U.S DEPARTMENT OF COMMERCE
CHARTER OF THE
NOAA SCIENCE ADVISORY BOARD

1. **Committee's Official Designation.** National Oceanic and Atmospheric Administration (NOAA) Science Advisory Board

2. **Authority.** The Secretary of Commerce approved the establishment of the National Oceanic and Atmospheric Administration (NOAA) Science Advisory Board (SAB) on August 15, 1997. The Board was initially chartered under the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App., on September 25, 1997, with the concurrence of the General Services Administration. The Secretary has determined the Board's continuance is in the public interest in connection with the performance of duties imposed by law on the Department.

3. **Objectives and Scope of Activities.**

   a. The SAB will advise the Under Secretary of Commerce for Oceans and Atmosphere (Under Secretary) on strategies for research, education, and application of science to operations and information services, so as to better understand and predict changes in Earth's environment and conserve and manage coastal and marine resources to meet the Nation's economic, social, and environmental needs.
   b. The SAB will advise the Under Secretary on other matters upon request.
   c. The SAB will submit reports to the Under Secretary.
   d. The SAB will conduct laboratory, cooperative institute, and program reviews, as requested.

4. **Description of Duties.** The committee shall function solely as an advisory body.

5. **Authority to Which the Committee Reports.** The committee shall report to the Under Secretary of Commerce for Oceans and Atmosphere.

6. **Support.** The committee will be staffed and coordinated through the SAB Executive Director's office located in the NOAA Office of Oceanic and Atmospheric Research.

7. **Estimated Annual Operating Costs and Staff Years.**

   a. The annual cost of operating the SAB is estimated at up to $450,000, which includes 2.5 person-years for staff support. This is exclusive of the cost of operating subcommittees, task forces, and working groups. All decisions concerning the Board's operations that impact or require the expenditure of Federal funds will be made by NOAA officials.
   b. Members of the SAB will not be compensated for their services, but will upon request be allowed travel and per diem expenses as authorized by 5 U.S.C. § 5701 et seq.

8. **Designated Federal Officer.** The Under Secretary will designate a full-time or permanent part-time employee, appointed in accordance with Department of Commerce procedures, to serve as the Designated Federal Officer (DFO). The DFO will approve or call all of the advisory committee meetings, prepare and approve all meeting agendas, attend all committee 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 Under Secretary.

9. **Estimated Number and Frequency of Meetings.** The SAB will meet approximately three times each year in person, if possible. Additional meetings may be called as deemed desirable by the Under Secretary and may include teleconferences or webinars. Members are expected to attend all meetings. If a Member should miss more than two consecutive in-person meetings without the permission of the Chair, that individual's membership will be reviewed by the Under Secretary.

10. **Membership and Designation.**

    a. The SAB will consist of approximately 15 members external to NOAA, appointed by the Under Secretary to assure balanced representation among preeminent scientists, engineers, educators, and science policy experts reflecting the full breadth of NOAA's areas of responsibility.
    b. The Chairperson will be chosen by the Under Secretary, and may be asked to assist in the selection of other Board members from experts suggested by appropriate organizations (e.g., National Academy of Sciences, professional societies, university consortia, and NOAA line and program offices). The term of the Chairperson will be until the end of the selected member's term on the Board or sooner, at the discretion of the Under Secretary.
    c. Members will be appointed for 3-year terms, renewable once, and serve at the discretion of the Under Secretary. Vacancy appointments shall be for the remainder of the unexpired term of the vacancy, and shall be renewable twice if the unexpired term is less than 1 year. Members whose terms have expired may remain on the Board until a replacement is appointed, at the specific request of the Under Secretary and not to exceed 1 year beyond the original end date of the final term.
    d. Members will be subject to ethical standards applicable to Special Government Employees.
    e. Members will be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance.

11. **Subcommittees.** NOAA may establish such subcommittees, consisting of SAB members, as may be necessary, and may establish task forces and working groups consisting of SAB members and/or experts as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance.

12. **Record-keeping.** 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 26, Item 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.

13. **Duration/Termination.** The charter shall terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Ellen Herbst

Chief Financial Officer and Assistant
Secretary for Administration

6/27/15
Date