

Charter  
Department of Defense Military Family Readiness Council

1. Committee's Official Designation: The committee shall be known as the Department of Defense Military Family Readiness Council (MFRC).
2. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 1781a, and in accordance with the Federal Advisory Committee Act (FACA) (5 U.S.C., Appendix.) and 41 C.F.R. § 102-3.50(a), established this non-discretionary advisory committee.
3. Objectives and Scope of Activities: Pursuant to 10 U.S.C. § 1781a(d), the MFRC shall provide independent advice and recommendations on the policy and plans required under 10 U.S.C. § 1781b, monitor requirements for the support of military family readiness programs and activities by the Department of Defense (DoD), evaluate and assess the effectiveness of DoD's military family readiness programs and activities, and make recommendations to improve collaboration, awareness, and promotion of accurate and timely military family readiness information and support services by policy makers, service providers, and targeted beneficiaries.
4. Description of Duties: Pursuant to 10 U.S.C. § 1781a(e), not later than July 1 each year, the MFRC shall submit to the Secretary of Defense and the congressional defense committees a report on military family readiness. Each report, at a minimum, shall include the following:
  - a) An assessment of the adequacy and effectiveness of the military family readiness programs and activities of the DoD during the preceding fiscal year in meeting the needs and requirements of military families.
  - b) Recommendations on actions to be taken to improve the capability of the military family readiness programs and activities of the DoD to meet the needs and requirements of military families, including actions relating to the allocation of funding and other resources to and among such programs and activities.

All MFRC work will be in response to written terms of references (ToR) approved by the Secretary of Defense or Deputy Secretary of Defense ("the DoD Appointing Authority"), or the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), unless otherwise provided for by statute or President directive.

5. Agency or Official to Whom the Committee Reports: The MFRC reports to the DoD Appointing Authority, through the USD(P&R), who may act upon the MFRC's advice and recommendations in accordance with DoD policy and procedures.
6. Support: The DoD, through the Office of the USD(P&R), provides support for the MFRC's functions and ensures compliance with requirements of the FACA, the Government in the Sunshine Act ("the Sunshine Act") (5 U.S.C. § 552b), governing Federal statutes and regulations, and DoD policy and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$320,000.00. The estimated annual personnel cost to the DoD is 2.0 full-time equivalent.

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8. Designated Federal Officer: The MFRC's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD Federal civilian officer or employee, or active-duty member of the Armed Forces, designated in accordance with DoD policy and procedures.

The MFRC's DFO is required to attend all MFRC and any subcommittee meetings for the entirety of each meeting. However, in the absence of the MFRC's DFO, a properly approved Alternate DFO, duly designated to the MFRC in accordance with DoD policy and procedures, shall attend the entirety of all MFRC and subcommittee meetings.

The DFO, or the Alternate DFO, approves and calls all MFRC meetings; prepares and approves all meeting agendas; and adjourns any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public's interest or required by governing regulations or DoD policy and procedures.

9. Estimated Number and Frequency of Meetings: The MFRC shall meet at the call of the MFRC's DFO, in consultation with the Sponsor, the USD(P&R), who is also the Chair of the MFRC. Per 10 U.S.C. § 1781a(c), the MFRC shall meet not less often than twice per year.
10. Duration: The need for the MFRC is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The MFRC shall terminate upon repeal of 10 U.S.C. § 1781a.
12. Membership and Designation: The MFRC, pursuant to 10 U.S.C. § 1781a(b), shall be composed of 21 members, appointed, or designated as specified below:
- a. Chair. The USD(P&R), or designee, shall serve as Chair of the MFRC and who may designate a representative to chair the MFRC in the USD(P&R)'s absence.
  - b. Service Representatives. One representative from each of the Army, Navy, Air Force, Marine Corps, and Space Force, each of whom shall be a member or civilian employee of the armed force to be represented, for a two-year term of service.
  - c. National Guard Representative. One representative, who shall be a member or civilian employee of the National Guard Bureau, to represent both the Army National Guard and the Air National Guard, for a two-year appointment.
  - d. Spouse or Parent Representatives. One spouse or parent of a member of each of the Army, Navy, Air Force, Marine Corps, and Space Force, two of whom shall be the spouse or parent of an active component member and two of whom shall be the spouse or parent of a reserve component member. Each individual shall serve a two-year appointment.
  - e. Military Family Organization Representatives. Three individuals appointed by the Secretary of Defense from among representatives of military family organizations, including military family organizations of families of members of the regular components and of families of members of the reserve components. Each individual shall serve a two-

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year appointment.

- f. Senior Enlisted Advisor Representatives. The senior enlisted advisor from each of the Army, Navy, Air Force, Marine Corps, and Space Force, except that two of these members may instead be selected from among the spouses of the senior enlisted advisors. Any spouses shall serve for a two-year appointment.
- g. Director of the Office of Community Support for Military Family Readiness Policy. The Director of the Office of Community Support for Military Family Readiness Policy (“the Director”).

Except for the Chair and the Senior Enlisted Advisors for the Armed Forces identified above, MFRC members are appointed or designated by the DoD Appointing Authority for the terms of service specified above, with annual renewal, in accordance with DoD policy and procedures. No member, unless approved by a DoD Appointing Authority, may serve more than two consecutive terms of service on the MFRC, to include its subcommittees, or serve on more than two DoD Federal advisory committees at one time.

MFRC members who are not full-time or permanent part-time Federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. MFRC members who are full-time or permanent part-time Federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be designated pursuant to 41 C.F.R. § 1023.130(a) to serve as regular government employee (RGE) members.

All members of the MFRC are appointed to exercise their own best judgment on behalf of the DoD, without representing any particular point of view, and to discuss and deliberate in a manner that is free from conflict of interest. With the exception of reimbursement of official MFRC- related travel and per diem, MFRC members serve without compensation.

- 13. Subcommittees: The DoD, when necessary and consistent with the MFRC’s mission and DoD policy and procedures, may establish subcommittees, task forces, or working groups to support the MFRC. Establishment of subcommittees will be based upon a written determination, to include ToR, by the DoD Appointing Authority of the USD(P&R), as the MFRC’s Sponsor. All subcommittees operate in accordance with the FACA, the Sunshine Act, governing federal statutes and regulations, and DoD policy and procedures. If a subcommittee’s duration, as determined by its ToR, exceeds that of the MFRC’s charter and DoD does not refile the MFRC’s charter, then the subcommittee shall terminate when the MFRC does.

Subcommittees shall not work independently of the MFRC and shall report all of their advice and recommendations solely to the MFRC for its thorough deliberation and discussion at a properly noticed and open meeting. Subcommittees have no authority to make decisions and recommendations, orally or in writing, on behalf of the MFRC. No subcommittee nor any of its members may update or report, orally or in writing, directly to the DoD or any federal officers or employees. If a majority of the MFRC members are appointed to a particular subcommittee, then that subcommittee may be required to operate pursuant to the same notice

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and openness requirements of the FACA which govern the MFRC's operations.

Individual appointments to serve on the MFRC subcommittees shall be approved by the DoD Appointing Authority for a term of service of one-to-four years, with annual renewals, in accordance with DoD policy and procedures. No member shall serve more than two consecutive terms of service on the subcommittee, unless approved by the DoD Appointing Authority. Subcommittee members who are not full-time or permanent part-time federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be appointed pursuant to 41 C.F.R. § 102-3(a) to serve as RGE members.

Each subcommittee member is appointed to exercise his or her own judgment on behalf of the DoD, without representing any particular point of view, and to discuss and deliberate in a manner that is free from conflicts of interest.

The DoD Appointing Authority shall appoint the subcommittee leadership from among the membership previously approved to serve on the subcommittee in accordance with DoD policy and procedures, for a one-to-two-year term of service, with annual renewal, which will not exceed the subcommittee member's approved appointment.

With the exception of reimbursement of travel and per diem related to the MFRC or its subcommittees, subcommittee members shall serve without compensation.

14. Recordkeeping: The records of the MFRC and its subcommittees shall be handled in accordance with Section 2, General Records Schedule 6.2, Federal Advisory Committee Records and governing DoD policy and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act (5 U.S.C. § 552).
15. Filing Date: December 13, 2022