

**CHARTER OF THE SCIENTIFIC ADVISORY BOARD OF  
THE ARMED FORCES INSTITUTE OF PATHOLOGY**

**A. THE COMMITTEE'S OFFICIAL DESIGNATION**

The official designation of this committee is the Scientific Advisory Board of the Armed Forces Institute of Pathology, hereinafter referred to as "the Board."

**B. THE BOARD'S OBJECTIVES AND THE SCOPE OF ITS ACTIVITIES**

The Board serves in the public interest as a scientific advisory board to the Director, Armed Forces Institute of Pathology, to provide the Director and the staff with scientific and professional advice and guidance in matters pertaining to operational programs and proceedings such as various aspects of the Institute's consultation, education and research in pathology to include: character, scope and adequacy of these areas; the correlation with other institutions and agencies; utilization of updated techniques and equipment; and review for quality control.

**C. THE PERIOD OF TIME NECESSARY FOR THE BOARD TO CARRY OUT ITS PURPOSES**

Continuing

**D. THE AGENCY OR OFFICIAL TO WHOM THE BOARD REPORTS**

The Board shall report to the Director, Armed Forces Institute of Pathology.

**E. THE AGENCY RESPONSIBLE FOR PROVIDING THE NECESSARY SUPPORT FOR THE BOARD**

The Armed Forces Institute of Pathology is responsible for providing necessary support to the Board.

**F. A DESCRIPTION OF THE DUTIES FOR WHICH THE BOARD IS RESPONSIBLE AND, IF SUCH DUTIES ARE NOT SOLELY ADVISORY, A SPECIFICATION OF AUTHORITY FOR SUCH FUNCTIONS**

The duties of the Board are to advise the Director, Armed Forces Institute of Pathology, on matters pertaining to:

(1) The character, scope, and adequacy of educational and experimental, statistical, and morphological research programs undertaken by the Institute to include their correlation with other medical specialties.

(2) The correlation of education and research conducted in the Institute with that of other Institutions to avoid unnecessary duplication and to facilitate the work of the Institute.

(3) The utilization for education and research purposes of the vast accumulation of pathologic material in the Institute to include their use in the National Museum of Health and Medicine of the Armed Forces Institute of Pathology.

(4) The character, scope, and adequacy of the technical professional training programs of the Institute for Medical Department personnel and others.

(5) The use of new techniques, equipment and scientific apparatus in consultation, education and research.

(6) The character, size and adequacy of consultation services to include the development and evaluation of new pathologic tests and diagnostic procedures.

(7) The continuation of review for quality control of pathologic diagnoses for governmental medical services.

#### **G. THE ESTIMATED ANNUAL OPERATING COSTS IN DOLLARS AND MAN-YEARS FOR THE BOARD**

The estimated annual operating cost of the Board is \$124,439. Total man-year requirement is less than 0.5 man-years.

#### **H. THE ESTIMATED NUMBER AND FREQUENCY OF BOARD MEETINGS**

The Board shall meet twice annually

#### **I. THE BOARD'S TERMINATION DATE, IF LESS THAN 2 YEARS FROM THE DATE OF THE BOARD'S ESTABLISHMENT**

Two years from the date the charter is filed or when its objective has been obtained, whichever is sooner, unless prior approval is received for continuation.

#### **J. COMPOSITION AND TERMS OF MEMBERSHIP**

The Board shall have a balanced membership composed of not more than 30 members, no more than 18 selected from the civilian community on the basis of their national and international prominence in medicine and science allied to the functions of the Institute, and no more than 12 from the following Federal sectors: Each military medical service (2 each, including each service's consulting pathologist), Veterans Affairs (1 each), Health and Human Services (1 each), and the Uniformed Services University of the Health Sciences (1 each) and 3 from the general federal medical sector. No non-federal civilian member of the Board shall be eligible to vote on or participate in any discussion or decision of the Scientific Advisory Board affecting research projects of their own or research projects of the organization or Institute which employs them. Each civilian member will be appointed upon the recommendation of the Director, Armed Forces Institute of Pathology, through the Army Surgeon General, by the Secretary of Defense or his designee. The basic term of office of the civilian members shall be two years and they may be reappointed for two additional two-year terms at the discretion of the Institute, if consistent with Department of Defense policy. Terms shall be staggered to provide a

rotating membership. Federal members shall be recommended by and serve at the discretion of their respective agencies. The Principal Deputy Director, Armed Forces Institute of Pathology, who is a full time salaried Federal Officer, shall serve as the agency representative with full authority to adjourn any meeting which she considers not to be in the public interest and her Program Manager shall serve as Executive Secretary of the Board.

**K. SUBCOMMITTEES.**

The Board may organize itself into an Executive Committee and subcommittees, as needed, to carry out its duties.

**L. DATE CHARTER FILED. February 28, 2004**