



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

October 1, 2004

The Honorable Duncan Hunter  
Chairman  
Committee on Armed Services  
U. S. House of Representatives  
Washington, DC 20515-6035

Dear Mr. Chairman:

Pursuant to P.L. 108-136, the National Defense Authorization Act for Fiscal Year 2004, the Acquisition Advisory Panel is being established. Enclosed is a copy of the charter for the Panel, which is being filed in accordance with P.L. 92-463, the Federal Advisory Committee Act.

Copies of this charter also are being filed with the General Services Administration Committee Management Secretariat, House Committee on Government Reform, Senate Committees on Armed Services and Governmental Affairs, and Library of Congress.

Sincerely,

A handwritten signature in cursive script that reads "Lauren Wright".

Lauren Wright  
Acting Committee Management Officer

Enclosure

cc: Representative Ike Skelton

## CHARTER

### ACQUISITION ADVISORY PANEL

1. **Official Designation:** Acquisition Advisory Panel (the Panel).
2. **Scope and Objectives:** The Panel will provide independent advice and recommendations to the Office of Management and Budget (OMB) to comply with Section 1423 of the National Defense Authorization Act for Fiscal Year 2004. The Panel will review Federal laws, regulations, and governmentwide policies regarding: the use of commercial practices; performance-based contracting; performance of acquisition functions across agency lines of responsibility; and governmentwide contracts. The Panel shall consist of at least nine recognized experts in acquisition law and government acquisition policy, and shall review such promulgations with a view toward: protecting the best interests of the Government; ensuring financial and ethical integrity of Federal acquisitions; and promoting the effective, efficient and fair award and administration of Federal contracts.
3. **Period of Performance:** The Panel shall submit its report of findings, conclusions, and recommendations within one year.
4. **Federal Official to Whom the Panel Reports:** The Panel shall report to the OMB Administrator for Federal Procurement Policy.
5. **Agency Responsible for Providing Necessary Support:** OMB shall provide the Panel with administrative support.
6. **Description of Duties for Which the Panel is Responsible:** The duties of the Panel shall be solely advisory. In its review of Federal laws, regulations and policies, the Panel shall make any recommendations to modify such laws, regulations and policies that are considered necessary as a result of such review.
7. **Estimated Annual Operating Costs in Dollars and Person-Years:** The services of the Panel members will be voluntary. The total estimated operating costs are estimated to be \$100,000 budgeted in FY 2005 plus the equivalent of 5 full-time FTEs detailed as staff to the Panel.
8. **Estimated Number and Frequency of Panel Meetings:** It is anticipated that the Panel will meet once a month, with a total of approximately 12 meetings.
9. **Planned Termination Date:** The Panel shall terminate following the issuance of its report.
10. **Date the Charter is filed:** October 1, 2004.