

20 September 1984

Boards, Commissions, and Committees

INSTALLATION ADVISORY COMMITTEES

Summary. This regulation establishes the procedures for advisory committees at military installations throughout the United States Army, Europe (USAREUR).

Applicability. This regulation applies to USAREUR communities hosting Department of Defense Dependents Schools (DODDS).

Impact on the New Manning System. This regulation does not contain information that affects the new manning system.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commander in Chief, USAREUR, ATTN: AEAGA-BC, APO 09403.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General, USAREUR. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER), USAREUR (AEAGA-BC, HDG Mil (2121-6873). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Commander in Chief, ATTN: AEAGA-BC, APO 09403.

1. PURPOSE.

This regulation establishes policy and procedures for military installation advisory committees in USAREUR (USAREUR Reg 10-20).

2. REFERENCES.

- a. Public Law 95-561, Defense Dependents Education Act of 1978, as amended.
- b. DOD Directive 1342.6, Department of Defense Dependents Schools.
- c. DOD Directive 5142.1, Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics).
- d. DOD Instruction 5105.49, Local Educational Advisory Committee.

3. POLICY.

- a. When one school is located on a military installation (i.e., a local geographic area under the jurisdiction of a military commander), the school advisory committee will serve as the installation advisory committee (DOD Instr 5105.49). In these cases, the school advisory committee will advise both the school principal and the installation commander.
- b. When the military installation or oversea area has more than one school, an installation advisory committee will be established.

NOTE: In USAREUR, "installation" equates to "military community" (USAREUR Reg 10-20).

4. RESPONSIBILITIES.

Installation commanders will:

- a. Provide logistic and administrative support to the advisory committee.
- b. Act as a communication link between the advisory committee and the chain of command.

5. ELECTIONS.

a. One School. When one school is operated on a military installation, members of the school advisory committee will make up the membership of the installation advisory committee. Election to the school advisory committee, therefore, constitutes election to the installation advisory committee. Elections will be conducted according to DOD Instruction 5105.49.

b. Two Schools or More. When two or more schools are operated on a military installation, the installation advisory committee will have two representatives from each school's advisory committee and a student representative (when appropriate). The two representatives will consist of a parent and a professional school employee who received the most votes in the school advisory committee election. When a vacancy occurs, membership will go to the person with the next highest number of votes.

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c. Liaison Members. The installation commander, school principals, school officers, and representatives from the installation's supply, transportation, engineering, legal, and finance offices will serve on the committee as liaison members. Liaison members may take part in meetings, but they cannot vote or hold an office.

6. MEETINGS.

a. Committee Meetings.

(1) Meetings. The time and date of advisory committee meetings will be decided by the installation committee chairperson, announced publicly, and conducted after school.

(2) Frequency. Regular meetings will be scheduled quarterly or when needed during the calendar year.

(3) Public Meetings. Installation advisory committee meetings will be open to the public.

(4) Agenda. The committee chairperson will prepare a proposed agenda for each meeting. The final agenda will be published and available in the installation commander's office before the committee meetings.

(5) Minutes. Minutes will be:

(a) Kept of each meeting.

(b) Signed by the committee chairperson and the installation commander.

(c) Made available to the public. They will be located in the schools and the installation commander's office.

(d) Distributed outside the school if determined appropriate by the authenticators ((b) above).

(e) Sent through the USAREUR major command support area (MCSA) (USAREUR Reg 10-20) to the Commander in Chief, USAREUR, ATTN: AEAGA-BC, APO 09403.

b. Committee Procedures:

(1) Conduct of Meetings. The committee will adopt:

(a) Rules (i.e., Robert's Rules) to conduct meetings.

(b) Bylaws to govern the committee's internal affairs.

(2) Goals and Objectives. Goals and objectives will be agreed on by the committee and the installation commander for each school year. At the end of the school year, a written report will be prepared, showing how the goals and objectives were attained. The report will be sent to the principals, regional director, MCSA, Commander in Chief, USAREUR, ATTN: AEAGA-BC, APO 09403, and Advisory Council on Dependents Education. A copy of the report will be kept in the installation commander's office for review.

(3) Officers. The chairperson, vice chairperson, and secretary will be elected by the membership. Liaison members are not eligible.

(4) Subcommittees. The chairperson may establish regular or ad hoc committees to address specific goals, objectives, or discrete areas of responsibility.

(5) Compensation. Advisory committee members will serve without pay. Professional school employees who serve on the advisory committee, however, can receive (with DODDS concurrence) recertification units. The number of units will be determined by DODDS.

7. COMMITTEE FUNCTIONAL RESPONSIBILITIES.

a. The installation advisory committee is responsible for advising the installation commander on dependents education. Although this function normally focuses on administrative and logistic support, the committee may give advice on any other school matter within the commander's area of responsibility.

b. Suggestions or complaints regarding school facilities, equipment, programs, or operation received by the committee will be referred to the appropriate principal for analysis and evaluation. Complaints concerning personnel or personal matters are not the committee's responsibility.

c. The committee will provide comments and recommendations on higher level policy and resource allocations that affect local schools and installations.

8. RECOMMENDATIONS, COMMUNICATIONS, OR ASSESSMENT.

a. Recommendations.

(1) Recommendations to the installation commander by the advisory committee will be in writing and recorded in the minutes. The commander will have 2 weeks to respond (in writing) to the advisory committee's recommendations. Informal discussions, however, are

encouraged between the commander and the committee's representative before making a written response.

(2) Recommendations that cannot be decided locally will be sent to the next higher authority for action. Appropriate committees may be formed at the MCSA level to expedite communications from installation committees. Recommendations that cannot be resolved at the MCSA level will be sent to HQ USAREUR/7A. HQ USAREUR will reply within 1 month to the advisory committee that originated the action.

(3) An advisory committee may appeal a recommendation made by the next level of authority. Recipients will have 1 month from the date of receipt to appeal the recommendation. When a negative response is received, an advisory committee may continue the appeal

process through the appropriate next level in the military chain of command structure.

b. Communications. An advisory committee may communicate informally with the DOD schools, military structure, or the Advisory Council on Dependents Education. This informal communication does not require an official response. Copies of these actions may be distributed to appropriate DODDS schools or military commands.

c. Assessment. At the end of each school year, the advisory committee will write an assessment of its effectiveness as an advisory body and its working relationship with the installation commander. This assessment may be included in the goals and objectives report (para 5b(2)). The report will be sent to the DODDS regional director and Advisory Council on Dependents Education.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:



W. H. GOURLEY
Brigadier General, USA
Adjutant General

C. J. FIALA
Major General, GS
Chief of Staff

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***Includes copies for community schools.**