



# Department of Defense

## INSTRUCTION

NUMBER 5120.14

March 7, 2006

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USD(P&R)

SUBJECT: Defense Advisory Committee on Women in the Services (DACOWITS)

- References:
- (a) DoD Directive 5120.14, "Defense Advisory Committee on Women in the Services (DACOWITS)," July 15, 1997 (hereby canceled)
  - (b) Deputy Secretary of Defense memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," February 11, 2006
  - (d) Appendix to Title 5, United States Code, as annotated
  - (e) DoD Directive 5105.4, "Department of Defense Federal Advisory Committee Management Program," February 10, 2003
  - (f) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998

### 1. REISSUANCE AND PURPOSE

This Instruction reissues Reference (a) as an Instruction according to the guidance in References (b) and (c); revises the organization, membership, functions, and responsibilities of the Defense Advisory Committee on Women in the Services (DACOWITS); and adds information requirements.

### 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including the Coast Guard under agreement with the Department of Homeland Security when it is not operating as a Service in the Navy), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components"). The term "Military Services" as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

### 3. ORGANIZATION

3.1. DACOWITS is hereby established within the Department of Defense according to References (d) and (e).

3.2. The Committee reports to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), under the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), with functional responsibilities under the Director, DACOWITS.

3.3. A Chair will be designated by the Secretary of Defense to serve as the leader of the Committee. The Chair, in turn, may select a Vice Chair to assist with duties and perform the Chair's duties in the Chair's absence. The Chair shall serve at the pleasure of the Secretary of Defense, normally for a term of three years. The Chair shall speak for the Committee on administrative matters and on positions on which the Committee has reached consensus.

### 4. MEMBERSHIP

4.1. Composition. The Committee is composed of no more than 15 civilian members. Members are selected on the basis of their experience in the military, as a member of a military family, or with women's or family-related workforce issues. Members shall be U.S. citizens and are selected without regard to race, color, religion, sex, national origin, mental or physical disability, age, marital status, or sexual orientation. Due to possible conflicts of interest, DoD military and civilian personnel who currently serve, including members of the National Guard of the United States or Selective Reserves, are not eligible for nomination or Committee membership.

4.2. Nominations. Upon the request of PDUSD(P&R), Members of Congress, the Chairman of the Joint Chiefs of Staff, the Secretaries of the Military Departments, the DoD Components, the Special Assistant to the Secretary of Defense for White House Liaison, and third-year members of DACOWITS may submit nominations for Committee membership to the DACOWITS Office on DD Form 2207, Defense Advisory Committee on Women in the Services (DACOWITS) Recommendation for Nomination. The form is available through the DACOWITS Office. The DACOWITS Office shall refer self-nominations to the appropriate Military Service.

4.3. Appointments. The Secretary of Defense appoints all DACOWITS members. Members shall serve as individuals and not as officials representing any group or organization with which they may be affiliated. Nominees for appointments shall be evaluated for potential conflicts of interest. While the members serve at the pleasure of the Secretary of Defense, normally the term of membership is three years.

## 5. FUNCTIONS

5.1. DACOWITS shall provide information and advice to the Department of Defense, through PDUSD(P&R), and make recommendations on:

5.1.1. Matters and policies relating to the recruitment, retention, treatment, employment, integration, and well-being of highly qualified professional women in the Armed Forces, as specified by PDUSD(P&R).

5.1.2. Family issues and the active promotion of family issues related to the recruitment and retention of a highly qualified professional military.

5.2. DACOWITS will encourage public acceptance of military service as a citizenship responsibility and as a career field for qualified women. In addition, DACOWITS shall:

5.2.1. Conduct a minimum of two meetings annually. All sessions shall be open to the public, except for those that are closed pursuant to Reference (d).

5.2.2. Conduct installation visits as requested by PDUSD(P&R).

5.2.3. Use various methods of research to gather information as a basis for recommendations.

5.2.4. Submit reports as required by PDUSD(P&R).

## 6. RESPONSIBILITIES

6.1. PDUSD(P&R), under USD(P&R), shall:

6.1.1. Oversee the Committee.

6.1.2. Specify the issues on which the Committee focuses.

6.1.3. Appoint a Designated Federal Official (DFO) according to Reference (e), normally the Director, DACOWITS, to approve or call each meeting, approve the meeting agenda, attend all meetings, and chair meetings when the agency head directs. DFO shall have the authority to adjourn any Committee meeting not considered to be in the public interest.

6.1.4. Designate representatives from the offices of the Deputy Under Secretary of Defense (Military Personnel Policy) (DUSD(MPP)) and Deputy Under Secretary of Defense (Military Community and Family Policy) (DUSD(MC&FP)) as Ex-Officios, to serve as advisors to the Committee.

6.1.5. Coordinate with the Secretary of Veterans Affairs to designate the Director of the Center for Women Veterans of the Department of Veterans Affairs as an Ex-Officio, to serve as an advisor to the Committee.

6.1.6. Direct DUSD(MPP) and DUSD(MC&FP) to appoint points of contact (POCs) to the Committee, to advise the Committee in areas of expertise and attend all meetings.

6.1.7. Solicit nominations for membership.

6.1.8. Provide personnel, facilities, and other administrative support necessary for the Committee to perform its functions.

6.1.9. Request official representation funds, when appropriate.

6.1.10. Oversee the Director, DACOWITS.

6.2. The Director, DACOWITS, and the DACOWITS Office shall:

6.2.1. Serve as the official channel through which all Committee activities shall be coordinated with the Office of the Secretary of Defense, the Military Departments, and other offices/agencies.

6.2.2. Assist and support the Committee's business activities.

6.3. The Assistant Secretary of Defense for Reserve Affairs, under the USD(P&R), shall designate a representative as an Ex-Officio, to serve as an advisor to the Committee, and a POC to advise the Committee in areas of expertise and attend all meetings.

6.4. The Assistant Secretary of Defense for Health Affairs, under the USD(P&R), shall designate a POC to advise the Committee in areas of expertise and attend all meetings.

6.5. The Chairman of the Joint Chiefs of Staff, the Secretaries of the Military Departments, and the Commandant of the Coast Guard shall assign POCs to the Committee. The Secretary of the Navy shall assign one POC from the Navy and one from the Marine Corps. The Secretaries of the Army and the Air Force shall jointly assign one POC from the National Guard Bureau in addition to the POCs from their respective Military Departments. The Office of the Secretary of Defense shall direct requests for expertise and resources through the POCs. The POCs shall be military officers in grade O-5 or higher or their civilian equivalents. Grade exceptions shall be justified in a written request to the Director, DACOWITS, for approval. In addition, the POCs shall:

6.5.1. Serve as the primary POC to DACOWITS, working through the DACOWITS Office.

6.5.2. Act as Service/Staff advisors and attend all DACOWITS meetings.

6.5.3. Coordinate timely responses to all information and recommendation requests.

6.5.4. Coordinate installation visits between DACOWITS members and host commands, working with the DACOWITS staff.

6.5.5. Solicit and submit nominations when the PDUSD(P&R) requests.

6.5.6. Provide support to OSD-hosted DACOWITS meetings as required.

6.5.7. Provide timely responses to information and recommendation requests.

## 7. FUNDING

7.1. The members of the Committee serve without compensation, but may be allowed transportation, per diem, and authorized expenses for government-directed travel outside their local area.

7.2. The Defense Human Resources Agency shall fund DACOWITS functions within resources available except for official representation funds.

7.3. When appropriate, the PDUSD(P&R) shall request official representation funds for DACOWITS activities from WHS.

7.4. The Director, DACOWITS, shall internally control the budget and audit it for compliance with applicable management controls.

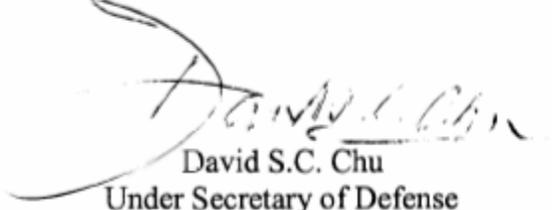
## 8. INFORMATION REQUIREMENTS

8.1. The reports required by paragraph 5.2.4 are exempt from licensing according to subparagraphs C4.4.2 and C4.4.3 of DoD 8910.1-M (Reference (f)).

8.2. The recommendations for nomination required by paragraph 4.2 and the solicitations of nominations required by subparagraph 6.1.7. are exempt from licensing according to subparagraph C4.4.2 of Reference (f).

9. EFFECTIVE DATE

This Instruction is effective immediately.



David S.C. Chu  
Under Secretary of Defense  
(Personnel and Readiness)