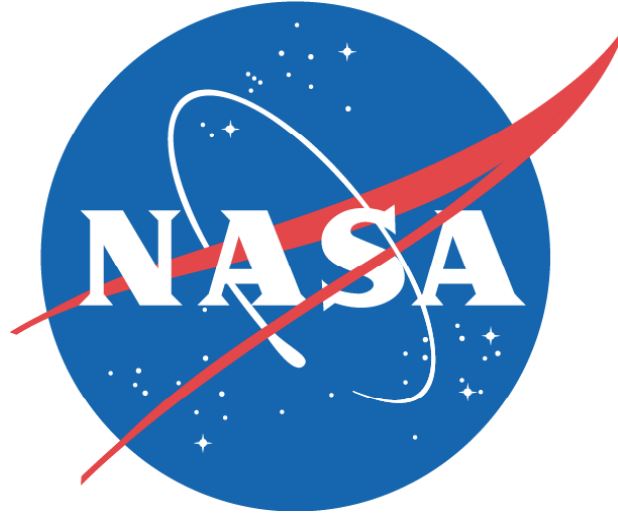


Responsible Office: Code I
Subject: Advisory Committee Charters & Reporting



Office of Policy and Plans

Office Work Instruction

Advisory Committee Charters & Reporting

Approved by Lori B. Garver
Associate Administrator
Office of Policy and Plans

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	
Admin Update	Baseline	4/24/02	Administrative Update to change responsible organization from Code Z to Code I. Action taken as a result of the July 10, 2001 memo from Administrator Dan Goldin to redistribute Code Z functions to other offices at HQS. Authorization made via email on 4/24/02 from Code I/Lynn Cline to transfer this OWI to her organization. (This OWI use to be Z002.)

1. Purpose

The purpose of this procedure is to document a NASA process that implements statutory requirements governing the use of advisory committees by Federal departments and agencies. Specifically, this OWI covers NASA processes for chartering Advisory Committees and providing annual report data.

2. Scope and Applicability

This OWI describes one of the processes by which the Office of Policy and Plans provides coordination and oversight for legal compliance and management of NASA's advisory committee activities. It applies to all NASA Enterprises, Functional Offices, and Centers.

3. Definitions

FACA. The Federal Advisory Committee Act, a Federal statute that prescribes the legitimate purposes, membership, and operations of advisory committees comprised wholly or in part of non-US Government employees.

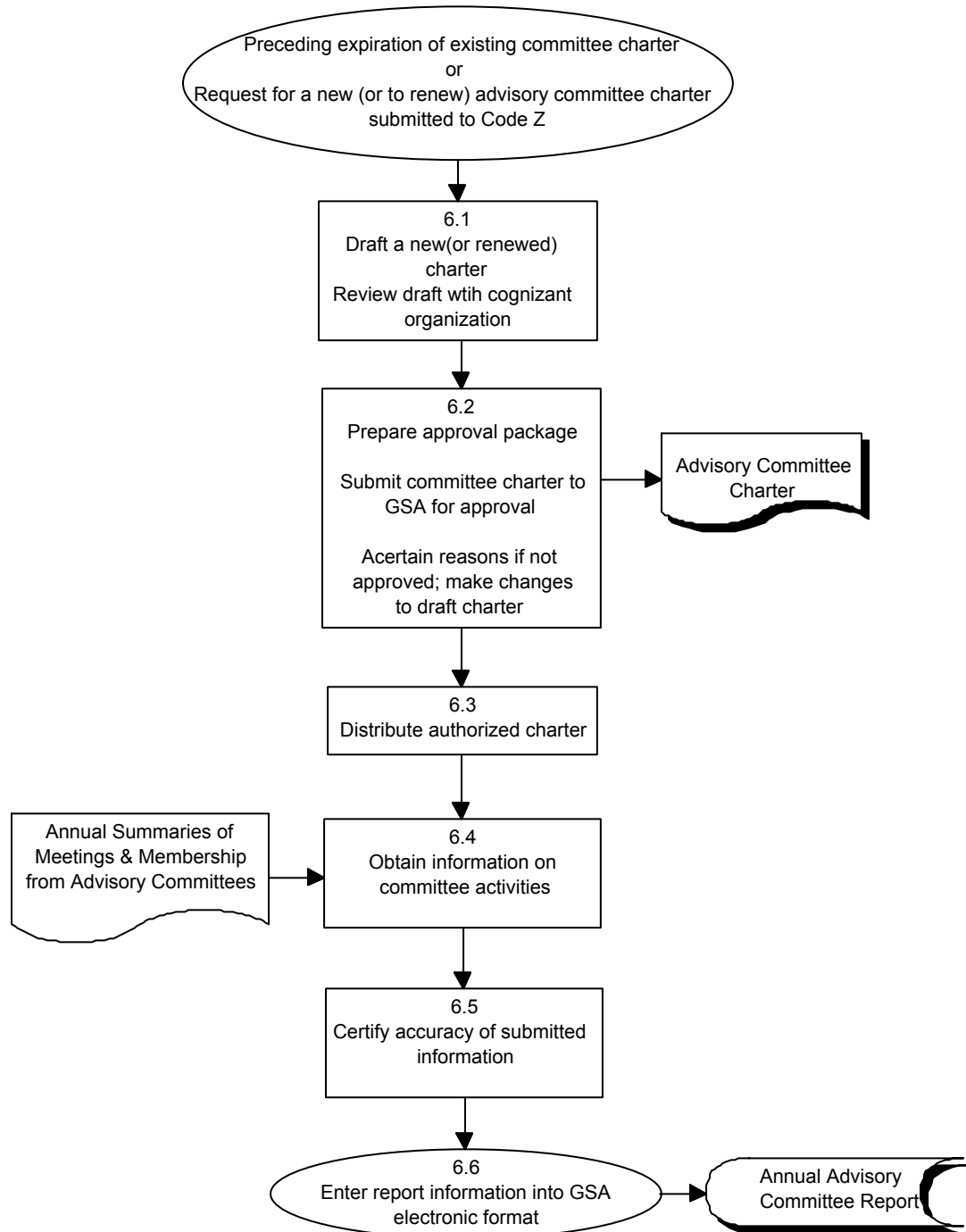
GSA. The U.S. General Services Administration, which has Government-wide implementation responsibility for FACA.

4. References

- 4.1 42 U.S.C 2473, National Aeronautics and Space Act of 1958, as amended; Sect. 203 (c)(7).
- 4.2 5 U.S.C. §§ 1 et. seq., "The Federal Advisory Committee Act."
- 4.3 41 C.F.R. Part 101-6.
- 4.4 NHB 1101.3, The NASA Organization.

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5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Advisory Committee Management Officer	Preceding the expiration of an existing committee charter, or upon receipt of a request for a new or revised advisory committee, determine the need for the committee as specified by the Federal Advisory Committee Act and determine the NASA organization with organizational responsibility for the committee. If committee is new or revised, request responsible code to prepare & submit draft charter using an ACMO. If committee is to be renewed, prepare draft charter from previous version.
6.2	Assistant Advisory Committee Management Officer	Prepare Administrator's signature package authorizing establishment, revision, or renewal of an advisory committee. (Concurrences required by Code Z, NASA offices with responsibility over the matters under the purview of the Advisory Committee, Code G, and Code AI.) Concurrent with final concurrence step submit committee charter to General Services Administration (GSA) for approval.
6.3	Assistant Advisory Committee Management Officer	File signed charter with Congressional committee(s) with jurisdiction over the matters under the purview of the advisory committee. Distribute charter to the NASA office responsible for the advisory committee, to GSA, and to the Library of Congress.
6.4	Advisory Committee Management Officer	Issue call via memo to NASA advisory committee Executive Secretaries for data to be included in annual advisory committee report to GSA.
6.5	Assistant Advisory Committee Management Officer	Receive Executive Secretary submissions, review against instructions in call memo, and enter NASA annual advisory committee report information into GSA electronic (computerized, internet based) database.
6.6	Advisory Committee Management Officer	Review submitted and entered data for annual advisory committee report, make any necessary corrections, and mark data as verified by ACMO in the GSA system.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Advisory Committee Charters	Adv. Cmte. Mgmt. Officer	Code Z Suite	Hard Copy	1.20	Destroy 5 years after termination of committee.
GSA Annual Report	GSA	GSA Com. Mgmt. Sec.	Electronic	See GSA	See GSA

APPENDIX : None