Membership Balance Plan

Business and Operations Advisory Committee

1. Name
Business and Operations Advisory Committee (the Committee), #9556

2. Authority
This committee is established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. and the National Science Foundation Act of 1950, as amended, 42 U.S.C. §1861 et. seq.

3. Mission/Function
The Committee will provide advice to the Head, Office of Budget, Finance, and Award Management (BFA) and the Head, Office of Information and Resource Management (IRM) of the National Science Foundation concerning issues related to the oversight, integrity, development and enhancement for improved performance of NSF's business operations.

- Advise on current best practices, and advances in the frontiers of management issues.
- Serve as a resource for considerations in internal workforce planning, corporate systems design and cutting edge technology as well as the form and function for both BFA and IRM.
- Advise on operational models, skill mixes, internal customer service delivery, and process improvements in BFA/IRM areas of responsibility.
- Advise on implementing best practices for NSF on simplification, standardization, shared services with other agencies, outsourcing and cross-servicing.

4. Points of View
The Committee consists of members who are appointed by the Office Head, BFA and the Office Head, IRM. The Committee will consist of approximately 15 - 20 members. There will be a regular rotation of members. Primary considerations are:

- Members should have recognized pertinent knowledge, expertise or demonstrated ability.
- Within reasonable limits, members' field of specialty should be complementary within the group.

Federal employee members will be designated as Regular Government Employees (RGEs). Individuals outside the Federal Government will be designated as Special Government Employees (SGEs). The members will provide the Committee with their own best independent judgment based on their individual expertise.

5. Other Balance Factors
To the extent practicable, other factors considered are:

- Qualified individuals reflecting small, medium, and large organizations, as well as public and private organizations
- Qualified individuals reflecting underrepresented groups, such as ethnic minorities, women, and individuals with disabilities
- Qualified individuals reflecting a range of ages
- Qualified individuals reflecting different geographical areas

6. Candidate Identification Process
On behalf of the Office Head for BFA and the Office Head for IRM, staff will solicit suggestions for potential members from a wide range of sources, including but not limited to: senior NSF management, knowledgeable NSF program staff, other Federal agencies, and recommendations from the public.

Suggestions will be reviewed and potential candidates will be identified taking into consideration professional and personal qualifications, experience, fields of expertise, and other balance factors. A short list of the best qualified candidates will be developed and discussed. The Office Head, BFA and Office Head, IRM will identify the top candidates and they will be contacted for interest and availability

When a vacancy occurs and it is determined that a replacement is necessary, the list of suggestions will be used as a source for potential replacements.

7. Subcommittee Balance
The process used to determine advisory committee member balance for the Committee will be used for subcommittees that may be created.

8. Other
There are currently no other known factors affecting the balance of the Committee.

9. Date Prepared/Updated
This Membership Balance Plan was prepared on 4-19-2016.

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