

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) (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 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. The Secretary of the Air Force or designee, in accordance with Department of Defense (DoD) policy and procedures, may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Department of the Air Force, provides support for the Board and ensures compliance with the requirements 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.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$185,770. The estimated annual DoD personnel cost is 1.5 full-time equivalent.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD Federal civilian officer or employee, or active duty member of the Armed Forces, designated to serve in accordance with established DoD policy and procedures.

The Board's DFO is required to be in attendance at all Board and subcommittee 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 all of the Board and subcommittee meetings.

The DFO, or the Alternate DFO, approves and calls all Board and subcommittee meetings;

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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 shall 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 two 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 DoD renews the charter in accordance with DoD policy and procedures.
12. Membership and Designation: The Board shall be composed of no more than 15 members appointed in accordance with DoD policies and procedures, who are authorities in the fields of air, space, cyberspace, defense, management, leadership, or academia.

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 (CMO) ("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 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.

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

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.

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

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policy 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 (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. All subcommittees operate in accordance with the FACA, the Sunshine Act, governing Federal statutes and regulations, and DoD policies 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 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 to 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 in accordance with the same notice and openness 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 his or her best judgment without representing any particular point of view and in a manner that is free from conflicts of interest.

With the exception of reimbursement for travel and per diem as it pertains to official travel related to the Board or its subcommittees, subcommittee members shall serve without compensation.

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Currently, the Secretary of the Air Force has approved two permanent subcommittees of the Board. All work performed by these subcommittee will be sent to the Board for its thorough deliberation and discussion at a properly noticed and open meeting, subject to the Sunshine Act.

- a) Air Force Institute of Technology Subcommittee—composed of no more than 15 members who are experts in air, space, cyberspace, defense, management, leadership, or academia. The primary focus of the subcommittee is to provide advice and recommendations to the Board concerning educational and research policies and activities at the Air Force Institute of Technology. The estimated number and frequency of subcommittee meetings is one per year.
  - b) Community College of the Air Force Subcommittee—composed of no more than 15 members who are experts in air, space, cyberspace, defense, management, leadership, or academia. The primary focus of the subcommittee is to provide independent assessments of operations at the Community College of the Air Force and the effectiveness of policies and procedures. The estimated number and frequency of subcommittee meetings is one per year.
14. Recordkeeping: The records of the Board and its subcommittees will be handled in accordance with General Records 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: April 29, 2020