BUSINESS AND OPERATIONS ADVISORY COMMITTEE

NATIONAL SCIENCE FOUNDATION

Advisory Committee Charter

1. Committee's Official Designation 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 (NSF) Act of 1950, as amended, 42 U.S.C. §1861 et. seq.

3. Objective and Scope of Activities The Committee provides advice to the Head, Office of Budget, Finance, and Award Management (BFA) and the Head, Office of Information and Resource Management (IRM) of NSF concerning issues related to the oversight, integrity, development and enhancement for improved performance of NSF's business operations. These operations are critical in assuring that the agency effectively implements its science, technology and education mission set forth in the NSF Act cited in paragraph 2 above. Emphasis will be placed on how NSF can most effectively meet its strategic goals and other statutory accountability requirements related to its business operations, including financial and administrative operations, award management, business policies and procedures, human resource development, information and communications systems and other such matters within the discretion of the BFA/IRM Office Heads.

The Committee will not only advise on current best practices, but will also look to the future regarding advances on the frontiers of management issues. Specialized guidance may be addressed through the use of subcommittees, task groups or committees of visitors (COVs) within the structure of the Advisory Committee.

The Committee will place emphasis on NSF's business practices and operations and innovative approaches to NSF's strategic goal achievement. The Committee will 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. The Committee may look at and advise upon, operational models, skill mixes, internal customer service delivery, process improvements, and other matters in BFA/IRM areas of responsibility. They may also be called upon for advice on implementing policy or best practices on matters of concern to BFA/IRM.

The Committee shall from time to time examine its charter and recommend changes to the BFA and IRM Office Heads for their consideration.

4. Description of Duties The Committee will document its activities and recommendations by producing a letter, report or appropriate writing to be presented to the Office Heads of BFA and IRM.

5. Official to Whom the Committee Reports The Committee reports to the Head, Office of Budget, Finance and Award and the Head, Office of Information and Resource Management.

6. Agency Responsible for Providing the Necessary Support The National Science Foundation will be responsible for financial and administrative support.

7. Estimated Annual Operating Costs and Staff Years The estimated annual operating cost of the Committee is about $70,000 that includes about $25,000 in staff support costs. Staff support is approximately 0.2 person-years.

8. Designated Federal Officer and Secondary Full-time or permanent part-time NSF employees will serve as the Designated Federal Officer (DFO) and the Secondary DFO. The DFO and Secondary DFO will jointly approve or call Committee and subcommittee meetings, prepare and approve meeting agendas, attend committee meetings, and adjourn any meeting when the DFO or Secondary DFO determines adjournment to be in the public interest. The DFO or Secondary DFO may chair any meeting if necessary. The Office Head for IRM will serve as DFO, and the BFA Office Head will serve as the Secondary DFO.

9. Estimate Number and Frequency of Meetings The Committee will typically convene twice a year – fall and spring. Subcommittees, task forces or COVs may have additional meetings.

10. Duration It is expected that the Committee will continue indefinitely with renewals of the charter every two years as required under FACA.

11. Termination The Committee is subject to biennial review and will terminate two years from the date the charter is filed, unless the charter is renewed in accordance with Section 14 of FACA.

12. Memberships and Designation The Advisory Committee is composed of approximately 15 - 20 members selected jointly by the Office Heads of BFA and IRM. The BFA and IRM Heads will select the Chairperson or Co-chairs for the Committee from among the Committee members. Members are selected for a term of three years, which may be renewed at the discretion of the Office Heads of BFA and IRM.

Members are selected to achieve a balance of viewpoints and expertise in such areas as scientific research administration, human resource management, information technology, government performance, education management and business communities, including business professionals and academics in the field. Professional stature and familiarity with NSF and its business responsibilities are considered in selecting Advisory Committee members.

Members will either be Special Government Employees (SGE) or Regular Government Employees (RGE).

13. Subcommittees NSF may form subcommittees, task groups or COVs for any purpose consistent with this charter. Such subcommittees may not work independently and must report their recommendation and advice to the full Committee for full deliberation and discussion. The full Committee will appropriately document the subcommittees' recommendations and advice and present them to the Office Heads of BFA and IRM.

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.

15. Certification This Committee is determined to be necessary and in the public interest.

Martha A Rubenstein

Martha A. Rubenstein
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and Award Management

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