

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

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled) Baseline	Document Revision	Effective Date 12/10/99	<u>Description</u>
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 Z003.)

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

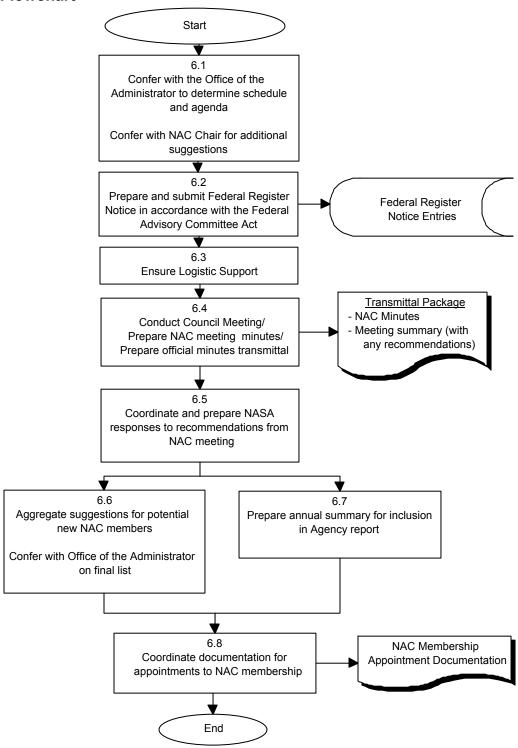
- 3.1 NASA Advisory Council (NAC). Comprised of accomplished senior-level individuals from the private sector (e.g., academia, business), the NASA Advisory Council meets regularly to offer the NASA Administrator broader perspectives on Agency program issues that the Administrator might not otherwise receive. The operations of the NASA Advisory Council are governed by the Federal Advisory Committee Act.
- 3.2 <u>Federal Register Notice.</u> 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

5. Flowchart



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6. Procedure

Step	Actionee	Action		
6.1	NAC Staff Director	Confer with the Office of the Administrator to determine schedule		
0.1	147 to otall bilector	and agenda of forthcoming meeting(s). Confer with NAC Chair		
		for additional suggestions for Administrator's consideration.		
6.2	NAC Staff Director,	Prepare and submit Federal Register Notice in accordance with		
		Federal Advisory Committee Act.		
6.3	NAC Staff Director,	Ensure timely and sufficient logistic support for NAC meeting.		
6.4	NAC Staff Director	Prepare minutes of NAC meeting; prepare official transmittal of		
		minutes, with meeting summary and any recommendations, to		
		the Administrator from the NAC chair.		
6.5	NAC Staff Director	Coordinate and prepare NASA responses to any		
		recommendations arising from NAC meeting.		
6.6 NAC Staff Director		Concurrent with above, aggregates suggestions from all sources		
		of potential new NAC members. Confers with Office of the		
		Administrator on final list of invitees.		
6.7	NAC Staff Director	Prepare annual summary of NAC meetings and membership for		
		inclusion in annual Agency report to the General Services		
		Administration (GSA). (See Code Z OWI #2A)		
6.8	NAC Staff Director,	Coordinate documentation for appointment of new and re-		
		appointed NAC members in accordance with 41 C.F.R. Part 101-		
		6 and the NAC charter. (See Code Z OWI #2A)		

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7. Quality Records

		Media: Electron ic or Hard Copy	Number and Item Number (NPG 1441.1)	
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 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.
	Director NAC Staff	Director Files NAC Staff Code Z	ic or Hard Copy NAC Staff Director NAC Staff Code Z Files Copy NAC Staff Code Z Hard Hard	ic or Hard Copy

APPENDIX: None