

Membership Balance Plan
Defense Science Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (5 U.S.C., Appendix) and 41 C.F.R. § 102-3.50(d), established the Defense Science Board (DSB) as a discretionary advisory committee.
2. Mission/Function: The DSB provides independent advice and recommendations on matters concerning science, technology, manufacturing, acquisition process, and other topics of special interest to the DoD in response to specific tasks from the Secretary of Defense, the Deputy Secretary of Defense (“the DoD Appointing Authority”), or the Under Secretary of Defense (Research and Engineering) (USD(R&E)).
3. Points of View: The DSB shall be composed of no more than 40 members, who are eminent authorities in the fields of science, technology, manufacturing, acquisition process, and other matters of special interest to the DoD. Membership will consist of talented private sector leader with a diversity of background, experience, and thought in support of the DSB mission.

The DoD, in evaluating candidates for the DSB, considers the candidate’s educational and professional experience concerning the subject matters anticipated to be tasked to the DSB. The DoD has found that viewing the complex issues facing the DoD through a multidisciplinary advisory committee provides the DoD and, more importantly, the American public with a broader understanding of the issues on which subsequent policy decisions are based. Membership shall be fairly balanced to provide a variety of background, experience, and thought in support of the DSB’s mission. The DSB’s membership balance is not static, and the DoD Appointing Authority may change the membership based upon work assigned to the DSB by the DoD Appointing Authority or the USD(R&E)), as the DSB’s Sponsor.

Each DSB member, based upon their individual experiences, exercises his or her own best judgment concerning matters before the DSB, does not represent any particular point of view, and discusses and deliberates in a manner that is free from conflicts of interest. DSB members who are not full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. DSB members who are full-time or permanent part-time Federal civilian officers or employees, or active duty members of the Uniformed Services, shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise provided for by statute, does not use representative members on DoD-established or supported advisory committees.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the DSB, reviews the education and professional credentials of individuals and bases its selection on this review and the subject matters to be handles by the DSB.

The process is designed to promote diversity of background, experience, and thought. Initially, the USD(R&E) requesting recommendations for potential candidates from the DSB's professional staff and senior DoD career and political officials. Potential candidates for appointment come from government service, military service, academia, or private industry, and individual appointments are based on the subject matter being reviewed by the DSB. In selecting members, the DoD seeks to capitalize on talented, innovative private and public sector leaders to provide a more diverse and inclusive DSB membership.

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Once potential candidates are identified, the Designated Federal Officer (DFO), in consultation with the DSB's staff, reviews the credentials of each individual and narrows the list of potential candidates. The list of candidates, once finalized by the DFO, is reviewed by the USD(R&E) in consultation with the Special Assistant to the Secretary of Defense for White House Liaison (SATSD(WHL)). The USD(R&E), in his or her review, strives to achieve a balance between the professional credentials of the individuals and the near-term subjects to be reviewed by the DSB to achieve a membership that is diverse and inclusive, both in terms of points of view to be represented and the functions to be performed by the DSB.

Before formal nomination to the DoD Appointing Authority, the list of potential nominees is reviewed by the Office of General Counsel of the Department of Defense, the SATSD(WHL), and the DoD Advisory Committee Management Officer (ACMO) to ensure compliance with Federal and DoD governance requirements, including compliance with the DSB's charter and membership balance plan. Following this review, the Director of Administration and Management forwards the DoD Appointment Approval Instrument, which was prepared by the ACMO, to the DoD Appointing Authority for appointment consideration. Following approval by the DoD Appointing Authority, the candidates must complete appointment paperwork and training, to include any financial disclosure or other ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

All DSB appointments are for a term of service of one-to-four years with annual renewals. No member, unless approved by the DoD Appointing Authority, may serve more than two consecutive terms of service on the DSB, including its subcommittees. Membership vacancies for the DSB will be filled in the same manner as described above.

6. Subcommittee Appointments: The DoD, when necessary and consistent with the DSB's mission and DoD policy and procedures, may establish subcommittees, task forces, or working groups ("subcommittees") to support the DSB.

Individuals considered for appointment to any subcommittee of the DSB may come from the DSB itself or from new nominees, as recommended by the USD(R&E) and based upon the subject matters under consideration. Pursuant to DoD policy and procedures, the USD(R&E) shall follow the procedures described above in section 5 to nominate new members for appointment to a subcommittee.

Subcommittee members shall be appointed for a term of service of one-to-four years, with annual renewals; however, no member will serve more than two consecutive terms of service on a subcommittee unless previously approved by the DoD Appointing Authority.

7. Other: As nominees are considered for appointment to the DSB, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committee, Boards, and Commissions (79 FR 47482; August 13, 2014); the rules and regulations issued by the Office of Government Ethics; and the Director of the Office of Science and Technology Policy memorandum of December 17, 2010, concerning scientific integrity; and section 7 of the Presidential Memorandum, "Restoring Trust in Government Through Scientific Integrity and Evidence-Based Policymaking," dated January 27, 2021.

8. Date Prepared: May 6, 2022