United States Department of Commerce

National Technical Information Service Advisory Board Charter

1. **Committee's Official Designation.** National Technical Information Service Advisory Board.

2. **Authority.** The Secretary of Commerce, pursuant to Section 212(c) of the National Technical Information Act of 1988 (15 U.S.C. 3704b(c)), established the National Technical Information Service Advisory Board, in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.

3. **Objectives and Scope of Activities.** The National Technical Information Service (NTIS) Advisory Board's objective is to provide balanced perspective from the information community to assist NTIS management in meeting the needs of that community and operating NTIS on a substantially self-sustaining basis, as required by law.

4. **Description of Duties.** The NTIS Advisory Board will review the primary mission, operations and general policies of NTIS, including policies on fees for products and services. It will also provide guidance on customer needs, trends in the information industry, and changes in the way NTIS customers acquire and use its products and services. It will function solely as an advisory body and will comply fully with the provisions of FACA.

5. **Official to Whom the Board Reports.** The Board will report to the Secretary through the Director of NTIS.

6. **Support.** NTIS will provide all necessary support for the Board's activities.

7. **Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the Advisory Board is estimated at $57,000, which include 0.3 FTE for staff support, travel and per diem. Members of the Advisory Board will not be compensated for their service, but will, upon request, be allowed travel and per diem expenses authorized by 5 U.S.C. 5701 et seq.

8. **Designated Federal Officer.** A full-time or permanent part time employee, appointed in accordance with agency procedures, will serve as the Designated Federal Officer (DFO). The DFO will: approve or call all meetings of the Board or its subcommittees; attend all Board meetings; adjourn any meeting when the DFO determines adjournment to be in the public interest; and chair meetings if directed to do so by the Secretary or NTIS Director.

9. **Estimated Number and Frequency of Meetings.** The Board is expected to meet not less than once every six months, or twice a year, and not more than once every four months, or three times a year.

10. **Membership and Designation.** The Advisory Board will consist of a Chairperson appointed by the Secretary and four other members appointed by the Secretary. In the event of a vacancy in the position of Chairman, the Director may designate a member to serve as Chairperson. Members will be selected on a clear, standardized basis in accordance with applicable Department of Commerce guidelines. Appointments will reflect various aspects of the information community, such as providers, disseminators and institutional users and will typically be drawn from academia, libraries and the private sector.

Members have been appointed to staggered terms of three years each. An appointment to a vacancy will be for the remainder of the term. All appointments will automatically terminate if the charter is terminated or not renewed. All members serve at the pleasure of the Secretary.

Members shall serve as Special Government Employees (SGEs) and will be subject to all ethical standards and rules applicable to SGEs.

11. Subcommittees. NTIS may establish such subcommittees of its members as may be necessary, subject to the provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittees will report to the NTIS Advisory Board and may not provide advice or work products directly to the Department of Commerce or NTIS.

12. Recordkeeping. Records of the NTIS Advisory Board, any formally and informally established subcommittees or other subgroups of the Board, 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. This charter will 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

Senior Advisor to the Deputy Secretary
Performing the non-exclusive duties of the
Chief Financial Officer and
Assistant Secretary for Administration

6/11/13

Filing Date