

**BY ORDER OF THE COMMANDER
AIR FORCE RESEARCH LABORATORY
(AFRL)**

**AIR FORCE RESEARCH LABORATORY
INSTRUCTION 61-105**

12 SEPTEMBER 2024



Scientific/Research and Development

**RESEARCH AND TECHNOLOGY
ADVISORY COUNCILS**

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ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFRL/CT

Certified by: AFRL/CC

Supersedes: AFRLI61-105, 25 February 2019

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 61-1, *Management of Science and Technology*. It serves as the basis for the establishment and operation of research and technology advisory councils in Air Force Research Laboratory (AFRL) and applies to AFRL Headquarters, the Technology Directorates (TD), the Integrated Capabilities Directorate (RS), the Systems Technology Office (STO) and the 711th Human Performance Wing (711 HPW). Ensure all records created as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847 through the appropriate functional chain of command. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Submit requests for waivers through the chain of command to the publication OPR in accordance with (IAW) AFRL Delegation of Waiver Approval Authority of Tier Compliance Items Memorandum.

SUMMARY OF CHANGES

This revision is a complete re-write and should be reviewed in its entirety.

1. Overview. Senior Technical Leaders in the Department of the Air Force (DAF) are responsible to give comprehensive technical advice and counsel to AFRL Leadership to assist with the effective execution of the laboratory's science and technology (S&T) mission. AFRL must charter the Research Advisory Council (RAC) as the principal advisory body to the DAF Technology Executive Officer (TEO) for strategic guidance, assessments and recommendations on research and development activities involving AFRL's science & technology mission and science, technology, engineering and mathematics (STEM) workforce. Each TD, the RS, the STO and the 711 HPW must charter a Technology Advisory Council (TAC) (at the directorate-level, as appropriate) to provide collective advice and counsel to accomplish the specific needs, objectives and actions involving their S&T mission and the STEM workforce.

2. Roles and Responsibilities.

2.1. AFRL/CC must formally charter the RAC as an AFRL-level advisory body providing collective technical counsel as needed in matters related to (1) AFRL's S&T mission and strategy, (2) oversight of cross-AFRL programs and competencies, (3) the STEM workforce, and (4) technical communications with stakeholders and partners. The RAC charter will be signed by AFRL/CC.

2.2. AFRL/CT must develop a formal charter for the RAC that meets the needs and objectives identified by AFRL/CC in the role of AF TEO; serve as the Chair of the RAC; identify meeting agenda items; appoint a Secretariat to manage RAC activities; ensure minutes / are published and maintained for meetings; and serve as the focal point to AFRL leadership for RAC business and activities.

2.3. AFRL/EN will assist CT, as a strategic advisor, with S&T oversight and develop recommendations on significant activities, issues and programs involving the AFRL S&T mission and STEM workforce. AFRL/EN may also make objective recommendations on items that come before the RAC and support completion of RAC tasks and action items as assigned by AFRL/CT and/or AFRL/CC.

2.4. AFRL Senior Scientists (ST) must support RAC taskings and activities as directed by AFRL/CT or by the AFRL/CC via RAC.

2.5. The RAC Secretariat must schedule, plan, coordinate and support RAC meetings and activities based on direction from AFRL/CT; draft, coordinate, finalize, publish and maintain minutes of all official RAC meetings to provide a formal record of RAC discussion and decisions; maintain files related to RAC activities; publish an annual Battle Rhythm of AFRL RAC meetings and activities; and manage proposal, data and nomination calls listed on the RAC Battle Rhythm.

2.6. Each TD, the RS, the STO and 711 HPW must formally charter a TAC as a S&T advisory body to assist with S&T oversight and develop recommendations and positions on significant activities, issues and programs involving their organizations mission and workforce. TAC charters will be signed by the applicable Director with input from the applicable Chief Scientist.

2.7. Each TD, the RS, the STO and 711 HPW Chief Scientist must develop a formal TAC charter which meets the needs and objectives identified by the organization's leadership. The Chief Scientist will serve as the Chair of the TAC and appoint a TAC Focal Point.

2.8. The TAC Focal Point must schedule, plan, coordinate and support TAC meetings and activities based on directions in the TAC charter and from the TAC Chair; draft, coordinate, finalize, publish and maintain minutes of all official TAC meetings to provide a formal record of TAC discussion and decisions; and maintain files related to TAC activities.

2.9. Other specific roles and responsibilities as assigned by individual charters.

3. Membership.

3.1. The membership of the RAC must include at a minimum the AFRL/CT as the Council Chair, the Chief Scientists of the TDs, the RS, the STO and 711 HPW and AFRL/EN. Other temporary members may be added by AFRL/CC or AFRL/CT as needed.

3.1.1. RAC members must participate in RAC meetings as an AFRL-level representative; make recommendations for topics to be discussed by the RAC; make objective recommendations on items that come before the RAC based on the best interest of AFRL and the DAF; support completion of RAC tasks and action items as assigned by AFRL/CT and/or AFRL/CC.

3.2. The membership of each TAC will be determined by the respective Chief Scientist and must be listed in the TAC charter. At a minimum, the respective Chief Engineers should be members of the TAC.

3.2.1. TAC members must participate in TAC meetings; make recommendations for topics to be discussed by the TAC; participate in discussions, reviews and other activities of the TAC; make objective recommendations on items that come before the TAC based on the best interest of the respective organizations and AFRL; and support completion of TAC tasks and action.

4. Duties, Functions and Authorities.

4.1. The specific duties, functions and authorities of the RAC must be assigned by AFRL/CC in the RAC charter based on the needs, objectives and processes of the AFRL enterprise. Additional duties, functions and authorities not specifically identified in the charter may be assigned by AFRL/CC and/or AFRL/CT.

4.2. The specific duties, functions and authorities of each TAC must be assigned by the applicable organizations leadership in the TAC charter based on the needs, objectives and processes of the organization. Additional duties, functions and authorities not specifically identified in the charter may be assigned by the Organization's Leadership.

5. Meeting Requirements. Specific meeting requirements for the RAC and TACs, such as meeting frequency, member attendance, etc., must be included in the RAC and TAC specific charters.

6. Charter Storage, Access and Maintenance.

6.1. When signed by AFRL/CC, the current signed RAC charter will be saved with the file name "AFRL RAC Charter – Current – MM/DD/YYYY" on the RAC's SharePoint site with "READ" access rights granted to all AFRL personnel.

6.2. The current signed TAC charter will be saved with the file name “XX TAC – Current – MM/DD/YYYY” on the TAC’s SharePoint site with “READ” access rights granted to all personnel assigned to the respective organization, the AFRL Chief Technology Officer and the RAC Secretariat.

6.3. RAC and TAC charters will be reviewed annually and re-signed at least every three years by the AFRL/CC, or the applicable TD, the RS, the STO and 711 HPW directory respectively. Those charters that have been re-signed will display the updated version numbers and current date on the first page and saved as indicated in paragraphs **6.1 and 6.2**. Only one current version can be titled as such.6.3.1. Electronic copies of previously signed official charter versions will be maintained at the site described in paragraphs **6.1 and 6.2** with the file name “AFRL or XX TAC Charter – Previous – Version #.

JASON E. BARTOLOMEI,
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Air Force Research Laboratory

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFPD 61-1, *Management of Science and Technology*, 5 February 2021

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

711HPW—711th Human Performance Wing

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRL—Air Force Research Laboratory

AFRLI—AFRL Instruction

CC—Commander

CT—Chief Technology Officer

DAF—Department of the Air Force

DoD—Department of Defense

EN—Director of Engineering and Technical Management

OPR—Office of Primary Responsibility

RAC—Research Advisory Council

RS—Integrated Capabilities Directorate

S&T—Science and Technology

STs—AFRL Senior Scientists

STEM—Science, Technology, Engineering and Mathematics

STO—Systems Technology Office

TAC—Technology Advisory Council

TD—Technology Directorate

TEO—Technology Executive Officer

Terms

Technology Directorate (TD)—AFRL technology directorates include Aerospace Systems Directorate, Air Force Office of Scientific Research, Directed Energy Directorate, Information Directorate, Integrated Capabilities Directorate, Materials and Manufacturing Directorate, Munitions Directorate, Sensors Directorate and Space Vehicles Directorate. [Note: Airman Systems directorate is also a technology directorate but is subordinate to 711 HPW] Each directorate focuses on the development and innovations of their technological areas.