# NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

# CHARTER OF THE

# HELIOPHYSICS ADVISORY COMMITTEE

1. **Official Designation**: Heliophysics Advisory Committee (HPAC).

2. **Authority**: Having determined that it is in the public interest in connection with the performance of Agency duties under the law, the NASA Administrator hereby establishes the HPAC's charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.

3. **Objectives and Scope of Activities**: The HPAC shall draw on the expertise of its members to provide advice and make recommendations to the Director, Heliophysics Division, Science Mission Directorate, NASA Headquarters (hereinafter, "Director, Heliophysics Division") on heliophysics programs, policies, plans, and priorities. The HPAC's recommendations and analysis can be used to inform decisions on the programmatic scope and priorities, as well as the implementation of heliophysics programs. In addition, the HPAC will provide a regular forum for broad discussion of heliophysics and the role of heliophysics within and outside of NASA.

4. **Description of Duties**: The HPAC shall function solely as an advisory body and comply fully with the provisions of the FACA. The HPAC shall be supported by subordinate groups, as needed, to cover the breadth and depth of scope as determined by the Director, Heliophysics Division.

5. **Official to Whom the Committee Reports**: The HPAC reports to the Director, Heliophysics Division.

6. **Support**: The Heliophysics Division will provide staff support for the HPAC and, in consultation with the NASA Advisory Committee Management Officer, is responsible for fulfilling the reporting requirements of Section 7(b) of FACA.

7. **Estimated Annual Operating Costs and Staff Years**: The Science Mission Directorate will provide the budget for operation of the HPAC. The total estimated annual operating cost for the HPAC is approximately $240,000, including 1.0 work years for NASA staff support.

8. **Designated Federal Officer**: The Executive Secretary of the HPAC shall be appointed by the Associate Administrator, Science Mission Directorate, and shall serve as the Designated Federal Officer (DFO). The DFO will be either a full-time or a permanent part-time employee, who will: call, attend, and adjourn committee and subordinate group meetings; approve agendas; maintain required records on costs and membership; ensure efficient operations; maintain records for availability to the public; and provide copies of the HPAC reports to the NASA Advisory Committee Management Officer for forwarding to the Library of Congress. The Executive Secretary will also coordinate with the members to ensure that all legal/ethics requirements pertaining to Special Government Employee (SGE) appointments are met. The requirements

include, though are not limited to, timely filing of annual financial disclosure reports and annual ethics training by a representative of NASA's Office of General Counsel (OGC) and seeking advice from the NASA OGC Ethics Team for any questions concerning Government ethics requirements that may arise.

**9. Estimated Number and Frequency of Meetings**: The HPAC shall meet two to four times a year or as required by the Director, Heliophysics Division. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, is not covered by FACA or will be closed in accordance with the Government in the Sunshine Act.

**10. Duration**: The HPAC is envisioned to be a continuing entity with charter renewals.

**11. Termination**: The HPAC terminates two years from the date of the filing of this charter unless renewed or terminated earlier by the NASA Administrator, after consultation with the Director, Heliophysics Division, and the Associate Administrator, Science Mission Directorate.

**12. Membership and Designation**: The HPAC shall consist of members without compensation to be selected by the Director, Heliophysics Division, following the Associate Administrator, Science Mission Directorate's written consultation and approval by the Administrator. Appointment letter(s) and reappointment letter(s) will be signed by the Associate Administrator, Science Mission Directorate, per delegation of the NASA Administrator. The Director, Heliophysics Division, shall ensure a balanced representation in terms of the points of view represented and the functions to be performed. Diversity shall be considered as well. The HPAC shall consist of approximately 12-20 members who will serve as SGEs (unless they are Regular Government Employees (RGEs)) for a two-year term, renewable at the discretion of the Director, Heliophysics Division. The Director, Heliophysics Division, shall designate the Chair of the HPAC, after consultation with the Associate Administrator, Science Mission Directorate, and this will be documented in the appointment letter or reappointment letter. The HPAC Chair also will serve as a member of the Science Committee, NASA Advisory Council, and also be formally appointed to this position. The Director, Heliophysics Division, also shall select a Vice-Chair from among the members, in consultation with the HPAC Chair.

**13. Subordinate Groups**: HPAC ad hoc task forces, Science Definition Teams (SDTs), Senior Reviews (SRs), and other subordinate groups as needed, may be established or discontinued at the discretion of the Director, Heliophysics Division, following consultation with the Associate Administrator, Science Mission Directorate. Members of the subordinate groups who are not RGE will be designated SGE. No formal amendment(s) to this charter will be required to effect such change(s). The terms of reference for a subordinate group shall be subject to the approval of the Director, Heliophysics Division. Subordinate group chairs and members shall be appointed by the Director, Heliophysics Division. Any subordinate group will report back to the HPAC and will not provide advice or work products directly to NASA.

**14. Recordkeeping**: The records of the HPAC, or other subordinate groups of the HPAC, shall be handled in accordance with the 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.

**15. Filing Date**: This charter shall become effective upon the filing of this charter with the appropriate U.S. Senate and House of Representatives oversight committees, the General Services Administration's Committee Management Secretariat, and the Library of Congress.

Charles F. Bolden, Jr.
Administrator
National Aeronautics and Space Administration

JAN 17 2017
Filing Date