Charter

National Institute of Corrections Advisory Board

1. Committee's Official Designation

This committee is designated the National Institute of Corrections (NIC) Advisory Board (hereafter referred to as "Advisory Board").

2. Authority

Chapter 319 of title 18, United States Code, establishes the duties of the NIC. *See* 18 U.S.C. §§ 4351-4352. The NIC is headed by a Director, who is appointed by the Attorney General after consultation with the Advisory Board. *See* 18 U.S.C. § 4351(b). Section 4331(b) of title 18 directs that the overall policy and operations of the NIC shall be under the supervision of an Advisory Board. The Advisory Board is chartered pursuant to the above-referenced authority, the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2, § 14, as amended, and 41 C.F.R. § 102-3.50(a).

3. Objectives and Scope of Activity

The overall policy and operations of the NIC are under the supervision of the Advisory Board. In general, the NIC provides training, technical assistance, information services, and policy/program development assistance to Federal, state, and local corrections agencies; through cooperative agreements, awards funds to support program initiatives; and provides leadership to influence correctional policies, practices, and operations nationwide in areas of emerging interest and concern to correctional executives and practitioners as well as public policymakers. The Advisory Board will help develop long-range plans, advise on program development, and recommend guidance to assist the NIC's efforts in these areas.

4. Description of Duties

The Advisory Board may analyze, review and examine work products, legislation, research, fiscal and technical support, policies, regulations, practices or operations of correctional agencies in order to execute the above cited objectives. *See generally* 18 U.S.C. § 4351.

5. Agency or Official to Whom the NIC Advisory Board Reports

Under 18 U.S.C. § 4351(e), the Advisory Board will elect a Chairman for a one year term. Further, under 18 U.S.C. § 4351(h), the NIC shall be under the supervision of a Director. The Advisory Board and its Chairman will report to the Attorney General through the Director of the NIC and the Director of the Federal Bureau of Prisons.

6. Support

The NIC shall provide necessary support services for the Advisory Board.

7. Estimated Annual Operating Costs and Staff Time

The annual operating costs associated with supporting the Advisory Board functions are estimated to be $105,000 per year, including all direct and indirect expenses. This estimate includes $25,000 for collateral duty Advisory Board support by 4 Full Time Equivalent (FTE) employees.

8. Designated Federal Officer

The Director of the NIC, appointed in accordance with 18 U.S.C. § 4351(h), will serve as the Designated Federal Officer (DFO). The Director may also appoint a full-time or permanent part-time employee as an alternate DFO to carry out the work in the Director's absence or assist with the Advisory Board's work. The DFO will approve or call all meetings of the Advisory Board and any subcommittees; prepare and approve all meeting agenda; attend all Advisory Board meetings; adjourn the meetings when he determines it to be in the public interest; and chair the meetings when so directed by the agency head.

9. Number and Frequency of Meetings

It is anticipated the Advisory Board will meet quarterly and more frequently otherwise as required.

10. Duration

The Advisory Board is continuing.

11. Termination Date

The Advisory Board charter shall expire on September 7, 2014, and is subject to renewal biennially.

12. Membership

Under 18 U.S.C. §§ 4351(b) and (c), the Advisory Board shall consist of sixteen members. The following six individuals shall serve as members of the Board ex officio: the Director of the Federal Bureau of Prisons or his designee, the Assistant Attorney General for the Office of Justice Programs or his designee, Chairman of the United States Sentencing Commission or his designee, the Director of the Federal Judicial Center or his designee, the Associate Administrator for the Office of Juvenile Justice and Delinquency Prevention or his designee, and the Assistant Secretary for Human Development of the Department of Health and Human Services or his designee. The remaining ten members of the Board shall be selected by the Attorney General of the United States, after consultation with the Federal Bureau of Prisons and the NIC. Five of these shall be qualified as a practitioner (Federal, State, or local) in the field of corrections, probation, or parole, and shall serve for staggered three-year terms. Five of these members shall be from the private sector, such as business, labor, and education, having demonstrated an active interest in corrections, probation, or parole, and shall serve for staggered three-year terms.

13. Subcommittees

The Chairman of the Advisory Board and the Director of the NIC, who is the Designated Federal Officer, have the authority to create subcommittees. All subcommittees report to the Advisory Board, and may not provide advice or work products directly to the NIC.

14. Recordkeeping

The records of the Advisory Board, formally and informally established subcommittees, or other subgroups shall be handled in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedules. 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

Dated this 8th day of Apr, 2013 by:

Eric H. Holder, Jr.
Attorney General, U. S. Department of Justice