

Membership Balance Plan  
Reserve Forces Policy Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to 10 U.S.C. §§ 175 and 10301 and in accordance with the Federal Advisory Committee Act (FACA) (5 U.S.C., Appendix) and 41 C.F.R. § 102-3.50(a), established the Reserve Forces Policy Board (“the Board”), a non-discretionary advisory committee.
2. Mission/Function: The Board shall serve as an independent adviser to the Secretary of Defense to provide advice and recommendations on strategies, policies, and practices designed to improve and enhance the capabilities, efficiency, and effectiveness of the reserve components.
3. Points of View: The Board, consistent with 10 U.S.C. 10301(c), shall be composed of 20 members, appointed or designated as follows:
  - a. A civilian appointed by the Secretary of Defense from among persons determined by the Secretary to have the knowledge of, and experience in, policy matters relevant to national security and reserve component matters necessary to carry out the duties of the Board, who shall serve as chair of the Board.
  - b. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense upon the recommendation of the Secretary of the Army—
    - 1) one of whom shall be a member of the Army National Guard of the United States or a former member of the Army National Guard of the United States in the Retired Reserve; and
    - 2) one of whom shall be a member or retired member of the Army Reserve.
  - c. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense upon the recommendation of the Secretary of the Navy—
    - 1) one of whom shall be an active or retired officer of the Navy Reserve; and
    - 2) one of whom shall be an active or retired officer of the Marine Corps Reserve.
  - d. Two active or retired reserve officers or enlisted members designated by the Secretary of Defense upon the recommendation of the Secretary of the Air Force:
    - 1) One of whom shall be a member of the Air National Guard of the United States or a former member of the Air National Guard of the United States in the Retired Reserve; and
    - 2) one of whom shall be a member or retired member of the Air Force Reserve.
  - e. One active or retired reserve officer or enlisted member of the U.S. Coast Guard designated by the Secretary of Homeland Security.

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- f. Ten persons appointed or designated by the Secretary of Defense, each of whom shall be a United States citizen having significant knowledge of, and experience in, policy matters relevant to national security and reserve component matters and shall be one of the following—
  - 1) An individual not employed in any Federal or State department or agency.
  - 2) An individual employed by a Federal or State department or agency.
  - 3) An officer of a regular component of the armed forces on active duty, or an officer of a reserve component of the armed forces in an active status, who:
    - a. is serving or has served in a senior position on the Joint Staff, the headquarters staff of a Combatant Command, or the headquarters staff of an armed force; and
    - b. has experience in joint professional military education, joint qualification, and joint operations matters.
  
- g. A reserve officer of the Army, Navy, Air Force, or Marine Corps, who is a general or flag officer, recommended by the Chair and designated by the Secretary of Defense, who shall serve without vote—
  - 1) as military adviser to the Chair;
  - 2) as military executive officer of the Board; and
  - 3) as supervisor of the operations and staff of the Board.
  
- h. A senior enlisted member of a reserve component recommended by the Chair and designated by the Secretary of Defense, who shall serve without vote as enlisted military adviser to the Chair.

Each member, based upon his or her individual professional experience, provides his or her best judgment on the matters before the Board. Board members who are not full-time or permanent part-time Federal officers or employees, or members of the Armed Forces 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 will serve as regular government employee (RGE) members pursuant to 41 C.F.R. § 102-3.130(a). The DoD, unless otherwise required by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

The DoD has found that viewing the complex issues facing the Department through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which subsequent policy decisions are based.

- 4. Other Balance Factors: NA
  
- 5. Candidate Identification Process: Based on requirements in the Board's authorizing statute, DoD uses a variety of methods to identify potential Board members.

The Under Secretary of Defense for Personnel and Readiness (USD(P&R)), in consultation with senior Defense leaders, identifies potential candidates to serve as the Board's Chair. Once identified,

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the USD(P&R) will recommend the candidate to the Secretary of Defense, the Deputy Secretary of Defense, or the Chief Management Officer of the Department of Defense (“the DoD Appointing Authorities”) for consideration in accordance with DoD policies and procedures.

The Secretaries of the Military Department will each recommend two, for a total of six, active or retired reserve officers or enlisted members to serve on the Board. Once selected, the Secretaries of the Military Departments will forward their recommended nominees to the Board’s Designated Federal Officer (DFO) for consideration by the DoD Appointing Authorities for approval in accordance with DoD policies and procedures.

The DFO, on behalf of the Chair, will request candidates for the Board’s Military Executive and enlisted military advisor from the Military Services. Once identified, the Chair will interview each nominee and make a final recommendation to the DoD Appointing Authorities in accordance with established DoD procedures.

The DFO will identify potential candidates to serve on the Board to satisfy the requirements of 10 U.S.C. § 10301(c)(6). When identifying potential candidates, the DFO will consult with senior DoD officials, members of the Board, and the Board’s professional staff. Once identified, the USD(P&R) forwards the recommended nominees to the DoD Appointing Authorities in accordance with established DoD procedures.

The Secretary of Homeland Security will select one active or retired reserve officer or enlisted member of the U.S. Coast Guard for appointment to the Board. The selection and approval process by the Secretary of Homeland Security will be in accordance with established Department of Homeland Security procedures and is not subject to further approval by the Secretary of Defense.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Advisory Committee Management Officer (ACMO) and the DoD Office of General Counsel to ensure compliance with Federal and DoD governance requirements, including compliance with the Board’s statute, charter, and membership balance plan. The ACMO then forwards the cleared package to the DoD Appointing Authority.

Each appointment is for one-to-four year, with annual renewals, in accordance with DoD policies and procedures. No member, unless granted a policy deviation by the DoD Appointing Authority, may serve more than two consecutive terms of service on the Board, to include its subcommittees.

Following approval, the candidates shall complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for SGE members.

Membership vacancies for the Board and its subcommittees will be filled in the same manner as described in the previous 8 paragraphs above.

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6. Subcommittee Balance: 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.

Currently, DoD has approved three permanent subcommittees to the Board. The subcommittees shall have no more than 15 members who are eminent authorities in policy matters relevant to national security and reserve component matters and will meet four times per year. The three permanent subcommittees and their missions are—

- a. Subcommittee on Enhancing DoD’s Role in the Homeland is focused on improving the capability and capacity of the reserve component to address the increasing threats to the homeland.
- b. Subcommittee on Ensuring a Ready, Capable, Available, and Sustainable Operational Reserve is focused on retaining the operational capability and experience within the reserve component to meet future threats.
- c. Subcommittee on Supporting and Sustaining Reserve Component Personnel will assess whether the current Service member, families, and employers programs and policies are meeting the needs of an operational reserve.

Subcommittee members will be appointed for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the USD(P&R) and based upon the subject matters under consideration.

Subcommittee members, if not full-time or permanent part-time Federal officers or employees or members of the Armed Forces, will be appointed 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 serve as RGE members pursuant to 41 C.F.R. § 102-3.130(a). No subcommittee member may serve more than two consecutive terms of service without approval from the DoD Appointing Authorities.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget’s Revised Guidance on Appointment of Lobbyists to Federal Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.

8. Date Prepared/Updated: May 2, 2019