency support contract).

d. Total annual operating costs are therefore estimated at \$125,000.

e. Total Federal person-years will be approximately 1.5 per year (0.5 year for the Executive Secretary and 1.0 year for administrative support).

10. CHANGES: The Secretary of Defense or his designee may revise this Charter. All proposed changes will be sent to the Director, Administration and Management for review, processing and notification of cognizant Congressional committees.

11. DATE CHARTER IS FILED: September 4, 2004