

Charter
Air University Board of Visitors

1. Committee's Official Designation: The Committee shall be known as the Air University Board of Visitors ("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, with independent advice and recommendations on educational, doctrinal, and research policies and activities of Air University ("the University"), as set out in paragraph four below.
4. Description of Duties: The Board shall:
 - a. Review and evaluate progress of the educational programs and the support activities of the University;
 - b. Review and evaluate the published statement of purpose, institutional policies, and financial resources of the University; and
 - c. Review and evaluate the educational effectiveness; quality of student learning; administrative and educational support services; and teaching, research, and public service of the University.
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 Secretary of the Air Force and the Commander and President of the University. The Secretary of the Air Force may act upon the Board's advice and recommendations.
6. Support: The Department of Defense (DoD), through the Department of the Air Force, shall provide support for the Board's performance and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and governing 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 \$126,000. The estimated annual DoD personnel cost is 1.0 full-time equivalent.
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 meetings of the Board and any subcommittees for the entire duration of each and every meeting; however, in the absence of

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the DFO, a properly designated Alternate DFO shall attend the entire duration of all of the meetings of the Board and its subcommittees.

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

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Chair. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter 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 extends it.
12. Membership and Designation: The Board shall be composed of no more than 15 members appointed by the Secretary of Defense or the Deputy Secretary of Defense who are eminent authorities in the fields of air power, defense, management, leadership, and academia. The President of the Naval Postgraduate School shall serve as a voting ex-officio RGE member.

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 shall 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.

The Secretary of the Air Force has the delegated authority to appoint the Board's Chair and Vice Chair from among the Board's membership that has been previously appointed in accordance with DoD policies and procedures for a term of service not to exceed the individual membership term of service.

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.

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All Board members, with the exception of reimbursement of official Board-related travel and per diem, shall 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 Board's sponsor.

Such subcommittees shall not work independently of the Board and shall report all their recommendations and advice to the Board for full deliberation and discussion according to the FACA. Subcommittees have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or its members may update or report, verbally or in writing, directly to the DoD or any Federal officer or employee. 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, DoD Sponsors, such as the Secretary of the Air Force, are authorized to administratively certify the appointment of subcommittee members if the individual concerned was previously appointed to the Board or another DoD advisory committee in accordance with DoD policies or procedures. If the individual concerned was not previously appointed to the Board or another DoD advisory committee in accordance with DoD policies or procedures, then the individual's subcommittee appointment must be authorized by the Secretary of Defense or the Deputy Secretary of Defense and then administratively certified by the Secretary of the Air Force.

Subcommittee members will be appointed to a term of service of one-to-four years with annual renewals, even if the member in question is already a Board member. Subcommittee members shall not serve more than two consecutive terms of service, without approval by the Secretary of Defense or Deputy Secretary of Defense. Subcommittee members are appointed to provide advice on the basis of their best judgment without representing a particular point of view and in a manner that is free from conflict of interest.

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those individuals who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members. With the exception of reimbursement of official Board-related travel and per diem, subcommittee members shall serve without compensation.

The Secretary of the Air Force has the delegated authority to appoint the subcommittee leadership from among the subcommittee membership previously appointed in accordance with DoD policies and procedures for a term of service not to exceed the individual subcommittee membership term of service.

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Currently, the Secretary of the Air Force has approved one permanent subcommittee to the Board, the Air Force Institute of Technology (AFIT) Subcommittee. The AFIT Subcommittee shall be composed of no more than 15 members who are experts in air power, defense, management, leadership, and academia. The primary focus of the subcommittee is to provide advice and recommendations to the Board concerning Department of the Air Force engineering and technology graduate programs. The estimated number and frequency of subcommittee meetings is one per year.

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

14. Recordkeeping: The records of the Board and its subcommittees shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved DoD 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 (U.S.C. § 552, as amended).
15. Filing Date: April 29, 2016
16. Amendment Date: