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

Advisory Committee Charter

1. **Committee's Official Designation.** Secretary of Energy Advisory Board (SEAB).

2. **Authority.** This charter establishes the Secretary of Energy Advisory Board (SEAB or the Board) under the authority of the U.S. Department of Energy (DOE). SEAB is being renewed in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2.

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.

7. **Estimated Annual Operating Cost and Staff Years.** The estimated annual operating cost of direct support to the Board and its subcommittees is $600,000 and requires approximately 2.0 FTE.

8. **Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as the DFO (or designee). The DFO (or designee) will approve or call all of the Board's and subcommittee's meetings, and prepare and approve all meeting agendas, attend all Board and subcommittee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest.

9. **Estimated Number and Frequency of Meetings.** The Board expects to meet quarterly, or as frequently as needed and approved by the 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.

   Members of the Board serve without compensation. However, each appointed non-Federal member may be reimbursed for authorized 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. (If less than two years from date of establishment or renewal):** The Board terminates two years from the Charter filing date and may not meet if the Charter is not renewed biennially.

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 a 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 appoint a Co-Chair or Vice-chair of the Board. The Chair and Co-Chair (or Vice Chair) will serve a two-year term, and may be reappointed for an additional term.

13. **Subcommittees.** The Department of Energy has the authority to form subcommittees. The objectives of the subcommittees are to make recommendations to the parent Board with respect to particular matters related to the responsibilities of the parent Board. Such subcommittees or workgroups may not work independently of the chartered Board and must report their recommendations and advice to the full Board for full deliberation and discussion. Subcommittees and workgroups have no authority to make decisions on behalf of the chartered Board, nor can they report directly to the Department of Energy.

14. **Recordkeeping.** The records of the Board and any subcommittee shall be handled in accordance with General Records Schedule 6.2 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: August 29, 2016.

Amy Bodette

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