

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY  
MANUFACTURING EXTENSION PARTNERSHIP ADVISORY BOARD**

**CHARTER**

- 1. Committee's Official Designation (Title).** Manufacturing Extension Partnership (MEP) Advisory Board (Advisory Board or Board).
- 2. Authority.** The MEP Advisory Board is authorized by 15 U.S.C. § 278k(m), in accordance with the provisions of the Federal Advisory Committee Act, as amended (FACA), 5 U.S.C. App.
- 3. Objectives and Scope of Activities.** The Board provides the Director of the National Institute of Standards and Technology (NIST) advice on the activities, plans, and policies of the Hollings Manufacturing Extension Partnership Program (MEP Program); assessments of the soundness of the plans and strategies of the MEP Program; and assessments of current performance against the plans of the MEP Program.
- 4. Description of Duties.** In addition to the objectives and activities stated above, the Board shall provide an annual report, through the Director of NIST, to the Secretary of Commerce for submission to the Congress not later than 30 days after the submittal to Congress of the President's annual budget request in each year. The report shall address the status of the MEP Program. The Board shall function solely in an advisory capacity, in accordance with the provisions of the FACA, 5 U.S.C. App.
- 5. Agency or Official to Whom the Board Reports.** The Board reports to the Director of NIST.
- 6. Support.** The MEP Program will provide all necessary support for the Board's activities.
- 7. Estimated Annual Operating Costs and Staff Years.** The annual cost of operating the Board is estimated at \$335,000, which includes one-half-work-year of staff support. Members of the Board will not be compensated for their services but will, upon request, be allowed travel and per diem expenses as authorized by 5 U.S.C. 5701 et seq., while attending meetings of the Board or subcommittees thereof, while away from their homes or regular places of business.
- 8. Designated Federal Officer.** The Designated Federal Officer (DFO) will be the Director of the MEP Program, or another federal officer or employee appointed by the Director of NIST. The DFO will approve or call all the Board's meetings and the meetings of any subcommittees of the Board, prepare and approve all meeting agendas, attend all Board meetings and subcommittee meetings, adjourn any meeting when the

DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Director of NIST.

**9. Estimated Number and Frequency of Meetings.** The Board will meet at least biannually, but usually three times each year. Additional meetings may be called by the Director of NIST or the DFO. Subcommittee meetings, which may be called separately from the meetings of the Board, do not qualify as a meeting of the Board.

**10. Duration.** Continuing.

**11. Termination.** This charter will terminate four (4) years from the date of its filing with the standing committees of the Senate and the House of Representatives having legislative jurisdiction of NIST unless terminated earlier or renewed by proper authority.

**12. Membership and Designation.** The Director of NIST shall appoint the members of the Board. Members shall be selected on a clear, standardized basis, in accordance with applicable Department of Commerce guidance. Board members serve at the discretion of the Director of NIST.

The Board shall consist of not fewer than ten (10) members, broadly representative of stakeholders. At least two (2) members shall be employed by or sit on an advisory board for an MEP Center; at least five (5) members shall be from U.S. small businesses in the manufacturing sector; and at least one (1) member shall represent a community college. No member shall be an employee of the federal government.

The term of office of each member of the Board shall be three years, except that vacancy appointments shall be for the remainder of the unexpired term of the vacancy. Any person who has completed two consecutive full terms of service on the Board shall thereafter be ineligible for appointment during the one-year period following the expiration of the second such term.

Board members shall serve in a Representative capacity, and not as Special Government Employees (SGEs). *See* 18 U.S.C. § 202. Members shall not reference or otherwise utilize their membership on the Board in connection with public statements made in their personal capacities without a disclaimer that the views are their own and do not represent the views of the MEP Advisory Board, NIST, the Department of Commerce, or the U.S. Government.

The Board's Chair and Vice Chair will be appointed from its membership by the Director of NIST under the advisement of the Director of the MEP Program. The Chair and Vice Chair will serve up to two-year terms, subject to renewal by the Director of NIST.

**13. Subcommittees.** NIST may establish Board subcommittees pursuant to provisions of FACA, the FACA implementing regulations, and applicable Department of Commerce guidance. Subcommittee members are to be selected from among the members of the Board. Subcommittees must report back to the Board and will not provide advice or work products directly to NIST.

**14. Recordkeeping.** The records of the Board, formally and informally established subcommittees, or other subgroups of the Board, will be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. Subject to the Freedom of Information Act, 5 U.S.C. § 552, records presented to or prepared for or by the Board are available for public inspection.

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Acting Chief Financial Officer and  
Assistant Secretary for Administration

Filing Date