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Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPR 1150.1 Rev B
July 2020

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	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 NASA 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 NASA 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.
A-1	May 2015	Allecia Kimble Directives Manager	Administrative changes.
B	June 2020	Allecia Kimble/8-2446	Removed duplication of document requirements outlined in SPR 1400.1. Updated responsibilities for Directives Manager based on current processes. Updated example meeting checklist to include virtual meetings.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 3 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

Table of Contents

PREFACE..... 4

P.1 PURPOSE..... 4

P.2 APPLICABILITY..... 4

P.3 AUTHORITY 4

P.4 APPLICABLE DOCUMENTS AND FORMS 4

P.5 MEASUREMENT/VERIFICATION..... 4

P.6 CANCELLATION 5

CHAPTER 1. GENERAL REQUIREMENTS..... 6

 1.1 Creation and Maintenance of Charters6

 1.2 Records6

CHAPTER 2. RESPONSIBILITIES 7

 2.1 SSC Directives Manager, Center Operations Directorate.....7

 2.2 SSC Office of Procurement7

 2.3 Directors/Managers/Offices of Primary Responsibility.....7

 2.4 Office of Chief Counsel8

 2.5 Joint Management Council8

CHAPTER 3. OPERATIONAL PROCESSES 9

 3.1 Requirement.....9

 3.2 Suggested Practice9

CHAPTER 4. CHARTER PREPARATION 10

 4.1 General Format10

 4.2 Standard Paragraph/Section Elements10

ATTACHMENT 1. EXAMPLE MEETING CHECKLIST 11

APPENDIX A. ACRONYMS 13

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

PREFACE

P.1 PURPOSE

This directive establishes the requirements for the establishment and maintenance of the National Aeronautics and Space Administration (NASA) John C. Stennis Space Center (SSC) charters for boards, councils, and committees.

P.2 APPLICABILITY

- a. This Stennis Procedural Requirements (SPR) is applicable to SSC organizations, officials-in-charge, and personnel of NASA SSC. It applies to all councils, boards, committees, or similar groups established by NASA 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 Centers, or community organizations) or groups jointly established by SSC and another organization.
- c. In this directive all citations are assumed to be the latest version unless otherwise specified.

P.3 AUTHORITY

- a. National Aeronautics and Space Act of 1958, as amended, 51 U.S.C. 20113
- b. NASA Procedural Requirements (NPR) 1000.3, The NASA Organization
- c. NPR 1400.1, NASA Directives and Charters Procedural Requirements
- d. SPR 1280.1, SSC Management Manual

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPR 1441.1, NASA Records Management Program Requirements
- b. NASA Records Retention Schedules (NRRS) 1441.1

P.5 MEASUREMENT/VERIFICATION

Compliance will be measured through periodic audits such as International Organization for Standardization (ISO) compliance, document management, and management reviews.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 5 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

P.6 CANCELLATION

SPR 1150.1 Rev A-1, Establishment of Charters – Boards/Councils/Committees, dated May 2015.

**RICHARD
GILBRECH** Digitally signed by
RICHARD GILBRECH
Date: 2020.07.09
15:07:11 -05'00'

Richard J. Gilbrech, Ph.D.
Director

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Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Page 6 of 13		
Responsible Office: RA40/Office of the Chief Information Officer		
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

CHAPTER 1. GENERAL REQUIREMENTS

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 NASA SSC Technical Documentation System (TechDoc).
- c. Charters will be created, rescinded, or revised as requirements are identified or as changes occur.
- d. All charters shall 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.
- e. Charters shall be reviewed annually for currency and continuing need.
- f. “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.
- g. Charter groups shall establish and follow common operational procedures and reporting activities as defined by this directive.

1.2 Records

- a. Original charters shall be maintained by the Directives Manager’s office filed in conjunction with this SPR, and maintained in accordance with NPR 1441.1, NASA Records Management Program Requirements.
- b. Records of the charter group’s activities shall be maintained and dispositioned in accordance with NRRS 1441.1 by the organization responsible for establishing the group.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Page 7 of 13		
Responsible Office: RA40/Office of the Chief Information Officer		
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

CHAPTER 2. RESPONSIBILITIES

2.1 SSC Directives Manager

The NASA 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.
- 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: Office of the Director for approval.
- c. Route revised charters for review to affected organizations.
- d. Provide formats for the preparation of charters.
- e. Assign charter numbers, obtain Center Director's or designee's approval, electronically publish the documents in the NASA 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.

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.

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.
- b. Ensure that all information in charters within their area of responsibility remains current, and that all obsolete charters are cancelled.
- 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.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 8 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

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.

2.5 Joint Management Council

The Joint Management Council shall:

- a. Serve as the “senior” board and provide oversight of all other NASA 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.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 9 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

CHAPTER 3. OPERATIONAL PROCESSES

3.1 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.

3.2 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:

- (1) Opening Comments – Provided by the Chair of the meeting
- (2) Performance Measures – Dash Board: Metrics indicating degree of process control versus goals or targets
- (3) Exceptions – Identification of program(s), project(s), or processes that are out of control relative to a given set of goals and/or targets
- (4) 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
- (5) Action Item Review – This includes the review and status of on-going items and the initiation of new items requiring focused attention
- (6) Special Topics – These are focused topics to heighten awareness or address a specific area of concern all of which requiring management attention
- (7) Backup Data – Detailed information to support all the previous subject areas.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

CHAPTER 4. CHARTER PREPARATION

4.1 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 address NASA SSC Document Preparation, Numbering and Management. Templates will be made available by the Directives Manager’s Office upon request.

4.2 Standard Paragraph/Section Elements

a. 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
5.0 Membership
X.0 Additional optional paragraph sections if needed
6.0 Meetings
7.0 Records
<i>Note: Indicate what records will be kept and who/what office will keep them.</i>
8.0 Duration
9.0 Cancellation
Supersedes and cancels xxxxxx (document number of the specific

Figure. 4-1 Charter Numbering and Paragraph Elements

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 11 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

ATTACHMENT 1. EXAMPLE MEETING CHECKLIST

Meeting Checklist

Date:

Webex Meeting Checklist

Webex meeting request sent
Agenda distributed

Face-to-Face Meeting Checklist

Conference room booked
Telecon set
Confirmation number received
Meeting request sent
Dial in number distributed
Agenda distributed

Meeting information received:

Description

Received from

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

Other Attendees:

Name	Location	Phone	Confirm or Decline

Meeting minutes distributed on: _____

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 12 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

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

Filing: Electronic copies of presentations and action item closure documentation are kept in a file with supporting information. In addition, electronic 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.

Stennis Procedural Requirements	SPR 1150.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: July 09, 2020	
	Expiration Date: July 09, 2025	
Responsible Office: RA40/Office of the Chief Information Officer		Page 13 of 13
SUBJECT: Establishment of Charters – Boards/Councils/Committees		

APPENDIX A. ACRONYMS

ISO	International Organization for Standardization
NASA	National Aeronautics and Space Administration
NPR	NASA Procedural Requirement
NRRS	NASA Records Retention Schedules
PEB	Performance Evaluation Board
SEB	Source Evaluation Board
SPR	Stennis Procedural Requirement
SSC	John C. Stennis Space Center
TechDoc	Technical Documentation System