Office of Policy and Plans

Office Work Instruction

NASA Advisory Council Staff

Approved by Lori B. Garver
Associate Administrator
Office of Policy and Plans
<table>
<thead>
<tr>
<th>Status (Baseline/Revision/Canceled)</th>
<th>Document Revision</th>
<th>Effective Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td></td>
<td>12/10/99</td>
<td></td>
</tr>
<tr>
<td>Admin Update</td>
<td>Baseline</td>
<td>4/24/02</td>
<td>Administrative Update to change responsible organization from Code Z to Code I. Action taken as a result of the July 10, 2001 memo from Administrator Dan Goldin to redistribute Code Z functions to other offices at HQS. Authorization made via email on 4/24/02 from Code I/Lynn Cline to transfer this OWI to her organization. (This OWI use to be Z003.)</td>
</tr>
</tbody>
</table>

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1. Purpose

The purpose of this procedure is to enable the operations of the NASA Advisory Council with senior level as well as administrative staff support provided by the Office of Policy and Plans.

2. Scope and Applicability

This OWI covers staff operations supporting the NASA Advisory Council, which are performed in Code Z. It applies to all NASA organizations (Enterprises, Functional/Staff offices, and Centers, including the Jet Propulsion Laboratory) which may be required, from time to time, to assist in hosting the meetings and supporting studies conducted by the Council.

3. Definitions

3.1 NASA Advisory Council (NAC). Comprised of accomplished senior-level individuals from the private sector (e.g., academia, business), the NASA Advisory Council meets regularly to offer the NASA Administrator broader perspectives on Agency program issues that the Administrator might not otherwise receive. The operations of the NASA Advisory Council are governed by the Federal Advisory Committee Act.

3.2 Federal Register Notice. A notification prepared by NASA and published in the Federal Register, announcing a forthcoming advisory committee meeting, its schedule, agenda, and the extent to which the meeting is open to the public.

4. References

42 U.S.C 2473, National Aeronautics and Space Act of 1958, as amended; Sect. 203 (c)(7).


4.2. NHB 1101.3, The NASA Organization (Sept. 13, 1994).

4.3 NASA Advisory Council Charter, April 29, 1999
5. Flowchart

Start

6.1 Confer with the Office of the Administrator to determine schedule and agenda
Confer with NAC Chair for additional suggestions

6.2 Prepare and submit Federal Register Notice in accordance with the Federal Advisory Committee Act

6.3 Ensure Logistic Support

6.4 Conduct Council Meeting/
Prepare NAC meeting minutes/
Prepare official minutes transmittal

6.5 Coordinate and prepare NASA responses to recommendations from NAC meeting

6.6 Aggregate suggestions for potential new NAC members
Confer with Office of the Administrator on final list

6.7 Prepare annual summary for inclusion in Agency report

6.8 Coordinate documentation for appointments to NAC membership

End

Federal Register Notice Entries

Transmittal Package
- NAC Minutes
- Meeting summary (with any recommendations)

NAC Membership Appointment Documentation

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### 6. Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Actionee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>NAC Staff Director</td>
<td>Confer with the Office of the Administrator to determine schedule and agenda of forthcoming meeting(s). Confer with NAC Chair for additional suggestions for Administrator’s consideration.</td>
</tr>
<tr>
<td>6.2</td>
<td>NAC Staff Director,</td>
<td>Prepare and submit Federal Register Notice in accordance with Federal Advisory Committee Act.</td>
</tr>
<tr>
<td>6.3</td>
<td>NAC Staff Director,</td>
<td>Ensure timely and sufficient logistic support for NAC meeting.</td>
</tr>
<tr>
<td>6.4</td>
<td>NAC Staff Director</td>
<td>Prepare minutes of NAC meeting; prepare official transmittal of minutes, with meeting summary and any recommendations, to the Administrator from the NAC chair.</td>
</tr>
<tr>
<td>6.5</td>
<td>NAC Staff Director</td>
<td>Coordinate and prepare NASA responses to any recommendations arising from NAC meeting.</td>
</tr>
<tr>
<td>6.6</td>
<td>NAC Staff Director</td>
<td>Concurrent with above, aggregates suggestions from all sources of potential new NAC members. Confers with Office of the Administrator on final list of invitees.</td>
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<tr>
<td>6.7</td>
<td>NAC Staff Director</td>
<td>Prepare annual summary of NAC meetings and membership for inclusion in annual Agency report to the General Services Administration (GSA). (See Code Z OWI #2A)</td>
</tr>
<tr>
<td>6.8</td>
<td>NAC Staff Director,</td>
<td>Coordinate documentation for appointment of new and re-appointed NAC members in accordance with 41 C.F.R. Part 101-6 and the NAC charter. (See Code Z OWI #2A)</td>
</tr>
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### 7. Quality Records

<table>
<thead>
<tr>
<th>Record Identification</th>
<th>Owner</th>
<th>Location</th>
<th>Record Media: Electronic or Hard Copy</th>
<th>Schedule Number and Item Number (NPG 1441.1)</th>
<th>Retention/Disposition</th>
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<tbody>
<tr>
<td>NAC Meeting Minutes and Summary</td>
<td>NAC Staff Director</td>
<td>Code Z Files</td>
<td>Hard Copy</td>
<td>1.14 (A)</td>
<td>Permanent; retire to FRC when 2 years old. Transfer to NARA when 20 years old.</td>
</tr>
<tr>
<td>NAC Membership Documentation</td>
<td>NAC Staff Director</td>
<td>Code Z Files</td>
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**APPENDIX:** None