U.S. DEPARTMENT OF COMMERCE

CHARTER OF THE ADVISORY COMMITTEE ON SUPPLY CHAIN COMPETITIVENESS

1. **Committee's Official Designation.** Advisory Committee on Supply Chain Competitiveness

2. **Authority.** The committee is established in accordance with 15 U.S.C. 1512 and the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App., and with the concurrence of the General Services Administration. The Secretary of Commerce (the Secretary) has determined that establishment of the committee is in the public interest.

3. **Objectives and Scope of Activities.** The objective of this committee is to advise the Secretary on the necessary elements of a comprehensive, holistic national freight infrastructure and a national freight policy designed to support U.S. export growth and competitiveness, foster national economic competitiveness, and improve U.S. supply chain competitiveness in the domestic and global economy. This committee would provide detailed policy and technical advice, information, and recommendations to the Secretary regarding:

   - national, state, or local factors that inhibit the efficient domestic and international movement of goods from point of origin to destination and the competitiveness of domestic and international supply chains;
   - infrastructure capacity, inter- and cross-modal connectivity, investment, regulatory, and intra- or inter-governmental coordination factors that affect supply chain competitiveness, goods movement, and sustainability;
   - emerging trends in goods movement that affect or supply chain competitiveness; and
   - metrics that can be used to quantify supply chain performance.

   The Secretary will use this advice, information, and recommendations in interagency discussions in the development of a national freight policy. The committee shall act as a liaison among the stakeholders represented by the membership and shall provide a forum for those stakeholders on current and emerging issues in goods movement, ensuring regular contact between the government and the supply chain industries.

   The committee shall advise and provide policy advice, information, and recommendations to the Secretary with respect to the formulation, coordination, and oversight of domestic and foreign policy related to supply chains for goods and services.

   In administering this committee, the Department of Commerce will work closely with the Department of Transportation.

4. **Description of Duties.** The functions of the committee shall be advisory only, and any determinations to be made or action to be taken on the basis of committee recommendations shall be made or taken by appropriate officers of the United States Government.

5. **Agency or Official to Whom the Committee Reports**. The committee will report to the Secretary through the Assistant Secretary for Manufacturing and Services (the Assistant Secretary) and the Under Secretary for International Trade.

6. **Support**. Support for this committee will be provided by the Office of Service Industries, Office of Manufacturing and Services, International Trade Administration, U.S. Department of Commerce.

7. **Estimated Annual Operating Costs and Staff Years**. The estimated annual operating cost of the committee is $15,000, which includes 0.15 person years of staff support. Members of the committee will not be compensated for their services or reimbursed for travel expenses.

8. **Designated Federal Officer (DFO)**. A full-time or permanent part-time employee, appointed by the Assistant Secretary will serve as the DFO. There shall also be appointed a Secondary DFO. The DFO or Secondary DFO will be present at all meetings and will approve or call all of the advisory committee meetings and the meetings of any subcommittees; prepare and approve all meeting agendas; attend all committee meetings as appropriate; adjourn any meeting when the DFO or Secondary DFO determines adjournment to be in the public interest; and chair meetings when directed to do so by the Assistant Secretary. The DFO will ensure that the operation of the committee, including development of agenda and reports, is done in close collaboration and cooperation with the designated representative of the Secretary of Transportation.

9. **Estimated Number and Frequency of Meetings**. The committee will meet approximately one time each year. Additional meetings may be called as deemed desirable by the DFO.

10. **Membership and Designation.** The committee shall have a maximum of forty (40) private sector members with a balanced and broad range of interests, including representatives from supply chain firms or their associations, stakeholders, community organizations, and others directly affected by the supply chain, as well as experts from academia. In addition, the Secretary of Transportation and the Administrator of the Environmental Protection Agency (EPA) (or their respective designees) will serve on the committee as *ex officio*, non-voting members. Appointments will be made by the Secretary, in consultation with the Department of Transportation, EPA, and other agencies, as appropriate. Members will be appointed for terms of two years.

    The committee chair and vice chair or vice chairs shall be selected from the members of the committee by the Assistant Secretary for Manufacturing and Services after consulting with the members. Their term of service will not exceed the duration of this charter and they may be reselected for additional periods should the charter be renewed and should they remain on the committee.

    Members, with the exception of those from academia, serve in a representative capacity and are not special government employees. The members from academia serve as experts and therefore are Special Government Employees (SGEs) and shall be subject to the ethical standards applicable to SGEs.

11. **Subcommittees.** ITA may authorize subcommittees as needed, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees must report to the committee and must not provide advice or work products directly to the U.S. Department of Commerce.

12. **Recordkeeping.** Records of the committee, formally and informally established subcommittees or other subgroups of the committee, will be handled in accordance with General Records 26, Item 2 or other approved agency records disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

13. **Duration/Termination.** This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.

Chief Financial Officer and
Assistant Secretary for Administration

11.21.11
Filing Date