

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 90-1401**



22 FEBRUARY 2023

Special Management

**FEDERAL ADVISORY COMMITTEE
MANAGEMENT PROGRAM**

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(Dr. Keith L. Hardiman)

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This publication implements the Department of the Air Force Policy Directive 90-14, 9 February 2023, *Air Force Committee Management Program*. This Instruction provides the Department of the Air Force guidance for the establishment, renewal, management, and support of Department of the Air Force-sponsored Federal Advisory Committees (FACs). This publication applies to Department of the Air Force (DAF) civilian employees and uniformed members of the Regular Air Force, United States Space Force, and Air Force Reserve as well as civilians with a contractual obligation to abide by the terms of DAF issuances. This publication does not apply to the Air National Guard. Send all recommended changes or comments about this publication using DAF Form 847 to the SAF/AAIPO Branch, SAF.AA.AFDPO.WORKFLOW@US.AF.MIL. Ensure that all records created by an Air Force-sponsored Federal Advisory Committees are maintained in accordance with Department of Defense Directive 5015.02, *Department of Defense Records Management Program*. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 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. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This Instruction explains how the Department of the Air Force will administer the Federal Advisory Committee Management Program as it implements the aforementioned statutes and

regulations in Department of Defense Instruction 5105.04. Major changes include process changes for appointing new and renewing member appointments annually, organization name changes, and changes to responsibilities regarding committee membership packages.

Chapter 1

OVERVIEW, ROLES, AND RESPONSIBILITIES

1.1. Program Overview. This instruction assigns responsibility and establishes guidance and procedures for the administration and management of the Department of the Air Force (DAF) sponsored FACs.

1.2. Roles and Responsibilities.

1.2.1. The Administrative Assistant to the Secretary of the Air Force (SAF/AA), pursuant to authority granted in Headquarters Air Force Mission Directive 1-6, *The Administrative Assistant to the Secretary of the Air Force*, is responsible for the administration of the Federal Advisory Committee Management Program as delegated to the Secretary of the Air Force. All delegations authorized by this Instruction and pursuant to the authority granted to SAF/AA shall be processed through the Air Force Group Federal Officer (GFO) (T-0). SAF/AA shall assign a Group Federal Officer to act as the liaison for SAF/AA with the Department of Defense Advisory Committee Management Officer (DoD ACMO), The Office of the Special Assistant to the Secretary of Defense for White House Liaison Office (WHLO), and duly appointed Designated Federal Officers (DFOs) of DAF sponsored FACs (T-0).

1.2.1.1. The GFO (AFDPO/PPO) is responsible for:

1.2.1.2. The effective and timely implementation of policy and guidance pertaining to management and administration of the Department of the Air Force Federal Advisory Committee Management Program (T-0).

1.2.1.3. Ensuring proper coordination and documentation of nominations for committee membership, both new appointments and annual renewals (T-0).

1.2.1.4. Ensuring DAF sponsored FAC charters are renewed on time every two years (T-0).

1.2.1.5. The Administrative Assistant to the Secretary of the Air Force, Resources Directorate, Human Capital Management Division (SAF/AAR) is responsible for the processing of personnel actions for individuals approved for appointment by the Secretary of Defense, or designee, to serve as members or consultants on an DAF sponsored FAC (T-0).

1.2.2.1. The Office of General Counsel of the Air Force (SAF/GC) is responsible for:

1.2.2.2. Providing counsel to the Secretary of the Air Force, SAF/AA, the Air Force GFO, and DFOs, as appropriate, on issues relating to the administration and management of DAF sponsored FAC (T-0).

1.2.2.3. Providing guidance to the DFO and individuals (member and/or consultant nominees) on the appropriate handling of Financial Disclosure Reports Office of Government Ethics (*OGE Form 450*, Confidential Financial Disclosure Report) (T-0).

1.2.2.4. Providing guidance and assistance to the DFOs and local legal offices, coordinated through Air Force JAG (AF/JAG), on training for members/nominees (T-0). DFOs are responsible for ensuring that all members receive required ethics training in a timely manner and will report completion of that training to the Office of General Counsel of the

Air Force (SAF/GC) upon request **(T-0)**. SAF/GCA will provide required training and/or training materials **(T-0)**. Where the local legal office, DFOs or other individuals will provide ethics training, that training/training materials will be reviewed in advance by SAF/GCA. See [paragraph 2.3.7](#).

1.2.3.1. The Air Force Designated Federal Officers (DFOs) are responsible for complying with DFO duties assigned or identified by SAF/AA or the Air Force GFO. The duties include:

1.2.3.2. Ensuring compliance of the DAF sponsored FACs with all Department of Defense and Air Force guidance, as well as all other relevant Federal rules and regulations **(T-0)**.

1.2.3.3. Interacting with the Office of the Under Secretary of the Air Force (SAF/US), or delegate, as appropriate, the Air Force Office of Diversity and Inclusion (SAF/DI) to receive member nominations **(T-0)**.

1.2.3.4. The DFO will collect all necessary paperwork and documentation electronically from new member candidates as well as existing members when appropriate for e-filing record keeping **(T-0)**.

1.2.3.5. Determining the appropriate security clearance needed for members and submitting the required Department of Defense (DD) Form 2292 *Request for Appointment or Renewal of Appointment of Expert or Consultant or Advisory Board Member* **(T-0)**.

1.2.3.6. Submitting required personnel documentation to The Administrative Assistant to the Secretary of the Air Force, Resources Directorate, Human Capital Management Division (SAF/AAR) **(T-0)**.

1.2.3.7. Ensuring all new members complete the personnel On-Board Manager process within the required timeline **(T-0)**.

1.2.3.8. Contacting SAF/GCA of the Air Force within 15 calendar days of appointment to schedule required ethics orientation training for its new members, including information on proper handling of Financial Disclosure Reports **(T-0)**. A DFO for the Department of the Air Force-sponsored FAC that provides support from a location other than the Headquarters of the Air Force may contact the local Department of the Air Force staff judge advocate within 15 business days of appointment to schedule ethics orientation training **(T-0)**. SAF/GCA will assist committee members with any questions regarding training or financial reporting **(T-0)**.

1.2.3.9. The Air Force functional sponsor shall identify a replacement DFO to the Air Force GFO within 15 business days of departure of previous DFO **(T-0)**.

Chapter 2

PROCEDURES

2.1. Establishment of Air Force Federal Advisory Committees.

2.1.1. All requests to establish an DAF sponsored FAC shall be submitted to the Air Force GFO for processing **(T-0)**. Requests shall address all the following elements:

2.1.2. Name of the proposed advisory committee **(T-0)**.

2.1.3. Number of committee members. Indicate the required number of members **(T-0)**.

2.1.4. Balanced membership plan. Show all the expertise being represented on the proposed committee such as sectors of industry, academia, educational background, geographic demographic, etc. **(T-0)**.

2.1.5. Estimate size and source of staff. Indicate the size of the proposed Advisory Committee's support staff and the source of staff members (e.g., detailed Department of Defense employees, new hires, etc.) **(T-0)**.

2.1.6. Estimate number and frequency of meetings i.e., anticipated within a fiscal year and, if known, how frequently the meetings will be held (e.g., "approximately every quarter") **(T-0)**.

2.1.7. Estimate annual costs, funding sources and the number of full-time equivalents required to support the proposed advisory committee. Costs shall include Air Force's direct and indirect costs. Funding sources shall indicate if funding is available from the Component's appropriated funds or if appropriation will come from other Air Force funds **(T-0)**.

2.1.8. Rationale for committee formation. Explain why it is essential that the Air Force form this committee to serve in the interests of the Air Force and the public. (The Office of Management and Budget controls the number of discretionary committees that the Department of Defense can approve) **(T-0)**.

2.1.9. Explain why the proposed advisory committee cannot be aligned under an existing DAF sponsored FAC **(T-0)**.

2.1.10. Explain how the proposed advisory committee will accomplish its purpose and why the advice is not available from other sources **(T-0)**.

2.2. Establishment of Subcommittees.

2.2.1. The decision to establish or terminate an Air Force subcommittee rest solely with the Secretary of the Air Force **(T-0)**.

2.2.2. The DFO must provide the GFO documentation required to support establishing a new subcommittee to an DAF sponsored FAC **(T-0)**. Documentation shall include:

2.2.2.1. Rationale **(T-0)**.

2.2.2.2. Estimated number and frequency of meetings **(T-0)**.

2.2.2.3. Number of subcommittee members **(T-0)**.

2.2.2.4. Location of meetings **(T-0)**.

2.2.2.5. Expected duration of the subcommittee **(T-0)**.

2.2.3. This information will be used to ensure the DFO secures Air Force resources to support the subcommittee and to ensure timely update of the General Services Administration (GSA) Federal Advisory Committee Act Database (FACAD) (T-0).

2.2.4. An Air Force-approved Terms of Reference document must be provided to the DoD ACMO through the Air Force GFO before a subcommittee can be established (T-0).

2.2.4.1. The Terms of Reference must address the following areas:

2.2.4.1.1. Mission Statement (T-0).

2.2.4.1.2. Issue Statement (T-0).

2.2.4.1.3. Objectives and Scope (T-0).

2.2.4.1.4. Methodology (T-0).

2.2.4.1.5. Deliverable (T-0).

2.2.4.1.6. Subcommittee membership (T-0).

2.2.4.1.7. Support (T-0).

2.2.5. The Secretary of the Air Force has been delegated the authority to appoint members to the Air Force subcommittees if the members are already existing members of a Department of Defense (DoD) sponsored FAC.

2.2.5.1. Subcommittee members shall be appointed in the same way committee members are appointed. Appointments for parent and subcommittees are separate and distinct (T-0).

2.2.5.2. Members can only serve on two DoD sponsored Federal Advisory Committees or subcommittees concurrently (T-0).

2.2.5.3. If a member is currently serving on a parent committee, they can only serve on one subcommittee and if the member is not serving on a parent committee, they can serve on only two subcommittees. This limitation applies across the Department of Defense. If a member is serving on any other DoD sponsored FAC, they can only serve on one Air Force-sponsored parent or subcommittee (T-0).

2.3. Appointment of members to an DAF sponsored FAC.

2.3.1. Individuals appointed or invited to serve on advisory committees or subcommittees may not perform any advisory functions until the appointment approval authority approves the appointment and the individual is on-boarded (T-0).

2.3.1.1. All committee and subcommittee members must be United States citizens (T-0). With the exception of travel and per diem for official committee or subcommittee business, members will not be compensated for their services unless otherwise authorized by statute or Presidential directive (T-0). Members will not be provided a Department of Defense Common Access Card, a Department of Defense email address, or access to the Department of Defense Network (T-0).

2.3.1.2. All individual members are appointed to a specific committee or subcommittee and are appointed to serve as either a special government employee in accordance with 5 United States Code subsection 3109 or as a regular government employee member, as determined by the DoD ACMO (T-0). No member will be appointed to any committee or

subcommittee as a representative member without written ACMO approval, and the ACMO's approval will be granted in consultation with the Department of Defense Office of General Counsel, or, at the option of Washington Headquarters Service Office of General Counsel (T-0).

2.3.2. Only the Secretary of Defense or the Deputy Secretary of Defense (SecDef or DepSecDef) has authority to appoint or invite individuals to serve on any Department of Defense committee or subcommittee, unless otherwise directed by statute or Presidential directive (T-0). All members are appointed to a term of service of one-to-four years, with annual renewals (T-0). The ACMO is delegated authority to administratively certify in writing the annual renewals for all committee and subcommittee member appointments.

2.3.3. The DAF will identify potential candidates through an annual call for nominations led by the Board DFO (T-0). The DFO makes this call via the DAF central and board specific public websites, communication with outreach partners, Secretary of the Air Force Office of Public Affairs (SAF/PA) distribution to Air and Space Forces Civic Leader Groups, and requests to DAF senior leadership, and via DAF social media platforms (T-0). Each Board's DFO will coordinate with the Secretary of the Air Force Office of Diversity and Inclusion (SAF/DI) to ensure the nomination call reaches a broad and diverse audience with Attachments 2 and 3 as a starting point (T-0). This broad call for nominations allows for anyone to propose potential membership nominees.

2.3.3.1. The nominator will provide the following: 1) verification that the individual is interested/willing to serve if approved (T-0); 2) resume/curriculum vitae (CV) and biography of nominee (T-0); 3) nominee contact information (e-mail, phone #, etc.) (T-0); and 4) justification for nomination (i.e., why is this person qualified to serve reference the qualifications on the individual board websites) (T-0).

2.3.3.2. A selection board will identify potential candidates from the list of nominees, typically one quarter of the parent board each year (T-0).

2.3.3.2.1. The Department of the Air Force Scientific Advisory Board (SAB) will consist of the SAB Executive and Deputy Executive Directors (SAF/AQB), SAB DFO, if not either listed previously, the DAF SAB Chair and/or Vice Chair, and when available the Air Force Chief Scientist, Chief Science Officer of the Space Force and the Director SAF/DI, or representative (T-0).

2.3.3.2.2. The Air University (AU) Board of Visitors (BoV) will consist of a panel established at AU (T-0). After the AU panel review the list of nominees, the Air University Commander (AU/CC) will review the nominees, and the AETC/CC will coordinate on the same prior to forwarding the nominees to SAF/DI for further review (T-0).

2.3.3.2.3. Both SAB and the Air University Board of Visitors selection boards will review the credentials of identified nominees with a goal of recommending nominees based on the specific board qualifications to include expertise, education, experience, diversity of thought, and considerations of diversity, equity, inclusion, and accessibility (T-0). These candidates should come from varied backgrounds including experience in government or military service, public and private industry, academia, federal

funded research and development centers (FFRDCs), or other non-government organizations.

2.3.3.3. SAF/DI Review. After a selection board produces the list of recommended candidates and alternates, SAF/DI will review the list to ensure compliance with applicable diversity and inclusion policies (T-0).

2.3.3.4. Lobbyist Review. SAF/AA will complete the required lobbyist review and document the results in an memorandum for record (MFR) (T-0). The lobbyist searches are accomplished using the following databases: <https://lobbyingdisclosure.house.gov/lookup.asp> and <https://lda.senate.gov/system/public/> (T-0).

2.3.3.5. Willing to Serve. The relevant DFO will confirm all proposed candidates are, in fact, willing to serve (T-0).

2.3.3.6. SAF/GC: After above reviews are complete, SAF/GC will coordinate on all nomination packages for legal sufficiency and charter compliance before submission by the DFO to SecAF/USecAF (T-0).

2.3.3.7. SECAF/USecAF approval: The DFO will forward the list of recommended candidates to the SecAF/USecAF's office for review/approval (T-0). Affirmative coordination from the SecAF/USecAF at this stage constitutes SecAF approval of the nominees for ultimate submission to the DoD ACMO, pending review/approval at each of the following steps (T-0).

2.3.3.8. Post SECAF/USECAF approval: The list of recommended candidates will be returned to SecAF/USecAF if changes are required because of reviews discussed in the below subparagraphs (T-0).

2.3.3.8.1. WHLO: Following SecAF approval of candidates, the DFO will provide the SecAF-approved list to the WHLO for review and initial approval and obtain documentation of WHLO's initial approval, as required by Director of Administration and Management (DA&M) (T-0).

2.3.3.8.2. If WHLO recommends any changes to the candidates, the DFO will return the package to the SecAF/USecAF for additional review and action (T-0). Once WHLO coordination is completed and any changes approved by SecAF/USecAF, the DFO submits nomination package to the ACMO (T-0). This package will include: the list of recommended members, a signed and dated resume/cv and biography for each (or e-mail stating the document has not changed within 6 months), DD Form 214, *Certificate of Uniformed Service* if appropriate, the lobbyist MFR, WHLO approval documentation (memorandum or email), and a statement identifying proposed leadership of committees (T-0).

2.3.3.9. OSD Review.

2.3.3.9.1. Before formal appointment by the DoD Appointing Authority SecDef or DepSecDef, the ACMO and DoD Office of General Counsel review the list of potential appointees to ensure compliance with Federal regulations and DoD governance requirements, including compliance with the pertinent Board's charter and membership balance plan (T-0).

- 2.3.3.9.2. Following this review, the DoD ACMO forwards the DoD Appointment Approval Instrument to the DoD Appointing Authority for appointment consideration **(T-0)**.
- 2.3.3.10. Post DoD Appointing Authority: After the DoD Appointing Authority approves the package, it is then returned to the DAF (GFO) (in SAF/AA) **(T-0)**.
- 2.3.3.10.1. GFO advises DFO on the requested documents submitted for the appointees: 1) signed OGE-450, and 2) signed ethics declaration (attesting they reviewed the ethics document) **(T-0)**.
- 2.3.3.10.2. For AU BoV, Air University Judge Advocate (AU/JA) reviews OGE-450s and Ethics declarations and provides MFR to DFO upon completion **(T-0)**.
- 2.3.3.10.3. For SAB, SAF/GCA reviews OGE-450 and Ethics declarations and provides MFR to DFO upon completion **(T-0)**.
- 2.3.3.10.4. DFO confirms ethics documentation is complete **(T-0)**. The GFO then provides the approved appointment package to SAF/AAR for on-boarding and administration of oath of office **(T-0)**. SAF/AAR creates Standard Form (SF) 50 personnel actions **(T-0)**.
- 2.3.3.10.4.1. In accordance with the Deputy Secretary of Defense Memorandum, *Advisory Committee Management*, dated 9 October 2014, the on-boarding process is to be completed within 30 calendar days **(T-0)**. It is imperative that the DFO notify the members that they will be receiving a time-sensitive invitation from the Onboarding Manager system and the members will have only 72 hours to respond **(T-0)**. Once all members have completed the necessary actions in the Onboarding Manager system, SAF/AAR staff will complete Standard Form 50 personnel actions for each member and will make the appropriate arrangements with the DFO to administer the official Oath of Office by the most practical means necessary (i.e., telephone, Video Teleconference, etc.) **(T-0)**.
- 2.3.3.10.4.2. An additional Oath of Office for ceremonial purposes only can be arranged upon request from the Designated Federal Officer **(T-0)**. The ceremonial oath has no bearing on the effective date of the appointment or administrative requirements for the personnel action and is for ceremonial purposes only **(T-0)**.
- 2.3.3.11. Leadership appointments (Chair and Vice Chair) are typically for two-years. A member should not be appointed to a leadership position in his/her last year of the term of service **(T-0)**.
- 2.3.3.12. Once a member has completed two consecutive four-year terms, they cannot serve as a member on that Air Force committee for the period of twelve months from the date the second four-year term expired **(T-0)**.
- 2.3.3.13. If a member's appointment has expired, even if they are up for annual renewal, that member is not eligible to attend any committee meetings at the Air Force's expense or vote on any committee business as a member until the appointment has been certified in writing **(T-0)**.

2.4. Committee Management. Each appointed member to an DAF sponsored FAC must attend at least 2 meetings per year to retain membership, unless extenuating circumstance exist and the DFO and Committee Chairperson agree to waive this requirement.

2.5. Committee Charters. The DFO of an DAF sponsored FAC shall submit all requests to amend a Committee Charter to the DoD ACMO (T-0). The DFO will obtain SAF/GCA coordination and SAF/AA approval of any changes that impact a committee's purpose, structure, or operation before submitting to the DoD ACMO (T-0).

2.5.1. The GFO of an DAF sponsored FAC shall submit a charter renewal request to the DoD ACMO no later than 90 calendar days prior to the expiration date of the current charter (T-0). The renewal request will include the membership balance plan provided by the DFO (T-0).

2.5.2. All by-laws for DAF sponsored FACs will be coordinated with the GFO and SAF/GCA prior to formal adoption by the respective Committee to eliminate potential conflicts (T-0).

2.6. Compensation and Awards.

2.6.1. Member and consultant nominees to DAF sponsored FACs will serve without compensation; however, travel expenses to attend committee meetings and conduct committee business will be paid by the Air Force (T-0).

2.6.2. Members who serve on DAF sponsored FACs may be recognized with an award based on the role they serve on the committee. See DoDI 1400.25 Vol. 451_DAFI 36-1004, *Civilian Recognition Program*, for additional information.

2.6.2.1. The outgoing Chairperson of an DAF sponsored FAC may be recognized with the Secretary of the Air Force Distinguished Public Service Award. See DoDI 1400.25 Vol 451_DAFI 36-1004.

2.6.2.2. The Outgoing Sub-Committee Chairs and Sub-Committee Vice-Chairs will be awarded the Chief of Staff of the Air Force Award for Exceptional Public Service (T-0). Outgoing Committee Members will be considered for the Commander's Public Service Award (T-0). The outgoing Committee members of an Air Force-sponsored FAC may be recognized with the Commander's Public Service Award and the European Public Sector Award (EPSA).

2.7. Closed Meeting Determinations.

2.7.1. The DFO shall coordinate requests to close or partially close a meeting of an DAF sponsored FAC to the public with the Air Force GFO and SAF/GCA prior to seeking SAF/AA approval (T-0).

2.7.2. Requests to close or partially-close a meeting of an DAF sponsored FAC to the public shall be coordinated, approved and submitted to the Air Force Federal Register Liaison Officer by the DFO no less than 30 calendar days prior to the meeting date to ensure timely processing and publication in the Federal Register (T-0).

2.7.2.1. Meeting notices that are not submitted in time to meet the 15-calendar day requirement shall include a request to waive the 15-calendar day requirement (T-0). The request must include an explanation of the circumstances resulting in the need to request the waiver (T-0). The GFO will coordinate and staff waiver requests to the DoD ACMO for resolution (T-0).

2.7.2.2. Neither the DFO nor the Committee Chairperson may limit the length of written statements submitted to the Committee for consideration by a member of the public (T-0).

2.8. Committee and Subcommittee Reports.

2.8.1. The DFO shall track each committee recommendation, staff the recommendations as appropriate, update the committee as appropriate and ensure the committee is provided a timely response on the final Air Force position for each recommendation (T-0).

2.8.2. The DFO shall maintain a current listing of all committee recommendations and Air Force disposition of each recommendation, to include any response to the committee (T-0).

2.8.3. The Air Force GFO shall review the GSA Federal Advisory Committee Act database to verify all required information is entered and complete for each DAF sponsored FAC by August 30 of each year (T-0). The GFO will work with each DFO to resolve any missing information or discrepancies (T-0). All reports of closed or partially closed meetings shall be submitted to the GFO annually (T-0). The GFO will consolidate the reports for all DAF sponsored FACs and submit to the DoD ACMO (T-0).

ANTHONY P. REARDON, SES, DAF
Administrative Assistant
Office of the Secretary of the Air Force

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

Department of Defense Directive 5015.02, *Department of Defense Records Management Program*, 24 February 2015

Deputy Secretary of Defense Memorandum, *Advisory Committee Management*, 9 October 2014

Department of Defense Deputy Chief Management Officer Memorandum, *Federal Advisory Committee Management Program – Policy and Procedural Changes*, 16 October 2014

AFPD 90-14, *Air Force Committee Management Program*, 9 February 2023

DoDI 1400.25 Vol 451_DAFI 36-1004, *Civilian Recognition Program*, 26 April 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

HAFMD 1-6, *The Administrative Assistant to the Secretary of the Air Force*, 22 December 2014

Title 5 USC § 3109, *Employment of experts and consultants; temporary or intermittent*

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

OGE Form 450, *Confidential Financial Disclosure Report*

Request for Appointment or Renewal of Appointment of Expert or Consultant or Advisory Board Member

DD Form 214, *Certificate of Uniformed Service*

Abbreviation and Acronyms

AU

BoV

CV

DAF

DFO

DoD

DoDI

EPSA (used once)

FAC

FFRDC (used once)

GFO

GSA

MFR

OGE

OSD
SAB
WHLO

Office Symbols

AETC/CC
AU/CC
AU/JA
DA&M
SAF/AA
SAF/AAI
SAF/AAR
SAF/AAIPO (not AFDPO/PPO)
SAF/AQB
SAF/DI
SAF/GC
SAF/GCA
AF/JAC
SAF/PA
SAF/US
SecAF
USecAF

Terms
None

Attachment 2**SAB CONTACT LIST FOR THE NOMINATION PROCESS**

Society of Women Engineers
Jennifer Scott, EVP, Strategic Partnerships and Events
jennifer.scott@sweoffice.org

Society of Hispanic Professional Engineers
Nicole Knoderer, Senior Director, Conferences and Events
partnerships@shpe.org

National Society of Black Engineers (NSBE)
Phil Jones, Senior Manager, Fund Development and Programs
pljones@nsbe.org

American Indian Science and Engineering Society (AISES)
Candace McDonough, Senior Development Officer
cmcdonough@aises.org

Association for Women in Computing (AWC)
Jill Sweeney, President
info@awc-hq.org

Chinese Institute of Engineers USA (CIE-USA)
info@aaeov.org

Society of Mexican American Engineers and Scientists (MAES)
Dr. Norma Sosa, National VP of Programs and Events
questions@mymaes.org

Black Engineers of the Year Award (BEYA)
Matt Bowman, Chief of Staff
mbowman@ccgmag.org

The National GEM Consortium
Brennon Marcono, CEO
bmarcano@gemfellowship.org
<https://www.gemfellowship.org/about-us/>

Other organizations/conferences that could be good sources are:

Society of Asian Scientists and Engineers (SASE)
<https://www.saseconnect.org/about-sase>

Great Minds in STEM (GMiS)
<https://greatmindsinstem.org/about/>

Out in STEM (o-STEM)

<https://www.ostem.org/page/about-ostem>

Attachment 3**AIR UNIVERSITY BOARD OF VISITORS CONTACT LIST FOR THE NOMINATION PROCESS**

Higher Education

- American Association of Blacks in Higher Education
<https://www.aabhe.education>
For more information contact: 202-559-8734 or email: info@aabhe.education
- American Association of Hispanics in Higher Education
<https://www.aahhe.org/>
For more information contact: 800-674-5660 or email: info@aahhe.org
- Asian Pacific Americans in Higher Education
<http://www.apahenational.org>
- American Association of State Colleges & Universities.
Ms. Tonja King, Executive Assistant to the Office of the President
Contact information: <https://www.aascu.org/aascu-staff/>, 202-478-4647

Military

- National Association of Minority Veterans of America
<https://www.namvetsamerica.org>
For more information contact: info@namvetsamerica.org
- The Center for Minority Veterans (part of the Veterans Administration)
<https://www.askva.gov>
For more information contact: 800-827-1000

Business/Industry

- Black Business Association
<https://www.bbala.org>
For more information contact: 323-291-9334 or email: bbamail2009@gmail.com
- United States Hispanic Chamber of Commerce
<https://www.usbcc.com>
For more information contact: 202-842-1212 or email: info@usbcc.com
- Asian American Chamber of Commerce
<https://www.asian-americanchamber.org>
For more information contact: 571-633-0754 or email: contact@asian-americanchamber.org