



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT
105 ARMY PENTAGON
WASHINGTON DC 20310-0105



2 OCT 2002

REPLY TO
ATTENTION OF

MEMORANDUM FOR DIRECTOR, ACQUISITION SUPPORT CENTER
Attn: SFAE (Patricia Hopson)

SUBJECT: Establishment of an Intra-Army Committee

You have recently informed this office that the Acquisition Support Center wishes to establish an Intra-Army Committee to provide advice re the Army Acquisition Career Program.

If the proposed committee is established by Army regulation, please inform this office of the applicable regulation. If pertinent and current information re the committee appears in this document (See AR 15-1, Committee Management, Figure 2-1), the submission of a charter is not required. Please respond within 15 business days, by letter or email message, that the need for this committee is valid.

If the proposed committee is not established by regulation, or pertinent/current information does not appear in the applicable regulation, please provide this office, within 30 business days, written confirmation that the need for this committee remains valid and attach a copy of a charter. This may also be accomplished electronically.

In either case, if a need for the committee is validated, you will receive a memorandum from the DA Committee Management Officer, approving the establishment of the committee for a two-year period. Please note that you are responsible for justifying the continuance of the committee every two years, per AR 15-1. Correspondence should be directed to John M. Kasper at 703-697-3055 or john.kasper@hqda.army.mil.

Thomas M. Scullen
DA Committee Management Officer