NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
CHARTER
OF THE
NATIONAL INDUSTRIAL SECURITY PROGRAM
POLICY ADVISORY COMMITTEE

1. **Official Designation.** The name of this advisory committee shall be the National Industrial Security Program Policy Advisory Committee (NISPPAC).

2. **Authority.** The Committee is governed by the provisions of the Federal Advisory Committee Act, (FACA), as amended (5 U.S.C. Appendix 2), which sets forth standards for the formation and use of advisory committees; and by Section 103 of Executive Order 12829, as amended, (the Order).

3. **Objectives and Scope.** The NISPPAC advises its Chairman, the Director of the Information Security Oversight Office (ISOO), on matters concerning the policies of the National Industrial Security Program, (NISP), including recommended changes to those policies as reflected in the Order, its implementing directives, or the operating manual established under the Order.

4. **Duties.** The NISPPAC shall serve as a forum to discuss policy issues in dispute and shall advise the Director of ISOO, the Secretary of Defense, and other executive branch officials on matters concerning the oversight of the NISP.

5. **Official(s) to Whom the Committee Reports.** The NISPPAC shall report to the Director of the Information Security Oversight Office, National Archives and Records Administration. The Director of ISOO appoints members of the NISPPAC.

6. **Support.** The Director of the Information Security Oversight Office shall provide the NISPPAC with administrative services, facilities, staff, and other support services necessary for the performance of its functions.

7. **Estimated Annual Operating Costs and Staff Years.** The estimated annual operating costs of the NISPPAC are $320,000.00. Staff support provided by the Information Security Oversight Office is estimated to be 2.2 staff years.

8. **Designated Federal Officer (DFO).** The DFO is a full time salaried employee of NARA and will perform the duties set forth in section 10(c) of the FACA, to include ensuring administrative and staff support to the Committee. The DFO will approve or call all of the advisory committee's and subcommittee's meetings, prepare and approve all meeting agendas, attend all committee and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the advisory committee reports.

9. **Estimated Number and Frequency of Meetings.** The NISPPAC shall meet at the request of the Chairman, but at least twice during the calendar year.

10. **Duration.** The need for the NISPPAC is continuing; it is subject to termination pursuant to Section 11 below.

11. **Termination**. Unless extended by the President NISPPAC will terminate on September 30, 2017.

12. **Membership and Designation.** Membership will consist of representatives (Regular Government Employees) of those Departments and agencies most affected by the NISP and a balanced membership consisting of non-Government representatives (Representative Members), contractors, licensees, and grantees involved with classified contracts, licenses, or grants (hereinafter referred to as contractors), as determined by the Chairman. There will be 16 government employee members, including the Chairman, and there will be eight non-government members. Non-government members represent all types and sizes of NISP contractor entities, whose scope of operations range from a one person entity, having a single classified contract to some of the largest U.S. corporations, having numerous classified contracts. All members will have expertise comprising the primary functions of an industrial security program, to include information, personnel, physical, and information system security.

The Designated Agency Ethics Official for NARA has determined that all non-Federal members of the Committee are "representatives" for purposes of federal ethics laws and regulations, and, thus, do not need to file financial disclosure annually. Any Federal employees who are appointed to the Committee must annually file confidential financial disclosure report on or before the date of their first participation in a Committee meeting.

13. **Subcommittees**. The Agency may establish subcommittees as necessary to accomplish functions of the full Committee.

14. **Recordkeeping.** The records of the Committee, formally and informally established subcommittees, or other subgroups of the Committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. Recommendations, resolutions, and reports shall be in writing and submitted by the Committee Chairperson. The DFO shall also provide the Archivist of the United States with minutes of each Committee meeting.

15. **Filing Date.**

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