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Space Administration

John C. Stennis Space Center
Stennis Space Center, MS
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SPR 1150.1 Rev. A
April 2010

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Establishment of Charters - Boards/Councils/Committees

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SUBJECT: Establishment of Charters – Boards/Councils/Committees		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
SPR 1150.1 Basic *Note: The Original history of the prior Directive has been retained below to provide clarity and for tracking and reference purposes only.	November/ December, 2004	Renay Nelson, Directives Manager	Initial Issuance as a New Directive. Complete revision of original Directive (SPG 1152.1) to better structure the SSC processes for creating and managing Charters for Boards, Councils, and Committees. Document revised as a result of NASA rules review requirements. Title changed, new corrected number assigned and changed to SPR. Appendixes reflecting current SSC Charters removed, revised, and published as individual separately numbered documents (SBCC).
A	November 2009 – January 2010	Renay Nelson, Directives Manager	Revalidation and general corrections for format, dates, approval etc. Added responsibilities for the Joint Management Council. Revised Chapter 2.
Old History			
SPG 1152.1 Basic *See note above for SPR 1150.1	4/28/99	DA00/B. Dubuisson, X-1636	Revises/cancels SPC 1152.1 to capture all charters in an SPG, to allow independent revision/extension of each charter, and to allow the addition of new charters with two-year terms. Deletes Section 1152.1(2) [Appendix B] Termination Settlement Review Board Charter” as NASA FAR Supplement has deleted reference to this Board.
SPG 1152.1A *See note above for SPR 1150.1	April, 2002	DA00/B. Dubuisson, X81636	Revised Appendix A to delete reference to HATC. Added new charters/Appendices B, D, E, F, G, and H. General revision of

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			Preface and overall format to accommodate new SSC documentation format requirements. Removed the “Establishment” paragraph and change duration of charters per requirements in NPG 1400.1.
SPG1152.1 B *See note above for SPR 1150.1	March, 2004	Renay Nelson, Directives Manager	General revision of entire document to reflect NASA/SSC reorganizations and changes in functional responsibilities. Added Chapter 1, Operational Procedures. Added CIO Executive Board Charter, Information Technology Focus Group Charter, and SSC Employee Safety Council Charter. Deleted SSC System Management Panel Charter and Propulsion Test Governing Program Management Council.

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PREFACE

P.1 PURPOSE

This Directive establishes the requirements for the establishment and maintenance of Stennis Space Center (SSC) charters for boards, councils, and committees.

P.2 APPLICABILITY

a. This SPR is applicable to the NASA/SSC organizations, officials-in-charge, and personnel of Stennis Space Center. It applies to all councils, boards, committees, or similar groups established by SSC even if membership includes representation from other Agencies, contractors, companies, or other NASA Centers.

b. It does not apply to SSC participation in groups formed or appointed by entities external to SSC (i.e., other Agencies, NASA Headquarters, other NASA Center, or community organizations) or groups jointly established by SSC and another organization.

P.3 AUTHORITY

- a. 42 U.S.C. 2451, et. seq., The National Aeronautics and Space Act of 1958, as amended.
- b. NPR 1000.3, The NASA Organization.
- c. NPR 1400.1, NASA Directives System Procedural Requirements.
- d. SPR 1280.1, SSC Management Manual.

P.4 APPLICABLE DOCUMENTS

Unless otherwise specified the latest revision is considered to be the correct version.

- a. NPR 1441.1, NASA Records Retention Schedules (NRRS)

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P.5 MEASUREMENT/VERIFICATION

Compliance will be measured through periodic audits such as ISO compliance, document management, and management reviews.

P.6 CANCELLATION

SPR 1150.1 Establishment of Charters – Boards/Councils/Committees, dated December 3, 2004.

Signature on file

Patrick E. Scheuermann
Director

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CHAPTER 1 GENERAL REQUIREMENTS AND RESPONSIBILITIES

1.1 Creation and Maintenance of Charters

- a. Creation and revision of charters shall be the responsibility of the NASA/SSC offices, organizations, or functions of primary responsibility.
- b. Charters shall be prepared in accordance with the format and numbering requirements established by this Directive and published as individual documents in the SSC TechDoc System.
- c. Charters will be created, rescinded, or revised as requirements are identified or as changes occur.
- d. All charters must bear an effective date and an expiration date (if a duration is specified) or a review date. Unless expiration is specified, each charter may continue until the specific governance or requirement for its establishment is cancelled or amended but all charters shall be reviewed annually for currency and continuing need. The review date shall be updated upon each review.
- e. The Center Director shall concur upon and approve all charters.
- f. Charters may be cancelled by the Center Director or the Office of Primary Responsibility with the concurrence of the Center Director or the Center Director's designee.
- g. "Sub groups," "ad hoc committees," "Teams" or "Working Groups" to Charters may be formed as needed as determined by the Charter Chair or board consensus and do not require formalization under a specific Charter. These may be chaired at any appropriate level determined by the Charter group.
- h. Charter groups shall establish and follow common operational procedures and reporting activities as defined by this directive.

1.2 Responsibilities

1.2.1 SSC Directives Manager, Center Operations Directorate

The SSC Directives Manager or designee shall:

- a. Provide general guidance to Center organizations on the preparation of Charters for Boards, Councils, Committees, and similar groups.

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- b. Review, evaluate, and process recommendations for establishment, reappointment, or cancellation of a Board, Council, Committee, or similar group to cognizant responsible organizations and to the Center Director's office for approval.
- c. Provide formats for the preparation of Charters.
- d. Assign Charter numbers, obtain Center Director's or designee's approval, electronically publish the documents in the SSC TechDoc System, and maintain the original and official files on the establishment and management of Charters as part of the Center's Directives Management system.

1.2.2 SSC Office of Procurement

The Office of Procurement shall maintain current records related to the appointment of Performance Evaluation Boards (PEBs) and Source Evaluation Boards (SEBs) in the appropriate contract files.

1.2.3 Directors/Managers/Offices of Primary Responsibility

Offices of Primary Responsibility shall:

- a. Prepare proposed Charters for Boards, Councils, or Committees within their areas of responsibility, obtain concurrence of affected organizations, and submit, along with an electronic file in the appropriate format to the SSC Directives Manager or designee.
- b. Ensure that all information in Charters within their area of responsibility remains current, and that all obsolete Charters are cancelled. Each Charter shall be updated as changes occur and all Charters will be reviewed on an annual basis for currency.
- c. Obtain the concurrence of affected organizations as needed on the establishment of sub or ad hoc groups and maintain such records as a part of the Charter group's records.
- d. Ensure that boards, councils, and committees established under their purview provide periodic reviews and reports to the Joint Management Council as needed or required.

1.2.4 Office of Chief Counsel

The office of Chief Counsel shall:

- a. Review and concur on the establishment of all Charters.
- b. Provide advice on the applicability of the Federal Advisory Committee Act.

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1.2.5 Joint Management Council

The Joint Management Council shall:

- a. Serve as the “senior” board and provide oversight of all other SSC boards, councils, and committees. All other boards, councils, and committees shall be subordinate to the Joint Management Council.
- b. Serve as the final authority for resolution of any issues resulting from the activities of other boards, councils, or committees. Determinations of the Joint Management Council shall be final.

1.3 Records

- a. Original Charters shall be maintained by the Directives Manager’s office filed in conjunction with this SPR maintained in accordance with NPR 1441.1, NASA Records Retention Schedules (NRRS).
- b. Records of the Charter group’s activities shall be maintained and dispositioned in accordance with the NRRS by the organization responsible for establishing the group. Note: Additional information on records requirements is also provided in Chapters 2 and 3.

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CHAPTER 2 OPERATIONAL PROCESSES

2.1 Requirement

Operational processes pertinent to the functions shall be established and used by all SSC Boards, Councils, and Committees to facilitate integrated reporting of activities to senior management.

2.2 Suggested Practice

- a. Operational processes should include agenda structure, meeting set-up and notification, management of action items, presentation development, meeting minutes, and records archival procedures. An example check sheet for these processes is shown in Attachment 1.
- b. A common agenda may include but is not necessarily limited to the following:
 - Opening Comments – Provided by the Chair of the meeting.
 - Performance Measures – Dash Board: Metrics indicating degree of process control versus goals or targets.
 - Exceptions – Identification of program(s), project(s), or processes that are out of control relative to a given set of goals and/or targets.
 - Corrective Actions – Identification of recovery steps, efforts, processes necessary to bring the program(s), project(s), or processes back under control relative to a given set of goals and/or targets.
 - Action Item Review – This includes the review and status of on-going items and the initiation of new items requiring focused attention.
 - Special Topics – These are focused topics to heighten awareness or address a specific area of concern all of which requiring management attention.
 - Backup Data – Detailed information to support all-the previous subject areas.

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CHAPTER 3 CHARTER PREPARATION

3.1 General Format

Charters shall be prepared and established in the format provided below and include the elements shown and described. The format for the cover, use of headers in the document, and other needs will follow basic requirements provided in SPR 1400.1 that addresses SSC document preparation and management. Templates will be made available by the Directives Manager's Office upon request.

3.2 Document Header

Charter documents shall use the header illustrated below on all pages except the cover.

Stennis Charter – Boards/Councils/Committees	SBCC 1150-nnnn	Basic or Rev Ltr
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Responsible Office: OPR Name		
SUBJECT: (insert Name of Board, Council, or Committee) Charter		

3.3 Standard Paragraph/Section Elements

Charters shall include the following standard paragraph elements. Optional elements or sub-elements may be added if necessary to describe the requirements of the Charter.

1.0 Purpose

2.0 Applicability/Scope

3.0 Authority

4.0 Functions

Note: This element may also include Establishment and Responsibilities or these may be broken out as separate or additional paragraph elements as necessary. Following paragraph numbering would be adjusted as appropriate.

5.0 Membership

X.0 Additional optional paragraph sections if needed

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6.0 Meetings

7.0 Records

Note: Indicate what records will be kept and who/what office will keep them.

8.0 Duration (Optional)

Note: Unless an expiration period is specified, the Charter will continue until the requirement establishing it is cancelled or amended. However, all Charters will be reviewed on an annual basis for continuing accuracy, validity, and need.

9.0 Cancellation

Supersedes and cancels xxxxxx (*document number of the specific document being superseded or canceled*)

Director Name
Director

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ATTACHMENT 1 – EXAMPLE MEETING CHECKLIST

Meeting Checklist

Date: _____

- | | | |
|---|--|---|
| Conference room booked <input type="checkbox"/> | Telecon set <input type="checkbox"/> | Meeting request sent <input type="checkbox"/> |
| Confirmation # rec'd <input type="checkbox"/> | Dial in # distributed <input type="checkbox"/> | Agenda distributed <input type="checkbox"/> |

Meeting information received:

Description Distributed	Received from	
_____	_____	<input type="checkbox"/>

Agenda checked for meeting attendees needed (other than regular members)

Other Attendees:

Name	Location	Phone	Confirm or Decline

Meeting minutes distributed on: _____

Note: Actions are tracked electronically, updated with meeting information after minutes are approved. Reports are printed as needed.

Filing: Hard copies of presentations and action item closure documentation are kept in a file with supporting information. In addition, hard copies of meeting information are kept separately to include meeting agenda, meeting checklist, telecon information, meeting minutes (draft, marked up copies, and final copy), and other supporting meeting information. The same electronic information is stored for each meeting.