

U.S. DEPARTMENT OF COMMERCE
National Institute of Standards and Technology
Charter of the
Manufacturing Extension Partnership Advisory Board

1. **Committee's Official Designation:** Manufacturing Extension Partnership (MEP) Advisory Board (Advisory Board or Board).
2. **Authority:** The MEP Advisory Board is authorized under Section 3003(d) of the America COMPETES Act (P.L. 110-69); codified at 15 U.S.C. 278k(e), as amended, in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App.
3. **Objectives and Scope of Activities:** The Board provides the Hollings MEP advice and assessments on programs, plans, and policies focused on supporting and growing the U.S. manufacturing industry.
4. **Description of Duties:**
 - Provide advice on MEP programs, plans, and policies.
 - Assess the soundness of MEP plans and strategies.
 - Assess current performance against MEP program plans.
 - Function solely in an advisory capacity, in accordance with the provisions of the FACA, as amended, 5 U.S.C. App.

The Board shall transmit, through the Director of the National Institute of Standards and Technology (NIST), an annual report to the Secretary of the Department of Commerce for transmittal to Congress within 30 days after the submission to Congress of the President's annual budget request in each year. The report shall address the status of the MEP program and comment on the relevant sections of the programmatic planning document and updates thereto transmitted to Congress by the Director under 15 U.S.C. 278i(c) and (d).

5. **Official to Whom the Board Reports:** The Board will report to the Director of NIST.
6. **Support:** The Hollings 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 \$150,000.00, which includes 1 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, or while otherwise performing duties at the request of the Chair, while away from their homes or regular places of business.

12. Record Keeping: Records of the Board, and of any formally and informally established subcommittees or other subgroups of the Board, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection or copying, subject to the Freedom of Information Act (5 U.S.C. 552).

13. Duration/Termination: This charter will terminate two years from the date of its filing with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Ellen Herbst

Chief Financial Officer and
Assistant Secretary for Administration

10/19/15

Filing Date