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 Act of 1950, as amended, 42 U.S.C. §1861 et. seq.

3. **Objective and Scope of Activities** The Committee provides advice to the Director, Office of Budget, Finance, and Award Management (BFA) and the Director, 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. These operations are critical in assuring that the agency effectively implements its science, technology and education mission. 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 and information and communications systems.

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, and process improvements in BFA/IRM areas of responsibility. They may also be called upon for advice on implementing best practices for NSF on simplification, standardization, shared services with other agencies, outsourcing and cross-servicing.

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

4. **Description of Duties** The Committee will produce a letter report on its activities and recommendations to be presented to the Directors of BFA and IRM.

5. **Official to Whom the Committee Reports** The Committee reports to the Director, Office of Budget, Finance and Award and the Director, 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 $104,000 that includes about $43,000 in staff support costs. Staff support is approximately .3 person-years.

8. Designated Federal Officer A full-time or permanent part-time NSF employee will serve as the Designated Federal Officer (DFO). The DFO will approve or call Committee and subcommittee meetings, prepare and approve meeting agendas, attend committee meetings, and adjourn any meeting when the DFO determines adjournment to be in the public interest. The Office Director for IRM will serve as DFO. Alternate DFOs may be appointed.

9. Estimate Number and Frequency of Meetings The Committee will typically meet twice a year – fall and spring. Subcommittees 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 2 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 16 members selected jointly by the Directors of BFA and IRM of the National Science Foundation. The BFA and IRM Directors 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 Directors of BFA and IRM.

Members are selected to achieve a balance of viewpoints and expertise in scientific research administration, education management and business communities, including business professionals and academics in the field. Professional stature and familiarity with the National Science Foundation 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 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.

14. Recordkeeping The records of the Committee shall be handled according to section 2, General Records Schedule 26 and the applicable agency records disposition schedule.

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

Martha A Rubenstein

Martha A. Rubenstein
Director, Office of Budget, Finance,
and Award Management

E.F. Hubbard
Director, Office of Information
and Resource Management

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