

CHARTER
GODDARD SPACE FLIGHT CENTER
VETERANS ADVISORY COMMITTEE

(DRAFT, 8-24-2010)

I. AUTHORITY

The Goddard Space Flight Center Veterans Advisory Committee (VAC) is established by authority of the Center Director to serve as a full member of the Goddard Diversity Council. The VAC operates under this Charter and its establishment is consistent with the efforts promoted through Executive Order 11478, "Equal employment opportunity in the Federal Government", and Executive Order 13518, "Employment of Veterans in the Federal Government". As such, the establishment of the VAC is recognized as an official committee of the Center. This Charter establishes operating procedures and guidelines for the VAC.

II. PURPOSE

The VAC was established to assist all levels of management in creating an inclusive environment that in turn, is conducive to the recognition, development, understanding, and utilization of each employee's abilities, skills, and knowledge in order to achieve maximum productivity. The sponsoring organization is the Goddard Diversity Council. Veterans refer to military veterans.

III. OBJECTIVES

The committee is chartered to:

- A. Provide advice, guidance, and recommendations to the Diversity Council on issues and concerns that affect Veteran employees.
- B. Serve as a focal point for the concerns of veteran employees on matters affecting them in the Goddard Space Flight Center workplace through personal contact with the Director, the Deputy Director, and other officials of the Center.
- C. Provide educational forums for Veteran and non-Veteran employees and managers on issues concerning Veterans.

- D. Serve as a central point for Veterans to share with each other relevant information, networking, and to bolster Goddard's contribution/stewardship for veterans inside and outside of Goddard.

IV. MEMBERSHIP

The membership of the committee will consist of Goddard Veteran employees and non-Veteran employees interested in supporting the efforts of the committee. However, a majority of the membership will consist of Goddard veteran employees to include all Goddard facilities.

The committee will consist of up to 12 civil servant representatives and up to 3 non-voting contractor members. Efforts will be made to represent each Directorate. The civil service members will be appointed by the Diversity Council Chair after self-nomination to the Special Assistant for Diversity. Contractor members will be recommended by the Special Assistant for Diversity and approved by the company onsite program manager and/or appropriate company official.

Each member will serve for a term of 3 years. Terms will be staggered so that only 1/3 turns over in a given year. Normally, members will serve no more than 2 consecutive terms. If the initial appointment was for a period of 18 months or less, a member can then be appointed for up to 2 full terms. The Special Assistant for Diversity will approve any exceptions. The committee structure and selection process will be reviewed in the fall of each year. The VAC year is from January through December, which allows for a smooth transition during the fall quarter.

In addition to the voting members described above, the Office of Diversity and Inclusion, the Equal Opportunity Program Office, and the Office of Human Capital Management will each have an *ex-officio* member on the committee.

V. COMMITTEE FUNCTIONS

The Committee has a wide range of functions that include:

- A. Take the lead role in planning and implementing activities to recognize the service and sacrifice of veterans.
- B. Provide a forum and support network for veterans with like experiences to come together to share their experiences.
- C. Develop opportunities for assisting Goddard veterans to address adjustment issues from military to a civilian environment through mentoring and/or sponsorships.
- D. Develop outreach strategies to reach out to Veterans for career opportunities at NASA and Goddard.

- E. Develop and maintain liaison with similar committees in other NASA installations, NASA Headquarters, and other Governmental agencies.

VI. DECISION-MAKING

Whenever possible, decision-making will be by consensus of all VAC members. When voting is required by the Charter, the committee will assure that, prior to any vote, every voice is heard, that information is shared, and that committee actions are taken with full understanding and consent.

Once projects are delegated, the subcommittees will have the authority to make project decisions. However, the subcommittee chair is expected to keep the committee informed of their progress and to address any issues raised.

VII. COMMITTEE OFFICERS

The committee will elect a Chair and a Vice Chair from among its members who will serve for a period of 1 year. The same individual may not serve as chair for more than 2 consecutive years. Subcommittee chairs will be selected as needed.

VIII. COMMITTEE MEETINGS (FREQUENCY AND ABSENCES)

Meetings will be held once a month. Members will determine the need for additional meetings. Meetings of sub-committees will be on an as-needed basis.

Members can be excused from meetings due to illness, conflicting work assignments or scheduled leave. If a member knows in advance that he or she will be absent for more than two consecutive meetings, that member may request that an alternate be appointed. The Executive Secretary will forward the request to the appropriate Director. If a member who has not made provision for an alternate misses three consecutive meetings or four meetings over the course of 12 months, the committee may dismiss the individual by a vote of the majority of the committee. The Executive Secretary will notify the member that a vote is pending 10 days prior to the Committee vote. The member will have an opportunity to request renewal of his or her participation.

IX. FILLING VACNCIES

Vacancies occurring on the committee for any reason will be filled in the same manner as the position was filled originally. The vacancy will be filled until the expiration of the appointment of the vacating member, at which time the new member may be reappointed to serve a full term.

X. COMMITTEE DURATION

The committee will be a standing committee of indefinite duration with continuance dependent on the annual evaluation and Director's approval.

XI. SUB-COMMITTEES

The committee will form such sub-committees as it considers necessary, on a continuing or ad hoc basis, to address specific items such as; special events; committee membership; etc., or specific problems or issues as they arise.

XII. COMMITTEE SUPPORT

The Special Assistant for Diversity is responsible for management and logistic support functions of the committee and exercises this responsibility through the VAC Program Manager on the Diversity and Inclusion staff. The Special Assistant for Diversity will serve as an ex-officio member of the VAC.

XIII. COMMITTEE CHARTER AMENDMENTS

This charter stands until revised by the committee with a two-thirds vote of the membership and final approval by the Center Director.

Approved:

Rob Strain
Center Director

Date