

**NATIONAL SCIENCE FOUNDATION
CHARTER OF THE
BUSINESS AND OPERATIONS ADVISORY COMMITTEE (9556)**

I. SCOPE AND OBJECTIVES

The Committee provides advice to the Director, Office of Budget, Finance, and Award Management (BFA) and the Director, Office of Information and Resource Management (IRM) of the National Science Foundation concerning issues related to the oversight, integrity, development and enhancement for improved performance of NSF's business operations. These operations are critical in assuring that the agency effectively implements its science, technology and education mission. Emphasis will be placed on how NSF can most effectively meet its strategic goals and other statutory accountability requirements related to its business operations, including financial and administrative operations, award management, business policies and procedures, human resource development and information and communications systems.

The Committee will not only advise on current best practices, but will also look to the future regarding advances on the frontiers of management issues. Specialized guidance may be addressed through the use of subcommittees, task groups or committees of visitors (COVs) within the structure of the Advisory Committee.

The Committee will place emphasis on NSF's business practices and operations and innovative approaches to NSF's strategic goal achievement. The Committee will serve as a resource for considerations in internal workforce planning, corporate systems design and cutting edge technology as well as the form and function for both BFA and IRM. The Committee may look at and advise upon, operational models, skill mixes, internal customer service delivery, and process improvements in BFA/IRM areas of responsibility. They may also be called upon for advice on implementing best practices for NSF on simplification, standardization, shared services with other agencies, outsourcing and cross-servicing.

The Committee shall from time to time examine its charter and recommend changes to the BFA and IRM Directors for their consideration.

II. DESCRIPTION OF DUTIES

The Committee will produce a letter report on its activities and recommendations to be presented to the Directors of BFA and IRM.

III. DURATION AND MEMBERSHIP

A. Duration

It is expected that the Committee will continue indefinitely with renewals of the charter every two years as required under FACA.

B. Membership

The Advisory Committee is composed of approximately 16 members selected jointly by the Directors of BFA and IRM of the National Science Foundation. The BFA and IRM Directors will select the Chairperson or Co-chairs for the Committee from among the Committee members. Members are selected for a term of three years, which may be renewed at the discretion of the Directors of BFA and IRM.

Members are selected to achieve a balance of viewpoints and expertise in scientific research administration, education management and business communities, including business professionals and academics in the field. Professional stature and familiarity with the National Science Foundation and its business responsibilities are considered in selecting Advisory Committee members.

IV. MEETINGS

The Committee will typically meet twice a year – fall and spring. Subcommittees may have additional meetings.

V. SUPPORT

The National Science Foundation will provide all operating and staff support costs for the Committee.

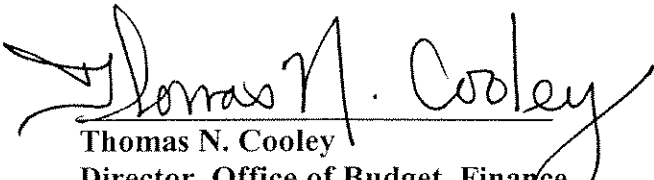
The estimated annual operating cost of this Committee is about \$62,000 which includes about \$38,700 in staff support. Staff support is approximately 0.28 person-years.

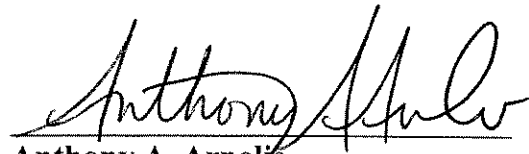
VI. DESIGNATED FEDERAL OFFICER

The Designated Federal Officer (DFO) duties will be shared between the Directors of BFA and IRM. Alternate DFOs may be appointed.

VI. CERTIFICATION

This Committee is determined to be necessary and in the public interest.


Thomas N. Cooley
Director, Office of Budget, Finance,
and Award Management


Anthony A. Arnold
Director, Office of Information
and Resource Management