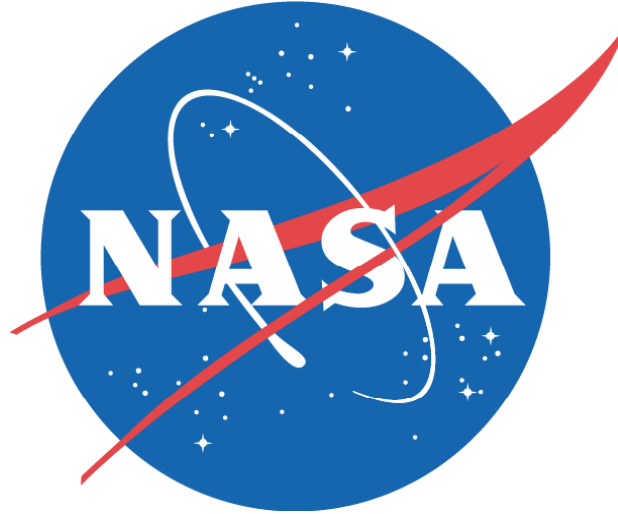


Responsible Office: Code I  
Subject: NASA Advisory Council Staff



Office of Policy and Plans

Office Work Instruction

## NASA Advisory Council Staff

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



Responsible Office: Code I  
Subject: NASA Advisory Council Staff

## 1. Purpose

The purpose of this procedure is to enable the operations of the NASA Advisory Council with senior level as well as administrative staff support provided by the Office of Policy and Plans.

## 2. Scope and Applicability

This OWI covers staff operations supporting the NASA Advisory Council, which are performed in Code Z. It applies to all NASA organizations (Enterprises, Functional/Staff offices, and Centers, including the Jet Propulsion Laboratory) which may be required, from time to time, to assist in hosting the meetings and supporting studies conducted by the Council.

## 3. Definitions

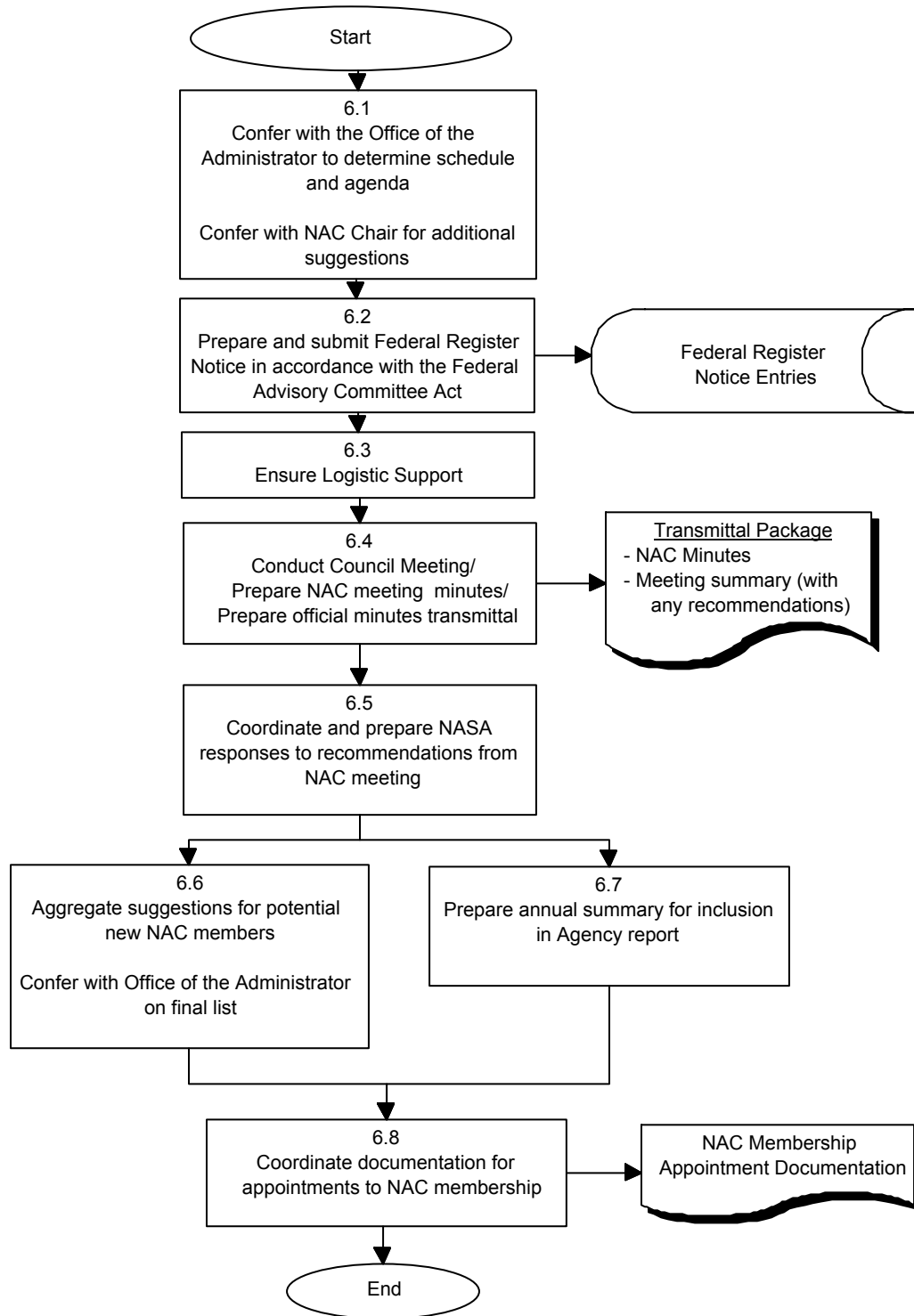
- 3.1 NASA Advisory Council (NAC). Comprised of accomplished senior-level individuals from the private sector (e.g., academia, business), the NASA Advisory Council meets regularly to offer the NASA Administrator broader perspectives on Agency program issues that the Administrator might not otherwise receive. The operations of the NASA Advisory Council are governed by the Federal Advisory Committee Act.
- 3.2 Federal Register Notice. A notification prepared by NASA and published in the Federal Register, announcing a forthcoming advisory committee meeting, its schedule, agenda, and the extent to which the meeting is open to the public.

## 4. References

- 42 U.S.C 2473, National Aeronautics and Space Act of 1958, as amended; Sect. 203 (c)(7).
- 4.1 5 U.S.C. §§ 1 et. seq., "The Federal Advisory Committee Act." See also 41 C.F.R. Part 101-6.
- 4.2 NHB 1101.3, The NASA Organization (Sept. 13, 1994).
- 4.3 NASA Advisory Council Charter, April 29, 1999

Responsible Office: Code I  
Subject: NASA Advisory Council Staff

## 5. Flowchart





Responsible Office: Code I  
Subject: NASA Advisory Council Staff

## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
NAC Meeting Minutes and Summary	NAC Staff Director	Code Z Files	Hard Copy	1.14 (A)	Permanent; retire to FRC when 2 years old. Transfer to NARA when 20 years old.
NAC Membership Documentation	NAC Staff Director	Code Z Files	Hard Copy	1.14 (A)	Permanent; retire to FRC when 2 years old. Transfer to NARA when 20 years old.

APPENDIX: None