

**Secretary of Energy Advisory Board  
U.S. Department of Energy**

**Advisory Committee Charter**

1. **Committee's Official Designation.** Secretary of Energy Advisory Board (SEAB or the Board)
2. **Authority.** SEAB is being reestablished in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. This charter reestablishes the Secretary of Energy Advisory Board under the authority of the U.S. Department of Energy (DOE).
3. **Objectives and Scope of Activities.** The Board will provide advice and recommendations to the Secretary of Energy on the Department's basic and applied research and development activities, economic and national security policy, educational issues, operational issues, and on any other activities and operations of the Department of Energy as the Secretary may direct.
4. **Description of Duties.** The duties of the Board are solely advisory and are as stated in Paragraph 3 above.
5. **Official to Whom the Committee Reports.** The Board reports to the Secretary of Energy.
6. **Agency Responsible for Providing the Necessary Support.** The Department of Energy will be responsible for financial and administrative support. Within DOE, financial support will be provided by the Office of Management (MA) and administrative support will be provided by the Office of the Secretary of Energy Advisory Board (AB).
7. **Estimated Annual Operating Cost and Staff Years.** The estimated annual operating cost of direct support to the Board and its subcommittees is \$1.5 million and requires approximately 5.0 person-years of full-time staff support.
8. **Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as the Executive Director, who shall serve as the Designated Federal Officer (DFO) when the Board meets. The Executive Director will approve or call all of the Board's and its subcommittees' meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when the Executive Director determines adjournment to be in the public interest. The Executive Director may appoint subcommittee directors who must be DOE employees and may serve as DFOs for subcommittee meetings.

- 9. Estimated Number and Frequency of Meetings.** The Board expects to meet at least once per year. Meetings may occur quarterly or as frequently as needed and approved by the Designated Federal Officer (DFO).

As required by FACA, the Board will hold open meetings unless the Secretary of Energy determines that a meeting or a portion of a meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code. Interested persons may attend meetings, appear before the Board or file comments with the Board.

Members of the Board serve without compensation. However, each appointed non-Federal member may be reimbursed for per diem and travel expenses incurred while attending Board meetings in accordance with the Federal Travel Regulations.

- 10. Duration.** The Board will be needed on a continuing basis.

- 11. Termination.** The Board is subject to biennial review and will terminate 2 years from the date the charter is filed, unless, prior to that time, the charter is renewed in accordance with Section 14 of the FACA.

- 12. Membership and Designation.** Membership will number approximately 20 persons. Board members will serve as either experts in their respective fields and appointed as special Government employees based on their knowledge and expertise of the topics expected to be addressed, or members will serve in representative capacity in fields of importance to DOE, such as management, basic sciences, research and development, energy resources and conservation, energy policy, national security issues, environmental science, economics, education, and business and public interest concerns.

Appointments may be made for up to two years. Members may be appointed for additional terms. Board members will be appointed by the Secretary of Energy. Members serve at the discretion of the Secretary.

The Secretary of Energy will appoint the Chair and may designate a vice-chair of the Board. The Chair will serve a two-year term, and may be reappointed for an additional term.

**13. Subcommittees.**

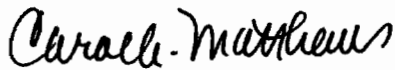
- a. To facilitate functioning of the Board, both standing and ad hoc subcommittees may be formed with the approval of the Department of Energy.
- b. The objectives of the subcommittee are to undertake fact-finding and analysis on specific topics and to provide appropriate information and recommendations to the Board.
- c. The Secretary or his designee, in consultation with the Chair or Co-Chairs, will appoint members of subcommittees. Members from outside the Board may be appointed to any subcommittee to assure the expertise necessary to conduct subcommittee business.

- d. The Secretary or his designee, in consultation with the Chair or Co-Chairs, will appoint subcommittee chairs.
- e. The DOE Committee Management Officer (CMO) will be notified upon establishment of each subcommittee.

**14. Recordkeeping.** The records of the Board and any subcommittee shall be handled in accordance with General Records Schedule 26, Item 2, and DOE Administrative Records, Schedule 16, Item 8b (1.1), and approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

**15. Filing Date.**

Date filed with Congress: AUG 30 2010



Carol A. Matthews  
Committee Management Officer