

**CHARTER
ARMY WOMEN'S INITIATIVES TEAM (WIT)**

15 DEC 2022

1. Name of Committee. Army Women's Initiatives Team (WIT)
2. Category and Type of Committee. Intra-Army
3. Date Established. New committee
4. Authority. Secretary of the Army, Establishment of the Army Women's Initiatives Team, 15 December 2022
5. References.
 - a. Department of Defense Instruction (DODI) 5105.18 (DOD Intergovernmental and Intragovernmental Committee Management Program), 8 April 2019.
 - b. Army Regulation 15-39 (Boards, Commissions, and Committees, Department of the Army Intergovernmental and Intragovernmental Committee Management Program), 13 July 2018.
6. Date to be terminated. The Army WIT operates on a continuing basis. However, it will terminate upon completion of its mission or 3 years from the date this charter is approved, whichever is sooner, unless renewed by the Secretary of the Army (SecArmy) or designee.
7. Purpose.
 - a. To bring together representatives from across the Department of the Army to study issues, develop actionable policy changes, and make recommendations to Army senior leaders (SecArmy, USA, CSA, VCSA, and SMA) pertaining to women in the Army.
 - b. Advocate for Army policy, program, and resource changes to set conditions for women's recruitment, retention, readiness, health, well-being, empowerment, and advancement across the Total Army.
8. Direction and Control. The Army WIT reports to and receives direction from the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)), who provides overarching governance, support, and assistance in meeting the Army WIT goals and objectives, and makes recommendations to Army senior leaders (SecArmy, USA, CSA, VCSA, and SMA). The WIT Tri-Chairs serve as a liaison between the Army

WIT and the ASA (M&RA) when advocating for Army WIT initiatives. The governance structure is provided in Appendix 1 of this charter.

9. Membership and Structure. Members of the Army WIT will be representative, application-based, appointed, and term limited. Members will come from throughout the Total Army with a goal of having diverse representation across components, ranks, and locations. Membership is limited to full-time or permanent part-time Federal employees from across the Total Army. As such, membership qualification consists of active and Reserve component (RC) Soldiers, as well as full- and part-time Army Civilian employees. An RC Soldier may use drill weekends or annual training time to participate but requires the member's unit to appropriately account for the time used for such duty.

a. Tri-Chairs: One member of the Senior Executive Service (SES), one General Officer (GO), and one Nominative Sergeants Major will serve as the Army WIT Tri-Chairs. All will be selected and appointed by the ASA (M&RA) in writing and will be responsible for the oversight and management of the General Body. The term of service for the Tri-Chairs will be for a period of 2 years and may be extended at the discretion of the ASA (M&RA). The Tri-Chairs are voting members who approve WIT recommendations for ASA (M&RA) consideration.

b. General Body: The Tri-Chairs will select no more than 30 applicants to be appointed by the ASA (M&RA) in writing as members of the General Body. The term of service for General Body members will be for a period of 1-3 years depending on the applicant's circumstance. Membership may be renewed at the discretion of the ASA (M&RA) and Tri-Chairs (see Appendix 2 for the application process). General Body members are voting members responsible for executing the Army WIT's purpose.

c. Executive Secretariat: The ASA (M&RA) will designate no more than three action officers to serve as the Executive Secretariat responsible for managing the day-to-day operations of the Army WIT; overseeing the satellite WITs outside of HQDA; and collaborating with the Women in Service Working Group (WIS WG), Intelligence Community Women's Intelligence Network (WIN), U.S. Army Special Operations Command (USASOC) Women in Army Special Operations Forces (ARSOF) Team, and other Service WITs. Members of the Executive Secretariat are non-voting members.

d. Advisory Body: The Advisory Body will consist of non-voting standing members based on position and interest in advancing the Army WIT's agenda. Advisory members include, but are not limited to: Principal Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs) (PDASA (M&RA)); Deputy Assistant Secretary of the Army (Military Personnel) (DASA (MP)); Deputy Assistant Secretary of the Army (Civilian Personnel) (DASA (CP)); Deputy Assistant Secretary of the Army (Equity and Inclusion) (DASA (E&I)); Deputy Chief of Staff (DCS), G-1; Assistant Deputy Chief of Staff (ADCS), G-1; Sergeant Major (SGM), G-1; Director of Military Personnel

Management (DMPM); Office of the Sergeant Major of the Army (OSMA) representative; Chief, Army Reserve (CAR); Vice Chief, National Guard Bureau (VCNGB); The Inspector General (TIG); The Surgeon General (TSG); Office of the Surgeon General (OTSG) health professional with experience in women's health issues; and a legal representative from the Office of the General Counsel (OGC). Advisory Body standing members have open invitations to all quarterly meetings and may delegate their attendance based on meeting agenda.

10. Meetings.

a. Quarterly Meetings. Army WIT members will meet quarterly to provide in-progress reviews (IPRs) to the Tri-Chairs on tasks and recommendations, and to receive required guidance from the Tri-Chairs regarding decisions for ongoing efforts.

Advisory Body standing members are encouraged to attend, while General Body and Executive Secretariat members are required to attend. Quarterly reports will be submitted to the ASA (M&RA) in the form of an executive summary and/or information paper(s)/briefing(s), as deemed necessary by the Tri-Chairs.

b. Monthly Meetings. The General Body will meet monthly to discuss tasks and recommendations and receive to guidance from the Tri-Chairs. General Body meetings will be predominantly virtual, and all in-person meetings will have a virtual component so those stationed outside of the Pentagon can participate. Executive summaries of meetings will be distributed accordingly.

c. Weekly Meetings. The Executive Secretariat will meet weekly to manage the Army WIT's day-to-day operations, to ensure monthly and quarterly meetings are scheduled, and to synchronize efforts.

d. At any time, the Tri-Chairs may change the frequency or mode of the Army WIT meetings.

11. Estimated Annual Operating Costs and Staff Years. The total estimated operating costs, including meeting support, is approximately \$326,729 per year or 1.94 full-time equivalents. This annual operating cost estimate accounts for 4 quarterly meetings and 12 monthly General Body meetings per year with approximately 35 attendees. This includes three support staff on the Executive Secretariat contributing approximately 20 percent of their duty time to help manage the day-to-day functions of the Army WIT. There is no cost for space because the Army WIT will use existing Government facilities and/or virtual meeting platforms. If in-person attendance is ever required, the member's organization will fund the travel and per diem associated with meeting attendance.

12. Administrative Support. The members on the Executive Secretariat shall serve as the Army WIT's operational administrators by managing the schedule, agenda, meeting

minutes, quarterly report, and collaboration with the WIS WG, Intelligence Community WIN, USASOC Women in ARSOF Team, and other Service WITs. The (ASA) M&RA may provide additional staff support and services to the Army WIT as required; this support may include financial, administrative, logistical, and other support services as necessary to carry out the Army WIT's functions.

13. Correspondence.

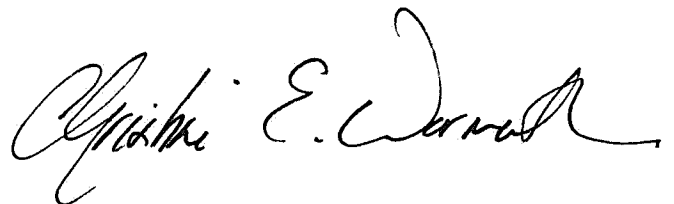
a. All correspondence or communications to and from the Army WIT, to include responsible office, email, and website addresses, will be provided to Army WIT members. The formal disposition authority and records management and control guidance, in accordance with approved records control schedules, will prescribe the management process for the information used by the Army WIT.

b. Email. Correspondence and communications to and from the Army WIT should be emailed to the Army WIT Executive Secretariat at (Global Address List): *USARMY Pentagon HQDA ASA MRA Mailbox Army WIT Executive Secretariat.*

c. Video-teleconferencing. Meetings will be conducted via the appropriate communication mode. Video or audio teleconferencing via Microsoft TEAMS will be the normal mode for meetings.

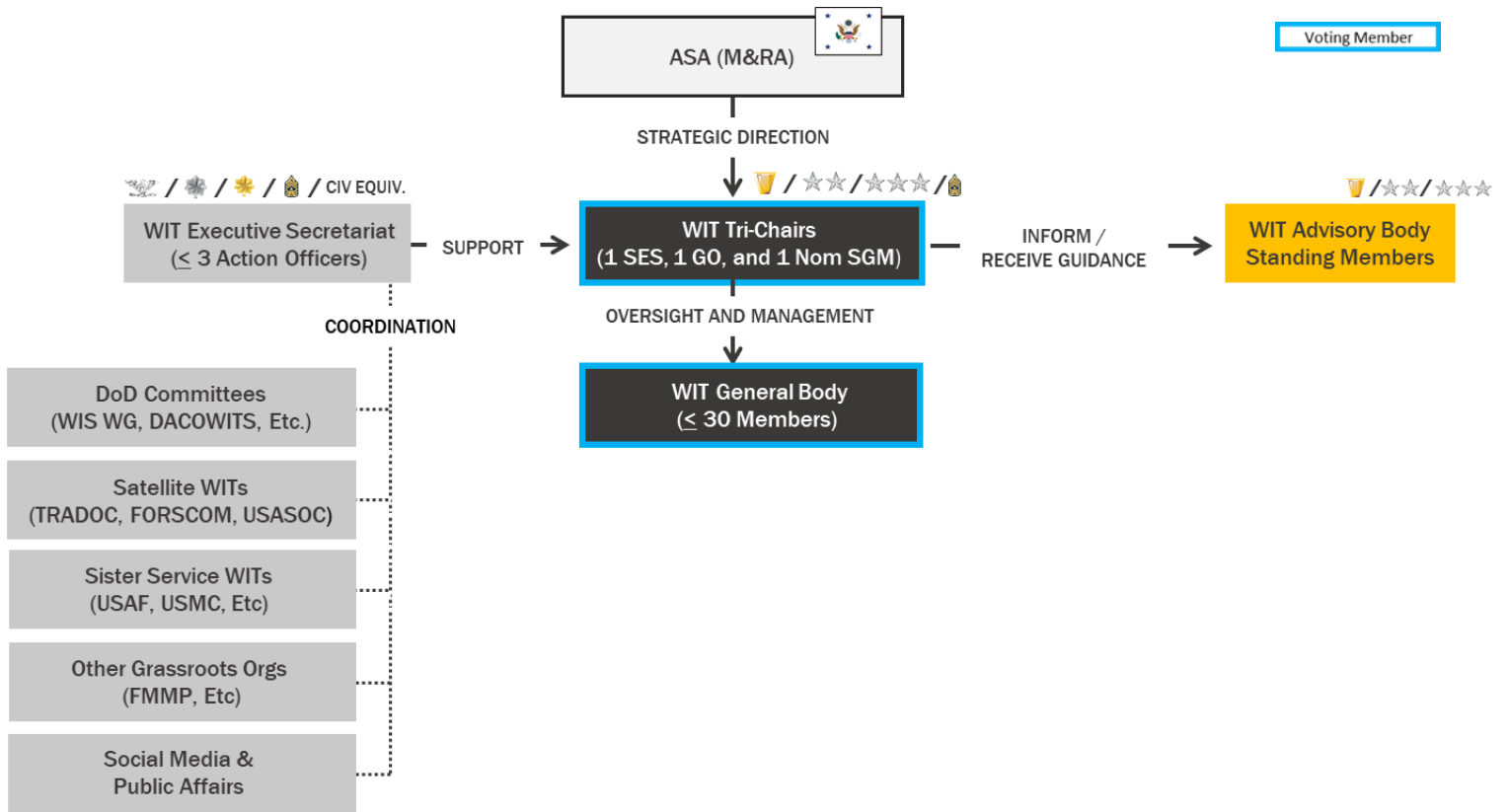
14. The point of contact for this Charter is Ms. Frances Rivera at 703-693-1909 or frances.a.rivera2.civ@army.mil.

15. Date Established: 15 December 2022



Christine E. Wormuth
Secretary of the Army

Appendix 1. Governance Structure



Appendix 2. Membership Application Process

1. The WIT will be comprised of Soldiers and Civilians who together will leverage experiences and drive outcomes across the Total Army. Members of the Army WIT will be representative, application-based, appointed, and term limited as described in the charter. Selection of Army WIT members will not be limited by gender, rank, demographics, or any other characteristic.

2. Responsibilities.

a. Members must fully engage and actively participate in the Army WIT's purpose by attending meetings, providing input, and working assigned initiatives. Members are expected to inform the Executive Secretariat when they will not be able to attend meetings or participate in the Army WIT's activities and projects. Members who regularly fail to participate in the Army WIT activities may have their membership revoked by the ASA (M&RA).

b. Army WIT membership constitutes official duties. Commanders and supervisors are encouraged to work with Soldiers and DA Civilians to participate and contribute. Members are expected to complete their full terms and carry out their full membership responsibilities.

3. Application and Selection Process.

a. General Body membership will be selected from a pool of volunteers who submit applications. Commanders and supervisors from across the Total Army should encourage Soldiers and Civilians to apply for membership.

b. The application window will open annually in September for vacant positions. Applications for membership should be sent via email to the Army WIT Executive Secretariat at usarmy.pentagon.hqda-asa-mra.mbx.army-wit-executive-secretariat@army.mil

c. Applications will be reviewed and approved by the WIT Tri-Chairs on an annual basis. Members will be appointed in writing no later than November of each year.

d. Application packets must include the following:

(1) Biographic/Demographic Data: Name, current title/position, organization, estimated time remaining in current role, MOS and Component (if military), rank, race/ethnicity, and gender.

(2) An Officer Records Brief, Enlisted Records Brief, or a one-page bio for civilians.

(3) A nomination, recommendation, or endorsement memorandum from the applicant's Commander or supervisor. The memo must include an acknowledgement that WIT membership constitutes official duties for those involved and will be expected to attend WIT meetings and briefings during business hours.

(4) Optional: Statement of interest.