

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
CHARTER OF THE  
NATIONAL INDUSTRIAL SECURITY PROGRAM POLICY ADVISORY COMMITTEE

1. **Committee's Official Designation.**

National Industrial Security Program Policy Advisory Committee ("NISPPAC" or "the Committee").

2. **Authority.** The National Industrial Security Program Policy Advisory Committee is established by Sec. 103 of Executive Order (EO) 12829, as amended and governed by the provisions of the Federal Advisory Committee Act (FACA), as amended (5 U.S.C. Appendix 2).

3. **Objectives and Scope.** The NISPPAC advises its Chairman, the Director of the Information Security Oversight Office (ISOO), on matters concerning the policies of the National Industrial Security Program (NISP), including recommended changes to those policies as reflected in EO 12829, its implementing directives, or the rule established under EO 12829.

4. **Description of Duties.** The NISPPAC shall serve as a forum to discuss National Industrial Security Program policy issues in dispute and shall advise the Chairman of the Committee on matters concerning the oversight of the NISP.

5. **Agency or Officials to Whom the Committee Reports.** NISPPAC shall report to the National Archives and Records Administration (NARA).

6. **Committee Support.** The Director of ISOO shall provide NISPPAC with administrative services, facilities, staff, and other support services necessary for the performance of its functions.

7. **Estimated Annual Operating Cost and Staff Years.** The estimated annual operating costs of the NISPPAC are \$341,354.00. Staff support provided by ISOO is estimated to be 2.0 staff years. Members of the Committee shall serve without compensation for their work on the Committee. However, nongovernment members may be allowed travel expenses including per diem in lieu of subsistence, as authorized by law for persons serving intermittently in the Government service

8. **Designated Federal Officer (DFO).** The DFO is a full time salaried employee of NARA and will perform the duties set forth in FACA and the Final Rule, to include ensuring administrative and staff support to the NISPPAC. The DFO will approve or call all of the advisory committee and subcommittee meetings, prepare and approve all meeting agendas, attend all committee 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 official to whom the advisory committee reports.

9. **Estimated Number and Frequency of Meetings.** The NISPPAC shall meet at the request of the Chairman, but at least twice during the calendar year.

10. **Duration.** The need for the NISPPAC is continuing.

11. **Termination.** Unless continued by the President, NISPPAC will terminate on September 30, 2023.

12. **Membership and Designation.** The Director of ISOO, who also serves as the Chairman, will appoint the members of the NISPPAC according to EO 12829. Membership will consist of representatives (Regular Government Employees) of those departments and agencies most affected by the NISP, and a balanced membership consisting of non-government representatives (Representative Members) to include contractors, licensees, and grantees involved with classified contracts, licenses, or grants (hereinafter referred to as contractors), as determined by the Chairman. There will be 16 regular government employee members, including the Chairman, and there will be eight non-government representative members. Non-government members represent all types and sizes of NISP contractor entities, whose scope of operations range from a one person entity, having a single classified contract to some of the largest U.S. corporations having numerous classified contracts. All members will have expertise comprising the primary functions of an industrial security program, to include information, personnel, physical, and information systems security.

13. **Subcommittees.** The Agency may establish subcommittees as necessary to accomplish functions of the parent committee. The subcommittees report to the parent committee and must not provide advice or work products directly to the agency.

14. **Recordkeeping.** The records of the NISPPAC parent committee, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2 or other approved agency record disposition schedules. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552. Recommendations, resolutions, and reports shall be in writing and submitted by the Chairman. The DFO shall also provide the Archivist of the United States with minutes of each NISPPAC meeting.

15. **Filing Date.** October 1, 2021.

Approved:



10/1/2021

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DAVID S. FERRIERO  
Archivist of the United States

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Date