



CHARTER

Directorate Program Management Council of the Space Technology Mission Directorate

August 12, 2021

1. Purpose

This charter establishes the Directorate Program Management Council (DPMC) as a council of the NASA Space Technology Mission Directorate (STMD) and sets forth its functions, membership, and meetings.

2. Applicability

This charter applies to the Space Technology Mission Directorate at NASA Headquarters.

3. Role and Scope

The STMD DPMC shall provide advice, findings, and recommendations to the STMD Associate Administrator (AA) to enable the programs and projects within STMD to meet their goals and objectives. Additionally, the STMD AA may request the STMD DPMC to consider special topics important to the successful implementation of STMD.

4. Functions

- a. The STMD DPMC shall serve as the primary forum for three major STMD Activities:
 - 1) Program/Project Oversight _ Performance Reviews;
 - 2) Program/Project Decisions [e.g., Key Decision Points (KDPs), Authority to Proceed (ATPs), etc.] per NASA Procedural Requirements (NPR) 7120.8A, NASA Research and Technology Program and Project Management Requirements, and NPR 7120.5F, NASA Space Flight Program and Project Management Requirements; and
 - 3) New Start Process for programs and major projects within STMD.
- b. STMD DPMC meetings may be for informational purposes only (e.g., Annual Program Performance Reviews), or for the purpose of arriving at an STMD-level decision (e.g., KDP review and approval). In cases where a decision is required, the STMD AA shall solicit input from members of the DPMC.

5. Membership

- a. The Chair of the STMD DPMC shall be the STMD AA. If the STMD AA is unavailable, one of the Deputy AAs will serve as the Chair of the STMD DPMC.
- b. Key members of the STMD DPMC required to constitute a quorum include the following personnel (or designated delegates):
 - 1) STMD AA
 - 2) STMD Deputy AA
 - 3) STMD Deputy AA for Programs
 - 4) STMD Deputy AA for Management
 - 5) STMD Chief Architect
 - 6) STMD Strategic Planning and Integration (SPI) Director
 - 7) STMD Resource Management Office (RMO) Director
 - 8) Chief Engineer

- c. The following offices/roles are invited to attend (or send a delegate in their place to) the STMD DPMC to provide input:
 - 1) Communications and Operations Director
 - 2) Office of the Chief Technologist (OCT)
 - 3) Office of the General Counsel (OGC)
 - 4) Office of the Chief Financial Officer (OCFO)
 - 5) Human Exploration and Operations Mission Directorate (HEOMD)
 - 6) Science Mission Directorate (SMD)
 - 7) Aeronautics Research Mission Directorate (ARMD)
 - 8) Technology Demonstration Program Director
 - 9) Technology Maturation Program Director
 - 10) Early Stage Innovation and Partnerships Program Director
 - 11) Small Spacecraft Technology and Flight Opportunities Program Executive
- d. On some occasions, appropriate Program Executive(s), Program Manager(s), Lead Implementing Center Director, Principal Technologists (PTs), Systems Capability Leaders (SCLs), Technical Integration managers (TIMs), and officials from Office of the Chief Engineer (OCE), Office of Safety and Mission Assurance (OSMA), Office of the Chief Scientist (OCS), Office of the Chief Health and Medical Officer (OCHMO), and mission directorates will be invited and may be asked to provide approval recommendations and/or sign the decision memo.
- e. Other attendees must be approved in advance by the SPI Director.
- f. The STMD AA may call for a DPMC at any time.
- g. The STMD AA may modify the quorum requirements as appropriate for the topic(s) to be considered at a particular meeting.

6. Meetings

Authority to schedule an STMD DPMC meeting will be provided by the SPI Director; the STMD DPMC Council Manager will provide scheduling and guidance to the Director for document content/preparation prior to the meeting.

7. Minutes, Actions, and Decisions

The STMD DPMC Council Manager will ensure that action items are recorded and that decision memorandum and minutes are prepared and stored on SharePoint no later than 30 working days following the meeting. Action item progress and closure shall be reported at STMD Monthly Program Reviews through the STMD action tracker.

8. Charter Duration

The STMD DPMC is a standing Council of STMD and shall remain in existence until the STMD AA cancels this charter.

**JAMES
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James L. Reuter
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Space Technology Mission Directorate