

Director Y 5/6
GC H.

FYI

Quane will be provided
a copy of the travel
memo. Quane

Quane — 5/6

FYI - two items:

DFO and
travel memo.

Quane



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

May 6, 2005

MEMORANDUM FOR MR. DAVID HAGUE
GENERAL COUNSEL
DEFENSE BASE CLOSURE AND REALIGNMENT
COMMISSION

SUBJECT: Travel Reimbursements for Commission Members and Staff Members

All Commission Members and Staff Members who travel on official business for the Commission shall travel on Government travel orders and shall be provided per diem for the locality at the rates authorized by the Per Diem, Travel and Transportation Allowance Committee.

Notwithstanding, we understand Commission Members and Staff Members who travel may find themselves in situations where they attend official functions wherein the Government provides for individual meals, for example, the use of Official Representational Funds to pay for the Commission's dinner on May 2, 2005. Even though the Department of Defense authorized the use of Official Representational Funds for this function the Department cannot authorize the dual compensation of the Members.

When this happens the Commission Members or Staff Members must indicate on their individual travel vouchers that they received meals at Government expense so that adjustments can be made to their per diem rate. In addition, please remind your Commission Members and Staff Members that they must use Official Government Travel Cards when traveling on official Commission business and not their own personal credit cards.

Frank M. Wilson

Committee Management Officer
for the Department of Defense

Copy to:
Commission's Designated Federal Officer
WHS (FM)





REGULATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

05 MAY 2005

MEMORANDUM FOR MAJOR DANIEL J. COWHIG, U.S. ARMY, DEFENSE BASE
CLOSURE AND REALIGNMENT COMMISSION

SUBJECT: Appointment of Designated Federal Officer – Defense Base Closure and
Realignment Commission

In accordance with Sections 10(e) and 10(f) of the Federal Advisory Committee Act of 1972, as amended, you are hereby appointed the Designated Federal Officer for the Commission. As the Designated Federal Officer, you will:

- Call, attend, and adjourn committee meetings;
- Approve the agenda;
- Maintain required records on costs and membership;
- Ensure efficient operations;
- Maintain records for availability to the public; and
- Provide copies of committee reports to the Library of Congress

This supercedes my April 18, 2005, memorandum appointing Mr. Carmen C. Battaglia as the Designated Federal Officer for the Defense Base Closure and Realignment Commission

A handwritten signature in cursive script, reading "Howard G. Becker", is positioned above the typed name.

Howard G. Becker
Deputy Director