Charter
Board of Regents, Uniformed Services University of the Health Sciences

1. Advisory Committee's Official Designation: The committee shall be known as the Board of Regents, Uniformed Services University of the Health Sciences (BoR USUHS).

2. Authority: The Secretary of War (SecWar), pursuant to section 2113a of title 10, U.S.C. and in accordance with chapter 10 of title 5, U.S.C. (commonly known as "the Federal Advisory Committee Act" or "FACA") and 41 C.F.R. § 102-3.50(a), established this non-discretionary advisory committee.

3. Objectives and Scope of Activities: The BoR USUHS provides independent advice and recommendations on matters pertaining to carrying out the Secretary's responsibility to conduct the business of the Uniformed Services University of the Health Sciences ("the University").

4. Description of Duties: The BoR USUHS provides independent advice and recommendations on academic and administrative matters critical to the full accreditation and successful operation of the University.

5. Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations: The BoR USUHS reports to the SecWar and the Deputy Secretary of War ("the Department of War (DoW) Appointing Authority"), through the Under Secretary of War for Personnel and Readiness (USW(P&R)), who has the delegated authority to act upon the BoR USUHS' advice and recommendations.

6. Support: The DoW, through the Office of the USW(P&R), provides support for the BoR USUHS' functions and ensures compliance with the requirements of the FACA, section 552b of title 5, U.S.C. (commonly known as "the Government in the Sunshine Act" or "the Sunshine Act"), governing Federal statutes and regulations, and DoW policy and procedures.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include personnel travel, meetings, and contract support, is approximately $359,326.09. The estimated annual fully burdened personnel cost to the DoW is 1.2 full-time equivalent at $218,913.00, which includes basic pay with cost-of-living allowances. Program element to support BoR USUHS administration, operations, and contract support is $91,531.00. The estimated reimbursement costs for BoR USUHS staff and members travel and per-diem are $48,882.09.

8. Designated Federal Officer (DFO): The BoR USUHS' DFO shall be a full-time or permanent part-time DoW civilian officer or employee, or active-duty member of the Armed Forces, designated in accordance with governing DoW policy and procedures.

   The BoR USUHS' DFO is required to attend all BoR USUHS and subcommittee meetings for the entirety of each meeting. However, in the absence of the BoR USUHS' DFO, a properly approved Alternate DFO duly designated to the BoR USUHS in accordance with DoW policy and procedures, shall attend the entirety of all BoR USUHS and subcommittee meetings.

The DFO, or the Alternate DFO, approves or calls all BoR USUHS 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 DoW policy and procedures.

The DFO will fulfill the requirements under section 10(b) of the FACA and will maintain information on advisory committee activities and provide such information to the public as applicable. The DFO will ensure advisory committee members and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with the FACA and 41 C.F.R. § 102-3.

9. Estimated Number and Frequency of Meetings: The BoR USUHS shall meet at the call of the BoR USUHS' DFO, in consultation with the BoR USUHS' Chair. The BoR USUHS shall meet at least once a quarter.

10. Duration: The need for this advisory committee is on a continuing, subject to the Termination section below.

11. Termination: The BoR USUHS terminates upon recession of 10 U.S.C. § 2113a.

12. Membership and Designation: Pursuant to 10 U.S.C. § 2113a(b), the BoR USUHS shall consist of 16 members appointed by the DoW Appointing Authority, as follows:

    a. nine persons outstanding in the fields of health care, higher education administration, or public policy, who shall be appointed from civilian life by the DoW Appointing authority;
    b. the Secretary of Defense, or his or her designee, who shall be an ex officio member;
    c. the Director of the Defense Health Agency, who shall be an ex officio member;
    d. the Surgeons General of the Uniformed Services, who shall be ex officio members; and
    e. the President of the University, who shall be a non-voting ex officio member.

    BoR USUHS members who are not ex officio members shall be appointed by the DoW Appointing Authority, pursuant to 10 U.S.C. §§ 2113a(b)(1) and (c) for a six-year term of service except that:

    a. any member appointed to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term; and,
    b. any member whose term of office has expired shall continue to serve until his or her successor is appointed.

    Appointments for BoR USUHS members who are not ex officio members shall be renewed on an annual basis in accordance with DoW policy and procedures. No member, unless approved by the DoW Appointing Authority in writing, may serve on more than two DoW Federal advisory committees at one time or serve more than two consecutive terms of service on an advisory committee, to include its subcommittees.

BoR USUHS members who are not full-time or permanent part-time Federal civilian officers or employees, nor 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. BoR USUHS members who are full-time or permanent part-time Federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be designated pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members.

Pursuant to 10 U.S.C. § 2113a(d), the DoW Appointing Authority shall appoint the BoR USUHS chair for a term of service of one-to-two years, with annual renewal, which shall not exceed the member's approved BoR USUHS appointment, in accordance with DoW policy and procedures.

All members of the BoR USUHS are appointed to exercise their own best judgement on behalf of the DoW, without representing any particular point of view, and to discuss and deliberate in a manner that is free from conflicts of interest.

Pursuant to 10 U.S.C. § 2113a(e), BoR USUHS members, who are not ex officio members, shall be entitled to receive compensation. In accordance with a May 5, 2022 decision by the Secretary of Defense, each BoR USUHS members appointed consistent with 10 U.S.C. § 2113a(b)(1), shall be entitled to receive compensation at the daily GS-15, step 10 level rate, with locality pay, while attending conferences or meetings or otherwise performing official duties as a member of the BoR USUHS. All BoR USUHS members shall be eligible for official BoR USUHS-related travel and per diem.

13. Subcommittees: The DoW, when necessary and consistent with the BoR USUHS' mission and DoW policy and procedures, may establish subcommittees, task forces, task groups, or working groups ("subcommittees") to support the BoR USUHS. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the DoW Appointing Authority or the USW(P&R), as the BoR USUHS' Sponsor. All subcommittees shall operate in accordance with the FACA, the Sunshine Act, governing Federal statutes and regulations, and DoW policy and procedures. All subcommittees shall terminate when the BoR USUHS does.

Such subcommittees shall not work independently of the BoR USUHS and shall report all their recommendations and advice solely to the BoR USUHS for its thorough discussion and deliberation at a properly noticed and open meeting, unless the meeting must be closed in accordance with one or more of the exemptions found in the Sunshine Act. Subcommittees have no authority to make decisions or recommendations, orally or in writing, on behalf of the BoR USUHS. Neither the subcommittee nor any of its members may provide updates or reports, orally or in writing, directly to the DoW or to any Federal civilian officers or employees, or members of the Uniformed Services. If a majority of BoR USUHS members are appointed to a particular subcommittee, then that subcommittee may be required to operate pursuant to the same notice and openness requirements of the FACA which governs the BoR USUHS' operations.

Individual appointments to serve on BoR USUHS subcommittees shall be approved by the DoW Appointing Authority for a term of service of one-to-four years, with annual renewals, in accordance with DoW policy and procedures. No member shall serve more than two consecutive terms of service on the subcommittee without prior approval from the DoW Appointing Authority. Subcommittee 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 SGE members. Subcommittee members who are full-time or permanent part-time Federal civilian officers or employees, or active-duty members of the Uniformed Services, shall be designated pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

The DoW Appointing Authority shall appoint the subcommittee leadership from among the membership previously approved to serve on the subcommittee in accordance with DoW policy and procedures, for a term of service of one-to-two years, with annual renewal, which shall not exceed the subcommittee member's approved subcommittee appointment.

All subcommittee members are appointed to exercise their own best judgment on behalf of the DoW, without representing any particular points of view, and to discuss and deliberate in a manner that is free from conflicts of interest. With the exception of reimbursement for travel and per diem related to the BoR USUHS or its subcommittees, subcommittee members shall serve without compensation.

14. Recordkeeping: The records of the BoR USUHS and its subcommittees will be managed in accordance with General Record Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, as well as the appropriate DoW policy and procedures. These records will be available for public inspection and copying, subject to section 552 of title 5, U.S.C.

15. Filing Date: July 9, 2026