

NASA SHARED SERVICES CENTER (NSSC) BOARD OF DIRECTORS

1. PURPOSE

1.1 This charter establishes the NSSC Shared Services Center Board and sets forth its functions, membership, meetings, duration, assessment, and records retention.

1.2 The NASA Shared Services Center Board of Directors, hereafter referred to as the “NSSC Board,” will provide leadership vision and customer focus. Major NSSC stakeholders include Agency Functional Owners, Mission Directorates, Center Directors, Center Functional Managers, Functional Employees, Line Management, and the general NASA population.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

3.1 42 U. S. C. 2473 (c) (1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

3.2 NPD 1000.0, NASA Strategic Management and Governance Handbook.

4. FUNCTIONS

4.1 The NSSC Board will provide leadership vision and strategic direction to the NSSC. The standard responsibilities of the NSSC Board are to maintain customer focus, empower action, provide resources, model partnership behavior, and approve initiatives.

4.2 Specific responsibilities of the NSSC Board are to review and approve strategic direction, establish policy, provide customer advocacy and communication, review and approve metrics and key performance indicators, and evaluate the NSSC Executive Director and Deputy Director.

4.3 The NSSC Board will also provide leadership vision to the NSSC Customer Satisfaction and Communication Team, which is responsible for facilitating feedback from NSSC customers and enabling improvements in NSSC operations and processes;

4.4 The Executive Director of the NSSC will recommend and execute studies for future activities/services to be consolidated at the NSSC to include: scope development, commercial benchmarking, identification of Agency benefit(s), transition planning, and cost analysis.

5. MEMBERSHIP

5.1 The NSSC Board will be comprised of the Chair, 4 permanent members, and 3-4 rotating (term) members, as follows:

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| a. Chair | Associate Administrator for Institutions and Management |
| b. Deputy Chair | To be appointed by Chair from among the Permanent Members |
| c. Permanent Members | Chief Financial Officer, Chief Information Officer, Assistant Administrator for Office of Human Capital Management, Assistant Administrator for Procurement |
| d. Rotating Members | 3-4 Rotating Center Representatives, and 1 Rotating Mission Area Representative |
| e. Ex Officio Members | NSSC Executive Director and NSSC Legal Counsel |
| f. Secretariat | NSSC Executive Officer |

5.2 The Chair will appoint the Deputy Chair from among the permanent members. The standard term for each rotating member will be limited to a period of no more than 2 years. Rotating members must be at the Center Director, Center Deputy Director or Center Associate Director level. Rotating members from the Mission Area must be at the Deputy Associate Administrator or Headquarters Official-in-Charge level.

5.3 The Chair will determine additional attendance at meetings and may designate temporary members or invite other representatives at any time, including representatives from industry, academia, international partners, national labs, and other Government agencies.

5.4 The Chair may change the membership. Such changes will become effective immediately and be reflected in subsequent revisions to the Charter.

6. MEETINGS

The NSSC Board will meet quarterly, or on an as needed basis as determined by the Chair.

7. DURATION

The NSSC Board will remain in existence at the discretion of the Chair for a 5-year period from its effective date of July 12, 2006. Subsequent to the initial 5-year period, the Charter will be renewed on an annual basis.

8. MEASUREMENT

The NSSC Board of Directors provides a report of accomplishments to the Deputy Administrator following each meeting for assessment of performance. The Operations Management Council (OMC) will be briefed as needed.

9. RECORDS

The Office of the Executive Director of the NSSC is responsible for the maintenance of this Charter and all other records associated with the NSSC Board of Directors.