

Attachment A to the SciPAC Rules and Membership SOP  
**SciPAC Charter and Standard Operating Procedure Review Matrix**  
 Updated: January 8, 2021

Subcommittee SOP	Current approval date	Deadline to Submit to R&M	R&M Submits to EB	EB provides feedback	SC provides edited version to EB	EB additional feedback	SC provides edits to EB	Deadline for EB approval	Next submission to EB
Mentoring*	8/28/17	1/15/21	1/29/21	2/19/21	3/12/21	4/2/21	4/16/21	4/30/21	
Category Day*	8/17/18	2/15/21	3/1/21	3/22/21	4/12/21	4/26/21	5/3/21	5/10/21	2/15/25
Readiness*	12/19/17	5/1/21	5/15/21	6/5/21	6/26/21	7/10/21	7/17/21	7/24/21	3/1/25
Policy	6/7/18	11/1/21	11/15/21	12/6/21	1/10/22	1/24/22	1/31/22	2/7/22	11/1/25
Awards	6/28/18	2/15/22	3/1/22	3/22/22	4/12/22	4/26/22	5/3/22	5/10/22	2/15/26
Science	8/24/18	5/1/22	5/15/22	6/5/22	6/26/22	7/10/22	7/17/22	7/24/22	5/1/26
Rules & Membership	TBD	11/1/22	11/15/22	12/6/22	1/10/23	1/24/23	1/31/23	2/7/23	11/1/26
Recruitment & Retention	1/24/20	2/15/23	3/1/23	3/22/23	4/12/23	4/26/23	5/3/23	5/10/23	2/15/27
Career Development	12/31/19	5/1/23	5/15/23	6/5/23	6/26/23	7/10/23	7/17/23	7/24/23	5/1/27
Website	9/1/20	11/1/23	11/15/23	12/6/23	1/10/24	1/24/24	1/31/24	2/7/24	11/1/27
Visibility	12/16/20	2/15/24	2/29/24	3/21/24	4/11/24	4/25/24	5/2/24	5/9/24	6/15/28

\*--A 6-month extension has been granted to these deadlines due to the large number of officers deployed for response to COVID-19

SciPAC Governing Documents	Current approval date	Deadline to Submit to R&M	R&M Submits to EB	EB provides feedback	SC provides edited version to EB	EB additional feedback	SC provides edits to EB	Deadline for EB approval	Next submission to EB
<i>SciPAC SOP**</i>	8/18/2020	<i>Not Applicable</i>	3/1/21	3/22/21	4/12/21	4/26/21	5/3/21	5/10/21	5/13/22
<i>SciPAC Charter***</i>	8/8/17	<i>Not Applicable</i>	TBD	TBD	TBD	TBD	TBD	TBD	TBD

\*\* --SciPAC SOP will be reviewed on a yearly basis.

\*\*\*--Awaiting receipt of new model charter template from OSG