UNITED STATES DEPARTMENT OF COMMERCE

CHARTER OF THE NATIONAL MEDAL OF TECHNOLOGY AND INNOVATION NOMINATION EVALUATION COMMITTEE

1. **Committee's Official Designation**. The National Medal of Technology and Innovation ("NMTI or Medal") Nomination Evaluation Committee ("Committee").

2. **Authority**. The NMTI Nomination Evaluation Committee assists the Secretary of Commerce ("the Secretary") in performing his or her duties as directed by Section 12 of the Stevenson-Wydler Technology Innovation Act of 1980 ((Pub. L.) 96-480, 15 U.S.C. § 3711), as amended by Pub. L. 110-69, Title I, § 1003 (August 9, 2007). The NMTI Committee is chartered in accordance with the provisions of the Federal Advisory Committee Act ("FACA"), 5 U.S.C. App. 2, as amended, and with the concurrence of the General Services Administration.

3. **Objectives and Scope of Activities**. The Committee shall provide advice to the Secretary, through the Under Secretary of Commerce for Intellectual Property and Director of the United States Patent and Trademark Office ("Under Secretary"), on implementation of Pub. L. 96-480 (15 U.S.C. § 3711), as amended, as to the recommendation of nominees for the award of the Medal. The Committee's recommendations shall be forwarded to the Under Secretary. The Under Secretary shall forward the Committee's recommendations to the Secretary along with the Under Secretary's recommendations.

The Secretary or a designee, in cooperation with the Committee, shall establish procedures for submission and review of nominations, and such other matters, as may be incidental thereto. The Secretary shall transmit his or her recommendations to the President within thirty days of receiving the Committee's recommendations.

4. **Description of Duties**. The duties of the Committee are solely advisory in nature. The Committee reviews and recommends to the Secretary, through the Under Secretary, those nominees which it considers worthy to receive the Medal, based on their outstanding contributions to the promotion of technology, technological innovation, or the development of technological manpower for the improvement of the economic, environmental, or social well-being of the United States.

5. **Official to Whom the Committee Reports**. The Committee reports to the Secretary through the Under Secretary.

6. **Support**. The United States Patent and Trademark Office will provide clerical and other necessary supporting services for the Committee and any of its subcommittees.

7. **Estimated Annual Operating Costs and Staff Years**. The annual estimated cost of operating the Committee is approximately $125,000, which includes .9 person years of staff support. Members of the Committee shall serve without compensation, but may, upon request, be reimbursed for travel expenses, including per diem, as authorized by 5 U.S.C. § 5701 *et seq*.

8. **Designated Federal Officer**. The Designated Federal Officer ("DFO") will be the NMTI Program Manager. The DFO will approve or call all of the 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 Committee shall convene as often as necessary and at the call of the Secretary, or a designee. It is anticipated that the Committee will meet approximately twice annually.

10. **Duration.** Continuing.

11. **Termination**. This Charter shall terminate two years from the date of the filing of this Charter with the appropriate United States Senate and House of Representatives oversight committees unless earlier terminated or renewed by proper authority.

12. **Membership and Designation**.

- The Committee shall consist of approximately 12 voting members appointed by the Secretary. All members serve at the pleasure of the Secretary. Members selected shall have an understanding of, or experience in, developing and utilizing technological innovations or technological manpower. Members selected shall also be familiar with the objectives and rationale for this award. The membership of the Committee shall be balanced, with individuals from United States industry, government, non-profit organizations, and/or academia. Members will be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance.

- The Secretary shall designate a Chairperson and Vice-Chairperson from among the membership of the Committee.

- The term of office of the Committee members shall be three years with approximately one-third of the terms expiring each 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 reappointed as a member after serving more than two full terms.

- Members shall serve as Special Government Employees ("SGEs") and will be subject to the ethics standards applicable to SGEs.

- Security clearances for members are not necessary.

13. **Subcommittees**. The Secretary or a designee may establish subcommittees, composed of Committee members, upon recommendations from the Committee Chairperson, as may be necessary subject to the provisions of the FACA, its implementing regulations, and applicable Department of Commerce guidance.

14. **Recordkeeping**. The records of the Committee and any subcommittee(s) 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, and 5 U.S.C. App. 2 § 10, as appropriate.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration

2/19/16

Filing Date