NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

CHARTER OF THE

APPLIED SCIENCES ADVISORY COMMITTEE

1. **Official Designation:** Applied Sciences Advisory Committee (ASAC).

2. **Authority:** Pursuant to Section 314(a) ("Program Evaluation – Advisory Committee") of the NASA Authorization Act of 2005 (hereafter the Act; Public Law 109-155), the NASA Administrator hereby establishes the ASAC in accordance with the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.

3. **Objectives and Scope of Activities:** The ASAC shall draw on the expertise of its members to provide advice and make recommendations to the Director, Earth Science Division, NASA Headquarters (hereinafter, "Director, Earth Science Division") on Applied Sciences programs, policies, plans, and priorities. Pursuant to Section 314(a), the ASAC shall monitor the program established under Section 313 of the Act ("Pilot Projects to Encourage Public Sector Applications"). The ASAC's recommendations and analysis can be used to inform decisions on the programmatic scope and priorities, as well as the implementation of Applied Sciences programs. In addition, the ASAC will provide a regular forum for broad discussion of Earth science applications and the role of Applied Sciences within and outside of NASA.

4. **Description of Duties:** The ASAC shall function solely as an advisory body and comply with the provisions of the FACA. The ASAC shall be supported by subordinate groups, as needed, to cover the breadth and depth of scope as determined by the Director, Earth Science Division.

5. **Official to Whom the Committee Reports:** The ASAC reports to the Director, Earth Science Division.

6. **Support:** The Science Mission Directorate, NASA Headquarters, will provide staff support and operating funds for the ASAC and is responsible for fulfilling the reporting requirements of Section 7(b) of FACA.

7. **Estimated Annual Operating Costs and Staff Years:** The Science Mission Directorate, NASA Headquarters, will provide the budget for operation of the ASAC. The total estimated annual operating cost for the ASAC is approximately $40,000, including 0.2 work years for staff support.

8. **Designated Federal Officer:** The Executive Secretary of the ASAC shall be appointed by the Director, Earth Science Division, and shall serve as the Designated Federal Officer (DFO). The DFO will be either a full-time or a permanent part-time employee, who will: call, attend, and adjourn committee meetings; approve agendas; maintain required records on costs and membership; ensure efficient operations; maintain records for availability to the public; and

provide copies of the ASAC reports to the NASA Committee Management Officer for forwarding to the Library of Congress. The Executive Secretary will also coordinate with the members to ensure that all legal and ethics requirements pertaining to Special Government Employee appointments are met. The requirements include, though are not limited to, timely filing of financial disclosure reports, ethics training by a representative of NASA's Office of General Counsel (OGC), and seeking advice from the NASA OGC Ethics Team for any questions concerning U.S. Government ethics requirements that may arise.

9. **Estimated Number and Frequency of Meetings:** The ASAC shall meet approximately one to two times a year or as required by the Director, Earth Science Division. Meetings shall be open to the public unless it is determined that the meeting, or a portion of the meeting, will be closed in accordance with the Government in the Sunshine Act.

10. **Duration:** The ASAC is a nondiscretionary Federal advisory committee required by statute and will be a continuing entity until the termination of the program established under Section 313 of the Act.

11. **Termination:** As noted above, the ASAC shall remain in effect until the termination of the program established under Section 313 of the Act. Unless renewed by appropriate action prior to its expiration, the charter of the ASAC will expire two years from the date it is filed.

12. **Membership and Designation:** ASAC membership shall consist of individuals with appropriate expertise as noted in Section 314(a) of the Act. The ASAC shall consist of members to be appointed by the Director, Earth Science Division, after consultation with the Associate Administrator for the Science Mission Directorate. The Director, Earth Science Division, shall ensure a balanced representation in terms of the points of view represented and the functions to be performed. Diversity shall be considered as well. The ASAC shall consist of approximately seven to ten members who will serve as Special Government Employees for a two-year term, renewable at the discretion of the Director, Earth Science Division. All ASAC members serve at the pleasure of the Director, Earth Science Division. The Director, Earth Science Division, shall designate the Chair of the ASAC.

13. **Subcommittees and Task Forces:** ASAC subcommittees and ad hoc task forces may be established or discontinued at the discretion of the Director, Earth Science Division. No formal amendment(s) to this charter will be required to effect such change(s). The terms of reference for subcommittees and task forces shall be subject to the approval of the Director, Earth Science Division. Subcommittee and task force chairs and members shall be appointed by the Director, Earth Science Division, in consultation with the ASAC Chair. Any subcommittees and task forces will report back to the ASAC and not provide advice or work products directly to NASA.

14. **Recordkeeping:** The records of the ASAC, or other subcommittees and task forces of the ASAC, shall be handled in accordance with the 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.

15. **Filing Date:** This charter shall become effective upon the filing of this charter with the appropriate U.S. Senate and House of Representatives oversight committees, the General Services Administration's Committee Management Secretariat, and the Library of Congress.

James F. Bridenstine
NASA Administrator

11-30-18
Filing Date