

Strategic Infrastructure Board (SIB) Charter

1. PURPOSE.

The SIB serves as a decision making body for executing the mission of the Office of Strategic Infrastructure (OSI). The SIB will ensure stakeholder engagement as OSI assesses and manages enterprise risks, develops and approves strategies, and determines requirements to enable the successful support of the Agency's mission across the enterprise.

2. APPLICABILITY / SCOPE.

The applicability of the SIB encompasses management, through oversight or insight, of all Agency assets, facilities, and infrastructure at NASA Headquarters, all NASA Centers included Component Facilities, Technical and Service Support Centers, and NASA's Federally Funded Research and Development Center (FFRDC). The scope includes all NASA owned and/or controlled facilities and structures, including in-grant leases. This includes every building and structure recorded in the NASA Real Property Management System (RPMS). OSI leaders and SIB members are responsible to the SIB for implementation of the decisions made within this scope and authority. This authority does not include authorities granted or established in the Space Environments Testing Management Office (SETMO) control board charter.

3. AUTHORITY.

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

3.2. NPD 1000.0, NASA Governance and Strategic Management Handbook.

3.3. NPD 1000.3, The NASA Organization

3.4. NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters

4. GOVERNANCE COUNCIL AFFILIATION.

4.1. The SIB aligns to the Mission Support Council (MSC).

4.2. The following subordinate governance bodies have delegated decision authority and align to the SIB:

- a. Center Facility Utilization Review Board (FURB) for
 - (1) Ames Research Center
 - (2) Armstrong Flight Research Center
 - (3) Glenn Research Center
 - (4) Goddard Space Flight Center
 - (5) Johnson Space Center
 - (6) Kennedy Space Center
 - (7) Langley Research Center
 - (8) Marshall Space Flight Center
 - (9) Stennis Space Center
 - (10) Jet Propulsion Laboratory

5. FUNCTIONS.

5.1. The SIB authority encompasses the following key functions related to Agency institutional, cross-functional, and technical capability assets and infrastructure decisions:

- a. Reviews risks and mitigations for the highest risks, as determined by OSI's Risk Management process, that may impact the Agency's Mission or multiple stakeholders across Centers or Mission Directorates;
- b. Reviews annual status reports for technical capability assets provided by the Capability Portfolio Managers for Aerosciences Evaluation and Test Capabilities (AETC), High End Computing Capability (HECC), Rocket Propulsion Test (RPT) Program Office, and SETMO;
- c. Recommends the Agency Master Plan (AMP) for approval by the MSC;
- d. Recommends the Centers' Future Development Concepts (FDC) for approval by the MSC;
- e. Recommends changes in Facility Utilization and Real Property Management System (RPMS) status (*e.g., Active, Abandoned, Mothballed*) to the MSC for facilities, infrastructure, and assets that have been placed on OSI's divestment list or been designated as abandoned or mothballed by the Center Master Plan (CMP) or AMP;
- f. Approves business cases for proposed actions that may divest of or establish new or enhanced capability for Agency institutional, cross functional, and technical capability assets and infrastructure not previously approved in the AMP, CMP, or Capability Portfolio Management (CPM) annual plans; subject to MSC decision authority in NPD 1000.3 regarding exceptional, sensitive, or highly visible NASA funded investment or divestment decisions; and

- g. Approves business cases for real property lease agreements over 10 years in duration and/or \$10M in total lease payments over the duration of the agreement

5.2. Additional topics may be brought to the SIB for review, decision, approval or recommendation as is determined appropriate by the Board Chair.

6. MEMBERSHIP.

6.1. The following officials serve as SIB members and attend all meetings:

- a. OSI Assistant Administrator (AA) (Chair)
- b. Deputy Assistant Administrator (DAA) for Strategic Integration
- c. Deputy Assistant Administrator (DAA) for Business Management
- d. SIB Executive
- e. OSI Division Directors
- f. Associate Center Directors
- g. Mission Support Directorate (MSD) Representative
- h. Mission Directorate (MD) Representatives from ARMD, HEOMD, SMD, and STMD
- i. Capability Portfolio Managers from AETC, HECC, SETMO, and RPT
- j. Office of Safety and Mission Assurance (OSMA) Representative

6.2. Extended membership and joint meetings

- a. Contractor employees including representatives from the Jet Propulsion Laboratory (JPL) may be invited to support SIB meetings as determined necessary and appropriate by the Board Chair. Such contractor employees shall not otherwise participate in SIB deliberations or decision making.
- b. Representatives from the Office of the Chief Financial Officer (OCFO), Office of General Counsel (OGC), Office of Legislative and Intergovernmental Affairs (OLIA), and Office of Protective Services (OPS) may be invited to advise the SIB on issues of specific interest to these offices as determined necessary and appropriate by the Board Chair.
- c. Other federal civil servants may attend and participate as non-members in SIB meetings as is determined necessary and appropriate by the Board Chair. To make the most efficient use of SIB members' time and to enable effective decision making, such participation will be determined based on agenda topics and may be accomplished virtually to minimize travel requirements.

- d. Due to the highly integrated nature of Agency missions and mission support, the SIB may jointly convene with other MSD or MD Boards to address topics relevant to both Boards. If the Chairs cannot reach joint resolution on decision items, the item will be elevated to the MSD AA for a decision.

7. MEETINGS.

7.1. Conduct of Meetings. The OSI AA chairs the SIB and holds decision-making authority for the SIB. The Chair appoints a SIB Executive, who facilitates the planning, assessment, analysis, preparation, and follow-through for all matters considered by the SIB. The Executive collaborates with other Agency Governance Boards and Council Executives to ensure agenda topics are sufficiently comprehensive, coordinated, and fall within the Charter governance.

7.2. Meetings and Decisions.

- a. The SIB meets as needed, at least twice annually. Additional meetings, if necessary, are called by the Chair.
- b. Meeting agendas and meeting materials should be made available to members in advance of the meeting with sufficient lead time to allow members to review and prepare.
- c. Meeting topics can be either for decision, recommendation (to a higher body), or review.
- d. Decisions shall be documented through formal decision memoranda signed by the Chair.

7.3. Appeal of Decisions.

a. SIB decisions are final. Appeals should be rare and based on extraordinary circumstances, such as omission of important facts from consideration by the Board in the decision process, rather than on a disagreement with a particular outcome.

(1) Appeals of SIB decisions may only be initiated by SIB members and shall be directed to the SIB Executive with a concise description of the circumstances. The SIB Executive will confer with the Board Chair to determine whether the circumstances warrant reconsideration.

(2) If an appealed decision is not reconsidered, the individual may use the Formal Dissent Process, as described in NPD 1000.0, NASA Governance and Strategic Management Handbook, to raise issues of significance warranting review by the MSD AA.

(3) The MSD AA will determine adjudication, dismissal, or refer the issue to the MSC for consideration of the appeal.

8. DURATION.

The SIB will remain in existence until cancelled by the MSC.

9. ASSESSMENT.

a. The SIB shall perform routine assessments of the effectiveness of the Board in achieving objectives set forth in this Charter, no less than every two years. To determine the effectiveness, the Executive will evaluate the following and make appropriate recommendations to the SIB Chair on operations of the SIB:

(1) Effectiveness in meeting chartered functions. The SIB Executive will assess the overall effectiveness in conducting the business of the SIB as set forth in this Charter. The SIB Executive will assess whether governance gaps exist which might warrant adjustments to agenda planning or modifications to the charter.

(2) Outcomes. The SIB Executive will track the rate of successful and timely implementation of decisions made in the SIB.

(3) Decision-making focus. The SIB Executive will track the extent of agenda items which are decisional versus non-decisional (i.e., recommendation or review) and compare against external benchmarks.

(4) Effectiveness of the decision-making process. The SIB Executive will monitor the inclusiveness, adequateness of evidentiary support, effectiveness of individual decision processes, and adequacy of decision documentation, as decisions are made, and periodically solicit feedback from participants.

10. RECORDS.

The SIB Executive is responsible for appropriate maintenance of SIB records, including this Charter, and for coordination with the Office of the Executive Secretariat for appropriate archival of SIB decisions.

