

## Space Environments Testing Control Board Charter

Approval

Melanie W Saunders  
Melanie W. Saunders  
Chair, Mission Support Council

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Date

Concurrence

Concurrence by Dennis Boccippio (e-mail, 10-21-20)  
Dennis Boccippio  
Director, Office of Agency Council Staff

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Date

Concurrence by David Lopez (e-mail, 10-27-20)  
Sumara M. Thompson-King  
Director, Office of General Counsel

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Date

Concurrence by Nanette Jennings Smith (e-mail, 10-21-20)  
Robert Gibbs  
Associate Administrator, Mission Support Directorate

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Date

## **1 Purpose**

1.1 The intent of this document is to outline the overarching proposal and elements associated with the creation of a board sponsored by the Mission Support Directorate (MSD) for oversight of the Space Environments Test Management Office (SETMO) Capability Portfolio. The Space Environments Testing Control Board (SETCB) fulfills requirements contained in NPR 8600.1, *NASA Capability Portfolio Management Requirements*, which describes use of advisory boards to assist with the review of established capability portfolios.

1.2 While one of the purposes of the SETCB is to guide (advise, recommend, encourage, counsel) the strategic management of the SETMO Capability Portfolio assigned to the MSD Office of Strategic Infrastructure (OSI), the SETCB also makes integrated decisions (resolve, determine, settle, choose, commit) related to that capability portfolio that have multi-organizational impact(s).

1.3 SETCB members represent the major stakeholders of SETMO capabilities, and the SETCB ensures the SETMO Capability Portfolio (Tier 1 and Tier 2 capability components) align with NASA's strategic goals, Mission Directorate (MD) requirements, and Agency business needs.

1.4 The SETCB guides the SETMO Director and MSD in the development and execution of tactical and strategic plans and develops collaborative recommendations and makes decisions to improve the effectiveness of strategic and centralized capability management. Plans, recommendations, and decisions could include operations, maintenance, modernization, capability advancements (strategic investments), and test technologies (improvements to test technologies and test techniques) necessary to sustain SETMO capabilities, SETMO budget and the allocation of resources, and divestments for technical capabilities no longer required for Agency missions.

## **2 Applicability/Scope**

This charter applies to the Space Environments Test Capability Portfolio at NASA Headquarters and all NASA Centers, including component facilities, except the Stennis Space Center. The scope excludes any Decision Authority reserved by the Mission Support Council (MSC) per its charter or Agency Governance Thresholds (NPD 1000.3).

## **3 Authority**

3.1 The SETCB is delegated authority by the Agency Mission Support Council (MSC) through decision memoranda *MSC-2015-10-001* (November 2015) and *MSC-2020-08-002* (August 2020). Per these decisions, the SETCB is established to enable progress towards a strategic and centralized management model for the SETMO Capability Portfolio, and the MSD is accountable for ensuring the strategic and centralized management model is expanded and adopted across the SETMO areas.

3.2 Additional authority is derived from:

- a. The National Aeronautics and Space Act.
- b. NPD 1000.3, The NASA Organization.

- c. NPD 8600.1, Capability Portfolio Management, and NPR 8600.1, NASA Capability Portfolio Management Requirements.

#### **4. Governing Council Affiliation**

The SETMO Capability Portfolio is aligned with the Agency's Mission Support Council (MSC) and the MSD Program Management Council (MSPMC).

#### **5. Functions**

5.1 The SETCB has the following functions:

- a. Develop input to tactical considerations including annual MD utilization and demand, operations, and maintenance.
- b. Develop input to strategic considerations including future program/project needs, required capability and capacity, improved test technologies, capability improvements or modernization, and adjustments to portfolio content and assets
- c. Control/decision authority forum for decisions and policies that are strategic, large, future shaping, or relevant to mission.
- d. Review SETMO Capability Portfolio metrics and performance against identified tenets of Agency Capability Portfolio Management (CPM), including retaining capability appropriate to the level of MD program/project risk, creating opportunities for innovation, promoting capability advancements to meet emerging MD requirements and needs, and fostering the efficient utilization of capabilities and capacities; develop recommendations for performance improvement.
- e. Develop recommendations and guidance for SETMO Capability Portfolio decisions on alignment (capabilities), scalability (capacities), strategic investments and divestments, and changes to the capability portfolio (tiers).
- f. Develop and review implementation of overall strategic plan, guidance, resource allocation, and large or high visibility projects for the SETMO Capability Portfolio.
- g. Develop an annual planning calendar of activities.
- h. Determine decisions and timing.
- i. Resolve inter-MD utilization priority issues that the Center(s) and/or SETMO cannot.
- j. Promote communication and collaboration between SETMO, MDs, and Centers.

## 6 Membership

6.1 The SETCB consists of the following roles:

- a. Chair (appointed by MSD)
- b. Executive Secretary
- c. Representative for the Aerospace Research Mission Directorate (ARMD)
- d. Representative for the Human Exploration and Operations Mission Directorate (HEOMD)
- e. Representative for the Science Mission Directorate (SMD)
- f. Representative for the Space Technology Mission Directorate (STMD)
- g. Representative for the Ames Research Center
- h. Representative for the Armstrong Flight Research Center
- i. Representative for the Glenn Research Center
- j. Representative for the Goddard Space Flight Center
- k. Representative for the Johnson Space Center
- l. Representative for the Kennedy Space Center
- m. Representative for the Langley Research Center
- n. Representative for the Marshall Space Flight Center
- o. NASA Management Office
- p. Representative for External Radiation (is considered a Center representative)
- q. SETMO Director

6.1.1 All roles and members are identified in Appendix A.

6.1.2 The SETCB asks Agency personnel to participate in ad hoc SETCB activities and meetings as non-voting invitees.

## 6.2 Roles and Responsibilities

6.2.1 Chair:

- a. Completes agreements necessary for personnel assignment to the SETCB.
- b. Provides vision and guiding principles to the SETCB and coordinates with SETCB members and representatives.
- c. Calls and conducts meetings, proposes appropriate agendas, and establishes that a quorum is present if voting is needed; approves minutes.
- d. Invites ad hoc attendees to meetings.
- e. Establishes timeframes for review of content consistent with recurring needs and on an annual basis consistent with other Agency processes.
- f. Conducts and facilitates discussions of needs and review of recommendations and status.
- g. Assigns, monitors, and reports actions.
- h. Guides discussions toward consensus and works to resolve conflicts; if consensus is not possible, elevates conflicts and reclaims to MSD leadership and the MSC as needed.
- i. Assures that commitments are clear and documented.
- j. Maintains the SETCB Charter and leads the annual board assessment described in

- Section 10.0.
- k. Provides an assessment of SETCB activities, accomplishments, and success in meeting chartered functions to the MSC, MSD, and OSI.
  - l. Documents, reports, and maintains all SETCB meetings including significant discussions and associated documents, action status, decisions, and dissenting opinions
  - m. Maintains all records developed.

#### 6.2.2 Executive Secretary:

- a. Supports the Chair in the administrative responsibilities.
- b. Maintains records of all meeting minutes, actions and resolutions, SETCB decisions, including rational and dissenting opinions, and all other SETCB activities.
- c. Ensures all records are maintained for at least three years.
- d. Is not a voting member

#### 6.2.3 Members:

- a. Serve as the representative for their MD or Center.
- b. Propose meeting agenda topics.
- c. Attend meetings or provide a designee with the same authority and accountability.
- d. Coordinate within the MD or Centers as needed to integrate a consolidated organizational position.
- e. Provide input to tactical considerations, such as annual MD demand and utilization.
- f. Provide input to strategic considerations, such as future program requirements, technical needs, and required capability, and corresponding facility construction or modernization.
- g. Review execution against plan(s) and provide recommendations for alternative approaches to managing testing assets and resources including structural changes to management, budgeting, and overall plans and efforts to realize efficiencies.
- h. Communicate with MD and Centers to ensure coordinated and efficient insight and oversight.
- i. Review all read/work ahead material and coordinate with the appropriate resource(s) from their respective organization to ensure they are fully aware of any concerns or issues regarding the topic and are prepared to represent the position of their organization.
- j. SETCB members are encouraged to attend/participate in SETMO Quarterly Reviews.

### 6.3 SETMO Director

6.3.1 The SETMO Director is responsible for the management and direction of the SETMO Capability Portfolio. The SETMO Director is the Decision Authority (except, per *MSC-2020-08-002*, Tier 1 divestments), and the SETCB guides and is a part of decisions to improve the effectiveness of strategic and centralized management of the SETMO Capability Portfolio.

6.3.2 It is the responsibility of the SETMO Director to keep the SETCB educated and informed by bringing well-documented information to the SETCB to inform appropriate and collaborative decisions.

## **7. Meetings**

7.1 The SETCB meets quarterly, and additional meetings, if necessary, are called by the Chair. The SETCB Chair sets the agenda for each meeting and distributes minutes, new actions, and the documented approval and closure of completed actions and decisions. Presentations are a combination of SETMO reports and budget and review slides developed annually for MSD and are provided to the SETCB as read and work ahead material.

7.2 All meetings are documented to establish an official record of SETCB activities. The SETCB Chair distributes (or delegates the distribution of) the meeting agenda, all meeting material (including supporting documentation), meeting minutes, and/or decision memoranda.

7.3 SETMO Center Points-of-Contact (POCs), Agency Tech Fellows, and Systems Capability Leaders are invited to attend and participate in SETCB meetings. The SETCB occasionally requests Agency personnel to participate in ad hoc SETCB activities and meetings as non-voting members.

### **7.4 Agreements and Business Rules**

- a. The Chair is selected by MSD.
- b. The SETCB has seventeen members, sixteen of whom can vote (the Executive Secretary is a non-voting position). For voting situations, a quorum consists of a minimum of nine members to include: the Chair, three MD representatives, and five Center representatives. For establishing a voting quorum, the Representative for External Radiation is considered a Center representative. Results are based on a straight vote, and the Chair will determine the result if a vote ends tied.
- c. The SETCB provides a mechanism for the recognition, discussion, documentation, and elevation of reclamation and minority or dissenting opinions. The SETCB has authority to submit reclamation against SETMO Director decisions to the MSC Chair. The process for handling minority or dissenting opinions is documented in NPR 8600.1 Chapter 5.

## **8. Duration**

The SETCB duration is indefinite; any changes addressing board membership are addressed and approved at the annual SETMO MSC review.

## **9. Assessment**

9.1 The SETCB annually reviews the charter for scope, membership, and responsibilities to determine if there is a need to make changes. With the concurrence of the MSC Chair, the charter is revised any time a major change is implemented. Minor changes to the main body and appendices are made without subjecting the plan to a formal concurrence. All changes are communicated and provided to the Office of Agency Council Staff.

9.1 The SETCB Chair provides to the MSC, MSD, and OSI an assessment of SETCB activities, accomplishments, and success in meeting chartered functions.

## **10.0 Records**

Results of SETCB meetings are documented in meeting minutes (as appropriate) by the Executive Secretary. Meeting minutes and all relevant board records are stored on the SETMO shared website.

## Appendix A – SETCB Roles and Members

a. Chair	Joel Carney, Deputy AA MSD Operations
b. Executive Secretary	Geoff Husk, SETMO
c. Representative for ARMD	Jon Montgomery
d. Representative for HEOMD	Benjy Neumann
e. Representative for SMD	Karen Flynn
f. Representative for STMD	Prasun Desai
g. Representative for ARC	George Raiche
h. Representative for AFRC	Tom Horn
i. Representative for GRC	Dave Taylor
j. Representative for GSFC	Jim Loughlin
k. Representative for JSC	Dale Roberts
l. Representative for KSC	Dan Ciarlariello
m. Representative for LaRC	Scott Hill
n. Representative for MSFC	Ray Shaughnessy
o. NMO	Chris Bonniksen
p. Representative for External Radiation	Jonny Pellish
q. SETMO Director	Michael Mastaler

### Notes:

1. The Executive Secretary is a non-voting member.
2. SETMO Center Points-of-Contact (POCs), Agency Tech Fellows, and Systems Capability Leaders are invited to attend and participate in SETCB meetings. The SETCB asks Agency personnel to participate in ad hoc SETCB activities and meetings as non-voting invitees.
3. The NASA Management Office provides the SETCB representative regarding JPL and pulls in JPL personnel when needed and appropriate.