

United States Air Force
Scientific Advisory Board



Administrative Handbook
2019-2020

SAF/AQB
1060 AF Pentagon, Rm 5E815
Washington, DC 20330-1060

Facsimile
Fax: (571) 256-3012

<http://www.scientificadvisoryboard.af.mil>

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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 Instructions (AFI), 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 FY20 prospective new Board Members:

Dr. Michael Bear
Dr. Steven Cummings
Mr. Dennis Gilbert
Dr. Jonathan Green
Dr. Brian Kent
Dr. Kevin Massey
Mr. Thomas McNeil
Dr. Tony Pandiscio

Dr. Robert Peterkin
Dr. Joseph Powers
Dr. Helen Reed
Dr. William Regli
Dr. Annette Sobel
Dr. Stefanie Tompkins
Mr. Lee Venturino
Dr. Peter Wegner

The SAB Secretariat 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 all official correspondence to:

SAF/AQB
ATTN: "Secretariat Name", i.e. MSgt Austin Powers
1500 W. Perimeter Road, Suite 3300
Joint Base Andrews, MD 20762

Or, contact us directly:

Fax: (240) 612-1977

e-mail: USAF.PENTAGON.SAF-AQ.MBX.SAF-AQB-ADMIN-WORKFLOW@MAIL.MIL

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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 ("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 and the Deputy Secretary of Defense, through the Secretary of the Air Force, 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;
 - 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 and the Deputy Secretary of Defense, through the Secretary of the Air Force. The Secretary of the Air Force, pursuant to DoD policies and procedures, 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)

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("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 \$2,600,000. 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 will 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, 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.

- 1) 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.

- 2) 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.
 - 3) 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.
 - 4) 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, 2018

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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.PENTAGON.SAF-AQ.MBX.SAF-AQB-ADMIN-WORKFLOW@MAIL.MIL.

Any member of the Secretariat can direct you to an ethics counselor in Air Force General Counsel (SAF/GC) who can provide advice on any ethics question you may have, some of which may be answered in a telephone call or by email at USAF.PENTAGON.SAF-GC.MBX.SAF-GCA-ETHICS-WORKFLOW@MAIL.MIL

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

At the SAB, our consultants and members are appointed as Special Government Employees (SGEs). The first and perhaps most important point to emphasize is that SGEs are Government employees, for purposes of the conflict of interest laws. Specifically, an SGE is defined, in 18 U.S.C. § 202(a), as “an officer or employee . . . who is retained, designated, appointed, or employed” by the Government to perform temporary duties, with or without compensation, for not more than 130 days during any period of 365 consecutive days. 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.

SAB service as an SGE is uncompensated and 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 one or two e-mails or a brief phone call to set up a meeting, do not have to be counted as a day of duty.

3. Financial Disclosure

You are required to file a confidential financial disclosure report (OGE Form 450) upon

your first appointment, and annually thereafter if you are reappointed. As a member of an advisory committee, you may also be required to periodically update the report 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 will review the reported information. This report is not made available to the public except pursuant to the order of a Federal court or as otherwise provided under 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) bribery; (2) financial conflicts of interest; (3) representational activities; and (4) 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 large and diverse group of persons as part of a broader policy deliberation, however, may 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 fund. OGE provides an exception when your stock holdings are under \$15,000 as that is viewed by OGE as de minimus. It is your responsibility to monitor the value of any stock you may own, particularly if the stock is that of a defense contractor.

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 in SAF/GCA.

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 \$164,004/year or over (in 2018), 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 as defined at 20 U.S.C. § 1141(a), an elementary or secondary school as defined at 20 U.S.C. § 2891(8) or § 2891(21), respectively, or a program of education or training sponsored and funded by the Federal, state, or local governments.

If you use your Air Force title or position as one of several biographical details given to introduce yourself in connection with your personal teaching, speaking, or writing, and the subject of the teaching, speaking or writing deals in significant part with any ongoing or announced policy, program or operation of the Air Force or DoD, you must use a disclaimer (at the beginning of your speech or prominently placed for written material), expressly stating that the views presented are yours and do not necessarily represent the views of the Air Force, DoD, 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 SAF/GCA 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 Air Force Designated Agency Ethics Official.

In addition, if you are appointed by the President, to 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 Air Force agency ethics official (SAF/GCA) 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 the AF Scientific Advisory Board Secretariat prior to such participation.

Generally, you may fundraise in your personal capacity. However, you may not fundraise in the Federal workplace 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, 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 some 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. However, based on guidance provided by Office of Legal Counsel (OLC), we have determined that at this time SAB members do not hold offices of profit or trust as contemplated by the Emoluments Clause. (See: *Application of the Emoluments Clause to a Member of the FBI Director's Advisory Board: Memorandum Opinion for the General Counsel Federal Bureau of Investigation (June 15, 2007)*). Therefore, it is unlikely that your acceptance of compensation from a foreign government would result in a violation of the Emoluments Clause. This exception does not necessarily apply to other SGE positions you may occupy, so you will want to verify the applicability of the Emoluments Clause to those positions with the appropriate legal counsel. Moreover, regardless of whether the Emoluments Clause applies, you must report any foreign employment to the SAB Secretariat, because although it may not constitute a violation of the Emoluments Clause, the relationship could pose problems in regard to your security clearance and overall suitability to serve on the SAB.

Foreign Gifts and Decorations Act

Similar to other gift rules, as a Federal Government employee (including SGEs), you may not accept gifts from foreign governments or international organizations except as permitted under the Foreign Gifts and Decorations Act (FGDA). This prohibition applies to gifts offered to you by a foreign government even if such gifts have no nexus to your Government appointment. Under 5 U.S.C. § 7342 (FGDA) an employee may not accept a gift exceeding \$390 (effective January 2017) in value from a foreign government or an international organization. For purposes of the FGDA, **all** international organizations are foreign government entities, including those of which the U.S. is a member. A prohibited gift includes travel expenses exceeding \$390 in value unless the travel takes place entirely outside the United States. This statutory restriction extends to the spouse and dependents of the employee. The law does allow the employee to accept gifts valued at \$390 or less, which is considered the minimal value. This value is revised approximately every three years.

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 and Secretary of State (through the Attorney General, pursuant to 18 U.S.C. § 951) 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.

SGEs are covered by the Hatch Act only when actually performing work for the Federal government. This means that an SGE may not engage in any political activities (an activity directed at the success or failure of a political party, candidate for partisan political office, or partisan political group) during the hours that he or she is "on-duty" for DoD, in any federal room or building, while wearing a uniform or official insignia, or using any federally owned or leased vehicle.

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. Furthermore, you may not disclose Government information that is designated as confidential or has not been disseminated to the general public and is not authorized to be made available to the public on request. 5 C.F.R. § 2635.703.

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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 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 Program Management*. 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.

- **Passing Clearances:** The SAB Security Manager will pass all clearances for SAB members' directed studies. SAB members who possess a Top Secret (with caveats) clearance must have their respective organizations transfer a permanent certification (perm cert) of their clearance to the Air Force (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. The SAB Security Manager will provide instructions on how to pass this information to the AF SSO.
- **AF SSO Role: Members.** The SAB secretariat will create a civilian category in JPAS for all approved members. Once the SAB member is sworn in and the AF SSO receives an indoctrination request from the SAB secretariat, the AF SSO will take an owning or servicing role under the updated civilian category. Depending upon the location of the member, an indoctrination assists at the nearest location may be required. The AF SSO maintains a copy of the indoctrination.
- **AF SSO Role: Regular Component or Reserve Officers.** The AF SSO will verify the officer's current eligibility status. If the officer is already indoctrinated and requires additional accesses, AF SSO will contact the officer's owning organization for permission to indoctrinate and take a servicing role in JPAS, as well as certify those accesses for SAB business only. If indoctrination is required, and DOD CAF approves of the indoctrination, the AF SSO will either indoctrinate or process an indoctrination assist. Hence, the appropriate JPAS category is updated.

Only applying to those that are owned by the AF SSO, administrative debriefs will take place no later than 15 Oct of each year for all departing Members and Volunteer Executive Officers supporting the SAB.

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." For more information on security classification levels, refer to AFI 16-1404, *Air Force Information Security Program*.

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
- **SAP/SAR** and **SCI:** Special Access Program, 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 5200.1, 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)." For more information on FOUO material, such as when and how to mark, refer to AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

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 (Attachments 6 - 10)

All personnel, regardless of clearance level, planning to travel overseas (for any purpose) require security briefings. When possible, attempt to notify the SAB Security manager at least 30 days in advance to initiate any/all necessary documentation via email at

USAF.PENTAGON.SAF-AQ.MBX.SAF-AQB-ADMIN-WORKFLOW@MAIL.MIL

8. Meeting Attendance - Scattered Castles Users Only

Until your clearance can be mirrored in JPAS you will need to coordinate getting your clearance passed with your local security manager. The following information that will assist with this will be the following:

- Location (Address)
- Date(s)
- Meeting POC with phone/fax number and SMO codes
- SAB Attendees
- Security POC and Location
- SSO information

9. Points of Contact

Please submit your SAB security issues to

USAF.PENTAGON.SAF-AQ.MBX.SAF-AQB-ADMIN-WORKFLOW@MAIL.MIL

or

call at (240) 612-5501 or (240) 612-5500.

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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 authorizations are valid for temporary duty (TDY) travel during fiscal year 2020 (1 October 2019 through 30 September 2020). 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 authorization. The point of contact for travel authorizations at the Secretariat is currently Mr. Raymond McJonathan at (240) 612-5509 or via email to USAF.SAFAQB.FINANCE.WORKFLOW@MAIL.MIL; you may also contact your assigned Secretariat POC if you have questions about your travel 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 Secretariat POC or Mr. Raymond McJonathan at (240) 612-5509 to discuss your options.

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 one week prior to the beginning of travel and rarely 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.**

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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/SB

      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

5. Rental Cars

The SAB does not typically authorize rental cars for 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](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 Attachment 5 (the per diem lodging rate for the metropolitan area is currently \$251.00 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 inquire about Metro Rail accessibility when making hotel arrangements (a map of the Metro Rail system is included in Attachment 3).

7. Travel Voucher or Sub-voucher (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 below) within **five working days** after completion of travel. The travel voucher form should be submitted via secure means if block 4 is not blank. Detailed instructions on how to complete and submit this form are provided, herein. 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 at USAF.SAFAQB.FINANCE.WORKFLOW@MAIL.MIL.

NOTE: For local area travel and expenses please use **OF Form 1164**; form and instructions below.

Detailed Instructions for Completing Form DD 1351-2:

Section 1. Payment: *Electronic Fund Transfer only.* Note: Leave split disbursement blank. (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 emailed via secure means or faxed to the SAB Secretariat).

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

Section 3. Grade: *DV-4*

Section 4. SSN: *Leave Blank*

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) 612-5511* (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: *\$0.00 or None*

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

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

Sections 12-14: *Leave Blank*

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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)			
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 PAYMENT ADVANCES 0.00		10. ORGANIZATION AND STATION SAF/AQB, Pentagon			
11. DEPENDENT(S) (X and complete as applicable)		12. UNACCIDENTED RELATIONSHIP		13. DEPENDENT'S ADDRESS ON RECEIPT OF TRAVEL (Include Zip Code)		c. PAID BY	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES <input type="checkbox"/> NO <input type="checkbox"/> (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	(1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due
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 <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES				19. GOVERNMENT/DEDUCTIBLE MEALS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
10/23/14	Lodging Tax	9.02					
10/23/14	Airport Parking	15.00					
20. CLAIMANT SIGNATURE <i>John Member</i>				b. DATE 10/25/14			
c. REVIEWER'S PRINTED NAME		d. SIGNATURE		e. TELEPHONE NUMBER		f. DATE	
21. 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 (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
2019						
15 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	
18 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 (<i>CWT Travel</i>)	T	Automobile	A
		Bus	B
Government-owned Transportation (<i>MilAir, Govt vehicle, etc.</i>)	G	Aircraft (Plane)	P
		Train (Rail)	R
Commercial Transportation (<i>Traveler's Expense</i>)	C	Ship (Vessel)	V
		Motorcycle	M
Private Conveyance (<i>Traveler's Expense</i>)	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 (lodging rate total), not including 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 \$251.00 per day, before tax. Baggage tips, dry cleaning/laundry services 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 making 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 Attachment 5, *Washington D.C. Area Hotels*. 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, 2019 is 58 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) **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).

- (b) **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.
- (c) **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.
- (d) **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.
- (e) **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.
- (f) **Airport Parking.** Parking fees are generally reimbursable unless the "constructed cost" makes it more advantageous to the government to reimburse the cost of 2 one-way taxis + 20% tips.
- (g) **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, itinerary traveled, ticket #, method/form 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 if block 4 is not blank, either toll free fax to 877-487-1398, ATTN: Mr. Raymond McJonathan, or email password protected documents (using the SAB password) containing PII to USAF.SAFAQB.FINANCE.WORKFLOW@MAIL.MIL. Recommended digital packaging tools include: Adobe Acrobat Professional (password protected via the 'Protect' tab), Microsoft Office applications (note: Adobe Reader scanned files can be saved and inserted into MS Office files and then password protected), or ZIP applications. Alternately, you can exchange soft digital certificates to enable email encryption.

It is highly recommended that you manually sign (ink sign) your travel vouchers. This will allow you to leave your SSN blank (which we will add on our end) and enable the secretariat to make cursory corrections without asking you to re-sign. A travel voucher with block 4 blank may be e-mailed in the clear without protection. However, if your submission contains documentation or attachments that contain sensitive PII data points (e.g., SSN, date of birth, location of birth, etc.) then you must reference the above guidance for sending vouchers via secure means.

8. Claim for Local Travel and Expenses (Optional Form 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		
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 City, MD 22222		240-612-5513			
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): A - Local Travel B - Telephone or Telegraph C - Other expenses (Itemized) D. Funeral Honors Detail E. Speciality Care		MILEAGE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED	
2017		(Explain expenditures in specific detail.)		\$		
(a)	(b)	(c) FROM	(d) TO	(e)	(f)	(g) FARE OR TOLL (h) ADD PERSONS (i) TIPS AND MISCELLANEOUS (j)
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 (j).) ▶ \$20.00				TOTALS		\$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. 552a).)				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.		
APPROVING OFFICIAL SIGN HERE ▶				Sign Original Only		
DATE				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
DATE						c. AMOUNT
				12. PAYMENT MADE BY CHECK NUMBER		\$
ACCOUNTING CLASSIFICATION						

OPTIONAL FORM 1164 (REV. 12/2016)

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 Attachment 4). The METRO is a fast and relatively inexpensive means of travel around the DC area and is very convenient for travel to the Pentagon.
- **Pentagon Access Floor Plan:** For your convenience, a copy of the Pentagon layout and access instructions are listed in Attachment 5, *Washington, D.C. Area Hotels*. The SAB Secretariat Pentagon office is located in Room 5E815.

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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 31-601, *Industrial Security Program Management*, 29 June 2005
AFI 33-332, *Air Force Privacy And Civil Liberties Program*, 12 January 2015
AFMAN 16-405, *Air Force Personnel Security Program*, 1 August 2018
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
SAB—Scientific Advisory Board
SAP—Special Access Program
SAR—Special Access Required
SCI—Sensitive Compartmented Information
SecAF—Secretary of the Air Force
SecDef—Secretary of Defense
SGE—Special Government Employee
SME—Subject Matter Expert
SSO—Special Security Office

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Attachment 2
FY20 BOARD MEMBERSHIP

Dr. Andrew G. Alleyne
Dr. Michael J. Bear *
Dr. Suzanne M. Beers
Mr. Aaron R. Blow
Dr. Robert J. Bontz
Dr. Rodney D.W. Bowersox
Dr. Alison K. Brown
Dr. Mark E. Campbell
Dr. Melissa G. Choi, SAB Vice Chair
Dr. James S. Chow, Outgoing SAB Chair
Dr. David J. Coombs
Dr. Natalie W. Crawford
Dr. Steven T. Cummings *
Dr. Llewelyn S. Dougherty
Dr. Robert V. Duncan
Dr. David J. Ebel
Dr. Philip A. Fawcett
Lt Gen Terry L. Gabreski, USAF (Ret)
Mr. Samuel Gilbert Jr. *
Dr. Samuel Graham, Jr
Dr. Jonathan E. Green *
Dr. Eric K. Hall
Dr. Peter A. Hancock
Dr. Ryan K. Hersey
Gen Donald J. Hoffman, USAF (Ret)
Dr. Juliana J. Hsu
Dr. Eric K. Jones
Dr. Ann R. Karagozian
Dr. Leo C. Kempel
Dr. Brian M. Kent *
Dr. Tadayoshi Kohno

Mr. William G. Kuller
Gen Lester L. Lyles, USAF (Ret)
Dr. Kevin C. Massey *
Mr. Thomas E. McNeil *
Dr. Todd D. Murphey
Dr. Kenneth R. Olson
Dr. Alfred A. Pandiscio *
Dr. Patric L. Patterson
Dr. Robert E. Peterkin *
Prof. Joseph M. Powers *
Dr. Alan J. Pue
Dr. Helen L. Reed *
Prof. William C. Regli *
Mr. David W. Robbins
Dr. Kevin J. Saeger
Dr. Nils R. Sandell, Jr., Incoming
Vice Chair
Dr. Lara S. Schmidt
Dr. Gregory J. Shannon
Mr. Gregory J. Simer
Dr. Katherine M. Simonson
Dr. Annette L. Sobel *
Dr. Lindley T. Specht
Dr. Vyshnavi Suntharalingam
Dr. Stephanie Tompkins *
Mr. Lee A. Venturino *
Dr. Steve Warner
Dr. Steve M. Wegner *
Mr. Alan R. Wiechman
Dr. Yadunath B. Zambre

* Denotes FY20 new board members

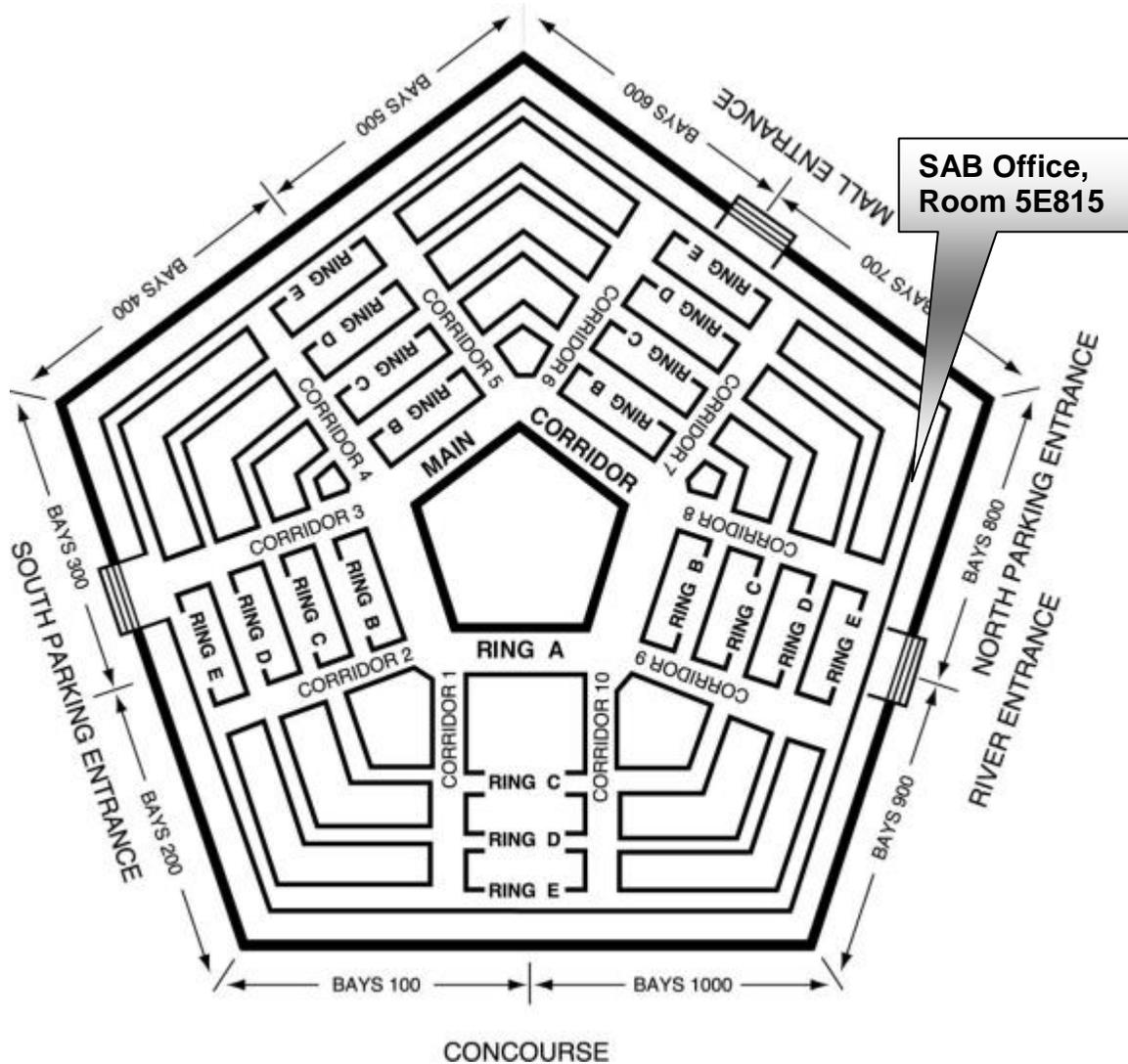
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Attachment 3 WASHINGTON, D.C. METRO RAIL MAP



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Attachment 4 PENTAGON ACCESS & LAYOUT



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.

Pentagon Access: Two days prior to your arrival, check in with your AQB meeting POC to verify your access to the Pentagon is still current. Each calendar year, AQB coordinates a 6-month verification letter for all current SAB members Pentagon access. To enter the Pentagon, you will need one government issued photo ID. After checking in a receiving your unescorted badge, proceed to the security screening area. Once your security screening is complete, please proceed unescorted to the meeting location.

Pentagon Drop-Off: Travelers who wish to be dropped off or picked up by car at the Pentagon can do so at Corridor Two and walk to the visitor entrance next to the Pentagon Metro Entrance.

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Attachment 5

WASHINGTON, D.C. AREA HOTELS

For meetings in the Washington, DC/Crystal City area, *CWT* can help with lodging at some of the local hotels (see the following list for hotels in the Crystal City, VA area close to the SAF/AQ Conference Center and the Pentagon). If you need help with lodging, please ask the *CWT Agent* to assist you when calling for airline tickets.

If making your own reservations ensure you ask for the prevailing government Per Diem rate (the rate changes throughout the year). Please note that some hotels have government rate quotas and only offer the government rate based on availability.

Lodging room blocks are normally reserved and announced during the registration period for the Scientific Advisory Board's quarterly and other major meetings held in the Washington DC area. Lodging reimbursement exceeding the approved reserved room block costs are not normally granted, but special circumstances should be addressed with the Budget Officer, Mr. Raymond McJonathan at (240) 612-5509.

Crowne Plaza
Washington National Airport Hotel
1480 Crystal Drive
Arlington, VA 22202
(866) 207-3608
(703) 416-1600

Embassy Suites
Crystal City - National Airport 1300
Jefferson Davis Highway Arlington, VA
22202
(800) 362-2779
(703) 979-9799

Crystal City Courtyard by Marriott
2899 Jefferson Davis Highway
Arlington, VA 22202
(888) 236-2427
(703) 549-3434

Hampton Inn & Suites
Reagan National Airport
2000 Jefferson Davis
Highway Arlington, VA
22202
(800) 426-7866
(703) 418-8181

Crystal Gateway Marriott
1700 Jefferson Davis Highway
Arlington, VA 22202
(800) 228-9290
(703) 920-3230

Hilton Crystal City
Washington Reagan Airport
2399 Jefferson Davis
Highway Arlington, VA
22202
(800)-445-8667
(703) 418-6800

Doubletree Crystal City
300 Army Navy Dr
Arlington, VA 22202
(800) 222-8733
(703) 920-3230

Holiday Inn National Airport
2560 Jefferson Davis Highway
Arlington, VA 22202
(800) 465-4329
(703) 684-7200

Hyatt Regency Crystal City
Reagan National Airport
2799 Jefferson Davis Highway
Arlington, VA 22202
(800) 233-1234
(703) 418 1234

Radisson Hotel
Reagan National Airport
2020 Jefferson Davis Highway
Arlington, VA 22202
(800) 395-7046
(703) 920-8600

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Attachment 6 FOREIGN TRAVEL NOTIFICATION

All personnel holding a security clearance must read and complete security paperwork whenever they intend to travel to a foreign country. All paperwork must be sent to the SAF/AQB Admin Workflow at USAF.PENTAGON.SAF-AQ.MBX.SAF-AQB-ADMIN-WORKFLOW@MAIL.MIL, CC'ing SrA Clarke at JAEDON.A.ACLARKE.MIL@MAIL.MIL and MSgt Griffith at AILEEN.L.GRIFFITH.MIL@MAIL.MIL. We will in-turn forward it to AFOSI Eagle Eyes to see if an official briefing is required.

See reporting requirements below based on the type of clearance you may hold.

- **Foreign Travel instructions for those possessing Collateral Secret or Top Secret clearance**
Read/complete:
(Attachment 1) OCONUS Foreign Travel Form
- **Foreign Travel instructions for SCI briefed personnel**
Read/complete:
(Attachment 1) OCONUS Foreign Travel Form
(Attachment 2) AFDW A2S SSO FT Worksheet
Post Travel if have experienced any foreign contact, (Attachment 3) SSO Foreign Contact Questionnaire
- **Foreign Travel instructions for SAP briefed personnel**
Read/complete:
(Attachment 1) OCONUS Foreign Travel Form
Post travel, (Attachment 4) SAP_PSQ3

Additionally, please visit

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

for travel alerts and warnings for your respective location. The site also includes information on embassies and consulates; exit and visa requirements; local laws and special circumstances; and health and medical facilities. Familiarize yourself with your destination — remember to practice good OPSEC (Operational Security). Be advised that you are subject to the local laws and the legal system of the location you are visiting.

Attachment 7 OCONUS TRAVEL REQUEST FORM



Scientific Advisory Board

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC 20330

29 May 2019

MEMORANDUM FOR RECORD

FROM: AF Scientific Advisory Board (SAF/AQB)

SUBJECT: OCONUS Travel Request

1. The member requesting foreign travel is listed below.

Email:

Rank/Grade:

Last Name:

First Name:

Office or Unit:

Telephone Number:

Travel Destinations:

Inclusive Dates of Travel:

Security Clearance:

2. If you have any questions or concerns pertaining to the above, please to contact SAF/AQB Security Manager, SrA Jaedon Clarke at DSN: 612-5501 or email at jaedon.a.clarke.mil@mail.mil.

"The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties."

Attachment 8 AF SSO FOREIGN TRAVEL WORKSHEET

 <small>U.S. AIR FORCE</small>	REPORT OF FOREIGN TRAVEL	
DATA PROTECTED BY THE PRIVACY ACT OF 1974		
<p>PRINCIPAL PURPOSE: To provide AFDW A2S SSO with information pertaining to your foreign travel plans IAW DoD M 5105.21-V3 and to assist your organization in contacting you while travelling overseas should the need arise.</p> <p>ROUTINE USE: It will be used as a record of all travel to foreign countries.</p> <p>DISCLOSURE: Failure to report foreign travel will result in reevaluation of eligibility for continued SCI access.</p>		
<p>INSTRUCTIONS FOR SUBMISSION:</p> <ol style="list-style-type: none"> 1. Complete all sections on this form. Digitally sign and save this form or print and sign the form with ink. 2. We suggest you visit www.state.gov/travel and review the "Preparing for a Trip Abroad" link for specific information on threats relative to your travel. 3. At least 30 days prior to your departure date, please submit this form to the AFDW SSO Personnel Security Branch directly or to the AFDW SSO PerSec branch via your Special Security Representative or SCI Access Manager. You can email the digitally signed form to "usaf.pentagon.af-a2.mbx.af-ss0-personnel-security@mail.mil" or you can fax the printed form to (703) 693-2336 or e-fax (703)-695-6887. 4. If you have any questions, please contact the AFDW SSO Personnel Security Branch at (703) 692-8341/42/43/44. "HAVE A SAFE TRIP" 		
LAST NAME, FIRST NAME, MIDDLE INITIAL	SSN:	WORK PHONE
UNIT/DIRECTORATE/AGENCY:		
COUNTRY/COUNTRIES TO BE VISITED	INCLUSIVE DATES OF VISIT	
	FROM	TO
PURPOSE OF MY VISIT: Personal or Official Business:		
CONTACT PERSON(S) AT MY DESTINATION(S) ARE AS FOLLOWS (Voluntary):		
NAME	ADDRESS	TELEPHONE NUMBER
DATE COMPLETED (Foreign Travel Brief)	SIGNATURE	DATE

Attachment 9
AF SSO FOREIGN CONTACT QUESTIONNAIRE (Post travel)



**AFDW/A2S SSO FOREIGN CONTACT
QUESTIONNAIRE**

Employees holding access to Sensitive Compartmented Information (SCI) are required to report any close and continuing contact with foreign nationals. Submit this questionnaire to AFDW/A2S SSO's Personnel Security Branch via e-mail (usaf.pentagon.af-a2.mbx.af-ss0-personnel-security@mail.mil) or fax 571-256-3041. Complete a separate questionnaire for each contact. If you have any questions, please contact the SSO's Personnel Security Branch at (703) 692-8341/42/43/44.

You do NOT need to report:

- o Limited contact with foreign national neighbors, teachers, and tradesmen
- o Contact with foreign nationals as a result of official U.S. Government business

You DO need to report:

- o Personal and/or intimate relationship(s) with non-U.S. citizens
- o (Outside Employment) Professional relationship with a foreign national
- o Foreign national domestic help that has unescorted access to your home
- o Any situation in which you believe you are being targeted by a foreign government

(Please use additional paper, as needed, to adequately address the questions.)

EMPLOYEE INFORMATION

Full Name: [Redacted]

SSN (Last 4): [Redacted]

Agency/Org: [Redacted]

Position Title: [Redacted]

Work Telephone: [Redacted]

FOREIGN NATIONAL INFORMATION (Complete to the best of your ability)

Full Name: [Redacted]

Other Names Used: [Redacted]

Gender: Male Female

Approximate Age: [Redacted]

Nationality/Citizenship: [Redacted]

Profession/Affiliation: [Redacted]

Attachment 9 (Cont.)
AF SSO FOREIGN CONTACT QUESTIONNAIRE (Post travel)

NATURE OF CONTACT INFORMATION

1. How & where was the contact initiated?
2. When did contact first occur and what are the future contact plans (correspondence, email, visits, etc.)?
3. Describe the relationship (social, business, intimate, family, etc.):
4. Do you have any relatives or friends in this person's country?
6. Describe any government, political, military, or intelligence affiliation this person holds:
7. Did the individual ask you where you work?
8. Did the individual ask what type of work you do?
9. Did the individual seem to control the direction of the conversation?
10. Did the individual express an interest in classified, sensitive, or proprietary information? If yes, identify those topics or technologies.
11. Did you or have you received any gifts from this foreign national?
12. To the best of your knowledge, describe the physical characteristics of the individual (age, height, weight, hair color, eye color, complexion, mark, scars, tattoos, etc.)

Signature of Employee

Date

Attachment 10

SAP, NOTIFICATION OF FOREIGN TRAVEL QUESTIONNAIRE (Post travel)

PSQ TEMPLATE 3 - FOREIGN TRAVEL

Report all non-official U.S. Government foreign travel since your **last completed investigation**. If itinerary included more than one foreign country, list all countries visited. Do not list travel under official U.S. Government business, but you must include any personal trips to other countries made in conjunction with the official U.S. Government travel. If you have lived near a border country and have made short (one day or less) trips to the neighboring country (e.g. Canada or Mexico), you do not need to list each trip. Instead, provide the time period, the code, the country, and a remark (e.g. "Many Short Trips").

NOMINEE'S FULL NAME _____ **SSN** _____

Have you reported the information disclosed on this form to your local security officer?

__ Yes __ No **If yes, date information was reported:** _____

Estimated? __ Yes __ No

Use these codes to indicate the purpose(s) of your visit:

- 1-Business/Professional (other than official U.S. Government)** **2-Volunteer activities**
3-Education **4-Tourism** **5-Visit family/friends** **6-Trade show, conference, seminar**
7-Other

Code ____ If other explain _____

Date of Travel (month/year) _____ Number of days _____

Country/Countries & Cities: _____

1. Did you deviate from the itinerary you provided prior to your departure? __ Yes __ No

If yes, explain _____

2. While traveling to, or in this country/countries, were you questioned, searched, or otherwise detained (other than for normal customs requirements) by the local customs or security service officials when you entered or left this country? __ Yes __ No

If yes, explain _____

3. While traveling to, or in this country/countries were you involved in any encounter with the police or did you experience any security issues? __ Yes __ No

If yes, explain _____

United States Air Force - Scientific Advisory Board | 2019-2020

4. While traveling to, or in this country/countries, were you contacted by, or in contact with, any person known or suspected of being involved or associated with foreign intelligence, terrorist, security, or military organization? Yes No If yes, explain

5. While traveling to, or in this country/countries, were you contacted by, or in contact with, anyone exhibiting excessive knowledge of, or undue interest in, you or your job? Yes No If yes, explain

6. While traveling to, or in this country/countries, were you contacted by, or in contact with, anyone attempting to obtain classified information or unclassified, sensitive information (i.e., FOUO)? Yes No

If yes, explain _____

7. While traveling to, or in this country/countries, were you threatened, coerced, or pressured to cooperate with a foreign government official or foreign intelligence or security service?

Yes No

If yes, explain: _____

Remarks: _____

NOMINEE'S SIGNATURE _____

DATE _____

PSQ Template 3 - Foreign Travel, July 12, 2016

Privacy Sensitive (when filled-in) – Any misuse or unauthorized disclosure may result in either civil or criminal penalties. Information you provide is protected by the Privacy Act of 1974, U.S.C. Your responses to these questions are intended to aid security personnel in determining your eligibility to information protected under Executive Order 13526. The Department of Defense is authorized to ask these questions under Executive Orders 10450, 10865, 12333, and 12968; sections 3301, 3302, and 9101 of Title 5, United States Code (U.S.C.); sections 2165 and 2201 of Title 42, U.S.C.; chapter 23 of Title 50, U.S.C; and parts 2, 5, 731, 732, 736 of Title 5, Code of Federal Regulations (CFR).

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Attachment 11
KEY TELEPHONE NUMBERS

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

Executive Director (703) 697-1109
Deputy Executive Director (703) 692-3837
Hot Desks (703) 695-4295/4297
Fax (Unclassified) (571) 856-3012
Toll Free Fax (Unclassified) (877) 487-1398
Fax (Classified) *Please call SAF/AQB for arrangements*

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

Fax (Unclassified) (571) 856-3012
Toll Free Fax (Unclassified) (877) 487-1398

Carlson Wagonlit Travel (Group Travel Department) Washington, D.C.

Reservations/Changes (800) 756-6111
VIP Desk Line (855) 654-7124
(Office Hours, M-F, 8:00 AM to 4:30 PM)
Emergency Service after 7:00 PM EST (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)

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Attachment 12
SECRETARIAT CONTACT LISTING

Full-time Support

Executive Director

Lt Col Elizabeth Sorrells ELIZABETH.D.SORRELLS.MIL@MAIL.MIL (703) 697-1109

Deputy Executive Director

Mr. Evan Buschmann EVAN.G.BUSCHMANN.CIV@MAIL.MIL (240) 612-5503

Chief, SAB Studies

Lt Col Melissa Tallent MELISSA.M.TALLEN.MIL@MAIL.MIL (703) 695-4297

Chief, S&T Reviews

Maj Jed Sherman JED.E.SHERMAN.MIL@MAIL.MIL (703) 695-4295

Superintendent/Administration

MSgt Aileen Griffith AILEEN.L.GRIFFITH.MIL@MAIL.MIL (240) 612-5500

USAF.PENTAGON.SAF-AQ.MBX.SAF-AQB-WORKFLOW@MAIL.MIL

Security Officer

SrA Jaedon Clarke JAEDON.A.CLARKE.MIL@MAIL.MIL (240) 612-5501

Budget Officer

Mr. Raymond McJonathan RAYMOND.H.MCJONATHNON.CIV@MAIL.MIL (240) 612-5509

Lead Program Manager

Mr. Steven Chambers STEVEN.B.CHAMBERS.CTR@MAIL.MIL (240) 612-5506

Program Manager

Mr. Nicholas Stern NICHOLAS.S.STERNS.CTR@MAIL.MIL (240) 612-5508

Analyst

Ms. Kimia Blackwell KIMIA.L.BLACKWELL.CTR@MAIL.MIL (240) 612-5511

Event Planner

Ms. Erika Castedo ERIKA.CASTEDO.CTR@MAIL.MIL (240) 612-5512

Information Officer

Mr. Daniel Rubinstein DANIEL.B.RUBINSTEIN.CTR@MAIL.MIL (240) 612-5510

Reserve Support

Executive Staff Officers

Col Brian Beachkofski BRIAN.K.BEACHKOFSKI.MIL@MAIL.MIL

Lt Col Jennifer Dahms JENNIFER.L.DAHMS.MIL@MAIL.MIL

Lt Col Jonathon Henry JONATHON.I.HENRY.MIL@MAIL.MIL

Capt Young-Jun Yoon YOUNGJUN.YOON.MIL@MAIL.MIL

Capt Matthew Renner MATTHEW.C.RENNER.MIL@MAIL.MIL

