



PERSONNEL AND  
READINESS

**UNDER SECRETARY OF DEFENSE**

4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

**JUN 25 2020**

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
CHIEF OF THE NATIONAL GUARD BUREAU  
COMMANDANT OF THE COAST GUARD  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE  
AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
SPECIAL ASSISTANT TO THE SECRETARY OF DEFENSE,  
WHITE HOUSE LIAISON OFFICE

SUBJECT: Nominations for Appointment to the Defense Advisory Committee on Women in the Services

The Defense Advisory Committee on Women in the Services (DACOWITS), established in 1951, is an independent advisory committee that provides the Secretary of Defense with advice and recommendations on matters and policies relating to women in the Armed Forces.

Committee members serve as special government employee members, not as official representatives of any group or organization with which they may be affiliated. Members include prominent civilian women and men from academia, industry, public service, and other professions. Selection is on the basis of experience in the military or with women-related workforce issues. Members are appointed for a 4-year term of service, serve without compensation, and perform a variety of duties, including visiting military installations annually, conducting a review and evaluation of current research on military women, and developing an annual report with recommendations on these issues for the Secretary of Defense. There are three positions to be filled in 2020.

I am soliciting nominations for appointment to DACOWITS and request you submit one or more nominees for consideration. Nomination packages should include the individual's resume and biography outlining his or her professional background and qualifications. Please forward your electronic nomination(s) directly to the DACOWITS office via email to [jessica.c.myers4.civ@mail.mil](mailto:jessica.c.myers4.civ@mail.mil) no later than August 7, 2020. Should you have any questions, please do not hesitate to contact Colonel Elaine Freeman, DACOWITS Military Director/Designated Federal Officer to DACOWITS, who may be reached at (703) 697-9218.

A handwritten signature in black ink, appearing to read "Matthew P. Donovan".

Matthew P. Donovan