

United States Air Force
Scientific Advisory Board
Administrative Handbook



2017-2018

SAF/AQB

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TABLE OF CONTENTS

INTRODUCTION	5
CHARTER.....	7
SECURITY INFORMATION	12
1. SAB Member Status.....	12
2. Security Classification Levels.....	12
3. Additional Security Restrictions.....	12
4. Unclassified, For Official Use Only (FOUO) Material	13
5. Handling Information with Potential Classification.....	13
6. Telephone Conversations.....	13
7. Foreign Travel	13
8. Points of Contact	14
TRAVEL INFORMATION.....	15
1. Authorizations	15
2. Travel Invitation	15
3. Contract Travel	15
4. Airline Tickets	17
5. Rental Cars.....	17
6. Hotel Reservations	17
7. Travel Voucher or Subvoucher	17
8. Claim for Local Travel and Expenses.....	27
9. Travel to the Washington, DC Area.....	28
Attachment 1 GLOSSARY OF REFERECES AND SUPPORTING DOCUMENTATION	29
Attachment 2 FY15 BOARD MEMBERSHIP	31
Attachment 3 STANDARDS OF CONDUCT.....	33
1. Getting Advice.....	33
2. What does it mean to be a Special Government Employee?	33
3. Financial Disclosure	33
4. Criminal Conflict of Interest Statutes.....	34
5. Standards of Ethical Conduct	36
Attachment 4 WASHINGTON, D.C. METRO RAIL MAP.....	41
Attachment 5 PENTAGON LAYOUT.....	43
Attachment 6 KEY TELEPHONE NUMBERS.....	45
Attachment 7 SECRETARIAT MEMBERSHIP	47

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INTRODUCTION

This handbook provides members of the USAF Scientific Advisory Board (SAB) and their staff information about the Board's operating guidelines and administrative procedures. It includes information on the SAB charter, the relevant Air Force Instruction(s), security and travel procedures (with examples), and contact information for the membership and the SAB Secretariat.

On behalf of the Secretary and the Chief of Staff of the Air Force, the SAB Secretariat welcomes the FY18 prospective new Board Members:

Mr. Aaron R. Blow
Dr. Robert J. Bontz
Dr. Eric K. Hall
Gen (Ret.) Donald J. Hoffman
Dr. Juliana J. Hsu
Prof. Ann R. Karagozian
Dr. Leo C. Kempel
Lt Gen (Ret) George K. Muellner

Dr. Patric L. Patterson
Dr. Kevin J. Saeger
Dr. Gregory E. Shannon
Mr. Gregory J. Simer
Dr. Lindley T. Specht
Dr. Vyshnavi Suntharalingam
Dr. Steven Warner
Dr. Alan R. Wiechman

The SAB is committed to making this *Administrative Handbook* as useful as possible to members and participants, and welcomes your comments, corrections, and suggestions. Please tell us what you would like to see in future editions of this book. Address your correspondence to:

USAF Scientific Advisory Board (SAF/AQB)
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CHARTER

U.S. Air Force Scientific Advisory Board

1. Committee's Official Designation: The committee shall be known as the U.S. Air Force Scientific Advisory Board (USAF SAB) ("the Board").
2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established this discretionary Board.
3. Objectives and Scope of Activities: The Board shall provide the Secretary of Defense (SecDef) and the Deputy Secretary of Defense, through the Secretary of the Air Force (SecAF), independent advice and recommendations on matters relating to the Department of the Air Force's scientific, technical, manufacturing, acquisition, logistics, and business management functions, as well as other Department of the Air Force related matters as determined by the Secretary of the Air Force.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense, Deputy Secretary of Defense, and the Secretary of the Air Force, to include the Secretary of the Air Force's senior leadership as determined by the Office of the Secretary of the Air Force, and shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force and the Chief of Staff of the Air Force (CSAF);
 - b. Recommend application of technology to improve U.S. Air Force capabilities; and
 - c. Provide an independent review of the quality and relevance of the U.S. Air Force science and technology program.

The Board is not established to advise on individual Department of Defense (DoD) or Department of the Air Force procurements, but instead shall be concerned with pressing and complex technology and business management issues facing the Department of the Air Force in the areas referenced in paragraph three above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in any specific procurement or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Air Force. The Secretary of the Air Force, pursuant to DoD policy, may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Office of the Secretary of the Air Force, shall provide support for the Board and shall ensure compliance with the requirement of the FACA,

the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) (“the Sunshine Act”), governing Federal statutes and regulations, and established DoD policies and procedures.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$3,000,000. The annual personnel cost to the DoD is 8.0 full-time equivalents.
8. Designated Federal Officer: The Board’s Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, designated in accordance with established DoD policies and procedures.

The Board’s DFO is required to be in attendance at all Board and any subcommittees meetings for the entire duration of each and every meeting. However, in the absence of the Board’s DFO, a properly approved Alternate DFO, duly designated to the Board according to established DoD policies and procedures, will attend the entire duration of the Board or subcommittees meetings.

The DFO, or the Alternate DFO, shall call all meetings of the Board and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board’s DFO, in consultation with the Board’s Chair. The estimated number of Board meetings is four per year.
10. Duration: The need for this Board is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or the Deputy Secretary of Defense renews its charter.
12. Membership and Designation: The Board shall be composed of no more than 20 members who are eminent authorities in one or more of the following disciplines: science, technology, manufacturing, acquisition, logistics, and business management functions, as well as other matters of special interest to the Department of the Air Force. These individuals are also distinguished members of the science and technology communities, Federally Funded Research and Development Centers (FFRDC), National Laboratories, industry, and academia (universities and colleges).

The appointment of Board members will be authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Secretary of the Air Force, for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. Members of the Board who are not full-time or permanent part-time Federal officers or employees will be appointed as

experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. §102-3.130(a) to serve as regular government employee (RGE) members. No member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of the Air Force has the delegated authority to appoint the Board's leadership from among the membership previously appointed to the Board according to DoD policies and procedures and, in doing so, will determine the leader's term of service, which will not exceed the member's approved term of service.

The Secretary of the Air Force, pursuant to DoD policies and procedures, may appoint, as deemed necessary, non-voting consultants as subject matter experts (SMEs) to provide special expertise to the Board. These SMEs, if not full-time or permanent part-time Federal officers or employees, shall be appointed under the authority of 5 U.S.C. § 3109, shall serve as SGEs, and shall be appointed on an intermittent basis to work specific Board-related efforts. Such individuals shall not have any voting rights, shall not participate in the Board's deliberations, and shall not count toward the Board's total membership.

Except for reimbursement of official Board-related travel and per diem, Board members serve without compensation.

13. Subcommittees: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Air Force, as the DoD Sponsor.

Such subcommittees shall not work independently of the Board and shall report all their recommendations and advice solely to the Board for full deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, directly to the DoD or any Federal officers or employees. If a majority of Board members are appointed to a particular subcommittee, then that subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which govern the Board's operations.

Pursuant to Secretary of Defense policy, the Secretary of the Air Force is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Board or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Air Force.

Subcommittee members will be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. §102-3.130(a) to serve as RGE members.

The Secretary of the Air Force has the delegated authority to appoint the leadership of any appropriately approved subcommittees from among the membership previously appointed to the subcommittee according to DoD policies and procedures and, in doing so, will determine the leader's term of service, which will not exceed the subcommittee member's approved term of service.

Each subcommittee member is appointed to provide advice on behalf of the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

With the exception of reimbursement of travel and per diem as it pertains to official travel related to the Board or its subcommittees, Board subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

Currently, the Secretary of the Air Force has approved the following four permanent subcommittees to the Board. The requisite subcommittee member qualifications and points of views are similar to those required for Board members.

- a. Basic Sciences Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on basic sciences such as physics, materials science, mathematics, biology, and psychology.
- b. Defense Operations and Systems Subcommittee shall be composed of no

more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on Air Force operations and communication technology

- c. Information Systems Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on sensors, electronic warfare, and cyber and computer systems
 - d. Vehicle Systems Subcommittee shall be composed of no more than 15 members to advise the Board on the application of technology to improve Air Force capabilities and to provide an independent review of the quality and relevance of the science and technology program at the Air Force's Research Laboratory with a focus on aircraft and space systems, guidance, navigation, and control, and propulsion
14. Recordkeeping: The records of the Board and its subcommittees shall be managed in accordance with General Record Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, and the appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date: May 21, 2016

SECURITY INFORMATION

1. SAB Member Status

While serving on the SAB, Board members are classified as Special Government Employees, and as such, are subject to the security provisions of Air Force Instruction (AFI) 16-1404, *Air Force Information Security Program*. Board members who are employees of government contractors are also subject to AFI 31-601, *Industrial Security*. These instructions provide detailed requirements for safeguarding classified information, some of which are included in this section. Members with additional questions regarding information on security requirements or procedures should contact the SAB's Security Manager for clarification or assistance. The Security Manager will pass all clearances for SAB members' directed studies. However, consultants are responsible for passing their clearances to SAB meeting locations. SAB members who possess a Top Secret (with tickets) clearance must have their respective organizations transfer a permanent certification (perm cert) of their clearance to the AF Special Security Office (SSO) annually (1 Oct - 30 Sep). This will allow the AF SSO to pass Top Secret-related clearance information on these individuals to organizations they are visiting to conduct SAB business. SAB consultants should also have their organizations provide a perm cert to the AF SSO. If a consultant does not provide this to the AF SSO, the consultant must have his/her organization provide the clearance information directly to the organization being visited. The AF SAB Security Manager will provide instructions on how to pass this information to the AF SSO.

2. Security Classification Levels

In general, national security information that must be protected from unauthorized disclosure is categorized into one of three levels of classification:

- **CONFIDENTIAL:** Unauthorized disclosure could be expected to cause damage to national security
- **SECRET:** Unauthorized disclosure could be expected to cause serious damage to national security
- **TOP SECRET:** Unauthorized disclosure could be expected to cause exceptionally grave damage to national security

Each of these classification levels has particular requirements for storage, transmission, and presentation (discussion) at meetings. Possession of a security clearance at any particular level does not by itself create an entitlement or authorization for access to information classified at that level. Dissemination of any classified information depends on a strict determination of the intended recipient's "need-to-know."

3. Additional Security Restrictions

In addition to the basic classification levels, one or more of several restrictive categories could apply to any particular piece or pieces of information. These include:

- **NOFORN:** Not releasable to foreign nationals
- **NOCONTRACT:** Not releasable to contractors

- **WNINTEL:** Warning Notice: Intelligence sources and methods involved
- **RD** and **FRD:** Restricted Data and Formerly Restricted Data, as defined by the Atomic Energy Act of 1954
- **CNWDI:** Critical Nuclear Weapons Design Information
- **PROPIN:** Contractor proprietary information
- **SAR** and **SCI:** Special Access Required and Sensitive Compartmented Information. Any of several designated categories of particularly sensitive information

Many of these additional restrictive categories require a separate access determination and authorization in addition to the basic security clearance and establishment of a “need- to-know.” For more information on marking classified material, refer to DoDM 5200.01, Volume 2.

4. Unclassified, For Official Use Only (FOUO) Material

For Official Use Only (FOUO) is a document designation, not a classification. This designation is used by Department of Defense to identify information or material, which, although unclassified, may not be appropriate for public release.

DoD Directive 5400.7 defines For Official Use Only information as "unclassified information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA)."

5. Handling Information with Potential Classification

If there is reasonable doubt about the need to classify information developed in the course of SAB operations, the material should be safeguarded as if it were classified. Refer to the DoD Information Security Program Manual 5200.01 for more specifics concerning these types of information.

6. Telephone Conversations

Under no circumstances should classified information be discussed via telephone unless using an approved secure communications systems, such as the Secure Telephone Unit (STU) III. Do not attempt to “talk around” classified material on an unclassified telephone line.

7. Foreign Travel

All personnel, regardless of clearance level, planning to travel overseas (for any purpose) require security briefings at least 30 days prior to departure, if:

- Traveling to or through a formerly communist-controlled country, or other countries designated by the Department of State as threats to national interests.
- Attending international scientific, technical, engineering, or other professional meetings in the U.S. or any other country where representatives of former communist-controlled countries or other states of concern may participate or attend.

In addition, a counter-terrorist briefing may be required prior to traveling to certain foreign countries. Please contact the SAB Security Manager well in advance of your planned departure.

8. Points of Contact

Please submit your SAB security issues to usaf.safagb.admin.workflow@mail.mil or call at (240) 612-5501 or (240) 612-5500.

TRAVEL INFORMATION

1. Authorizations

All SAB members and consultants are issued travel authorizations (similar to Figure 1, next page) when their travel is outside their local area of residence, or if mission requires them to stay in base billeting. These orders are valid for temporary duty (TDY) travel during fiscal year 2018 (1 October 2017 through 30 September 2018). Travelers should carry a copy of their travel authorization with them at all times when attending a SAB activity.

Travel authorizations will be issued by the Secretariat staff and are valid only for the specific dates and travel destinations listed in the orders. The point of contact for travel authorizations at the Secretariat is currently Mr. Justin Roderick at (240) 612-5511 or via email to justin.e.roderick.ctr@mail.mil; you may also contact your assigned program manager if you have questions about your authorizations.

2. Travel Invitation

The SAB Secretariat will provide a meeting agenda and other useful information for each SAB-sponsored meeting.

3. Contract Travel

The Per Diem, Travel and Transportation Allowance Committee of the Federal Government, through the Joint Travel Regulations (JTR), requires that military members, government employees and other travelers on government authorizations use available Commercial Travel Offices (CTO). The CTO serving the SAB is Carlson Wagonlit Travel (CWT), (855) 654-7124 Monday-Friday 0800-1630 to make reservations. If busy or not answering you can call (800) 756-6111. This requirement can be waived only for a limited set of specific circumstances outlined in the JTR and requires pre-approval by the Secretariat. Willful violations may result in non-reimbursement of travel expenses and in some cases disciplinary action. If you feel that CWT is unable to accommodate the travel requirements of your specific SAB-sponsored trip, please contact your assigned program manager or Mr. Raymond McJonathan at (240) 612-5509 to discuss your options.

United States Air Force - Scientific Advisory Board | 2017-2018

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TRAVEL AUTHORIZATION | DOC NO: BHOMAHANE101111_A01
PAGE 1 ** Read Privacy Act On Last Page ** | AUTH NO: 1541UT
=====
1)NAME: SSN:
   ADDR: PHONE: 3019819985
           MAIL CD:
           ORG: AF/SE

        TITLE: Civilian
DUTY: PENTAGON TZ: EST SEC CLR:
RES: CARD:
HOURS: 8.0
Tech Statu NO Air Crew S NO
=====
2) AUTH NO: 1541UT DATE: 10/03/11 TYPE: AA-ROUTINE TDY/TAD
=====
3) TRAVEL PURPOSE: INFORMATION MEETING
=====
4) GENERAL ITINERARY
   DATE TIME DEPARTED/ARRIVED LOCATIONS PER DIEM RATE
-----
10/11/11 D-WASHINGTON, DC
10/11/11 A-OMAHA,NE $93.00/$61.00
10/14/11 D-OMAHA,NE
10/14/11 A WASHINGTON, DC
=====
5) OTHER AUTHORIZATIONS | 6) EST COST ADV AMT
| |-----
| TOTAL $0.00 $0.00
| ADVANCE AUTHORIZED 0.00
=====
7) PRE-AUDIT JUSTIFICATIONS
=====
8) ACCOUNTING CLASSIFICATIONS EST COST
=====
9) REMARKS

Traveler is Non-Exempt from the mandatory provisions of the TTRA.
Transportation expenses on this itinerary indicated as GOVCC-Individual are billed
to an individually billed account and are reimbursable to the traveler.
Transportation expenses on this itinerary indicated as GOVCC-Central Billed or AMC Billed
are billed directly to the Government and are NOT reimbursable to the traveler.

The 'Travel and Transportation Reform Act of 1998' stipulates that the
government-sponsored, contractor-issued travel card shall be used by all
U.S. Government personnel (civilian and military) to pay for costs incident
to official business travel unless specifically exempted by authority of
the Administrator of General Services or the head of the agency.

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Figure 1. DTS Travel Authorization – Invitational Travel

4. Airline Tickets

As soon as you are made aware of the dates of planned SAB travel, you may make travel reservations via CWT. The SAB Secretariat will process travel authorizations and forward a copy to the traveler and directly to CWT. This typically happens less than a week prior to the beginning of travel and never more than three weeks prior. Upon receipt of travel authorizations, CWT will issue fully refundable/changeable electronic tickets against the reservation on file. Again, booking tickets through a source other than the CTO without prior approval is a violation of the JTR and can only be done in exceptional circumstances and with prior approval. **Note: If you purchase a non-refundable ticket from a source other than the CTO and the trip is later cancelled or rescheduled, you will not be reimbursed for any loss that you incur. This is true even if you have been granted authorization by the Secretariat to not use the CTO.**

5. Rental Cars

The SAB does not typically authorize rental cars to members or consultants on travel. You can expect to be met at the airport upon arrival by an executive officer or another representative who will provide ground transportation for you to your TDY location. Alternatively, you may be asked to take a hotel shuttle or taxi to the hotel where you will meet the remainder of your travel team.

6. Hotel Reservations

Information on designated hotels and reservation procedures, along with other information pertaining to the meeting, will normally be provided in advance to SAB travelers. CWT will make reservations at hotels based upon allowable government per diem rates.

The best way to determine the prevailing local per diem rate is via the internet at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>, and select your destination state, and "Include all cities and towns". For your convenience, the current list for the Washington, D.C. area is reproduced in Appendix F (the per diem lodging rate for the metropolitan area is currently \$231.00 per night before tax). **This rate does change during the year.** Because the SAB does not ordinarily authorize rental cars, it is a good idea to enquire about Metro accessibility when making hotel arrangements (a map of the Metro Rail system is included in Appendix C).

7. Travel Voucher or Subvoucher (DD Form 1351-2, May 2011)

After **each** trip taken in support of a SAB meeting, travelers **must** complete and submit a travel voucher (DD Form 1351-2) within **five working days** after completion of travel. The travel voucher form should be submitted via secure means (fax or the file transfer service SAFE (<https://safe.amrdec.army.mil/safe/>)) to the SAB Secretariat. Detailed instructions on how to complete this form are provided later in this Handbook. When submitting your travel voucher for reimbursement of travel expenses, a copy of the travel authorization, the airline invoice (if air travel is used), lodging receipt and all receipts for any claimed expense of \$75 or more must be enclosed; otherwise the voucher will not be processed. If you have any questions concerning the completion of the travel voucher, please call Mr. Raymond McJonathan at the SAB Secretariat (240) 612-5509, or email him at usaf.safaqb.finance.workflow@mail.mil.

NOTE: For local area travel and expenses please use **OF Form 1164**.

Detailed Instructions for Completing Form DD 1351-2:

Section 1. Payment: *Electronic Fund Transfer only.* If you have not already done so, please fill out Form FMS 2231, *Fast Start Direct Deposit*, which is available from the SAB Secretariat. Upon completion, the form should be e-mailed/faxed to the SAB Secretariat. (Note: Leave split disbursement blank).

Section 2. Name (Last, First, Middle Initial): *Traveler's Name*

Section 3. Grade: *DV-4*

Section 4. SSN: *Social Security Number*

Section 5. Type of Payment: *TDY*

Section 6a, b, c, d. Address: *Traveler's Home Address*

Section 6e. E-mail Address: *Traveler's E-mail Address*

Section 7. Telephone Number: *(240) 612-5513* (Note: Always use the Secretariat phone number).

Section 8. Travel Authorization Number: *XXXXXX* (From your travel authorization, top right corner of 1st page).

Section 9. Previous Payments/Advances: *None or \$0.00*

Section 10. For D.O. Use Only: *Leave Blank*

Section 11. Organization and Station: *SAF/AQB, Pentagon*

Sections 12-14. *Leave Blank.*

United States Air Force - Scientific Advisory Board | 2017-2018

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$					
2. NAME (Last, First, Middle Initial) (Print or type) Member, John Q			3. GRADE DV-4	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
6. ADDRESS, a. NUMBER AND STREET 888 Street Ave		b. CITY City		c. STATE MD		d. ZIP CODE 12345	
e. E-MAIL ADDRESS email@address.com							
7. DAYTIME TELEPHONE NUMBER & AREA CODE (240) 612-5513		8. TRAVEL ORDER/AUTHORIZATION NUMBER 012345		9. PREVIOUS GOVERNMENT PAY ADVANCES 0.00		10. ONLY NUMBER	
11. ORGANIZATION AND STATION SAF/AQB, Pentagon				12. DEPENDENT(S) (X and complete as applicable) UNACC b. RELATION		13. DEPENDENT'S ADDRESS ON RECEIPT OF TRAVEL (Include Zip Code)	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES NO (Explain in Remarks)				d. COMPUTATIONS			
15. ITINERARY				e. SUMMARY OF PAYMENT			
a. DATE 2014		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
10/21	DEP	Home		PA			
	ARR	Dulles Airport, VA		AT			20
	DEP			TP			
	ARR	Omaha Airport, NE		AT			
	DEP			CA			
	ARR	Offutt AFB, NE		TD		70.00	
10/23	DEP			CA			
	ARR	Omaha Airport, NE		AT			
	DEP			TP			
	ARR	Dulles Airport, VA		AT			
	DEP			PA			
	ARR	Home		MC			20
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED	12 HOURS OR LESS		
10/23/14	Lodging Tax		9.02		MORE THAN 12 HOURS BUT 24 HOURS OR LESS		
10/23/14	Airport Parking		15.00		MORE THAN 24 HOURS		
					<input checked="" type="checkbox"/>		
				a. DATE			
				b. NO. OF MEALS			
				a. DATE			
				b. NO. OF MEALS			
20.a. CLAIMANT SIGNATURE <i>John Member</i>				b. DATE 10/25/14			
c. REVIEWER'S PRINTED NAME			d. SIGNATURE		e. TELEPHONE NUMBER		f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME			b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

SAB telephone #

Your travel authorization #

Your home address

Lodging cost here (next to "TD")

Remember to sign and date

Section 15. Itinerary: Indicate travel itinerary (dates, places, etc.), See Figure 3, below.

15. ITINERARY						
a. DATE	b. PLACE <i>(Home, Office, Base, Activity, City and State, City and Country, etc.)</i>		c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
2014						
17 Oct	DEP	Home	PA			
	ARR	San Francisco Airport, CA		AT		35
	DEP		TP			
	ARR	National Airport, Wash DC		AT		
	DEP		CA			
	ARR	Arlington, VA		TD	340.00	
20 Oct	DEP		CA			
	ARR	National Airport, Wash DC		AT		
	DEP		TP			
	ARR	San Francisco Airport, CA		AT		
	DEP		PA			
	ARR	Home		MC		35
	DEP					
	ARR					

Figure 3. DD Form 1351-2 (Sample Itinerary)

(a) **Date:** Enter appropriate travel dates.

(b) **Place:** Enter departure and arrival locations. Note: There is no need to list arrivals and departures at intermediate stops where the mode of transportation does not change (such as an airport layover to change planes).

(c) **Means/Mode of Travel:** Enter a two-character code from Table 1 on the next page. These codes describe your means of travel (e.g., PA, CP, TP, CA, etc).

Table 1. Symbols to Indicate Means/Mode of Travel

Source (Who paid for your travel?)	Symbol 1	Type (How did you travel?)	Symbol 2
Transportation Request (CWT Travel)	T	Automobile	A
		Bus	B
Government-owned Transportation (MilAir, Govt vehicle, etc.)	G	Aircraft (Plane)	P
		Train (Rail)	R
Commercial Transportation (Traveler's Expense)	C	Ship (Vessel)	V
		Motorcycle	M
Private Conveyance (Traveler's Expense)	P		

(d) **Reason for Stop:** Enter one of these 2-letter codes for each stop during the trip:

- AT** Awaiting Transport (if you are switching to a new transport mode – i.e. from car to plane)
- AD** Authorized Delay (official stop or delay)
- TD** Temporary Duty (this is what you will list for your SAB-related work)
- LV** Leave En Route (unofficial stop or delay)
- MC** Mission Complete (always use as last entry)

(e) **Lodging Cost:** Where you have listed “TD” as your reason for stop in column D, enter the total cost for lodging, minus taxes, in the corresponding row in column E. Please list lodging taxes and other expenses separately in block 18, below. Remember to provide an **itemized** receipt for your lodging with a **zero balance due**. Reimbursement of lodging expenses is limited to the prevailing government lodging rate ceiling for the particular TDY area. In the Metropolitan Washington, DC area, for example, the current rate is \$231.00 per day, before tax. Baggage tips and itemized meal expenses cannot be claimed (these are covered by per diem). Items such as in-room movies, games, and telephone line expenses are **not** authorized reimbursements and should not be claimed as lodging expenses.

When you make lodging reservations for SAB meetings, the selected hotels will generally offer rooms at or below the applicable lodging rate ceiling. Phone numbers for hotels in the Crystal City, VA area, which have frequently been used by SAB members, are shown in Appendix F. The Secretariat can provide information on lodging rates for other TDY areas upon request.

(f) **Privately Owned Conveyance (POC) Miles:** *List the mileage accrued while operating or riding in a private vehicle while on official travel status.*

The traveler must be primarily responsible for payment of the vehicle operating costs in order to claim reimbursement. The same reimbursement rate applies to all three categories of mileage, but may change from time to time. The current rate as of January 1, 2017 is 53.5 cents per mile.

(1) **Terminal Mileage:** POC mileage at the beginning and end of a TDY trip (such as between the traveler's home or office and the local airport) is reimbursable as "terminal mileage." This category does not include mileage to the TDY point itself, which is covered under TDY mileage in paragraph (2) below. This mileage should be shown on the voucher in block 15(f) (POC Miles). Please annotate block 16, POC Travel, with an X in the appropriate box.

(2) **TDY Mileage:** If the traveler uses a POC from his or her home or office to the TDY point, the resulting mileage is reimbursable up to the amount shown in the Defense Table of Distance (<https://dtod.sddc.army.mil>). However, if the travel covers a substantial distance that could have been provided by an air carrier or other form of commercial transportation reimbursement will be limited to no more than the equivalent government cost of the appropriate commercial transportation. As is the case with terminal mileage, TDY mileage should be shown on the voucher in block 15(f) (POC Miles). Please annotate block 16, POC Travel, with an X in the appropriate box.

(3) **Vicinity Mileage:** *This is an item that must be authorized on your travel orders.* Under some circumstances, use of a private vehicle in and around the TDY point can be reimbursed as vicinity mileage.

Section 16. POC Travel: *Check "OWN/OPERATE" if claiming reimbursement for POC mileage in block 15(f).*

Section 17. Duration of TDY Travel: *Check the appropriate box.*

Section 18. Reimbursable Expenses: This block of the voucher is used for claiming reimbursement for allowable miscellaneous expenses incurred in the performance of TDY travel. Blocks a, b, and c need to be filled in by the traveler (do not use block d). Although not an exclusive list, the following are some types of travel-related expenses. If you have any questions regarding reimbursable expenses, please call the SAB Secretariat.

(a) **Fees for traveler's checks.**

(b) **Taxi or other comparably priced public transportation.** May be claimed for relatively short and *necessary* trips (i.e., to and from home to airport,

lodgings, meals and any government business).

- (c) **Airfare.** If airline tickets were purchased (with prior approval from the SAB Secretariat) at the traveler's own expense and were not issued by CWT, they are subject to reimbursement. Reimbursement is limited to the amount of the equivalent government (coach class) fare applicable for the authorized flights.
- (d) **Conference Fees.** Fees paid for attending conferences, symposia, or meetings are **not** normally reimbursable, especially food which is covered by per diem. DoD guidance is very specific on allowable reimbursements and this limited space does not allow us to discuss every instance. In the event you plan to attend a conference that will be charging a fee, please contact the Secretariat for further information.
- (e) **Official phone calls.** Reimbursement for SAB official business calls requires Secretariat coordination and prior approval. Official phone calls are **not** reimbursable on your travel voucher. Please call the SAB Secretariat at (877) 732-3109 for information and approval prior to use.
- (f) **Rental car expenses.** Rental cars are normally not authorized. The Secretariat can arrange government transportation from destination airports to TDY points and in the TDY area. In those cases where no suitable government or alternative transportation is available, rental car expenses (compact class rental and gas) will be authorized and reimbursed. However, the traveler is responsible for contacting the Secretariat for authorization before the trip. Reimbursement for rental car expenses after the fact will be considered on an individual basis.
- (g) **Airport Parking.** Parking fees are generally reimbursable **unless** the "constructive cost" makes it more advantageous to the government to pay 2 one-way taxi fares.
- (h) **Passport Fees.** Reimbursable if required to perform official overseas travel.

Note 1: Do not list your meals. As a government traveler, you will be reimbursed for all meals at the per diem rate applicable to the area you are visiting regardless of the actual cost of the meals.

Note 2: Items such as tips, dry cleaning/laundry services and personal phone calls are **not** authorized for payment and **should not** be included on the travel voucher.

Section 19. *Leave blank.*

Section 20a, b. Signature and Date: *Sign and date the voucher.*

Section 20c, d, e, f. Reviewer Information: *Leave blank.*

Section 21. Approving Officer Signature: *Leave blank.*

Sections 22-28. *Leave blank.*

Attachments: Prior to submitting a travel voucher, ensure the following are included (copies of receipts are acceptable):

- **Travel Authorization**
- **Airfare Invoice from *CWT*** (showing ticket #, form of payment and amount charged)
- **Receipt(s) for Purchased Tickets** (showing traveler's name, method of payment and amount paid) if *CWT* or other government ticket office was not used.
- **Unused Tickets**
- **Itemized Lodging Receipts** (showing a zero balance due)
- **Receipts for Other Reimbursable Expenses having a value of \$75 or more**

Submitting Completed Vouchers: Please submit your completed travel vouchers with attachments via secure means (toll free fax) 877-487-1398, ATTN: Mr. Raymond McJonathan or the file transfer service SAFE (<https://safe.amrdec.army.mil/safe>), enter usaf.safaqb.finance.workflow@mail.mil when using SAFE.

8. Claim for Local Travel and Expenses (Optional Form OF 1164)

For local area travel and expenses within a 50-mile radius of your home that does not require you to use overnight lodging, please use **OF Form 1164** (see figure 4, below).

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER				
Read the Privacy Act Statement on the back of this form.				3. SCHEDULE NUMBER				
				5. PAID BY				
4. CLAIMANT	a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NUMBER					
	Member, John Q		123-45-6789					
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NUMBER					
888 Street Ave		240-612-5513						
City, MD 22222								
6. EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)								
DATE	C O D E	Show appropriate code in column (b):		MILEAGE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED			
		A - Local Travel	D. Funeral Honors Detail					
		B - Telephone or Telegraph	E. Speciality Care	\$	FARE OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS	
		C - Other expenses (Itemized)						
		(Explain expenditures in specific detail.)						
(a)	(b)	(c) FROM	(d) TO	NUMBER OF MILES (e)	MILEAGE (f)			
10/9/2017	A	North Potomac, MD	Arlington, VA	17.0				
10/9/2017	A	Arlington, VA	North Potomac, MD	17.0				
10/10/2017	A	North Potomac, MD	Arlington, VA	17.0				
10/10/2017	A	Arlington, VA	North Potomac, MD	17.0				
10/9/2017	C	Parking						\$10.00
10/10/2017	C	Parking						\$10.00
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK				
7. AMOUNT CLAIMED (Total of columns (f), (g) and (i).) ▶ \$20.00				TOTALS		66.0		\$20.00
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 650a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.				
Sign Original Only				Sign Original Only				
APPROVING OFFICIAL SIGN HERE ▶				CLAIMANT SIGN HERE ▶ <i>John Q Member</i>		DATE 10/12/2017		
9. This claim is certified correct and proper for payment.				11. CASH PAYMENT RECEIPT				
AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶				a. PAYEE (Signature)		b. DATE RECEIVED		
						c. AMOUNT		
						\$		
ACCOUNTING CLASSIFICATION				12. PAYMENT MADE BY CHECK NUMBER				

Figure 4. OF Form 1164

9. Travel to the Washington, DC Area. For SAB meetings in the Washington area, the most convenient airport to use is Ronald Reagan Washington National Airport (DCA).

- **Local Travel:** The Washington METRO system has rail stops at Reagan National Airport, Crystal City, the Pentagon, and throughout the metropolitan area (see the METRO Rail system route map in Appendix C). The METRO is a fast and relatively inexpensive means of travel around the DC area and is very convenient for travel to the Pentagon and the SAFTAS Conference Facility in Crystal City.
- **Pentagon Access:** To enter the Pentagon, you will need one government issued photo ID. Once through the security screening; proceed to the visitor badging area. You are on a visitors list and should receive an unescorted badge.
- **Pentagon Drop-Off:** Travelers who wish to be dropped off or picked up by car at the Pentagon can do so at Corridor Three.
- **Pentagon Floor Plan:** For your convenience, a copy of the Pentagon layout is in Appendix D. The SAB Secretariat Pentagon office is located in Room 5E815. Rooms in the Pentagon are numbered by floor, ring and corridor: the SAB office is located on the 5th Floor, E Ring, in the 8th corridor.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015
AFI 16-1406, *Air Force Industrial Security Program*, 25 August 2015
AFI 33-332, *Air Force Privacy And Civil Liberties Program*, 12 January 2015
DoDD 5400.7, Freedom of Information Act program, 9 September 1997
DoDM 5200.01, Volume 1, *DoD Information Security Program: Overview, Classification, And Declassification*, 24 February 2012
DoDM 5200.01, Volume 2, *DoD Information Security Program: Marking Of Classified Information*, 24 February 2012
DoDM 5200.01, Volume 3, *DoD Information Security Program: Protection Of Classified Information*, 24 February 2012
DoDM 5200.01, Volume 4, *DoD Information Security Program: Controlled Unclassified Information (CUI)*, 24 February 2012
Pub.L. 92-463 § 1, 86 Stat. 770, *Federal Advisory Committee Act*, 6 October 1972
Pub.L. 94-409 Stat. 1241, 5 U.S.C. § 552b, *Government in the Sunshine Act*, 13 September 1976

Abbreviations and Acronyms

AF—Air Force
AFB—Air Force Base
CSAF—Chief of Staff of the Air Force
DFO—Designated Federal Officer
DoD—Department of Defense
FACA—Federal Advisory Committee Act
FFRDC—Federally Funded research and Development Center
FOIA—Freedom of Information Act
FOUO—For Official Use Only
PII—Personally Identifiable Information
RGE—Regular Government Employee
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SGE—Special Government Employee
SME—Subject Matter Expert

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Attachment 2
FY17 BOARD MEMBERSHIP

Dr. Andrew G. Alleyne
Dr. Michael J. Bear
Dr. David J. Bishop
Mr. Aaron R. Blow *
Dr. Robert J. Bontz *
Dr. Alison K. Brown
Dr. Steven F. Butler
Dr. Mark E. Campbell
Gen Bruce A. Carlson, USAF (Ret)
Dr. Melissa G. Choi, SAB Vice-Chair
Dr. James S. Chow, SAB Chair
Ms. Natalie W. Crawford
Dr. Werner J.A. Dahm
Dr. Cristina E. Davis
Dr. Jeffrey L. Emdee
Dr. Mica R. Endsley-Jones
Dr. Charbel Farhat
Dr. John J. Fratamico
Lt Gen Terry L. Gabreski, USAF (Ret)
Dr. Ryan Garibaldi
Dr. Samuel Graham, Jr.
Dr. Eric K. Hall *
Gen Donald J. Hoffman, USAF (Ret) *
Dr. Juliana J. Hsu *
Prof. Ann R. Karagozian *
Dr. Leo C. Kempel *

Mr. Patrick J. Lardieri
Gen Lester L. Lyles, USAF (Ret)
Mr. Darcy P. McGinn
Dr. David F. McQueeney
Dr. William L. Melvin
Lt Gen George K. Muellner, USAF (Ret) *
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Mr. Daryl G. Pelc
Dr. Alan J. Pue
Mr. Stephan B. Rejto
Dr. Kevin J. Saeger *
Dr. Nils R. Sandell, Jr.
Dr. Lara S. Schmidt
Dr. Gregory J. Shannon *
Mr. Gregory J. Simer *
Mr. Moise N. Solomon
Dr. Allan G. Sonstebly
Dr. Lindley T. Specht *
Dr. Patrick A. Stadter
Dr. Vyshnavi Suntharalingam *
Dr. Marvin F. Young
Dr. Steve Warner *
Mr. Alan R. Wiechman *
Dr. Yadunath B. Zambre

* Denotes FY18 prospective new Board Members

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Attachment 3

STANDARDS OF CONDUCT

The Air Force is fortunate to have many experts and industry leaders from outside of the Government to provide advice to the Secretary as consultants or members of an advisory committee. Because many of these experts retain links to the defense industry or other organizations related to national security, it is important to understand potential conflicts of interest that may arise from an appointment to the Air Force. This guidance briefly summarizes those statutes and regulations most likely to affect you as a member of an advisory committee, and does not describe each element or exception.

1. Getting Advice

For further information on any of the guidance below or questions related to the government ethics rules, please contact the AF Scientific Advisory Board Secretariat at (240) 612-5503, or e-mail at usaf.safaqb.workflow@mail.mil.

Any member of the Secretariat can direct you to an ethics counselor in SAF/GCA who can provide advice on any ethics question you may have, many of which may be answered in a telephone call or by email.

2. What does it mean to be a Special Government Employee?

In the Department of Defense, many consultants are contracted (i.e. RAND, etc...) and under FACA, members of an advisory committee can be a regular government employee. However, at the SAB, our consultants and members are appointed as Special Government Employees (SGEs). This means that upon appointment, you assume the responsibilities, obligations, and restrictions that are part of public service. Because SGEs are not full-time employees, several of these restrictions apply to you only in limited circumstances.

Service as an SGE may be compensated or uncompensated, but it is always temporary. In fact, you should not serve for more than 130 days during any period of 365 consecutive days. This 130-day period is an aggregate of all your Federal service, not just your appointment at the Air Force Scientific Advisory Board. For example, it includes days you have served as an SGE in other Federal agencies or departments, and even days as a military reservist. If you have served in other Federal agencies or departments within the last year, please advise the Scientific Advisory Board administrative office, so that you do not exceed the 130-day period of appointment.

When computing days that you work as an SGE, count each day in which you perform services, even if it does not amount to an entire workday. Brief non-substantive interactions, such as e-mails or phone calls to set up a meeting, do not have to be counted as a day of duty.

3. Financial Disclosure

You are required to file either a public or confidential financial disclosure report (SF 278 or OGE Form 450, respectively) upon your first appointment, and annually thereafter if you are reappointed. As a member of an advisory committee, you may also be required to update the report before each meeting throughout your term of appointment. The

purpose of financial disclosure is to protect you from inadvertently violating any of the criminal conflict of interest statutes, discussed below, and to ensure the public and the Air Force that your advice is free from any real or perceived conflict of interest. An Air Force ethics official and possibly the AF Scientific Advisory Board Secretariat review the reported information, which is not releasable to the public if it is a confidential financial disclosure report, except as authorized by the Privacy Act.

4. Criminal Conflict of Interest Statutes

You are required to comply with various criminal statutes while you are an SGE. These statutes are codified at 18 U.S.C. 201, 203, 205, 207, and 208, and are divided into the following subject areas: (1) financial conflicts of interest; (2) representational activities; and (3) limits on representation after you leave the Government.

Financial Conflicts of Interest

The main financial conflict of interest statute, 18 U.S.C. 208(a), prohibits you from participating personally and substantially in any particular matter that affects your financial interests, as well as the financial interests of your spouse, minor child, general partner, an organization in which you serve as an officer, director, trustee, general partner, or employee, or an organization with which you are negotiating or with which you have an arrangement for prospective employment. The primary reason you are required to disclose your financial interests is to alert the AF Scientific Advisory Board Secretariat and agency ethics official of any potential conflict of interest prior to your participation in a particular matter involving an entity in which you have a financial interest.

A financial interest might arise in various ways. For example, you could have a financial interest that could conflict with your participation in an advisory committee meeting that reviews whether a certain weapons program should be continued if:

- you own stock in the prime or subcontractor that supplies the weapon;
- your spouse owns stock in, or works for, the contractor(s);
- you are a consultant to, or employee of, the contractor(s);
- you are a member of the board of directors of the contractor(s), or
- you have a contract with the contractor(s) to provide supplies, parts, or services.

This statute does not apply to you unless you participate in a particular matter. Generally, Air Force advisory committees address broad policy matters, not particular matters. This greatly reduces the potential for conflicts of interest. A particular matter is a matter that involves deliberation, decision or action that is focused upon the interests of specific persons or a discrete and identifiable class of persons. A deliberation that focuses on a discrete and identifiable class of persons as part of a broader policy deliberation, however, would not be a particular matter.

If you become aware of such a financial conflict of interest, you must disqualify yourself from acting in a governmental capacity in the matter and notify the AF Scientific Advisory Board Secretariat. You should also consult your ethics official, since there are several regulatory exemptions that may permit you to participate even when you have certain

financial interests that cause a conflict of interest. For example, employees are permitted to participate in particular matters affecting companies that they own as part of a diversified mutual trust. Employees may also act in particular matters affecting companies in which the aggregate value of the employee's holdings does not exceed \$15,000.

The statute and implementing Federal regulations provide for waivers that may also allow you to work on matters in which you have a financial conflict of interest. Such waivers must be obtained before you participate in the matter. Since waivers are complex, you should seek advice from your Air Force ethics official.

You should also keep in mind that, even though the deliberations may not involve a particular matter under the criminal statute, having an interest in or being affiliated with any company that is the focus of a deliberation would require your recusal from discussions. A combination of DoD policy, and appearance and misuse of position concerns under the Standards of Conduct regulations, would prohibit your participation.

Another Federal statute, 18 U.S.C. 201, commonly known as the bribery statute, prohibits Federal employees, including SGEs, from seeking, accepting, or agreeing to receive anything of value in return for being influenced in the performance of an official act.

Representational Activities

Two statutes, 18 U.S.C. 203 and 205, prohibit Federal employees, including SGEs, from acting as an agent or attorney for private entities before any agency or court of the Executive or Judicial Branches. For SGEs, section 203 prohibits the receipt of compensation for representational services only in any particular matter involving a specific party: (1) in which the SGE has participated personally and substantially as a Government employee; or (2) which is pending in this Department and the SGE served for more than 60 days during the immediately preceding 365 days. Representational services include written or oral communications and appearances made on behalf of someone else with the intent to influence or persuade the Government. An inquiry into the status of a pending matter, such as an application for Federal funding, a progress report regarding a Cooperative Research and Development Agreement or clinical trial, or a pending investigation, is not necessarily a representation, but could give rise to an appearance of a prohibited representation. Section 205 parallels section 203, except that even uncompensated representations by employees are prohibited.

Limits on Representations after You Leave the Government

The final statute, 18 U.S.C. 207, prohibits former employees, including SGEs, from representing another person or entity to this Department or to another Federal agency or court in any particular matter involving a specific party in which the former SGE participated personally and substantially while with the Government. This bar lasts for the lifetime of the particular matter.

Additionally, if you were paid for your services as an SGE, and your basic rate of pay was \$142,898/year or over (in 2006), and you served 60 days or more as an SGE during the one-year period before terminating service, you are also subject to the same one year cooling-off period that is applicable to former senior officials. For one year after terminating your appointment, you would be prohibited from making a communication or appearance on behalf of any other person, with the intent to

influence, before any employee of the agency in which you served, in connection with any matter on which such a person seeks official action. Please note that this bar is not limited to particular matters, but includes policy matters as well, and that it does not apply to the entire Department of Defense, but only to the component in which you were appointed.

SGEs who qualify for the above restriction are also prohibited, for one year after their appointment terminates, from representing a foreign entity before any Federal agency, or aiding or advising a foreign entity, with the intent to influence a decision by that agency.

5. Standards of Ethical Conduct

The following paragraphs highlight some of the administrative Standards of Ethical Conduct regulations (5 C.F.R. Part 2635) that pertain to Air Force SGEs.

Teaching, Speaking, and Writing in a Personal Capacity

Generally, during your term of appointment, you may continue to receive fees, honoraria, and other compensation for teaching, speaking, and writing undertaken in your personal or non-Government capacity, but there are several limitations.

You are prohibited from receiving compensation for teaching, speaking, or writing (“activity”) that “relates to the employee’s official duties.” 5 C.F.R. 2635.807. For you, the “relatedness” test is met if:

- the activity is undertaken as an official Governmental duty;
- the invitation was extended to you primarily because of your position in the Government rather than your expertise on the particular subject matter;
- the invitation was extended to you, directly or indirectly, by a person who has interests that may be affected substantially by the performance or nonperformance of your official duties;
- the information conveyed through the activity draws substantially on ideas or official data that are confidential or not publicly available; or
- during the one year period of your current appointment, you
 - 1) serve for more than 60 days and the subject of the activity deals in significant part with any matter to which you are presently assigned or were assigned during the previous one year period, or
 - 2) serve 60 days or less and the subject deals in significant part with a particular matter involving specific parties in which you participated or are participating personally and substantially.

Notwithstanding the above limitations, you may receive compensation for teaching, speaking, or writing on a subject within your discipline or inherent area of expertise based on your educational background or experience. In addition, these restrictions do not apply to teaching a course requiring multiple presentations that is part of the regularly established curriculum of an institution of higher education, an elementary or secondary school, or a program of education or training sponsored and funded by the Federal, state, or local governments.

If you use or permit the use of your military rank or your Air Force title or position as one of several biographical details given to identify yourself in connection with your personal teaching, speaking, or writing, whether or not compensated, and if the subject of the teaching, speaking, or writing deals in significant part with any ongoing or announced policy, program, or operation of the Department of Defense, you should make a disclaimer that the views presented are your views and do not necessarily represent the views of the Department or its components.

Acceptance of Gifts from Outside Sources

Any gift given to you from a DoD prohibited source or because of your service on the advisory committee or as a consultant to this Department will raise concerns and may be prohibited by 5 C.F.R. 2635.202. You may accept gifts given to you because of your personal, outside business, or employment relationships. There are other exceptions, but since they are often fact-specific, you should consult the SAB Secretariat so that they can put you in contact with an appropriate Air Force General Counsel (SAF/GC) representative who can accurately answer your questions.

NOTE: You may not file your travel voucher with your private company as this constitutes an illegal gift to the government.

Providing Expert Testimony

If you participated while a Federal employee in a particular United States judicial or administrative proceeding or in a particular matter that is the subject of the proceeding, you may not serve, except on behalf of the United States, as an expert witness, with or without compensation, in that proceeding if the United States is a party or has a direct and substantial interest. 5 C.F.R. 2635.805. However, such testimony may be authorized by the DoD General Counsel.

In addition, if you are appointed by the President, serve on a commission established by statute, or have served or are expected to serve for more than 60 days in a period of 365 consecutive days, you may not serve, except on behalf of the United States, as an expert witness, with or without compensation, in any proceeding before a United States court or agency in which the Air Force is a party or has a direct and substantial interest, unless authorized by the Air Force General Counsel.

Impartiality

Although you are prohibited by 18 U.S.C. 208(a) from participating in matters in which you have a financial interest, there may be other circumstances in which your participation in a particular matter involving specific parties would raise a question regarding your impartiality in the matter. For example, you may be asked to review a grant application submitted by your mentor or someone with whom you have a close personal or professional relationship. Or your advisory committee may consider a weapons program operated by your former employer or former client. This may raise a concern about your impartiality in the review.

While the impartiality rule is quite complex and very broad in scope, there are several triggers that are helpful. 5 C.F.R. 2635.502.

Your official duties must involve a particular matter involving specific parties [As discussed above, Air Force advisory committees often focus on policy-level issues and do not consider particular matters involving specific parties],

The circumstances would cause a reasonable person with knowledge of the relevant facts to question your impartiality, and

a) The matter is likely to have a direct and predictable effect on the financial interests of a member of your household, or

b) Someone with whom you have a relationship (such as a relative, a business or financial entity, a former employer, an employer or client of your spouse, or an organization in which you are an active participant) is, or represents, a party to the matter.

Considering the breadth of this prohibition and how much it depends upon the perception of the beholder, if you believe your participation in advisory committee discussions could subject you to criticism, please contact the AF Scientific Advisory Board Secretariat or agency ethics official to determine whether you should be disqualified from participation in the matter, or authorized to participate in the matter.

Serving Two Masters

As indicated in the above regulation on impartiality, you cannot represent two entities and retain impartiality. For example, you may be an employee of a corporation or nonprofit organization which intends to submit its views to Government officials regarding the same subject matter that the advisory committee is studying. In such a situation, you must recuse yourself from participation in either the corporation or nonprofit organization's recommendation, or, recuse yourself from participation in the advisory committee's recommendation. If you find yourself in this situation, consult your ethics counselor.

Endorsement of Non-Federal Entities

Many Air Force SGEs hold senior and influential positions in their private lives. However, please remember that you may not use, or permit the use of, your official title, position, organization name, or authority associated with your Government position to imply an Air Force or Government endorsement of a non-federal entity, event, product, service, or enterprise. 5 C.F.R. 2635.702. Provided that you act exclusively outside the scope of your official position and abide by the restrictions discussed above, you may participate and support the activities of non-Federal entities in your personal capacity.

Misuse of Position

Primarily because of the stature and visibility of many of our consultants and members of advisory committees, actions that may be perceived as the misuse of their public office tend to receive uncommon public scrutiny. The prohibition, which applies to all Federal employees, bars the use of public office for private gain. 5 C.F.R. 2635.702. This broad prohibition generally is triggered by the following:

Using your title, position, or authority for your own private gain, or the private gain of friends, relatives, clients, or anyone with whom you are affiliated in a non-Governmental capacity (including nonprofit organizations in which you serve as an officer, member,

employee, or persons with whom you have or seek an employment or business relationship);

Using your title, position, or authority to coerce or induce another person to provide any benefit to you or any person identified above;

Using non-public information in a financial transaction to further your private interests or those of another, or disclosing confidential or non-public information without authorization; or

Using Government property and time for unauthorized purposes

A good example is when a private entity issues a press release announcing that one of its employees will serve on an Air Force Advisory Committee. To many, selection to serve on an Air Force Advisory Committee confirms the SGE's expertise and wisdom, and therefore tends to lend similar credence to the private entity. It also suggests Air Force endorsement of the private organization. Thus, we discourage private companies from issuing such press releases.

Fundraising

There are several rules that cover fundraising activity, both in an official capacity and in a personal capacity, that are applicable to Air Force employees, including SGEs. Although it is not likely that you will be asked to participate officially in the solicitation of funds or the endorsement of a fundraising effort, you should seek the guidance of this Office prior to such participation.

Generally, you may fundraise in your personal capacity. However, you may not fundraise in the Federal workplace (except for collecting gifts-in-kind, such as food, clothing and toys), and you may not solicit funds from any person that you know is a prohibited source whose interests may be substantially affected by performance or non-performance of your official duties. Finally, please do not use or permit use of your official title, position, or authority associated with your position to further the fundraising effort.

Lobbying Activities

While the time you spend performing official duties as an SGE is usually brief, please remember that during those periods, you are prohibited from engaging in any activity that directly or indirectly encourages or directs any person or organization to lobby one or more members of Congress. (18 U.S.C. 1913) This statute does not bar you, in your official capacity, from appearing before any individual or group for the purpose of informing or educating the public about a particular policy or legislative proposal, or from communicating to members of Congress at their request. Communications to members of Congress initiated by you, in your official capacity as a member of an advisory committee or as a consultant, must be coordinated through the SAF/LL.

As a private citizen, you may express your personal views (but not the views of the advisory committee as a whole or the opinions of the Air Force) to anyone. In doing so, you may state your affiliations with the advisory committee, may factually state the committee's official position on the matter (to the extent that non-public information is not used), but may not represent your positions or views as the committee's or the Air

Force position on the matter. Moreover, in expressing your private views, as with all other personal (non-Government) activities, you are not permitted to use Government computers, copiers, telephones, letterhead, staff resources, or other appropriated funds.

Emoluments Clause

The Constitution prohibits Federal employees, including SGEs, from accepting any compensation from, or employment with, a foreign government or the political subdivision of a foreign government, including a public university, a commercial enterprise owned or operated by a foreign government, or an international organization controlled by a foreign government. The ban does not apply to a foreign privately-owned corporation. U.S. Constitution, Art. 1 § 9, cl. 8. If you have a contract with, or are consulting for, a foreign government, please promptly contact SAF/GCA.

Foreign Gifts and Decorations Act

During the period of your appointment as an SGE, you may not accept a gift above a minimum value (\$305 in 2007) from a foreign government or an international organization. You may be surprised to learn that this prohibition applies to gifts offered to you by foreign governments even if such gifts have no nexus to your Government appointment. The restriction extends to your spouse and dependents, but does not apply to travel and related expenses from a foreign government incurred as part of your official duties. 5 U.S.C. § 7342.

Foreign Agents

You may not act as an agent or lobbyist of a foreign principal required to register under the Foreign Agents Registration Act or the Lobbying Disclosure Act of 1995 unless the head of the agency certifies that your employment is in the national interest. 18 U.S.C. § 219. If you have registered under either of these statutes, please contact SAF/GCA.

Hatch Act

The Hatch Act, which limits the political activities of Federal civilian employees, applies to you only while you are conducting Government business. 5 U.S.C. §§ 7321-7326.

Disclosure of Information

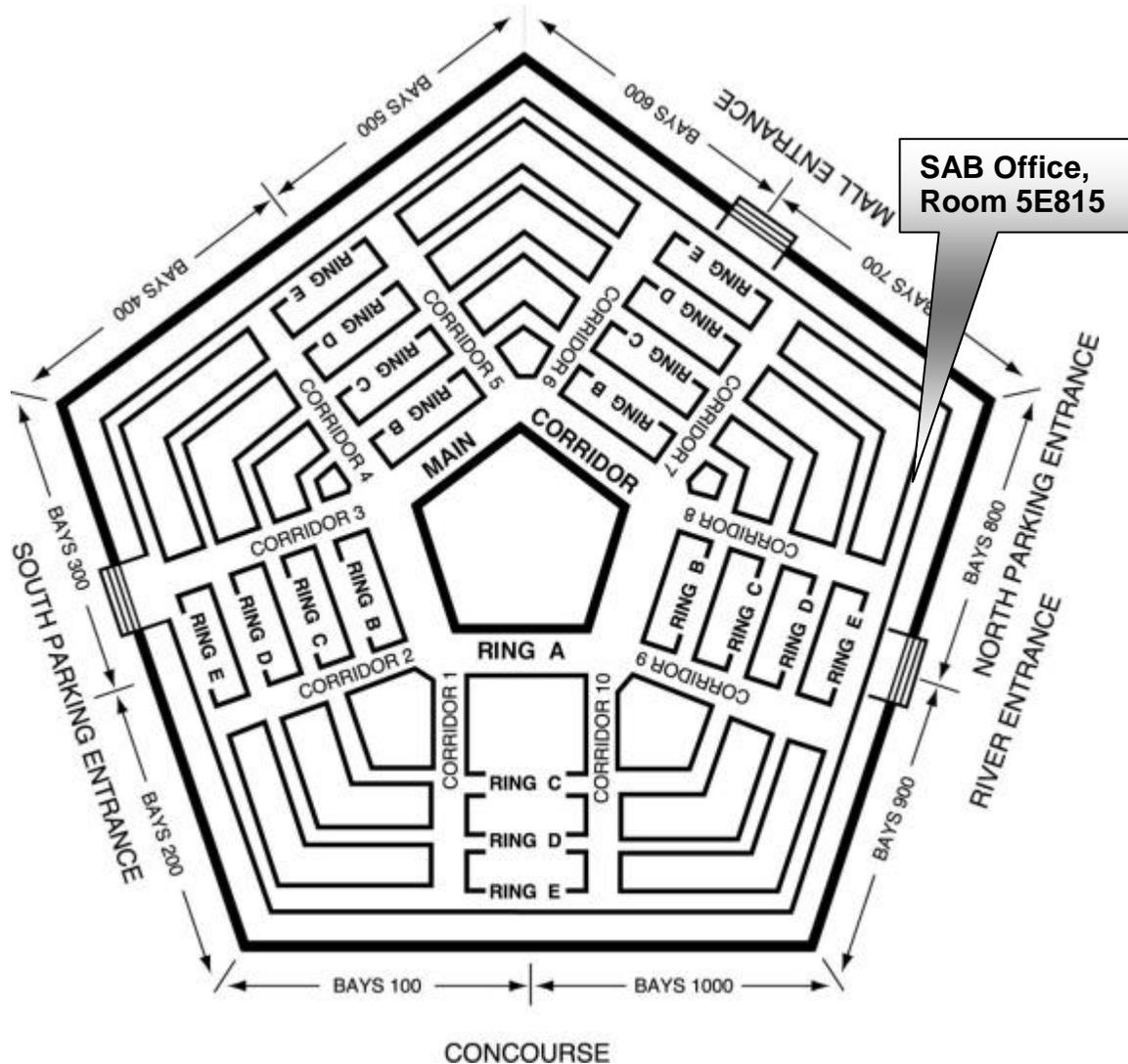
You may not disclose classified or proprietary information that you receive in the course of your official duties. Before disclosing information that is proprietary, not releasable under the Freedom of Information Act, protected by the Privacy Act, or otherwise restricted, please confirm that it may be released. 18 U.S.C. § 1905.

Attachment 4 WASHINGTON, D.C. METRO RAIL MAP



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Attachment 5 PENTAGON LAYOUT



The SAB Secretariat office is located at 5E815 (Fifth floor, E Ring, Corridor 8, Office 15). Please follow the instructions below to reach our office: If you are coming into the Pentagon from the metro rail/bus stop entrance, after the turnstiles: 1) Go up the escalators. 2) Follow the corridor, straight, which will end at the A Ring. 3) Once you reach the A Ring, turn right and follow the A Ring until you reach the escalators. 4) Take those up to the 5th floor. 5) Once on the 5th floor, you will be facing a coffee stand. Make a 180 degree turn to face away from the coffee stand, and take the hallway labeled Corridor 8. Follow this hallway until you reach the E Ring. 6) Make a left at the E Ring and follow until you see 5E815 located on your left.

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Attachment 6
KEY TELEPHONE NUMBERS

SAF/AQB (SAB Secretariat) Pentagon, Room 5E815

Executive Director.....(703) 697-1109
Voice.....(703) 695-4295/4297
Fax (Unclassified).....(703) 695-4301
Toll Free Fax (Unclassified).....(800) 762-7407
Fax (Classified)..... *Please call SAF/AQB for arrangements*

SAF/AQB (SAB Secretariat) Joint Base Andrews, MD

Voice.....(240) 612-5503
Toll Free Voice(877) 732-3109
Fax (Unclassified).....(571) 256-3012

Carlson Wagonlit Travel (Group Travel Department) Washington, DC

Reservations/Changes(800) 756-6111
VIP Desk.....(855) 654-7124
(Office Hours, M-F, 8 AM to 4:30 PM)
Emergency Service* after 1700 Hrs(800) 383-6732
Use ID code SV1K2/NCR

Note: *This service to be used only in the event of an emergency (i.e., a problem that cannot wait until normal office hours)*

Billeting Offices

Joint Base Andrews, MD(301) 981-4614
Joint Base Anacostia-Bolling, DC.....(202) 563-6950
Ft Myer, VA(703) 696-3576/3577

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Attachment 7
SECRETARIAT CONTACT LISTING

Full-time Support

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Deputy Executive Director		
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Chief, SAB Studies		
Maj Michael Rigoni	michael.j.rigoni.mil@mail.mil	(703) 695-4297
Chief, S&T Reviews		
Maj Jed Sherman	jed.e.sherman.mil@mail.mil	(703) 695-4295
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Budget Officer		
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Lead Program Manager		
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Program Manager		
Mr. Matthew Blackwelder	matthew.m.blackwelder.ctr@mail.mil	(240) 612-5507
Program Manager		
Vacant		(240) 612-5508
Information Officer		
Mrs. Christina White Eagle	adelyn.c.white-eagle.ctr@mail.mil	(240) 612-5510
Analyst		
Mr. Justin Roderick	justin.e.roderick.ctr@mail.mil	(240) 612-5511

Reserve Support

Executive Staff Officers		
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Lt Col Matthew Kozma	matthew.a.kozma.mil@mail.mil	N/A
Maj Philip Haar	philip.l.haar.mil@mail.mil	N/A
Maj Jonathon Henry	jonathon.i.henry.mil@mail.mil	N/A
Maj Garry McGuirk	garry.m.mcquirk.mil@mail.mil	N/A
Maj Timothy Pape	timothy.k.pape.mil@mail.mil	N/A
Capt Matthew Renner	matthew.c.renner.mil@mail.mil	N/A
Capt George Sondecker	george.r.sondecker.mil@mail.mil	N/A
Capt Carolyn Tewksbury-Christle	carolyn.m.tewksburychristle.mil@mail.mil	N/A

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