

## NASA INFORMATION TECHNOLOGY COUNCIL CHARTER

### 1. PURPOSE

This charter establishes the National Aeronautics and Space Administration (NASA) Information Technology Council (ITC) and defines the Council's authority, functions, membership and responsibilities, and general operating guidance. The ITC serves as the Agency's senior information technology (IT) decision-making body focused on information resources management (IRM), including information management and information technology. Council members are advisors to the NASA Chief Information Officer (CIO), who is the ITC Chair and decision authority. The ITC assesses and approves IRM requirements to enable the successful accomplishment of the Agency's Mission and oversees implementation of approved requirements.

### 2. APPLICABILITY/SCOPE

2.1 The scope and authority of the ITC encompasses the portfolio of all IRM activities conducted by NASA. This portfolio includes all current and future investments, both developmental and operational, regardless of funding source. Where delegated by the Executive Council (EC) and Mission Support Council (MSC), the ITC is the governing council for major IT investments (greater than \$10M and all IT programs), divestments, architecture, and strategy. The ITC provides mission-enabling decision making; and approves investments and/or policy that impact a large number of civil servants and/or are unfunded requirements.

2.2 The ITC provides governance over the Agency's IT portfolio and develops an integrated Agency IT portfolio strategy. The ITC makes decisions regarding the Agency's IT portfolio performance, integration, and other issues pertaining to the Agency's IT portfolio. NASA Officials-In-Charge (OICs) are responsible to the ITC for implementation of the decisions made within this Council's scope and authority.

### 3. AUTHORITY

- a. 51 U.S.C. §20113, The National Aeronautics Space Act, as amended
- b. NPD 1000.0, NASA Governance and Strategic Management Handbook
- c. NPD 1000.3, The NASA Organization with Change [i.e., the MSC Charter]
- d. NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters
- e. NPD 1440, NASA Records Management
- f. MSC Decision MSC-2015-05-002, dated Mar 31, 2016, granting authority to charter the ITC

### 4. GOVERNING COUNCIL AFFILIATION

The ITC reports to NASA's Mission Support Council.

## 5. FUNCTIONS

ITC shall:

- a. Recommend approval to the NASA Chief Information Officer (CIO) and Chief Operating Officer (COO) of NASA's IT Strategic Plan.
- b. Approve NASA's IT policy, and IT acquisitions strategy.
- c. Make recommendations to the MSC regarding IT policy, investments, divestments, and procurements as required by the MSC's charter.
- d. Approve all IT investments/divestments annually for Programming, Planning, Budget, and Execution (PPBE) via the IT Capital Investment Review (ITCIR).
- e. Approves unplanned IT investments with acquisition/implementation cost above \$10 million.
- f. Approve performance goals for the Agency IRM portfolio (e.g., IT elements of NASA's Annual Performance Plan).
- g. Approve the IT business architecture and roadmap.
- h. Approve recommendations for planned investments from Information Technology Capital Investment Review (IT CIR) findings.
- i. Approve NASA's IT portfolio of planned investments on an annual basis as part of NASA's budget formulation process.
- j. Recommend IT funding gap issue papers to the Safety, Security, and Mission Services Control Account Manager for potential escalation to EC.
- k. Approve individual IRM investments or divestments consistent with the Enterprise Architecture.
- l. Approve re-allocation of IT funds during execution year, if differing from approved PPBE formulation request.
- m. Approve IT Investment Fund priorities and allocations.
- n. Approve recommendations from IRM Center Functional Review (CFR) findings.
- o. Advise on decisions that the NASA CIO, as Decision Authority, deems appropriate, including the CIO's (and CFO's) annual affirmation of the IT major investment portion of the budget request.
- p. Advise on decisions escalated to the ITC from a lower-level governing body.
- q. Ensure accountability for implementation of ITC decisions and oversee execution; direct corrective actions as appropriate to improve performance.
- r. Serve as the escalation point for categorizing IT, i.e. enterprise, federated, or diversified.
- s. Recommends to the MSC any issues which may have high legal or partnership liability or exposure, will attract significant media or public scrutiny, or will materially affect Administration or key Congressional

priorities.

## **5.1 IT Governance Lead**

5.1.1 The ITC Chair, in consultation with the IT Governance Lead, will facilitate appropriate content for ITC deliberation.

5.1.2 The IT Governance Lead has the following responsibilities:

- a. Processing decision requests and related documentation, working with recommenders to prepare materials, distributing the ITC agenda and content, and coordinating meeting logistics.
- b. Recording and distributing meeting minutes, recording and tracking action items, and ensuring decision packages are reviewed and signed per ITC support procedures.
- c. Providing relevant support functions as requested by the Chair.
- d. Establish standardized ITC practices.
- e. Ensure effective and efficient Council performance.
- f. Monitor final outcomes of decisions made within the Council.
- g. Provide courtesy copies of decisions made to the MSC Executive Secretary

## **5.1 Appeals**

The ITC Chair has authority over decisions within scope of the ITC; decisions made by the ITC are final. Appeals are to be rare and based on extraordinary circumstances, such as omission of important facts from consideration by the ITC in the decision process, rather than on a disagreement with a particular outcome. Appeals are to be directed to the IT Governance Lead with a concise description of the circumstances and justification for the request. The IT Governance Lead will confer with the ITC Chair to determine whether the circumstances warrant ITC reconsideration. If an appealed decision is not reconsidered by the ITC, the individual may use the Dissenting Opinion Process, as described in Section 3.4.1.2.3 of NASA Policy Directive (NPD) 1000.0, Governance and Strategic Management Handbook, to raise issues warranting review by the MSC.

## **5.3 Subordinate Bodies**

The ITC Chair may create subordinate bodies as necessary to conduct the business of the Council. These subordinate bodies will convene, deliberate, report, and disband under direction provided by the ITC Chair.

## **6. MEMBERSHIP**

6.1 The CIO chairs the ITC and is the Decision Authority. The Chair is accountable for all requirements under this Charter. Membership in the ITC is identified below. The ITC Chair may invite non-ITC members

to attend ITC meetings.

6.2 For necessary ITC meeting absences, members shall submit a proxy to the ITC Chair relaying their perspective on matters and may elect to send a delegate to participate in the meeting. For an uncommunicated absence, the proxy defaults to the ITC chair.

6.3 The following officials serve as ITC members and attend all meetings:

- a. Chief Information Officer (Chair)
- b. Chief Financial Officer
- c. Chief Engineer
- d. Assistant Administrator for Procurement
- e. Assistant Administrator for Human Capital
- f. Assistant Administrator for Strategic Infrastructure
- g. Assistant Administrator for Protective Services
- h. Associate Directors of Centers (10)
- i. Deputy Associate Administrators of Mission Directorates: Aeronautics, Human Exploration and Operations, Science, Space Technology, and Mission Support (5)
- j. Executive Director of NASA Shared Services Center (NSSC)
- k. Deputy Chief, Safety Mission and Assurance
- l. Deputy Director, NASA Management Office
- m. Deputy Associate Administrator, Education
- n. Senior Agency Information Security Officer (SAISO)
- o. General Counsel (ex officio)
- p. Associate CIO for Capital Planning & Governance (ex-officio)

### **6.1 ITC Chair Responsibilities**

The Chair has the following responsibilities:

- a. Serve as Decision Authority.
- b. Finalize ITC decisions, signing the decision memorandum.

- c. Serve as the primary ITC interface including convening and conducting ITC meetings.
- d. Approve ITC agendas, presentation and background materials, and meeting minutes.
- e. Ensure member participation, meeting minutes, decisions, and actions are recorded and available to NASA stakeholders.
- f. Ensure effective and efficient Council performance.
- g. Report decisions and communicate issues, on behalf of the ITC, to other Agency councils, as appropriate.
- h. Provide guidance for Council activities to ensure alignment with the Agency's IT governance requirements and strategies and Federal IT regulations and guidance.
- i. Invite persons with specific business or technical expertise, knowledge, or interest in agenda items to attend ITC meetings in order to provide advice in relevant matters.
- j. Process emergency decision requests on an exception basis without convening the ITC by calling only the members required to address and bring closure to the decision request. The resulting decision shall be submitted to the ITC in order to document and communicate the change to the full Council.

## **6.1 ITC Member Responsibilities**

Members have the following responsibilities:

- a. Review background and decisional materials and coordinate within their respective organizations to formulate an official organizational position, opinion, or recommendation relative to the topic.
- b. Attend and participate in Council meetings and related activities, including authoritative representation for their respective organizations.
- c. Represent discussions, issues, and decisions from external forums (e.g., other councils, boards and working groups) that affect ITC discussions and decisions.
- d. Represent discussions and decisions from the ITC to external governing bodies and working groups that will impact those governing bodies, working groups, and similar forums.
- e. Coordinate with other Council members and organizations to reach mutually acceptable resolutions through outreach and collaboration.
- f. Complete assigned actions.

## **7. MEETINGS**

7.1 The Council meets monthly and additionally as needed. The chair reserves the right to cancel a meeting. The agenda will be coordinated by the IT Governance Lead in consultation with the ITC Chair. Decision packages will be provided to the ITC and stakeholders at least one week prior to the ITC meeting for review and comment. Preparation may include review of the documentation prior to the ITC and/or discussion and consultation with related subject matter experts (SMEs) and stakeholders. ITC members are expected to provide their perspective on the decision via poll by the ITC Chair on the day of the scheduled decision.

7.2 Meeting quorum is established when at least two-thirds of the members participate in a meeting (including decision proxies). During the meeting, members will be polled about the decision by the IT Governance Lead and each member's perspective on the decision will be recorded. The ITC Chair makes decisions on behalf of the ITC after discovery, discussion, and debate, as necessary.

7.3 The IT Governance Lead generates the decision memorandum to record the final decision and related actions, if any.

## **8. DURATION**

The Council will exist indefinitely. This charter shall be in effect for a period of three years and shall be reviewed and renewed as appropriate.

## **9. ASSESSMENT**

9.1 Effective IT governance ensures that IT enables the achievement of NASA's Mission and strategic objectives through evaluation of NASA's IT environment, stakeholder requirements, and analysis of alternatives. The ITC decisions will set the direction, followed by the oversight of performance toward the decisions and objectives.

9.2 The ITC shall perform annual routine assessments of the effectiveness in achieving the objectives set forth in this charter. The ITC Chair will evaluate the following, using data collected by the IT Governance Lead:

- a. Decision-making focus of the Council. Track the number of agenda items and time spent on items that are decisional versus those that are non-decisional and provide an annual report to the ITC Chair and core members as to the effectiveness of the Council in focusing on decision-making during meetings.
- b. Decision-making process used by the Council. Track the number of decisions requiring more than one meeting, e.g., gauge effectiveness of content, member attendance and preparedness. Track the timeliness of decisions and the impact to NASA's mission.
- c. Inclusiveness of the decision-making process. Request feedback from all ITC members to enable the compiling of a report to the ITC Chair and the ITC as to the effectiveness of the decision-making process.
- d. Effectiveness of Council oversight of decision execution. Verify that decisions are implemented and meet Council objectives.

- e. Timely completion of actions assigned by the ITC and effectiveness of the actions in achieving desired outcomes.
- f. The ITC Chair shall provide an annual report and/or informational briefing to the MSC.

## **10. RECORDS**

10.1 In accordance with NASA Policy Directive 1440, NASA Records Management, the IT Governance Lead is responsible for the maintenance of this charter and all records associated with the ITC. All documents developed for and by the ITC will be electronically stored and archived in the OCIO's Document Management Library for a time consistent with NASA's applicable record retention schedules. ITC members and NASA employees will be provided access to these records.

10.2 Official records for the ITC include the following:

- a. Agendas
- b. Minutes, including attendees and decisions, e.g., approvals, rejections, returned for further consideration/clarification, formal member comments during polling, and dissensions
- c. Presentations
- d. Decision Memos
- e. Action Items