

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

CHARTER OF THE NASA

ADVISORY COUNCIL

1. **Advisory Committee's Official Designation:** NASA Advisory Council.
2. **Authority:** The NASA Administrator, having determined that it is in the public interest in connection with the performance of Agency duties under the law, hereby renews the NASA Advisory Council (Council) charter, pursuant to the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C., Chapter 10.
3. **Objectives and Scope of Activities:** The Council shall draw on the expertise of its members and other sources to provide advice and make recommendations to the NASA Administrator on Agency programs, policies, plans, financial controls, and other matters pertinent to the Agency's responsibilities.
4. **Description of Duties:** The Council shall function solely as an advisory body and comply with the provisions of FACA. The Council shall be supported by subcommittees and/or temporary ad hoc task forces (task forces) as needed, to cover the breadth and depth of scope as determined by the NASA Administrator.
5. **Agency or Federal Officer Receiving the Advisory Committee's Advice/Recommendations:** The Council reports to the NASA Administrator.
6. **Support:** NASA Headquarters will provide staff support and operating funds for the Council. The Mission Directorates and/or Mission Support Offices shall provide staff support and operating funds for any respective subcommittees, and/or task forces which report to the Council.
7. **Estimated Annual Operating Costs and Staff Years:** The estimated annual operating costs for the Council, its subcommittees, and/or task forces total approximately \$600,000, including up to three work-years for staff support across all related subcommittees and/or task forces.
8. **Designated Federal Officer:** The Executive Director of the Council shall be appointed by the NASA Administrator and shall serve as the Designated Federal Officer (DFO). The DFO duties will be either full-time or permanent part-time. The DFO must:
 - Ensure their advisory committee activities comply with the Act, FACA Final Rule, their agency administrative procedures, and any other applicable laws and regulations;
 - Approve or call all meetings of the advisory committee or subcommittee;
 - Approve the agenda, except that this requirement does not apply to a Presidential advisory committee;

- Attend all advisory committee and subcommittee meetings for their duration;
- Fulfill the requirements under 5 U.S.C. 1009(b);
- Adjourn any meeting when the DFO determines it to be in the public interest;
- Chair any meeting when so directed by the agency head;
- Maintain information on advisory committee activities and provide such information to the public, as applicable, and
- Ensure advisory committee members, and subcommittee members, as applicable, receive the appropriate training (e.g., FACA overview, ethics training) for efficient operation and compliance with the Act and FACA Final Rule.

9. Estimated Number and Frequency of Meetings: The Council shall meet approximately three times a year or as required by the NASA Administrator. 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 Council is envisioned to be a continuing entity with charter renewals.

11. Termination: The Council shall terminate two years from the date of the filing of this charter unless renewed or terminated earlier by the NASA Administrator.

12. Membership and Designation:

1. The Council shall consist of members to be appointed by the NASA Administrator (or designee). The Administrator shall ensure a balanced representation in terms of the points of view represented and the functions to be performed.
2. The Council shall consist of approximately 10-20 members who will serve as Special Government Employees for two-year renewable terms, unless otherwise approved. Special Government Employees serve as individual subject-matter experts. All Council members serve at the pleasure of the NASA Administrator.
3. The NASA Administrator shall designate the Chair of the Council.
4. The Council shall be comprised of the Chair, the subcommittee chairs, and members-at-large, as appropriate, at the discretion of the NASA Administrator.
5. The Administrator may appoint ex-officio members of the Council as desired, for example, the Chair of the Space Studies Board (SSB) of the National Academy of Sciences, and the Chair of the Aeronautics and Space Engineering Board (ASEB) of the National Academy of Engineering, or other groups with relevance to the Agency.

13. Subcommittees, and/or Task Forces:

1. The NASA Administrator, in consultation with the Council Chair, shall create Council subcommittees, and/or task forces, as appropriate. All such subordinate bodies must report back through the Council and any intermediate body and must not provide advice or work products directly to the Agency.

2. Council subcommittees, and/or task forces may be created or discontinued at the discretion of the NASA Administrator, in consultation with the Council Chair. No formal amendment(s) to this charter will be required to effect such change(s).
 3. The NASA Administrator, in consultation with the Council Chair, may create subcommittees and/or task forces under the Council, as necessary. The terms of reference for subcommittees shall be subject to the approval of the Administrator. Council subcommittees (and any further subordinate subcommittees and/or task forces) shall consist of members to be appointed by the Administrator (or designee) and shall be comprised of a maximum of 12 members, including the Chair, and shall be chaired by a Council member. Subcommittee members shall serve for two-year renewable terms, unless otherwise stated. Each subcommittee shall deliberate the recommendations that arise from further subordinate subcommittees and/or task forces, if any. If so, the subcommittee may endorse recommendations and forward them to the Council for deliberations, or the subcommittee may provide comments or suggestions back to the subordinate subcommittee and/or task force.
 4. The Council shall deliberate on all recommendations of the subcommittees, and/or task forces. The Council may forward a recommendation to the NASA Administrator for Agency consideration or return it to the subordinate body with comments pertaining to its disposition, including requests for revision and resubmission. All recommendations forwarded to the Administrator shall be tracked by the Council Executive Director. An Agency formal written response to each recommendation submitted to the Administrator shall be provided to the Council. No Council subcommittee shall be independently chartered under FACA.
- 14. Recordkeeping:** The records of the Council, its subcommittees, and/or task forces 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 United States Senate and House of Representatives oversight committees. It shall terminate two years from the filing date of this charter unless renewed or terminated earlier by the NASA Administrator.

Filing Date: 9/24/2025


 The Honorable Sean Duffy
 Administrator (Acting)
 National Aeronautics and Space Administration

9-16-25
 Signature Date