

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

CHARTER OF THE

BIOLOGICAL AND PHYSICAL SCIENCES ADVISORY COMMITTEE

- 1. Official Designation:** Biological and Physical Sciences Advisory Committee (BPAC).
- 2. Authority:** Having determined that it is in the public interest in connection with the performance of Agency duties under the law, the NASA Administrator hereby establishes the Biological and Physical Sciences Advisory Committee (BPAC), pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., App. 2.
- 3. Objectives and Scope of Activities:** The BPAC shall draw on the expertise of its members to provide advice and make recommendations to the Director, Biological and Physical Sciences Division, Science Mission Directorate, NASA Headquarters (hereinafter, "Director, Biological and Physical Sciences Division") on biological and physical science programs, policies, plans, and priorities. The BPAC's recommendations and analysis can be used to inform decisions on the programmatic scope and priorities, as well as the implementation of biological and physical science programs. In addition, the BPAC will provide a regular forum for broad discussion of biological and physical science and the role of biological and physical science within and outside of NASA.
- 4. Description of Duties:** The BPAC shall function solely as an advisory body and comply with the provisions of the FACA. The BPAC shall be supported by subcommittees/subordinate groups, as needed, to cover the breadth and depth of scope as determined by the Director, Biological and Physical Sciences Division.
- 5. Official to Whom the Committee Reports:** The BPAC reports to the Director, Biological and Physical Sciences Division.
- 6. Support:** The Biological and Physical Sciences Division will provide staff support for the BPAC.
- 7. Estimated Annual Operating Costs and Staff Years:** The Science Mission Directorate will provide the budget for operation of the BPAC. The total estimated annual operating cost for the BPAC is approximately \$250,000, including 1.0 full-time equivalent for NASA staff support.
- 8. Designated Federal Officer:** The Executive Secretary of the BPAC shall be appointed by the Associate Administrator, Science Mission Directorate, 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 and subordinate group 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 BPAC reports to the NASA Advisory Committee Management Officer for forwarding to the Library of Congress. The DFO will also coordinate with the members and subordinate group members, if any, and NASA's Office of the General Counsel (OGC) to ensure that all legal/ethics requirements are met. With regard to Special Government Employees (SGEs) and Regular Government Employees (RGEs), these include, though are not limited to, timely filing of annual financial disclosure reports and annual ethics training by a representative of OGC and seeking advice from the NASA OGC Ethics Team for any questions concerning Government ethics requirements that may arise.

9. Estimated Number and Frequency of Meetings: The BPAC shall meet two to four times a year or as required by the Director, Biological and Physical Sciences Division. Meetings shall be open to the public unless it is determined in advance that the meeting, or a portion of the meeting, is not covered by FACA or will be closed in accordance with the Government in the Sunshine Act.

10. Duration: The BPAC is envisioned to be a continuing entity with charter renewals.

11. Termination: The BPAC terminates two years from the date of the filing of this charter unless renewed or terminated earlier by the NASA Administrator, after consultation with the Director, Biological and Physical Sciences Division, and the Associate Administrator, Science Mission Directorate.

12. Membership and Designation: The BPAC shall consist of members without compensation to be selected by the Director, Biological and Physical Sciences Division, following the Associate Administrator, Science Mission Directorate's written consultation, per delegation of the Administrator. Appointment letter(s) and reappointment letter(s) will be signed by the Associate Administrator, Science Mission Directorate, per delegation of the NASA Administrator. The Director, Biological and Physical Sciences 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 BPAC shall consist of 13 to 15 members for up to a three-year term, renewable at the discretion of the Director, Biological and Physical Sciences Division. Members may be SGEs, RGEs, or Representatives. The Director, Biological and Physical Sciences Division, shall designate the Chair of the BPAC after consultation with the Associate Administrator, Science Mission Directorate, and the NASA Administrator, and this will be documented in the appointment letter or reappointment letter. The BPAC Chair also will serve as a member of the Science Committee, NASA Advisory Council, and will be formally appointed to this position. The Director, Biological and Physical Sciences Division, shall also select a Vice-Chair from among the members, in consultation with the BPAC Chair.

13. Subcommittees: BPAC subcommittees, ad hoc task forces, and other subordinate groups as needed, may be established or discontinued at the discretion of the Director, Biological and Physical Sciences Division, following consultation with the Associate Administrator, Science

Mission Directorate. No formal amendment(s) to this charter will be required to effect such change(s). The terms of reference for a subordinate group shall be subject to the approval of the Director, Biological and Physical Sciences Division. Subordinate group chairs and members shall be appointed by the Director, Biological and Physical Sciences Division, and members may be SGEs, RGEs, or Representatives. Any subordinate group will report back to the BPAC and will not provide advice or work products directly to NASA.

14. Recordkeeping: The records of the BPAC, or other subordinate groups of the BPAC, 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.



 Bill Nelson
 Administrator
 National Aeronautics and Space Administration

February 1, 2022

 Signature Date

February 2, 2022

 Congressional Filing Date