

## **2 FAM 1620**

# **COMMITTEE MANAGEMENT OFFICER**

*(TL:GEN-1018; 04-12-1967)*

The Deputy Under Secretary for Administration designate a Committee Management Officer who will:

- a. Maintain a register of departmental and interdepartmental committees, listing their names, symbols, terms of reference, membership, and similar data as appropriate.
- b. Maintain records of committee establishments, affiliations, and terminations.
- c. Provide advice and information on committee establishment, terms of reference or charters, operation, and documentation.
- d. Prepare periodic reports on committee establishments, affiliations, and terminations.

## **2 FAM 1621 THROUGH 1629 UNASSIGNED**