

Charter
Reserve Forces Policy Board

1. Committee's Official Designation: The committee shall be known as the Reserve Forces Policy Board ("the Board").
2. 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 this non-discretionary Board.
3. Objectives and Scope of Activities: The Board will provide advice and recommendations on the reserve component, as set out in paragraph four below.
4. Description of Duties: 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. The Board may act on those matters referred to it by the Chair and on any matter raised by a member of the Board or the Secretary of Defense.
5. Agency or Official to Whom the Committee Reports: The Board reports to the Secretary of Defense and/or the Deputy Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R), who may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Office of the USD(P&R), supports the Board and ensures compliance with the requirements of the FACA, the Government in the Sunshine Act (5 U.S.C. § 552b) ("the Sunshine Act"), governing Federal statutes and regulations, and DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$2,109,504.00. The estimated annual personnel cost to the DoD is 11.0 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD officer or employee designated in accordance with DoD policies and procedures.

The Board's DFO is required to attend all meetings of the Board and its subcommittee 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 policies and procedures, must attend the entire duration of all Board or subcommittee meetings.

The DFO, or the Alternate DFO, calls all Board and subcommittee meetings; prepares and approves all meeting agendas; and adjourns any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

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9. Estimated Number and Frequency of Meetings: The Board meets at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is four 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 terminates upon recession of 10 U.S.C. §§ 175 and 10301.
12. Membership and Designation: Consistent with the provisions of 10 U.S.C. § 10301(c), the Board 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 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.

The appointment of the Board members shall 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 officers or employees, or 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 officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members.

All Board members are appointed to provide advice on the basis of their best judgment without representing any particular points of view and in a manner that is free from conflict of interest.

Board members are not compensated for service on the Board, but each member is reimbursed for travel and per diem as it pertains to official business of the Board.

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13. Subcommittees: 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. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the DOD Appointing Authorities or the USD(P&R), as the DoD Sponsor. All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and DoD policies and procedures.

Such subcommittees shall not work independently of the Board and shall report all their recommendations and advice solely to the Board for its thorough discussion and deliberation at a properly noticed and open meeting. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. Neither the subcommittee nor any of its members may provide updates or reports directly to the DoD or to any Federal officer or employee. If a majority of Board members are appointed to particular subcommittee, then the subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which govern the Board's operations.

The appointment of individuals to serve on Board subcommittees shall be approved by the DoD Appointing Authorities for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies 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, if not full-time or permanent part-time Federal officers or employees, or 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, if not full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

The 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 DoD Appointing Authorities shall appoint the subcommittee leadership from among the membership previously appointed to serve on the subcommittee in accordance with DoD policies and procedures, for a one-to-two year term of service, with annual renewal, which shall not exceed the subcommittee member's approved subcommittee appointment. 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; and
- 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.

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14. Recordkeeping: The records of the Board shall be managed in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, and the appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act (FOIA) (5 U.S.C. § 552).

15. Filing Date: May 2, 2019