

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) (5 U.S.C., Appendix) and 41 C.F.R. §102-3.50(d), established this discretionary advisory committee.
3. Objectives and Scope of Activities: The Board shall provide 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 and the Deputy Secretary of Defense, through the Secretary of the Air Force. In accordance with Department of Defense (DoD) policy, the Secretary of the Air Force may direct the Board to provide advice to Department of the Air Force organizational component heads as appropriate. The Board shall:
 - a. Conduct studies on topics deemed critical by the Secretary of the Air Force;
 - b. Recommend applications 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 DoD procurements, but instead shall be concerned with the pressing and complex technological problems facing the DoD in such areas as research, engineering, organizational structure and process, business and functional concepts, and manufacturing, and will ensure the identification of new technologies and new applications of technology in those areas to strengthen national security. No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in any actions related to procurements 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 policy and procedures, may act upon the Board's advice and recommendations or may delegate such authority to Department of the Air Force organizational component heads as appropriate.
6. Support: The DoD, through the Office of the Secretary of the Air Force, provides support for the Board and ensures compliance with the requirement of the FACA, the Government in the Sunshine Act ("the Sunshine Act") (5 U.S.C. § 552b), governing Federal statutes and regulations, and DoD policy and procedures.

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7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$3,156,283.00. The annual personnel cost to the DoD is 8.0 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD civilian officer or employee, or active duty member of the Armed Forces, designated in accordance with established DoD policy and procedures.

The Board's DFO is required to be in attendance at all Board and 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 in accordance with DoD policy and procedures, shall attend the entire duration of the Board or subcommittees meetings.

The DFO, or the Alternate DFO, approves and calls all Board and subcommittee meetings; prepares and approves all meeting agendas; and adjourns any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public's interest or required by governing regulations or DoD policy 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 and the Secretary of the Air Force. 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 DoD renews the charter in accordance with DoD policy and procedures.
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 approved by the Secretary of Defense, the Deputy Secretary of Defense, or the Chief Management Officer of the Department of Defense ("the DoD Appointing Authorities") for a term of service of one-to-four years, with annual renewals, in accordance with DoD policy and procedures. No member, unless approved by the DoD Appointing Authorities, 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.

Board members who are not full-time or permanent part-time Federal civilian officers or

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employees, or active duty members of the Armed Forces, shall 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 civilian officers or employees, or active duty members of the Armed Forces shall be appointed pursuant to 41 C.F.R. §102-3.130(a) to serve as regular government employee (RGE) members.

Board members are 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 DoD Appointing Authorities shall appoint the Board's leadership from among the membership previously approved to the Board in accordance with DoD policy and procedures, for a one-to-two year term of service, with annual renewal, which shall not exceed the member's approved Board appointment.

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. All SMEs shall serve appointments as determined by the Secretary of the Air Force, and those appointments shall be renewed, as appropriate.

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 shall be based upon a written determination, to include terms of reference (ToR), by the DoD Appointing Authorities or the Secretary of the Air Force, as the DoD Sponsor. All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and DoD policy and procedures. If a subcommittee duration, as determined by the ToR, exceeds that of the Board's charter and, the DoD does not renew the Board's charter, then the subcommittee shall terminate when the Board does.

Subcommittees shall not work independently of the Board and shall report all their recommendations and advice solely to the Board for its thorough deliberation and discussion at a properly noticed and open meeting, subject to the Sunshine Act. 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 provide updates 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

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requirements of the FACA which govern the Board's operations.

Individual appointments to serve on these subcommittees shall be approved by the DoD Appointing Authorities for a term of service of one-to-four years, subject to annual renewals, in accordance with DoD policy and procedures. No member shall serve more than two consecutive terms of service on the subcommittee without prior approval from the DoD Appointing Authorities. Subcommittee members, who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Armed Forces, shall 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 civilian officers or employees, or active duty members of the Armed Forces, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

The DoD Appointing Authorities shall appoint the subcommittee leadership from among the membership previously appointed to serve on the subcommittee in accordance with DoD policy and procedures, for a one-to-two year term of service, with annual renewal, which shall not exceed the 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.

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 the same as those required for Board members. All work performed by these subcommittees will be sent to the Board for its thorough deliberation and discussion at a properly noticed and open meeting, subject to the Sunshine Act.

- 1) Basic Sciences Subcommittee: 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: 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: 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

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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: 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 will be handled in accordance with General Record Schedule 6.2, and governing DoD policy 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, 2020