UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY
CHARTER OF THE
JUDGES PANEL OF THE MALCOLM BALDRIGE NATIONAL QUALITY AWARD

1. **Committee's Official Designation (Title):** Judges Panel of the Malcolm Baldrige National Quality Award

2. **Authority:** The Secretary of Commerce, having determined that it is in the public interest in connection with the performance of duties imposed on the Department by 15 U.S.C. 3711a(d)(1), has established the Judges Panel of the Malcolm Baldrige National Quality Award (the "Panel") pursuant to the Federal Advisory Committee Act, 5 U.S.C. App.

3. **Objectives and Scope of Activities:** The Panel will ensure the integrity of the Malcolm Baldrige National Quality Award (Award) selection process. Based on a review of results of examiners' scoring of written applications, Panel members will vote on which applicants merit site visits by examiners to verify the accuracy of quality improvements claimed by applicants. The Panel will also review recommendations from site visits, and recommend Award recipients. The Panel will ensure that individual judges will not participate in the review of applicants as to which they have any potential conflict of interest.

4. **Description of Duties:** The Panel will function solely as an advisory body, and will comply with the provisions of the Federal Advisory Committee Act, as amended, 5 U.S.C., App.

5. **Agency or Official to Whom the Committee Reports:** The Panel will report to the Director of the National Institute of Standards and Technology (NIST).

6. **Support:** The NIST Office of the Baldrige Performance Excellence Program will provide clerical and other necessary support services for the Panel and any of its subcommittees.

7. **Estimated Annual Operating Costs and Staff Years**: The estimated annual cost of operating the Panel is $25,000, which includes one-fourth of a person-year for staff support. Section 3711a(f) of Title 15 of the U.S. Code authorizes the use of appropriated funds to support this program, in addition to donations from public and private sources and, if additional sums are needed to cover the full cost of the program, funds from fees imposed on award applicants. Monies from any or all of the above sources will be used to cover the annual operating expenses of the Panel, including member travel and per diem, clerical and other support services.

8. **Designated Federal Officer:** The Director for the Baldrige Performance Excellence Program at NIST will serve as the Designated Federal Officer (DFO) for the Panel. The DFO will approve or call all of the Panel's meetings, prepare and approve all meeting agendas, attend all Panel meetings, adjourn any meetings when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of NIST.

9. **Estimated Number and Frequency of Meetings:** The Panel will meet three times per year. Additional meetings may be called as deemed necessary by the NIST Director or by the Chairperson.

10. **Membership and Designation:** The Panel will consist of approximately nine, and not more than twelve, members selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. There will be a balanced representation from U.S. service, manufacturing, nonprofit, education, and health care industries. The Panel will include members

familiar with the quality improvement operations and competitiveness issues of manufacturing companies, service companies, small businesses, health care providers, and educational institutions. Members will also be chosen who have broad experience in for-profit and nonprofit areas.

Panel members will be appointed by the Secretary of Commerce for three-year terms and will serve at the discretion of the Secretary. All terms will commence on March 1 and end on February 28 of the appropriate year.

Any individual appointed to fill a vacancy occurring before the expiration of the term for which his or her predecessor was appointed shall be appointed for the remainder of such term. No individual may be appointed as a member after serving more than two full terms.

The Panel Chairperson will be appointed by the Secretary of Commerce, and will serve a one-year term subject to renewal by the Secretary.

Members who are not Federal employees will serve as Special Government Employees (SGEs) and will be subject to the ethical standards applicable to SGEs.

Members of the Panel shall serve without compensation, but may, upon request, be reimbursed travel expenses, including per diem, as authorized by 5 U.S.C., 5701 et seq.

11. **Subcommittees:** NIST may establish such subcommittees of Panel members as may be necessary, subject to the provisions of the Federal Advisory Committee Act.

12. **Recordkeeping:** Records of the Panel, any formally and informally established subcommittees or other subgroups of the Panel, 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 or copying, subject to the Freedom of Information Act (5 U.S.C. 552).

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

Chief Financial Officer and
Assistant Secretary for Administration

11.21.11
Filing Date