

**Effective Date: August 6, 2013**  
**INTEGRATED FUNCTIONAL REVIEW BOARD CHARTER**

**1. Purpose**

1.1 This Charter establishes the Integrated Functional Review Board (IFRB) and sets forth its functions, membership, meetings, duration, assessment and records.

1.2 The IFRB serves as the Agency's assessment and decision-making body for consideration and disposition of unfunded mandates (UFMs) that have been elevated by NASA Headquarters (HQ) Functional Directors or NASA Field Center Associate Directors/Mission Support Deputy Directors as requirements that cannot be accommodated within the Cross-Agency Support (CAS) appropriation account. The Associate Administrator (AA) for the Mission Support Directorate (MSD) is the CAS Cost Account Manager and as such serves as the IFRB Chair, holding sole decision authority for all board decisions.

**2. Applicability/Scope**

2.1 The IFRB will limit its review to external and internal UFMs affecting the CAS account. Only UFMs meeting the following definitions will be considered:

- a. External Unfunded Mandate: Federal statutes, regulations and policies that require parties to expend resources to achieve executive, legislative and judicial goals without being provided federal funding to cover the costs.
- b. Internal Unfunded Mandate: An Agency-directed action – such as the establishment of a new requirement, a change in charging practices without an adjustment made across accounts at the Agency level, or a requirements change – that compels recipient organizations to expend any type of resources (procurement, labor, etc.) without being provided agency funds to cover the direct and indirect costs of implementing the action.

**3. Authority**

51 U.S.C. § 20113(a), The National Aeronautics and Space Act, as amended

**4. Governing Council Affiliation**

The IFRB is affiliated with the Mission Support Council (MSC).

## **5. Functions**

5.1 For each mission support UFM that has been elevated to the IFRB for consideration and disposition, the IFRB will:

- a. Review the scope of the mandate (number of organizations affected by the mandate);
- b. Review resource requirements necessary to implement the mandate;
- c. Review issues and concerns associated with implementation of the mandate;
- d. Discuss cost/benefit and risk considerations;
- e. Discuss strategies for resolution;
- f. When determined to be applicable, identify funding source(s), including but not limited to descoping/deleting existing baseline content to accommodate the mandate;
- g. The IFRB Chair will:
  - Make decisions on UFM resolution based on discussions, evaluations, and analyses presented during the Board meetings;
  - Document meetings, actions, and decisions;
  - Elevate unresolved mandates to the MSC for decision.

5.2 If the IFRB Chair cannot reach a decision on the mandate resolution, the IFRB Chair will elevate the issue to the MSC for consideration and resolution. The MSC will serve as the final decision authority should a Headquarters (HQ) Functional Organization or Field Center choose to appeal an IFRB decision. Appeals should be directed to the IFRB Chair and the MSC Executive and should include a description of the UFM, the steps taken to mitigate or resolve the UFM before it was raised to the IFRB Chair for consideration, the IFRB decision, and the rationale for the appeal.

## **6. Membership**

6.1 The IFRB membership shall include the following positions or their proxies:

- a. Associate Administrator for Mission Support Directorate (or designee), Chair
- b. Center Associate Directors/Mission Support Deputy Directors
- c. Headquarters Functional Office UFM Owner(s)
- d. Chief Financial Officer (or designee)

6.2. The Chair may invite other participants to attend the IFRB meetings on an ad hoc basis.

## **7. Meetings**

7.1 The Board will convene on an as needed basis to assess and disposition elevated mandates.

7.2 The MSD AA and Center Associate Directors biweekly teleconference will serve as the primary forum for identification and request for consideration of mandates that could not be resolved through established Agency processes.

## **8. Duration**

The IFRB will remain in existence indefinitely or until cancelled by a competent authority or directive.


## **9. Assessment**

The IFRB will prepare an annual report of the Board's activities for delivery to the MSC. Metrics will include the number of dispositioned mandates, the mandates cost incurred and/or avoided, and associated issues.

## **10. Records**

The IFRB Chair is responsible for documenting Board meetings, actions, and decisions; and for maintaining this Charter.

Charter Approved by:

  
Dr. Woodrow Whitlow, Jr.  
Chair, IFRB