This Air Force Policy Directive implements Department of Defense Instruction 5105.04, Department of Defense Federal Advisory Committee Management Program and Department of Defense Instruction 5105.18, Department of Defense Intergovernmental and Intragovernmental Committee Management Program. This Directive establishes Air Force policy for the establishment, renewal, management, and support of Air Force-sponsored Federal Advisory Committees and establishes the Air Force Federal Advisory Committee Management Program, as well as the Air Force Intergovernmental and Intragovernmental Committee Management Program. This Policy Directive applies to all organizational entities within the Department of the Air Force. Send all recommended changes or comments about this publication to AFDPO/PPX Policy Group, usaf.pentagon.saf-aa.mbx.afdpo-ppx-workflow@mail.mil, through appropriate channels, using Air Force Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW the Air Force Records Disposition Schedule (RDS) in the Air Force Records Information Management System (AFRIMS).

SUMMARY OF CHANGES

This Policy Directive has been revised to change the Office of Primary Responsibility and to incorporate some administrative changes.

1. Background. Title 5 United States Code, Appendix, Federal Advisory Committee Act of 1972, as amended, requires that each agency establish uniform guidelines for administering and
managing their advisory committees. Guidelines are to be consistent with directives of the General Services Administration, Committee Management Secretariat and Title 41, Code of Federal Regulations, Part 102-3 Federal Advisory Committee Management. Federal Advisory Committee meetings must generally be open to the public unless the subject of the meeting, or a portion thereof, sufficiently justifies closure in accordance with subsection (c) of section 522b, Title 5, U.S.C. (Government in the Sunshine Act). The Air Force aforementioned statutes and regulations are implemented through Department of Defense Instruction 5105.04.

2. Objectives. Provide policy and assign responsibilities for the administration and management of Air Force-supported Federal Advisory Committees and Intergovernmental and Intragovernmental Committees.

3. Policy.

3.1. Air Force-supported Federal Advisory Committees shall be kept to an absolute minimum. Air Force-supported Federal Advisory Committees will only be established, renewed, or terminated with endorsement by the Secretary of the Air Force and approval of the Department of Defense Advisory Committee Management Officer in the Office of the Secretary of Defense.

3.2. Members of and consultants to Air Force-supported Federal Advisory Committees must be endorsed by the Secretary of the Air Force, and approved for appointment or reappointment by the Secretary of Defense on an annual basis, unless otherwise required by law.

3.3. A Designated Federal Official will be appointed to each Air Force-supported Federal Advisory Committees. Alternate Designated Federal Officials will be appointed as required to assist the primary Designated Federal Official in overseeing compliance with all applicable federal laws, rules and policies.

3.4. The Secretary of the Air Force or designee will review the advice and recommendations provided by Air Force-supported Intergovernmental and Intragovernmental Committees and determine which advice and recommendations shall be implemented by the Air Force.

4. Responsibilities.

4.1. The Office of Administrative Assistant (SAF/AA) will:

4.1.1. Implement and manage the Air Force Committees Management Programs.

4.1.1.1. Designate an Air Force Group Federal Officer to assist in overseeing and managing Air Force-supported Federal Advisory Committees. Once designated, the Group Federal Officer will be appointed by the Secretary of the Air Force.

4.1.1.2. Issue guidance for the administration and management of Air Force-sponsored Federal Advisory Committees.

4.1.1.3. Review and recommend to the Committee Management Officer all requests to establish, renew or terminate Air Force-supported Federal Advisory Committees to ensure that the objectives and scope of activities of the advisory committee are and/or remain essential to the Air Force mission and that the objectives cannot be obtained within existing Air Force resources.
4.1.1.4. Review and recommend to the Secretary of Defense, as appropriate, all membership and consultant nomination requests for Air Force-supported Federal Advisory Committees on an annual basis.

4.1.1.5. Serve as the decision authority to approve complete or partial closure of meetings to the public of Air Force-supported Federal Advisory Committees. All requests for complete or partial closure will be coordinated with SAF/GC.

4.1.1.6. Determine the level of support to be provided to Air Force-supported Federal Advisory Committees.

4.1.1.7. Appoint Designated Federal Officials and Alternate Designated Federal Officials.

4.1.1.8. Have oversight of Air Force-sponsored Federal Advisory Committees to ensure compliance with all Federal Advisory Committees-related statutory and regulatory obligations and Department of Defense issuances.

4.1.2. Manage and administer the Air Force Intergovernmental and Intragovernmental Committee Management Programs consistent with Department of Defense Instruction 5105.18 and other Department of Defense guidance.

4.1.2.1. Review and recommend to the Secretary of the Air Force, as appropriate, the establishment of Air Force-supported Intergovernmental and Intragovernmental Committees.

4.1.2.2. Recommend termination, unless otherwise prescribed by statute or regulation, of Air Force-supported Intergovernmental and Intragovernmental Committees when their work has been accomplished, the committee’s work or subject matter has become obsolete by the passing of time, their functions have been assumed by another Federal Government entity or the cost of operation of the committee exceeds the resulting benefit to the Air Force.

4.1.2.3. Issue operating procedures and provide supplemental guidance as may be required to ensure the efficient operation of Air Force-supported Intergovernmental and Intragovernmental Committees.

4.1.2.4. Serve as the Air Force Intergovernmental and Intragovernmental Committee Management Officer to provide policy oversight and management of the Air Force Intergovernmental and Intragovernmental Committee Management Program.

4.1.2.5. Provide, upon request, information to the Department of Defense Advisory Committee Management Officer on Air Force-supported Intergovernmental and Intragovernmental Committees.

4.1.2.6. Maintain a listing of all Air Force-supported Intergovernmental and Intragovernmental Committees currently in operation.

4.1.2.7. When requested, submit an annual report to the Department of Defense Advisory Committee Management Officer on the Air Force-supported Intergovernmental and Intragovernmental Committees whose operation during the previous year exceeded 12 months total operation. At a minimum, this report shall
include the committee’s name, purpose, membership, recommendations made, and recommendations implemented.

4.2. The General Counsel of the Air Force (SAF/GC) will:

4.2.1. Provide counsel and legal guidance to SAF/AA, the designated Air Force Group Federal Officers, and the Designated Federal Officials, as appropriate, on issues relating to the Federal Advisory Committee Act, the Government in the Sunshine Act, and 41 Code of Federal Regulations Part 102-3 and other regulations, directives, and statutes that impact Air Force-supported Federal Advisory Committees.

4.2.2. Provide guidance, in coordination with the Designated Federal Officials, where appropriate, on issues pertaining to financial conflict-of-interest provisions of Department of Defense 5500.7-R, *The Joint Ethics Regulation*, and related Office of Government Ethics regulations, including the appropriate handling of OGE 450, *Confidential Financial Disclosure Reports*, for members and consultants approved for appointment in accordance with Department of Defense Instruction 5105.04.

4.2.3. Review requests by Designated Federal Officials of Air Force-supported Federal Advisory Committees to close meetings completely or partially to the public to ensure the stated justification for closure clearly meets Government in the Sunshine Act criteria and Federal Advisory Committee Act requirements.

HEATHER WILSON
Secretary of the Air Force
Attachment 1

GLOSSARY OF REFERENCES, SUPPORTING INFORMATION AND DEFINITIONS

References
5 U.S.C., Appendix, Federal Advisory Committee Act, as amended
41 CFR Part 102-3, Federal Advisory Committee Management; Final Rule
5 U.S.C. § 552b, Government in the Sunshine Act
DoDI 5105.04, Department of Defense Federal Advisory Committee Management Program, August 6, 2007
DoDI 5105.18, Department of Defense Intergovernmental and Intragovernmental Committee Management Program, July 10, 2009
DoD 5500.7-R, The Joint Ethics Regulation, November 29, 2007
AFMAN 33-363, Management of Records, March 1, 2008

Adopted Forms
Air Force Form 847, Recommendation for Change of Publication

Terms
Advisory Committee—Any committee, subcommittee, board, commission, council, conference, panel, task force, or other similar group which is established by statute or reorganization plan, established or utilized by the President of the United States, or Established or utilized by one or more agencies to obtain advice or recommendations for the President or one or more Federal agencies or employees. As defined, “Advisory Committee” does not include any committee that is composed solely of full-time or permanent part-time Federal employees or any committee created by the National Academy of Sciences or the National Academy of Public Administration.

Designated Federal Official—The Full-time or permanent part-time Federal employee appointed by the DoD Sponsor for a specific DoD-supported committee, who, as the Federal Government’s representative to the committee, shall ensure the committee’s compliance with all Air Force and DoD guidance on the management of Air Force Federal Advisory Committees.

Group Federal Officer—A full-time or permanent part-time Federal employee appointed by the DoD Sponsor to assist the Sponsor in overseeing and managing the Sponsor’s aspects of the Department of Defense Federal Advisory Committee Management Program.

Intergovernmental Committee—Any committee composed wholly of full-time or permanent part-time officers or employees of the Federal government and elected officers of State, local, and tribal governments (or their designated employees with authority to act on their behalf), acting in their official capacities. The sole purpose of such a committee shall be to exchange views, information, or advice relating to the management or implementation of Federal programs established pursuant to statute, that explicitly or inherently share intergovernmental responsibilities or administration.
Intragovernmental Committee—Any committee composed wholly of full-time or permanent part-time officers or employees of the Federal government.