

**CHARTER**  
**U.S. DEPARTMENT OF STATE**  
**BUREAU OF OVERSEAS BUILDINGS OPERATIONS**  
**INDUSTRY ADVISORY GROUP**

**1. Committee's Official Designation**

Industry Advisory Group (hereinafter, "IAG").

**2. Authority**

The IAG is established under the general authority of the Secretary and the Department of State as set forth in Title 22 of the United States Code ("U.S.C."), in particular Section 2651a of that Title, and the Foreign Service Buildings Act (P.L. 69-186). The IAG is also established in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. Appendix. The renewal of this Charter by the Department constitutes a determination by the Secretary that continuation of this Committee is in the public interest.

**3. Objectives and Scope of Activities**

The purpose of the IAG is to serve the Bureau of Overseas Buildings Operations (OBO) Director (hereinafter referred to as the "Director") and OBO staff in an advisory capacity with respect to industry and academia's latest concepts, methods, best practices, innovations and ideas related to property management that are applicable to OBO's vital mission to provide safe, secure and functional facilities that represent the U.S. government to the host nation and support our staff in the achievement of U.S. foreign policy objectives.

**4. Description of Duties**

The IAG is comprised of persons with extensive knowledge and experience in the areas of property management, including research and development, acquisition and sales, design, engineering, construction, historic preservation the environment, seismic issues, emergency operations, security, planning, operations and maintenance, and program development. The continuation of this group emphasizes OBO's commitment to providing efficient processes and optimal solutions. The functions of the IAG are advisory and any determination or action to be taken on the basis of group counsel shall be made by appropriate officers of the U.S. government.

## **5. Agency or Official to Whom the Committee Reports**

The IAG reports to the Director.

## **6. Support**

All funding necessary for the organization and operation of the IAG will be provided by OBO. Support functions for the operation of the IAG will be provided by OBO and other offices as required.

## **7. Estimated Annual Operating Costs and Staff Years**

The members of the IAG may be allowed travel and per diem expenses to the extent authorized by 5 U.S.C. Sec. § 5703. IAG members may also be entitled to an honorarium equivalent to eight hours of pay at the GS-15, step-10 salary level. The estimated operating costs of the IAG are approximately \$165,000 per fiscal year plus the cost of one 0.75 FTE (full-time equivalent).

## **8. Designated Federal Officer**

The Director appoints the DFO. In the absence of the DFO, an alternate qualifying DFO, appointed by the Director, must be present and perform all functions as required. A full-time or permanent part-time employee, appointed by the Department of State, will serve as the DFO. The DFO will approve or call all of the advisory committee meetings and the meetings of any subcommittees; will prepare and approve all meeting agendas, attend all committee and subcommittee meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when necessary.

## **9. Estimated Number and Frequency of Meetings**

It is anticipated that the IAG shall meet annually to provide the advice as requested by the Director. No quorum is required. All IAG meetings will be open to the public up to the limits of the capacity of the meeting room, unless the Department has made a determination in accordance with Section 10(d) of FACA that a meeting or a portion of a meeting should be closed to the public. Timely notice of each IAG meeting, stating the name of the IAG, the time, place, and purpose of the meeting, a summary of the agenda, and whether the meeting is open to the public, shall be published in the Federal Register. Such notice shall be given at least 15 days in advance of the meeting date, except when shorter notice is authorized in exceptional circumstances.

## **10. Duration**

The IAG operates on a continuing basis.

## **11. Termination**

The IAG will terminate two years from the date of the filing of this Charter, unless it is renewed or extended by appropriate action prior to that date. The Secretary of State shall consider the views of the Director in making a renewal or extension determination.

## **12. Membership and Designation**

a. Membership of the IAG will include no more than 35 U.S. public members, who will not be regular U.S. government employees, to be appointed by the Director. The public members will be members of professional organizations and trade groups that are involved in property management issues and have expertise in the general areas listed in paragraph 4, and who have a professional interest in OBO's vital mission. Each member will serve as a representative of the firm or company by whom he or she is employed. Members will serve two-year terms, although the Director may, at her or his sole discretion, remove or replace members at any time.

b. Expertise of the members: See paragraph 4.

c. IAG members may not be citizens of, or dual U.S. citizens with, the following countries: Belarus, Cuba, Iran, North Korea, People's Republic of China, Russia, Venezuela or Vietnam. Members who have bonds of affection with, or business/financial interests within, the listed countries must provide that information to the DFO upon identification as a member.

c. All IAG members will be required to sign a non-disclosure agreement to ensure the protection of information relating to the design and construction of diplomatic facilities overseas.

d. IAG members may be required to sign a Business Agreement for the use of ProjNet, an OBO accredited web-based extranet, to facilitate review and comment on projects to which the member is assigned.

e. Designated IAG members may be required to provide information to obtain Department of State security clearances at the Secret level. Loss of security clearance may be grounds for removal from the IAG.

f. The Director will appoint an IAG Chair, who shall conduct meetings when the Director must be absent from a meeting. The Chair can designate any other IAG member to chair IAG proceedings temporarily.

**13. Subcommittees**

Subcommittees, if any, will be created by the Director or other appropriate officer of the Department of State. Any subcommittees must report back to the parent committee, and must not provide advice or work products directly to the Department of State. The Director has established Subcommittee Terms of Reference.

**14. Recordkeeping**

The records of the IAG consists of all papers and documents pertinent to its establishment and activities, including its Charter, agenda, determinations for closed meetings, minutes, reports, and all documents related to its proceedings. The records will be handled in accordance with General Records Schedule 6.2. These records will be available for public inspection and copying to the extent required by the Freedom of Information Act, 5 U.S.C. Sec. § 552, at OBO of the Department of State.

NOW, THEREBY, this Charter shall be considered approved by the Department of State as of this date. Signed pursuant to Department of State Delegations of Authority No. 198, dated September 16, 1992, and No. 244-1, dated January 27, 2017.

Approved: 

William E. Todd  
Acting Director General (M)

Date signed: 8/23/17

Date Filed: 8/23/17