**National Aeronautics and Space Administration**

**Charter of the**
**International Space Station Advisory Committee**

**1. Official Designation:** The International Space Station (ISS) Advisory Committee (the "Committee").

**2. Authority:** Having determined that it is in the public interest in connection with the performance of the National Aeronautics and Space Administration (NASA) duties under law, and with the concurrence of the General Services Administration, the NASA Administrator hereby renews and amends the Committee's charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

**3. Scope and Objectives:** The Committee shall draw on the expertise of its members and other sources to provide advice and recommendations to NASA on all aspects related to the safety and operational readiness of the ISS. Specific areas for review and/or assessment by the Committee may include space flight operations, including rendezvous, proximity operations, and docking procedures; crew, controller, and support training; aerospace systems test and verification procedures; aerospace structures, loads, and materials; aerospace medicine, including crew health; program and project management, including space flight safety and mission assurance strategies; the readiness of significant ISS missions; and ISS visiting vehicles and crew. The Committee shall address additional issues and/or areas of interest identified to it by the NASA Associate Administrator (AA) for the Human Exploration and Operations Mission Directorate (HEOMD).

The Committee shall conduct independent or joint meetings with counterpart international advisory review groups, including the Russian Federal Space Agency's Advisory Expert Council. The meetings may result in signed summaries of discussion or other joint documents. The Committee shall in no way represent NASA or the United States (U.S.) Government or conduct foreign relations during any joint meetings with international advisory review groups. The Committee shall function solely as an advisory body and will comply fully with the provisions of FACA.

**4. Description of Duties:** The Committee will function in an advisory capacity to NASA.

**5. Official to Whom the Committee Reports:** NASA AA for HEOMD.

**6. Support:** Travel funds for the Committee non-Federal members shall be provided by the NASA Office of International and Interagency Relations (OIIR). Travel funds for Committee Federal members shall be provided by their own respective NASA organizations. Travel funds for the Russian Federal Space Agency's Advisory Expert Council members are provided by the NASA Johnson Space Center (NASA-Russian Federal Space Agency Contract NAS15-10110). Operating funds for technical and administrative support, nonmember consultants, subject-matter

experts, and their respective travel shall be borne by the NASA HEOMD, as required. Operating funds for Federal staff support, including travel, shall be provided by OIIR.

**7. Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs total approximately $1,050,000, including staff and contractor support.

**8. Designated Federal Official (DFO):** The Executive Secretary of the Committee shall be a NASA Federal employee appointed by the NASA AA for HEOMD and shall serve as the DFO. The DFO will approve or call all of the advisory committee's 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 official to whom the advisory committee reports.

**9. Estimated Number and Frequency of Meetings:** The Committee shall meet approximately two times a year or as required by the NASA AA for HEOMD to fulfill its responsibilities. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, will be closed in accordance with the Government in the Sunshine Act or that the meeting is not covered by FACA.

**10. Duration:** This charter shall be effective for a one-year period.

**11. Termination:** This charter shall terminate on September 30, 2013, unless renewed or terminated earlier by the NASA Administrator.

**12. Membership and Designation:** The chair, deputy chair, and members of the Committee shall be appointed by the NASA AA for HEOMD. The Committee shall consist of 8 to 14 full voting members. Membership shall be comprised of experts in disciplines that permit the assessment of any aspect of the ISS Program. These experts are Special Government Employees and Regular Government Employees. In addition, consultants or subject-matter experts may be called in on a temporary basis to assist the Committee when unique or additional expertise is required. The term of membership shall be for the duration of this charter. The NASA AA for HEOMD shall ensure a balanced representation in terms of the points of view represented and the functions to be performed.

Voting members include persons not employed by NASA, as well as two NASA employees, the NASA Deputy Chief for Safety and Mission Assurance, and a representative from the NASA Astronaut Office. Members not employed by NASA are unpaid volunteers who are reimbursed for their travel and per diem expenses. Nonmember personnel, such as other NASA employees and contractor personnel, may provide technical expertise and other support to assist the Committee, as needed, in a nonvoting capacity.

**13. Subcommittees:** Subcommittees, task forces, and/or working groups (WGs) may be established by NASA to conduct studies and/or fact-finding requiring an effort of limited duration. Such subcommittees, task forces, and WGs will report their findings and recommendations to the Committee. However, if the Committee is terminated, all subcommittees, task forces, and WGs will terminate.

**14. Recordkeeping:** Records of the Committee, formally and informally, 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.

**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.

Charles F. Bolden, Jr.
NASA Administrator

9/7/12
Date