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Personnel

AIR FORCE SCIENTIFIC ADVISORY BOARD

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This instruction implements AFI 36-1, *General Civilian Personnel Provisions and Authorities*. It defines the role, functions, and structure of the US Air Force Scientific Advisory Board (SAB). It defines the responsibility of the Board to the Secretary of the Air Force and the Chief of Staff, USAF, and its relationship to other Air Force activities. It also prescribes general procedures for selecting members and assigning committees. This instruction does not apply to US Air Force Reserve and Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision changes AFMC/ST to AFRL (paragraph 1.1.); it clarifies the Board's membership (paragraph 3.) and clarifies it by swapping paragraphs 3.1. and 3.2.; it allows for Co-Chairpersons (paragraph 3.2.); it moves paragraph 7 up to paragraph 5 for better AFI organization; it streamlines the membership of the Steering Committee to include the Board Chairperson and Vice Chairperson, Military Director, and the USAF Chief Scientist (paragraph 5.); it clarifies that ad hoc advisors are from the private sector, i.e. non-Federal employees (paragraph 6.2.); it clarifies participation of General Officers on panels or study committees (paragraph 7.1.); it clarifies the roles and responsibilities of the Standing Panels and Standing Panel Chairpersons (paragraph 8.1.); it swaps paragraphs 8.3. and 8.4. for better AFI organization; it changes ad hoc committee to study committee and clarifies when it's required (paragraph 8.4.); and it eliminates the provision for SAB By-Laws (formerly paragraph 11).

1. Role of the Scientific Advisory Board. The Scientific Advisory Board provides a link between the Air Force and the nation's scientific community. The Board promotes the exchange of the latest scientific and technical information that may enhance the accomplishment of the Air Force mission. In addition, it

may consider management problems that affect Air Force use of scientific knowledge and technological advances.

1.1. The Board exists to complement--but not duplicate--the work of the Assistant Secretary of the Air Force (Acquisition), the Air Force Research Laboratory (AFRL) of Air Force Materiel Command, and all other Air Force activities that deal with science and technology. It reports directly to the Secretary of the Air Force and to the Chief of Staff.

1.2. The Board's function is solely advisory. The Board presents its findings and recommendations to the Air Force senior leadership, usually to the Secretary of the Air Force or the Chief of Staff, but occasionally to their staffs or to major command (MAJCOM) commanders. Any decisions or actions implemented are the sole responsibility of full-time salaried officers or employees of the Air Force.

2. Principal Tasks. In performing its mission, the Board:

2.1. Reviews and evaluates long-range plans for research and development (R&D) and advises on the adequacy of the Air Force R&D Program.

2.2. Recommends unusually promising scientific or technological development for potential emphasis in the R&D program and new scientific discoveries and techniques for practical application to weapon or support systems.

2.3. Anticipates, identifies, and reports on futuristic technologies which can impact force structure requirements, force structure life-cycle costs, and aerospace doctrine.

2.4. Identifies scientific and technological challenges presented by new concepts in warfare as identified by various doctrine development, requirements development, and warfare concepts institutions within the Air Force or other services.

2.5. Identifies cost-effective opportunities for insertion of commercial technologies into Air Force weapons systems, subsystems, and components.

2.6. Conducts a variety of studies designed to improve the Air Force R&D program. These studies may consider program technical goals and objectives and the technical risks associated with these goals and objectives; the adequacy and effectiveness of laboratory and testing facilities; technical and educational training programs, or current and projected policies relating to technical personnel; the effectiveness of Air Force relations with civilian research institutions; and similar matters.

2.7. Serves as a pool of expert advisors, either individually or in groups, to various Air Force activities. The individual Board members provide this service at their convenience and subject to their availability.

3. Board Membership. Scientists, engineers, and academicians from the non-federal civilian sector comprise the Board. The composition of the Board is subject to annual review and approval by the Secretary of the Air Force and the Chief of Staff. The Air Force accords the Board members the same courtesies granted lieutenant generals, but ranks them after active duty lieutenant generals. The membership includes:

3.1. Members, Aso Known as Regular Members. With the approval of the Office of the Secretary of Defense, the Secretary of the Air Force, and the Chief of Staff, the Chairperson invites individuals of prominence in engineering and scientific fields of interest to the Air Force to become Board members. A maximum of 50 Regular Members may serve on the Board at a given time. The tenure is 2 years,

extendible for an additional 2 years for active participants. The continuous term for members will not exceed 4 years, except for the Chairperson and Vice Chairperson. Under special circumstances, extensions are possible, subject to approval by the Secretary of the Air Force and the Chief of Staff.

3.2. Chairperson and Vice Chairperson. The Chief of Staff, with the approval of the Secretary of the Air Force, appoints the Chairperson and the Vice Chairperson for 3-year terms (the Chairperson position may be filled by Co-Chairpersons). The Chairperson transmits Board findings and recommendations to the Chief of Staff and to the Secretary of the Air Force. In addition, the Chairperson meets periodically with the Secretary of the Air Force and with the Chief of Staff to report on the Board's activities and to obtain guidance regarding future Board activities. With the assistance of the Vice Chairperson, the Military Director, and other members of the Steering Committee (described in paragraph 5.), the Chairperson is responsible for the overall direction and effectiveness of the Board. Time served as Chairperson or as Vice Chairperson does not count as part of the normal 4-year limit on continuous Board membership.

4. Military Director. The Principal Deputy, Office of the Assistant Secretary of the Air Force (Acquisition), serves as the Military Director of the Board to the Chief of Staff. The Military Director, who serves as a member of the Steering Committee, assists the Chairperson of the Board in matters of policy and operation, receives requests for Board assistance from Air Force MAJCOMs and other activities, and monitors all actions by the Air Force to implement Board recommendations. In addition, the Military Director determines who should receive, review, and act on Board reports.

5. Steering Committee. The Steering Committee oversees all Board activities, provides guidance on Board policy and procedures, ensures that the Board concentrates on problems and issues of vital interest to the Air Force, selects topics for general Board meetings, and coordinates on the selection process for new members. In addition, the Steering Committee considers and approves requests for Board assistance except those studies mandated by the Secretary of the Air Force or the Chief of Staff. The Steering Committee consists of the Chairperson (or Co-Chairpersons), the Vice Chairperson, the Military Director, and the US Air Force Chief Scientist. The Steering Committee may be supplemented by Air Staff and/or Secretariat two-letters, as appropriate.

6. Advisors to the Board. Non-Board members from other Federal agencies and from the civilian community may be invited to participate in Board activities as follows:

6.1. Associate Advisors. The Chairperson, with the concurrence of the Steering Committee and of the agency concerned and acting through the Board Secretariat, invites especially qualified scientists or engineers from other Federal Government agencies to serve as Associate Advisors of the Board. The Steering Committee reviews all Associate Advisor memberships annually. Terms of Associate Advisors shall not exceed 6 years and are not renewable.

6.2. Ad Hoc Advisors. The Chairperson, with the approval of the Office of the Secretary of Defense, the Secretary of the Air Force, and the Chief of Staff, invites especially qualified civilian scientists or engineers to participate for brief periods as Ad Hoc Advisors on panels or committees to assist in special studies. Ad Hoc Advisors are from the private sector (i.e. non-Federal employees) and augment the Board's activities in areas where their special expertise or experience is needed. Appointment as an Ad Hoc Advisor will not be used to evade the 4-year maximum term of service for members.

7. Air Force Personnel Participation. Air Force personnel, both civilian and military, may be invited to participate in Board activities as follows:

7.1. General Officer and Senior Air Force Civilian Participants. The Military Director may designate at least one general officer to represent the Secretary of the Air Force and the Chief of Staff on panels or study committees which are performing tasks assigned by the Secretary of the Air Force or Chief of Staff or approved by the Steering Committee. When appropriate, the Military Director also designates one or more senior civilian Air Force officials to participate in panel or ad hoc committee activities. The role of the General Officer Participants and Senior Air Force Civilian Participants is of a nonvoting, informational nature.

7.2. Air Force Participants. Besides the General Officer Participant and Senior Air Force Civilian Participants, it is essential that experienced Air Force military and civilian personnel take part in SAB meetings in nondeliberative, informational or administrative roles. Attendance of such supporting Air Force personnel at SAB committee meetings is at the pleasure of the committee Chairperson.

8. Panels, Advisory Groups, and Study Committees. With the approval of the Steering Committee, the Board Chairperson, acting through the Board Secretariat, establishes the following panels, advisory groups, and study committees, as required:

8.1. Standing Panels, Also Known as Science and Technology Panels. Standing Panels are organized according to scientific and technological areas. The Chairperson of the Board designates one member of each Standing Panel to serve as panel Chairperson with the responsibility for providing advice on such issues as new members and study topics as well as status of specific panel expertise within the Board. Each Board member is assigned to a Standing Panel, except for those members designated by the Chairperson to serve "at large."

8.2. Mission Panels. Mission Panels are operationally focused and facilitate the exchange of information on operational issues and relevant technological developments between the Board and the Air Force operational commands, according to Memoranda of Understanding. The Chairperson of the Board designates one member of each Mission Panel to serve as panel Chairperson with the responsibility for conducting panel business, for interfacing with the respective operational commander, and for nominating appropriate study topics to the Steering Committee for consideration.

8.3. Advisory Groups. The Board Chairperson, with the approval of the Steering Committee and acting through the Board Secretariat, may establish various committees to advise commanders and directors from AFMC or other Air Force organizations. With the consent of the members concerned and the organizational commander, the Board Chairperson designates the group Chairperson and other members of the group, including Ad Hoc Advisors when required. Memoranda of Understanding, signed by the Chairperson of the Board, the Military Director, and the respective organizational commander, specify the constitution and operation of advisory groups. Each Advisory Group will generally meet not more than twice per year.

8.4. Study Committees. The Secretary and Chief of Staff of the Air Force approve study topics for the Board to conduct each fiscal year. These will normally consist of one major study, known as the Summer Study, and one to three other efforts known as Ad Hoc Studies. Additionally, the Board Chairperson, with the approval of the Steering Committee and acting through the Board Secretariat, may establish a study committee for short duration tasks, known as Quick Look Studies. The Board Chairperson designates all study committee Chairpersons and other committee members from among

the Board members. In addition, the Board Chairperson designates all Ad Hoc Advisors to the committee, according to the provisions of paragraph 6.2., when required.

9. The Secretariat. The Military Director appoints a permanent Secretariat and an Executive Director to head the Secretariat. The Secretariat maintains liaison between the Board and the Air Force, provides management and administrative support to ensure effective use and efficient operation of the Board, and ensures that SAB activities comply with applicable laws, regulations, and directives. Administrative responsibilities include assuring that the Executive Director or his or her designated representative:

9.1. Serves as the full-time government employee within the meaning of the Federal Advisory Committee Act.

9.2. Ensures that all requirements of pertinent public laws and of Department of Defense and Air Force policies, regulations, instructions, and the like, pertaining to the establishment, composition, operation, and reconstitution of the Board are satisfied.

9.3. Maintains close liaison with all Air Force activities to ensure an understanding of the Board and its capabilities, so that the Board functions to the best advantage at all levels of the Air Force. Identifies proposed, ongoing, and completed studies of the Board to Air Staff elements and MAJCOMs except as proscribed by considerations of security classification.

9.4. Arranges meetings and develops agendas. Provides advance notice in the Federal Register for Board meetings, as required. Issues travel authorizations for members, Associate Advisors, and Ad Hoc Advisors as needed. Ensures attendance by a Secretariat representative at all general Board meetings and where possible at all panel and ad hoc committee meetings. Maintains minutes or other appropriate records of all Board meetings.

9.5. Ensures the timely submission of Chairperson, Vice Chairperson, member, and advisor appointment or reappointment documentation through the Office of the Secretary of the Air Force to the Office of the Secretary of Defense for approval. Processes all appointment and reappointment documentation. Maintains records on all members, Associate Advisors, and Ad Hoc Advisors.

9.6. Edits and publishes reports generated by the Board.

9.7. Prepares, submits, and maintains records on all travel and consultant payments.

10. Board and Committee Meetings. At the call of the Board Chairperson, with the prior concurrence of the Steering Committee, the Board meets in general session at least once each year. The Steering Committee or other committees may recommend additional meetings of the entire Board when there are topics or problem areas which are time-dependent. The Chairperson schedules and convenes Steering Committee meetings as required. At the request of the respective Chairperson, the Board Secretariat schedules meetings of the panels and study committees.

11. Air Force Requests for Board Assistance. Any Air Force activity may request assistance from the Board. An Air Force activity recommending a study for the Board's consideration or needing the consultant services of the Board should forward a written request to the Military Director.

12. Standards of Conduct for Board Operation. Each member or advisor of the Board will comply with the prescribed standards of conduct for experts and consultants. Similarly, the operation of the

Board and of each committee and panel must comply with all pertinent laws and directives governing the formation and use of advisory committees.

13. Records Management. Disposition procedures for official records generated as a result of Board activities are delineated in AFI 37-138, *Records Disposition – Procedures and Responsibilities*.

GEORGE K. MUELLNER, Lt General, USAF
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