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Personnel

AIR FORCE SCIENTIFIC ADVISORY BOARD

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This document provides guidance for implementing AFD 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 revision changes the term “Ad Hoc Advisors” to “Consultants” to better reflect their roles and the terms of the Federal Advisory Committee Act; clarifies the role of Science and Technology Panels (paragraph 8.1.); eliminates the provision for Mission Panels (formerly paragraph 8.2.); adds the requirement for the requesting Units/Commanders to fund the travel and per diem associated with Advisory Groups (paragraph 8.2.); reduces the maximum term for Associate Advisors from 6 to 4 years to reflect DODD 5105.4 (paragraph 6.1.); eliminates the restriction on recently departed Board Members becoming Consultants (paragraph 6.2.); re-establishes the Senior Mentor category of membership (paragraph 3.2.); clarifies the responsibility for disseminating Board reports for action (paragraph 4.); and requires security review by appropriate agencies before public release of reports (paragraphs 9.6. and 11., and Attachment 3). It also adds references, addresses, a glossary of terms and acronyms, and a list of roles and responsibilities.

1. Role of the Scientific Advisory Board. The Scientific Advisory Board exists under the authority of the Federal Advisory Committee Act (FACA). It 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 exploitation 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 emerging 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 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 technical 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 academics 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, also 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 Chair 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 Chair and Vice Chair. Under special circumstances, extensions are possible, subject to approval by the Secretary of Defense or the Secretary of the Air Force and the Chief of Staff.

3.2. **Senior Mentor.** The Chief of Staff and the Secretary of the Air Force may designate up to five individuals to serve in this special category. Individuals who have a long, well-established relationship with the Air Force and whose careers and contributions serve as a model for other members can be nominated by the Steering Committee for this designation. Individuals serving in this capacity will not count against the number of Regular Board members allowed and membership will be renewable yearly.

3.3. **Chair and Vice Chair.** The Chief of Staff, with the approval of the Secretary of the Air Force, appoints the Chair and the Vice Chair for 3-year terms (the Chair position may be filled by Co-Chairs). The Chair transmits Board findings and recommendations to the Chief of Staff and to the Secretary of the Air Force. In addition, the Chair 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 Chair, the Chief of Staff, and other Members of the Steering Committee (described in paragraph 5.), the Chair is responsible for the overall direction and effectiveness of the Board. Time served as Chair or as Vice Chair 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 Chair 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 recommends to the Chief of Staff 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 Chair (or Co-Chairs), the Vice Chair, 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 Chair, with the concurrence of the Steering Committee and of the agency concerned and acting through the Board Secretariat, invites especially qualified Federal scientists or engineers to serve as Associate Advisors of the Board. The Steering Committee reviews all Associate Advisor memberships annually. Terms of Associate Advisors shall not exceed 4 years and are not renewable.

6.2. Consultants. The Chair, with the approval of the Office of the Secretary of the Air Force, and the Chief of Staff, invites especially qualified civilian scientists or engineers to participate for brief periods as Consultants on panels or committees to assist in specific studies. Consultants are non-Federal employees and augment the Board's activities in areas where their special expertise or experience is needed.

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, with approval from the Chief of Staff, may designate at one or more general officers 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. In addition to General Officer Participants and Senior Air Force Civilian Participants, it is essential that experienced Air Force military and civilian personnel take part in SAB activities in non-deliberative, informational or administrative roles. Attendance of such supporting Air Force personnel at SAB committee meetings is at the pleasure of the committee Chair.

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

8.1. Science and Technology Quality Review Panels. Science and Technology Panels are organized according to scientific and technological areas. The Board Chair designates one member of each Panel to serve as panel Chair 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. Needed areas of expertise are identified for each Panel, and Board Members are assigned to Panels in a manner which best satisfies the Panels' requirements. As Panels evolve and their needed areas of expertise change, the Board Chair may designate Consultants to Panels. The Board Chair may also designate some Board Members to serve on Panels "at large."

8.2. Advisory Groups. The Board Chair, with the approval of the Steering Committee and acting through the Board Secretariat, may establish various committees to advise commanders and directors from the Air Force Materiel Command, Air Force operational Commands, or other Air Force organizations. With the consent of the Members concerned and the organizational commander, the Board Chair designates the group Chair and other Members of the group, including Consultants when required. Memoranda of Understanding, signed by the Chair 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 and funding for travel and per diem will be the responsibility of the requesting unit.

8.3. 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 Chair, 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 Chair designates all study committee Chairs and other committee Members from among the Board Members. In addition, the Board Chair designates all Consultants to the committee, according to the provisions of paragraph 6.2., and with concurrence of the Secretariat.

9. The Secretariat. The Military Director appoints a permanent Secretariat and an Executive Director to head the Secretariat. The Secretariat provides 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 prescribed 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 Consultants as needed. Ensures attendance by a Secretariat representative at all general Board meetings and at all panel and committee meetings posted in the Federal Register. Maintains minutes and other appropriate records of all Board meetings.

9.5. Ensures the timely submission of Chair, Vice Chair, 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 Consultants.

9.6. Edits, publishes, and maintains reports generated by the Board. Routes reports to the appropriate agencies for security review before public release, and incorporates comments and classification markings as required before publication.

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

10. Board and Committee Meetings. At the call of the Board Chair, 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 Board Chair schedules and convenes Steering Committee meetings as required. At the request of the respective Chair, the Board Secretariat schedules meetings of the panels and study committees.

11. Security Review of Reports. The Secretariat will route draft reports through relevant agencies for security and content reviews as needed and as specified in [Attachment 3](#) of this AFI. These agencies will verify the sensitivity and clearance of information in the report. When the Board Chair and Military

Director determine a report to be publicly releasable, the Secretariat will submit it to the Office of Security Review (SAF/PAS). SAF/PAS will conduct a mandatory security and policy review of the report, and will issue a final approval or disapproval for public release. As stated in AFI 35-101, "The Office for Security Review is the sole Air Force agency responsible for security and policy clearance of information proposed for public release through any information medium, including open publication by Congress, except for information required to be released under the Freedom of Information Act and the Privacy Act."

12. 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. The requesting unit will fund all travel and per diem of Board members needed in conjunction with an assistance request.

13. Standards of Conduct for Board Operation. Each Member, Consultant, 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.

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

CHARLES D. BOWKER, Colonel USAF
Executive Military Director, U.S. Air Force Scientific Advisory Board

Attachment 1

LIST OF REFERENCES AND ADDRESSES

Public Law 92-463, 5 U.S.C., Appendix 2, *Federal Advisory Committee Act*.

General Services Administration Final Rule, *Federal Advisory Committee Management*. Federal Register 66:139, Part II, 19 Jul 01.

Executive Order 12024, *Transfer Of Certain Advisory Committee Functions*.

Department of Defense Directive 5105.4, 10 February 2003, *Department of Defense Federal Advisory Committee Management Program*.

Department of Defense Directive 5230.24, 18 March 1987, *Distribution Statements on Technical Documents*.

Department of Defense Directive 5230.25, 18 August 1995, *Withholding of Unclassified Technical Data from Public Disclosure*.

AFPD 36-1, 7 March 1995, *General Civilian Personnel Provisions and Authorities*.

AFI 35-101, 26 July 2001, *Public Affairs Policies and Procedures*.

AFI 61-204, 30 August 2002, *Disseminating Scientific and Technical Information*.

AFI 37-138, 31 March 1994, *Records Disposition – Procedures and Responsibilities*.

Addresses

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Attachment 2**GLOSSARY OF TERMS AND ACRONYMS*****Terms***

Ad Hoc Committee/Study—A committee and/or study that addresses a specific question or issue of a smaller scope than a regular Study.

Associate Advisor—A specially qualified Federal scientist or engineer who advises the Board on request.

Consultant— A specially qualified non-Federal scientist or engineer who advises the Board on request.

Member—An individual of prominence in engineering and scientific fields of interest to the Air Force, invited by the Secretary of Defense, Secretary of the Air Force, or Chief of Staff of the Air Force to serve on the Board.

Study—A thorough investigation into the potential development or application of an emerging technology for future Air Force use.

Timely manner—four weeks, or another specific time period requested by the SAB.

Acronyms and Abbreviations

AF—Air Force

AFRL—Air Force Research Laboratory

DOD—Department of Defense

DODD—Department of Defense directive

FACA—Federal Advisory Committee Act

HQ—headquarters

MAJCOM—major command

R&D—research and development

SAB—Scientific Advisory Board

SAF/PAS—Office of Security Review

US—United States

USAF—United States Air Force

USC—United States Code

Attachment 3**ROLES AND RESPONSIBILITIES**

In all cases, “a timely manner” denotes four weeks, or another specific time period requested by the SAB.

A3.1. Deputy Chief of Staff Air & Space Operations (AF/XO). AF/XO will:

- On SAB request, conduct a thorough review of submitted SAB reports to determine releasability (e.g. Unlimited Distribution, For Official Use Only) and classification.
- Return comments to the SAB Secretariat in a timely manner.

A3.2. Undersecretary of the Air Force (SAF/US). SAF/US will:

- On SAB request, conduct a thorough review of submitted SAB reports to determine releasability (e.g. Unlimited Distribution, For Official Use Only) and classification.
- Return comments to the SAB Secretariat in a timely manner.

A3.3. Deputy Chief of Staff Warfighter Integration (AF/XI). AF/XI will:

- On SAB request, conduct a thorough review of submitted SAB reports to determine releasability (e.g. Unlimited Distribution, For Official Use Only) and classification.
- Return comments to the SAB Secretariat in a timely manner.

A3.4. Deputy Chief of Staff Plans & Programs (AF/XP). AF/XP will:

- On SAB request, conduct a thorough review of submitted SAB reports to determine releasability (e.g. Unlimited Distribution, For Official Use Only) and classification.
- Return comments to the SAB Secretariat in a timely manner.

A3.5. Assistant Secretary of the Air Force (Acquisition) (SAF/AQ). SAF/AQ will:

- On SAB request, conduct a thorough review of submitted SAB reports to determine releasability (e.g. Unlimited Distribution, For Official Use Only) and classification.
- Return comments to the SAB Secretariat in a timely manner.