

National Aeronautics and
Space Administration
Office of the Administrator
Washington, DC 20546-0001



December 18, 2014

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers
NASA Interfaces to the National Science and Technology Council

FROM: Administrator

SUBJECT: Instructional Guidance on NASA Interfaces to the National Science and Technology Council

The National Science and Technology Council (NSTC) is the principal means within the executive branch to coordinate broad science and technology policy across the Federal research and development enterprise. NASA has over 50 representatives to various NSTC entities, including Committees, Subcommittees, Working Groups, Fast-Track Action Committees, and other bodies. This guidance is provided to improve NASA management of NSTC interfaces, particularly over matters that may affect NASA policy or budget equities.

The NASA Senior Advisor to the Administrator for Strategy and Policy Implementation has been designated as the NASA Administrator's lead designee for NASA Interfaces to NSTC ("NASA NSTC Lead"). The NASA NSTC Lead will coordinate with the NASA NSTC Committee Representatives listed below to implement this guidance. The NSTC Committee Representatives will also inform and coordinate with the Office of the Chief Financial Officer when, in their judgment, there may be major budget impacts.

Roles and Responsibilities of NASA NSTC Committee Representatives

There are five primary NSTC Committees. Representatives from the NASA offices outlined below will serve as the NASA NSTC Committee Representatives for each respective committee.

Committee on Environment, Natural Resources, and Sustainability (CENRS)

(Science Mission Directorate, Michael Freilich)

Committee on Homeland & National Security (CHNS)

(Security and Protective Services, Charles Lombard)

Committee on Science (CoS)

(Office of Chief Scientist, Gale Allen)

Committee on STEM Education (CoSTEM)

(Office of Chief Scientist, Ellen Stofan)

Committee on Technology (CoT)

(Office of Chief Technologist, Jim Adams)

NASA NSTC Committee Representatives will be responsible for 1) assessing candidates with the NASA NSTC Lead to serve on NSTC entities within their area, 2) defining the means and

frequency of contact with NASA Representatives to NSTC entities within their area, and 3) coordinating with the NASA NSTC Lead to review any NSTC-related request for input within their area with policy or budget impacts **before** any input is provided to a NSTC entity.

Process for Assigning NSTC Interfaces

All requests from the NSTC shall be directed to the NASA NSTC Lead. The NASA NSTC Lead will contact the appropriate NASA NSTC Committee Representative and together they will determine 1) whether NASA representation on a particular NSTC entity is appropriate, and, if so, 2) the most appropriate NASA representative for that NSTC entity. NASA representatives to NSTC entities are limited to NASA Government employees or detailees to NASA via the Intergovernmental Personnel Act (IPA). Only after a proposed NASA representative has been validated by the NASA NSTC Lead will their name be submitted to the NSTC as the official NASA representative to a particular NSTC entity.

Roles and Responsibilities of NASA Representatives on NSTC Entities

NASA representatives on NSTC entities are required to 1) maintain regular contact with their respective NASA NSTC Committee Representative regarding the activity of their NSTC entity and 2) provide any NSTC-related request for input with policy or budget impacts to their respective NASA NSTC Committee Representative for review **before** any input is provided to a NSTC entity. The NASA NSTC Committee Representative shall define the frequency and means of contact with their respective NASA representatives on NSTC entities.

Thank you for your attention to this guidance. For more information, please contact Mr. Tom Cremins, Senior Advisor to the Administrator for Strategy and Policy Implementation, at 202-358-1747.

A handwritten signature in black ink, appearing to read "CF Bolden Jr". The signature is stylized and written in a cursive-like font.

Charles F. Bolden, Jr.