

AMENDED DAC CHARTER

Charter of the Drone Advisory Committee U.S. Department of Transportation

1. **Committee's Official Designation.** The Committee's official designation is the Drone Advisory Committee (DAC).
2. **Authority.** The Committee is established under the authority of the U.S. Department of Transportation (DOT), in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, Pub. L. 92-463, 5 U.S.C. App 2. The Secretary of Transportation has determined that the establishment of the Committee is in the public interest.
3. **Objectives and Scope of Activities.** The objective of the DAC is to provide independent advice and recommendations to the Department of Transportation (DOT) and the Federal Aviation Administration (FAA) and to respond to specific taskings received directly from the FAA. The advice, recommendations, and taskings relate to improving the efficiency and safety of integrating Unmanned Aircraft Systems (UAS) into the National Airspace System. In response to FAA requests, the DAC may provide the FAA and DOT with information that may be used for tactical and strategic planning purposes.
4. **Description of Duties.** The DAC will act solely in an advisory capacity and will not exercise program management responsibilities. Decisions directly affecting implementation of transportation policy will remain with the FAA Administrator and the Secretary of Transportation. The DAC will:
 - a. Undertake only tasks assigned by the FAA
 - b. Deliberate on and approve recommendations for assigned tasks in meetings that are open to the public.
 - c. Respond to ad-hoc informational requests from DOT and the FAA and or provide input to DOT and the FAA on the overall DAC structure (including the structure of subcommittees and or task groups).
5. **Agency or Official to Whom the Committee Reports.** The DAC reports to the Secretary of the U.S. Department of Transportation (DOT) through the FAA Administrator.
6. **Support.** The FAA will provide support as consistent with the act, including funding for the Committee. The UAS Integration Office is the primary entity within the FAA responsible for supporting the DAC.
7. **Estimated Annual Operating Costs and Staff Years.** The FAA's annual operating costs to support the DAC for the period and scope specified by the charter is approximately

\$460,000, which includes 2.0 full-time equivalent salary and benefits at \$413,000, plus \$47,000 for meeting, travel, and miscellaneous expenses.

8. Designated Federal Officer. The FAA Administrator, on behalf of the Secretary of Transportation, will appoint a full-time or permanent part-time Federal employee to serve as the DAC Designated Federal Officer (DFO). The DAC DFO will ensure that administrative support is provided for all activities. The DFO will:

- a. Ensure compliance with FACA and any other applicable laws and regulations.
- b. Call and attend all the committee and subcommittee meetings.
- c. Formulate and approve, in consultation with the Chair, all committee and subcommittee agendas.
- d. Notify all Committee members of the time, place, and agenda for any meeting.
- e. Maintain membership records.
- f. Ensure efficient operations, including maintaining itemized contractor invoices.
- g. Maintain all DAC records and files.
- h. Adjourn any meeting when doing so would be in the public interest.
- i. Chair meetings when directed to do so by the FAA Administrator.

9. Estimated Number and Frequency of Meetings.

- a. DAC estimates meeting three times a year to carry out its responsibilities. DAC meetings will be open to the public, except as provided under Section 10(d) of FACA, as implemented by 41 CFR part 102-3, and DOT Order 1120.3B.

10. Duration. Continuing, subject to renewal every 2 years.

11. Termination. The charter will terminate 2 years after its effective date, unless renewed in accordance with FACA and other applicable regulations. If the DAC is terminated, the FAA will give as much advance notice as possible of such action to all participants.

12. Membership and Designation. DAC shall comprise members appointed by the U.S. Secretary of Transportation upon recommendation by the FAA Administrator. All DAC members serve at the pleasure of the Secretary of Transportation.

- a. The DAC will have no more than 35 members. Members represent airports and airport communities; pilot and controller labor groups; local, state, and tribal governments; navigation, communication, surveillance, and air traffic management capability providers; research, development, and academia; agricultural interests; traditional manned aviation operators; UAS hardware component manufacturers; UAS manufacturers; corporate UAS operators; citizen UAS Operators; UAS software application manufacturers; advanced air mobility and industry associations or other specific areas of interest as determined by the DAC DFO.
- b. Members will serve without charge, and without government compensation. Members who represent a particular interest of employment, education, experience, or affiliation with a specific aviation related organization will serve as representatives. Members appointed solely for their expertise serve as Special Government Employees.
- c. Member representatives and SGEs are appointed for a 2-year term, but can continue to serve until their replacement is chosen or they are reappointed

13. Subcommittees. The FAA Administrator has the authority to create and dissolve subcommittees as needed. Subcommittees must not work independently of the DAC. They must provide recommendations and advice to the DAC, not the FAA, for deliberation, discussion, and approval.

14. Recordkeeping. The records of the DAC are handled in accordance with the National Archives and Records Administration (NARA) General Records Schedule 6.2, or other approved agency records disposition schedules. Subject to the Freedom of Information Act, 5 U.S.C. § 552, the records, reports, transcripts, minutes, and other documents that are made available to, or prepared for or by DAC will be available for public inspection at https://www.faa.gov/uas/programs_partnerships/drone_advisory_committee/.

15. Filing Date. This charter is effective June 12, 2020, and will expire 2 years from that date on June 12, 2022. The amended charter is effective January 13, 2021