

## **Human Health and Performance Directorate**

### **Human Systems Academy Charter**

#### **Purpose**

This charter documents the Human Health and Performance Directorate (HH&P) Human Systems Academy (HSA) and its control Board (HSACB), at the NASA Johnson Space Center (JSC). The purpose of the Human Systems Academy is to present a mechanism to provide and direct professional development education and outreach for the HH&P.

#### **Scope**

The Human Systems Academy will enable the HH&P work force:

- To adapt and grow with the dynamic nature of 21<sup>st</sup> century human space flight through a human system-centric philosophy
- To enhance flexibility and technical competence to complement disciplines and programs across the Agency, external commercial entities, and the international community.

The HSA is responsible for the review of current directorate educational needs, the determination the significance of those needs, and provision of methods to meet them. The Academy offers training and professional development curricula for all HH&P disciplines as well as cross cutting areas such as science management, human systems integration and other general disciplines. These efforts contribute to the development of technical expertise and core competencies critical to human space exploration.

The HSA processes will be governed by the HSACB, which resides within the Business and Institutional Management Office and works through the NHHPC when appropriate to create access to external entities.

The scope includes the education outreach managed by the Business and Institutional Management Office (BIM). These activities are included in the Board agenda and responsibilities when needed. The Academy works with non-NASA audiences through the NHHPC members as well as academia, industry, and other government organizations. The non-NASA audience spans from K-12, undergraduate to graduate, post-graduate studies and medical schools. This effort contributes to the development of technical expertise and core competencies critical to human space exploration.

### **Goals**

The goals of the Human Systems Academy are:

- To enhance the ability of HH&P personnel to grow, develop and expand with the changing environment for rewarding careers
- To strengthen the Directorate for future needs, challenges, and innovations
- To focus on internal needs such as knowledge of the entire directorate to enhance communication and working across divisional lines.
- To educate non-NASA individuals in human health and performance disciplines in support of NASA's human space flight programs

### **Authority**

The Human Systems Academy is established by the Human Health and Performance Directorate, and is managed by the Human Systems Academy Control Board. The HSA Control Board provides oversight in the implementation of the Academy and provides the configuration management for the policies governing the HSA including courses, certificates, and course substitution policies. The Board is also responsible for the review and evaluation of benchmarked educational needs, evaluation of gaps in the Directorate educational needs, and the evaluation and recommendation of changes for courses, certificate programs, and the overall Academy. It can change certificate programs and will certify that all certificate requirements are met before forwarding candidate names to the director. The HSACB also

makes Academy faculty recommendations to the director. Additional details of HSA and its traceability to Directorate and Agency Goals are detailed in the HSA Implementation Plan.

### **Board Membership**

The membership of the Human Systems Academy Control Board includes the following:

The HSA Control Board Chair will provide oversight in the implementation of the Academy. The Chair will provide information, decisions, and recommendations to the HH&P Director. To ensure effective and efficient implementation of Academy initiatives, the HSA Control Board Chair will coordinate with Directorate leadership, JSC Human Resources, and JSC Office of Education. The Control Board Chair communicates approval or disapproval of recommendations discussed by the Board and will convene the working group, which makes the recommendations to the Board.

Board Members: Each division provides one primary and one alternate and JSC Human Resources provides one primary and one alternate. Ad Hoc members may be called upon as topics in their area of expertise are discussed.

HSA Control Board members provide the leadership and coordination to meet the goals of the Academy. Members are required to understand their roles, responsibilities, and authority within the Academy, the processes that guide their interactions with organizations within and outside of NASA, and the products for which the Academy, as a whole, is responsible. Additionally, members evaluate and support the timely development of decisions regarding proposed content changes to any course curriculum.

The Board appoints the HSA working group, which will have the same representation as the Board, and will also include prime and alternate members from the Directorate prime contractor

and at least one other contractor as determined by the HSA Board. Ad Hoc Members will be appointed as needed and may include members from other Directorates.

### **Meetings**

The HSA Control Board shall meet on a regular basis as determined by the Control Board Chair. Board meetings will be at least once per year and not more than quarterly.

### **Minutes**

HSA Board minutes will be written and recorded by executive secretary for review by the Board Chair or designee within one week of the Board meeting.

### **Board Actions**

The HSA Control Board actions will be recorded by Configuration Management (CM) personnel into the CM HSA electronic tool and managed by the executive secretary.

### **Responsibilities**

The HSA working group will produce the products that will be approved by the Board. The primary products of the HSA are the curriculum and coursework required to fulfill the purpose of the Academy. Curriculum shall meet the needs of HH&P personnel, along with support to other NASA centers, other NASA personnel, and non-NASA individuals. The development and execution of these products will be detailed in the Academy Implementation Plan.

The following responsibilities require approval of the HSA Control Board:

- Determine curriculum for certificates
- Award certificates to those that complete the requirements.
- Provide recommendations to courses and/or curricula based on annual review of course evaluations to meet core competencies and skills objectives. External resources may be identified to fill these gaps and take the form of courses, degree programs, professional development programs, presentations, sabbaticals, documents and other formats.

- Allow substitutions of experience and/or coursework in lieu of Academy courses.
- Make recommendations to the HH&P director for appointments of HSA Faculty.
- Supervise the HSA course work and reference library that provides on-going updates of the course presentation materials, from PowerPoint slides, transcripts, and videos along with other educational sources in order to document the technical interchanges for future knowledge management.

### **Education within Business and Institutional Management Office and NASA Human Health and Performance Center (NHHPC)**

Through BIM and the NHHPC, the Academy is involved in adult and K-graduate school educational activities. This includes working with the NHHPC members. Focus includes NASA educational STEM objectives and advising academia on training students for careers in aerospace life sciences.

### **Reporting**

The HSA Board Chair shall provide a status of accomplishments, recommendations, and plans to the BIM Office Manager and the Director of HHP Directorate at JSC on a routine basis as needed, but minimum biannual basis.

### **Resource Requirements**

Resources will be coordinated through the BIM and NHHPC resources. Additional resources requirements will be defined by the HSA Control Board and HH&P leadership.

### **Signatures**

---

Helen W Lane, PhD, RD

---

Date

Chair of Human Systems Academy Board

---

Jeffrey R. Davis, M.D.

Director, Human Health and Performance Directorate

---

Date