



Office of the Secretary of Defense
Reserve Forces Policy Board (RFPB)
Organizational Meeting



Minutes - Thursday, October 13, 2011
Pentagon: OSD Multi-purpose Room 3E863

MEETING ATTENDEES

(Official Federal Advisory Committee Act Sign-In Sheets Attached)

Members Present:

1. MajGen Arnold L. Punaro, USMCR, Retired - Chairman
2. VADM John G. Cotton, USNR, Retired
3. RADM Steven E. Day, USCGR
4. The Hon. Grier Martin - Member, North Carolina House of Representatives
5. Ms. Paulette M. Mason – Delaware Chair, Employer Support of the Guard and Reserve
6. Dr. John Nagl – President of the Center for a New American Security
7. Mr. Sergio A. Pecori – President & Chief Executive Officer of Hanson Professional Services Inc.
8. MG Glenn K. Rieth, ARNG – The Adjutant General of New Jersey
9. Maj Gen James N. Stewart, USAFR - Military Executive of the Board (non-voting)
10. MG Jeffrey W. Talley, USAR
11. The Hon. Gary E. (Gene) Taylor - Former Congressman of Mississippi
12. MG R. Martin Umbarger, ARNG
13. Ms. Maria J. Vorel – Disaster Operations Coordinator, Federal Insurance & Mitigation Administration, Federal Emergency Management Agency
14. MajGen Leo V. Williams III, USMCR, Retired

Invited Guests:

1. RADM Russell S. Penniman, USNR - Reserve Deputy Commander and Chief of Staff for U.S. Pacific Fleet (Proposed nominee for United States Navy Reserve Officer position)
2. CAPT Larry Grippin, USNR Staff Director, Assistant Secretary of the Navy for Manpower & Reserve Affairs
3. LtCol Andrew Ryan, USMCR, Staff Officer, Assistant Secretary of the Navy for Manpower & Reserve Affairs
4. LTC John Paul Cook, USAR, Special Advisor to the Reserve Forces Policy Board
5. Mr. Jerome Howard, OSD Photographer

Briefers:

1. Mr. Michael Rhodes, Office of the Secretary of Defense, Director, Administration & Management
2. Ms. Annette Hamm-Brown, Office of the Secretary of Defense, Human Resources
3. Mr. James Freeman, Office of the Secretary of Defense, Committee Management Office
4. Ms. Stephanie Bibighaus, Staff Attorney, Office of General Counsel
5. Mr. Eric Rishel, Staff Attorney, Office of General Counsel
6. LtGen John F. Kelly, Senior Military Advisor to the Secretary of Defense

RFPB Staff:

1. Col Michelle Obata, USAFR
2. COL Roger Lintz, USAR
3. COL Robert Priess, ARNG
4. Col Mary Salcido, ANG
5. CDR Steve Knight, USNR
6. LtCol Kenneth Olivo, USMCR

7. LTJG Stephen Cheng, USCGR
8. CWO4 George Rubesha, USCGR
9. SGM Gary L. Martz, USAR
10. SMSgt Joyce Voyles, USAFR

OFFICIAL OPENING OF RFPB QUARTERLY MEETING

RFPB Chairman, MajGen Arnold Punaro, USMCR (Ret) opened the meeting, October 13, 2011 at 0900 and made the following remarks:

- *“The Designated Federal Officer has pre-approved the opening of this meeting, its agenda, and is currently present.”*
- The Chairman welcomed the new Board and had each member introduce themselves.
- He related a little history of how previous RFPB's were run, and explained how the Board will work under the new 2011 NDAA legislation that became effective July 1, 2011, changing the structure and functions of the board.
- The 2011 NDAA changes were largely a result of recommendations from the Commission on the Guard and Reserve Report which, among other things, recommended a restructured and revitalized Board that could give independent views and recommendations to the Secretary of Defense and the Department.

NEW MEMBERS OATH OF OFFICE

The Chairman introduced Mr. Michael Rhodes, *OSD Director of Administration and Management*, and Ms. Annette Hamm-Brown, *Executive & Political Personnel, Human Resources Division*, who administered and witnessed the oath of office given to our entire Board.

- Special Government Employees in compliance with U.S. Laws and Regulations.
- Regular Government Employees (Federal & Uniformed) for ceremonial purposes only.

Photos were taken by Mr. Jerome Howard.

FEDERAL ADVISORY COMMITTEE ACT BRIEF WITH QUESTIONS & ANSWERS

The Chairman explained the necessity of following the rules and regulations of the Federal Advisory Committee Act and introduced Mr. James Freeman, *Deputy Advisory Committee Management Officer, DoD Federal Advisory Committees*, and Ms. Stephanie Bibighaus, *Federal Advisory Committees, Associate Deputy General Counsel, Office of General Counsel*.

- Mr. Freeman explained how FACA protects the public's interest.
- Ms. Bibighaus explained the history of FACA legislation and the reason for making meetings transparent to the public.
- Mr. Freeman explained how RFPB is different from other boards.
- Ms. Bibighaus explained the various classification categories of meetings and discussed rules and documentation procedures.
- Chairman Punaro proposed to the Board that they consider organizing with a subcommittee structure.
- Board members asked questions regarding the presentation of Ms. Bibighaus and Mr. Freeman.
- Chairman Punaro thanked Mr. Freeman and Ms. Bibighaus for their presentation.

OFFICE OF GENERAL COUNSEL STANDARDS OF CONDUCT ETHICS BRIEF WITH QUESTIONS & ANSWERS

Chairman Punaro introduced Mr. Eric Rishel, *Senior Attorney, Standards of Conduct Office, Office of General Counsel*.

- Mr. Rishel gave his presentation and articulated the specifics of the law that governs government employees.
- He also explained the limitation on the number of days a board member can work and how to track those days.

- Additionally, Mr. Rishel explained the various conflicts of interests that board members may encounter and provided possible remedies and answers to their questions.
- Finally, he emphasized that the Standards of Conduct Office is here for them!

VISION AND WAY AHEAD DISCUSSION

Chairman Punaro introduced his briefing, which covered several ideas and recommendations on how the Board could operate in the future. The following ideas and recommendations were presented for Board member consideration:

- While formulating and deliberating on recommendations to the Secretary of Defense, the Board should act independently.
- If the Board identifies a problem area, it should provide a recommended solution.
- The Chairman is cognizant of the difficult fiscal environment our nation faces and seeks to conserve resources wherever practicable (i.e. keep all meetings in the National Capital Region).
- The Chairman proposed a three year calendar for the Board at large, with direction to accommodate the SECDEF's calendar to address the next Board meeting.
- The Chairman proposed consideration of an annual meeting with an award dinner for the September Board meeting to include inviting previous Board members and staff.
- The Chairman introduced four subcommittees for member consideration to either chair or serve as a member.
- The Chairman suggested that the Board hear from multiple high level DoD decision makers, such as combatant commanders, and have the RFPB staff seek opportunities to include them into the schedule of Board meetings over the next years.

A BRIEF DISCUSSION OF CURRENT ISSUES WITHIN DOD

Chairman Punaro introduced LtGen John Kelly, USMC, *Senior Military Assistant to the Secretary of Defense*. LtGen Kelly spoke in general terms on the following points:

- He discussed the importance of Reserve forces and the need to maintain a viable Reserve force in an era of dwindling resources.
- He acknowledged and understood the difficulty of maintaining a reserve career in today's environment, balancing more things in their lives than their active duty counterparts.
- LtGen Kelly also pointed out that Reservists often bring a plethora of civilian work experience.
- He mentioned the potential for DoD budget cuts that will require a close examination of our current force structure.
- Finally, he suggested that Reserve forces are less expensive and better suited for some mission sets.

CLOSING REMARKS

Chairman Punaro closed the meeting by asking Board members to seriously consider the subcommittee organizational structure and solicited for subcommittee chairpersons/members. The meeting was completed at 1425.



Arnold L. Punaro
MajGen, USMCR (Ret)
Chairman, Reserve Forces Policy Board