

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

CHARTER OF THE NASA SMALL SPACECRAFT COORDINATION GROUP (SSCG)

1. **Purpose.** This charter defines the SSCG and sets forth its functions, membership, meetings, duration, and records retention.
2. **Applicability/Scope.** This charter is applicable to NASA Headquarters and NASA Centers. The scope of interest encompasses matters related to small spacecraft and constellations of small spacecraft, from CubeSats to ESPA-Class, recognizing their role as a disruptive innovation.
3. **Authority.** 51 U.S.C. §20113, The National Aeronautics Space Act, as amended NPD 1000.0, NASA Governance and Strategic Management Handbook NPD 1000.3, The NASA Organization with Change.
4. **Governing Council Affiliation.** The SSCG is aligned to the Agency Program Management Council.
5. **Functions.** The function of the SSCG is to provide a forum for central coordination of NASA small spacecraft missions with the objectives of recommending strategy, policy, and providing advice to the Agency Program Management Council (APMC) and the Associate Administrators of the Science Mission Directorate (SMD), Space Technology Mission Directorate (STMD), and Human Exploration and Operations Mission Directorate (HEOMD), to include the following:
 - (a) Develop NASA's strategic vision and plans for small spacecraft science and exploration missions and small spacecraft technology activities within SMD, STMD, and HEOMD.
 - (b) Provide guidance on process and policy-related topics impacting all phases of small spacecraft mission development.
 - (c) Develop and maintain a list of NASA small spacecraft missions to be coordinated with that of other U.S. Government agencies on a best efforts' basis.
 - (d) Serve as an information resource to the Flight Planning Board (FPB) pertaining to current small spacecraft missions. (The FPB will ensure existing applicable NASA policies are appropriately applied for launch service procurement and launch risk management and that NASA acts in a coordinated and consistent manner regarding rideshare/secondary payload opportunities.)
 - (e) Maintain cognizance of small spacecraft capability advancements for applicability to current and future mission development.

- (f) In accordance with the goals of the NASA strategic plan, provide cross-agency recommendations to the APMC on appropriate issues within the scope of the SSGC.

The intent of the SSCG is to arrive at a consensus regarding recommendations. If consensus cannot be reached, the issue will be discussed among the SSCG principals and the affected Associate Administrators, or their designees, for final resolution.

- 6. Membership.** The role of SSCG Chair will be performed by an SMD principal designated by the SMD Associate Administrator with concurrence from the STMD and HEOMD Associate Administrators. On a per-meeting basis, the SSCG Chair may delegate authority to an STMD or HEOMD SSCG principal member. The SSCG principals are designated by their respective Associate Administrators.

Principal members of the SSCG:

- (a) SMD Representative
- (b) STMD Representative
- (c) HEOMD Representative

Extended members of the SSCG:

- (a) Office of Chief Engineer Representative
- (b) Office of Safety and Mission Assurance Representative
- (c) NASA Launch Services Program Representative
- (d) NASA Space Communication and Navigation Representative
- (e) Director of the Small Spacecraft Virtual Institute
- (f) One Representative from each NASA Center to be nominated by the Center Director and approved by the SSCG principals

Other participants may be invited to attend SSCG meetings on an ad hoc basis at the discretion of the Chair. The SSCG chair will also appoint a secretary to facilitate activities of the group including, but not limited to, meeting logistics, agenda coordination, and distribution of relevant materials essential to effectively meeting agenda topics.

- 7. Meetings.** SSCG meetings will be called by the SSCG Chair. The SSCG shall meet at least once per fiscal quarter or, additionally, as needed as determined by the SSCG Chair. Appropriate notice will be given to the SSCG principals and advisory members with as much advance notice as possible. In the absence of an SSCG member, a pre-designated alternate representative is expected to attend SSCG meetings. Meetings will be held in-person at a designated location and via teleconference. At least one face-to-face meeting of the full SSCG will be held per fiscal year.

