

DEPARTMENT OF THE ARMY
WILMINGTON DISTRICT, CORPS OF ENGINEERS
PO Box 1890
Wilmington, North Carolina 28402

SAWRM
District Regulation
No. 15-1-1

Boards, Commissions, and Committees
Committee Management Program

1. Purpose. The purpose of this regulation is to define scope, responsibilities, and procedures for committee management.
2. Scope. This regulation is applicable throughout the Wilmington District.
3. References.
 - a. AR 15-1, Boards, Commissions, and Committees dated 1 June 1978.
 - b. ENGEC-ME, Boards, Commission, and Committees dated 24 February 1969.
 - c. ER 10-1-3, Change 14, 21 March 1979
4. Discussion. A committee is a group of persons with collective responsibility, appointed to consider, investigate, advise, and usually to report on specific problems or subject areas. The primary characteristic of this team is corporate or collective responsibility. There are two types of committees: Continuing and Ad Hoc. Within the types there are eight categories. Committees established within SAW are Activity (FOA) Committees which are defined as committees consisting wholly of representatives of, and established solely for, matters internal to this District.
5. Responsibilities.
 - a. The District Engineer is responsible for approving the establishment or disestablishment of committees within the Wilmington District, for designating responsibility for the Committee Management Program and for designating a Committee Management Officer.
 - b. The Resource Management Officer is assigned responsibility for overall coordination of the Committee Management Program. The Chief, Manpower and Management Branch has been designated the Committee Management Officer.
 - c. The Committee Management Officer will:
 - (1) Maintain this regulation in current status.
 - (2) Provide guidance and coordination of the program.
 - (3) Maintain official program files and committee inventory data.
 - (4) Insure that regulatory requirements of the program are complied with.

d. Chiefs of divisions and offices are responsible for insuring procedures outlined in para. 6 are adhered to.

6. Procedures.

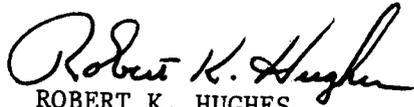
a. Committees will be established via Disposition Form (DF) and will follow format and instructions as reflected at Appendix A. DF will be routed through SAWRM-M to SAWDE.

b. Continuing committees must be reboarded every two years.

c. Formal minutes of the meetings must be developed and maintained by the recording secretary of the committee. A copy must also be furnished SAWRM-M. Format at appendix B.

d. Approval to disestablish committees will be accomplished via DF and copy provided SAWRM-M.

- 2 Attachments
1. Appendix A
2. Appendix B



ROBERT K. HUGHES
Colonel, Corps of Engineers
Commanding

DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

Establishment of (Official Name of Committee) Committee

TO

Distribution B

FROM

DATE

CMT 1

In accordance with AR 15-1 and ENGEC-ME Reg 15-1-1, the following committee is established:

- a. Name of Committee. Exact full name or title.
- b. Date Established. Formal date.
- c. Date to be Terminated. Approximate date for Ad Hoc. Continuing committees must be reboarded every two years.
- d. Type and Category. Type, either Ad Hoc or Continuing; category, Activity (FOA).
- e. Mission or Purpose. Brief description of mission or purpose to include function.
- f. Direction and Control. Title of Officer and Organization to whom the committee received direction from and reports to.
- g. Composition. The Chairman and Vice Chairman (or equivalent) by name, official title, and office; and the members and other representatives by organization. Designate the Recording Secretary (alternate members may also be appointed).

ROBERT K. HUGHES
Colonel, Corps of Engineers
Commanding

APPENDIX B

SAMPLE

MEMORANDUM FOR DISTRICT ENGINEER, WILMINGTON DISTRICT

SUBJECT: Minutes of Meeting, Training Committee

1. The Training Committee met 16 June 1982 to review FY 83 training projections and to develop the FY 83 budget.

2. Members present or absent were:

Present

Absent

3. The meeting was opened by LTC Kopcsak, who advised the committee that the FY 83 budget could not exceed FY 82 funding level inasmuch as the district had experienced a 10% reduction in authorized personnel. The budget was then further divided by professional (division) versus administrative/advisory staff. Each nomination was carefully reviewed and each member was asked to prioritize their requirement.

4. Conclusion. The committee agreed that all essential training for FY 83 could be accomplished within the FY 82 funding level. The Training Officer was directed to revise the FY 83 Training Plan as marked up by the committee and to forward the plan to division.

5. Concurrences.

A. A. KOPCSAK
LTC, Corps of Engineers
Deputy District Engineer

SUSAN K. PIERCE
Chief, Personnel Office

EDWIN G. LONG
Chief, Engineering Division

LILLIAN R. KNARR
Chief, Resource Mgm't Office

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Chief, Planning Division

CHARLES E. SHUFORD, JR.
Chief, Con-Ops Division

GEORGE T. BURCH
Executive Assistant

SHERRY GORE
Recording Secretary