

Entomology Steering Committee

CHARTER

Purpose:

To advise, recommend, and coordinate the efforts of Navy entomologists in support of operational forces.

Committee Structure:

The Committee will consist of the following voting members:

- Officer in Charge, NDVECC Jacksonville
- Officer in Charge, NDVECC Bangor
- One entomologist from either NEPMU 5 or 6
- One entomologist from either NEPMU 2 or 7
- One entomologist from the Marine forces
- One entomologist from a research unit

The Specialty Leader will participate as a non-voting member. In the event the Specialty Leader is also a DVECC OIC, he will appoint a subordinate as his voting representative.

NEHC will provide an entomologist to function as Central Coordinator, who will only vote in the event of a tie. The Central Coordinator will coordinate meeting time and location, prepare travel requests for members, coordinate the agenda with the committee chair, act as recorder, and prepare and distribute the minutes.

With the exception of the Central Coordinator and the Specialty Leader, members will serve a term of three years. In the event that the member is transferred, they will serve the remainder of the term in a nonvoting status. One member of the committee must be on their first or second tour. Replacements will be selected by the committee members, with approval of the respective officer in charge or commanding officer.

Substitutes or alternates will not be allowed. A quorum of four members will be required. Decisions will be made by simple majority vote, except changes in the charter, which will require a two thirds majority.

An O6 entomologist will participate as a mentor to the Entomology Steering Committee.

Meetings:

Meetings will be held a minimum of twice a year, approximately in February and September. Meeting location may vary according to members' locations and costs.

Chairmanship:

Voting members will select a chair, and the chair will serve a two year term beginning the following meeting. Consecutive terms will not be allowed.

Reporting:

Minutes will be prepared and distributed to the committee members for approval within two weeks of the meeting. The minutes will be submitted to the Commanding Officer of NEHC following committee approval. In addition, a year-end report will be submitted to CO NEHC in the form of a community resume.

Resources:

The committee will be centrally funded by NEHC.

APPROVED:

CAPT D. M. Sack, MC, USN

Date