

## Exploration Systems Development Mission Directorate (ESDMD)

### Directorate Program Management Council (DPMC)

#### Charter as of August 29, 2024

- 1) **Purpose:** This charter establishes the ESDMD Program Management Council (DPMC) and sets forth its functions, membership, meetings, duration, and records retention.
- 2) **Applicability/Scope:** This charter applies to all ESDMD programs, projects, and activities.
- 3) **Authority:** This charter is established under the authority of  
National Aeronautics and Space Act, as amended, 51 U.S.C. §20113  
NPD 1000.0, NASA Strategic Management Handbook  
NPD 1000.3, The NASA Organization with Change, Chapter 3
- 4) **Chartering Governance Body:** The DPMC reports to the Agency Program Management Council (AMPC).
- 5) **Functions:**
  - a) The DPMC will evaluate integrated planning, approval, and implementation of ESDMD programs, projects, and strategic capability sustainment to ensure these activities are consistent with Agency and ESDMD strategic planning and available resources. It will ensure ESDMD activities are conducted in accordance with established commitments, such as policy directives and procedural requirements. The DPMC authority encompasses the following key functions:
    - i) **Life-cycle Management and Oversight:** The DPMC is a key governance forum for life-cycle management of ESDMD programs and projects. This forum exists for members to provide advice and recommendations to the ESDMD Associate Administrator (AA) related to the assessment, implementation, and oversight of ESDMD programs and projects.
    - ii) **Decision-Making:** The DPMC is the decision-making entity for topics relating to the planning, prioritizing, resourcing, initiation, formulation, implementation, evaluation, risk acceptance, and continuation/termination of ESDMD programs and projects or any other decisions delegated to or appropriate for ESDMD AA adjudication, including but not limited to Key Decision Points.
    - iii) **Cross-Mission-Directorate:** ESDMD will include other Mission Directorates for discussion of and decisions about programs, projects, and issues that affect multiple NASA Mission Directorates. In the case where multiple Mission Directorates jointly bring a topic or require a joint decision, the forum shall be referred to as a “Multi Mission-Directorate DPMC” and include applicable Mission Directorate leadership and technical authorities.

- iv) Policy and Guidance: The DPMC provides a forum to involve the highest level of ESDMD officials to address issues pertaining to ESDMD program/project management policy and implementation.
- b) Additional topics may be brought to the DPMC for review, decision, approval, or recommendation as is determined appropriate by the Chair.

6) **Membership and Designation:**

- a) The DPMC members are named below. The members will collaborate via clear expression of diverse opinions, and open debate as necessary, to advise the ESDMD AA in successful implementation of, and efficient decision-making for, the ESDMD portfolio. The ESDMD AA may change the membership or designate temporary members at any time. Any permanent changes to membership will be reflected in a revision to this charter.
  - (1) The DPMC Chairperson is the ESDMD AA. The ESDMD AA may delegate Chairperson responsibilities as needed.
  - (2) Standing members of the DPMC will attend or send a designated representative authorized to speak on their behalf with binding agreement. Standing members include:
    - (a) ESDMD Deputy Associate Administrators and the ESDMD Business Office Director
    - (b) Center Directors of Kennedy Space Center, Johnson Space Center, Marshall Space Flight Center, Stennis Space Center, and Glenn Research Center
    - (c) The Official in Charge (OIC) of the Office of the Chief Engineer, Office of Safety and Mission Assurance, Office of the Chief Health and Medical Officer, Office of General Counsel, Chief Program Management Office, Office of the Chief Financial Officer, and Office of Procurement
    - (d) Space Operations Mission Directorate AA
  - (3) Ad-hoc members may be invited by the Council Chair or Executive Secretary for specific DPMC meetings, such as:
    - (a) Other Center Directors
    - (b) OIC of the Office of the Chief Scientist
    - (c) OIC of the Office of the Chief Technologist
    - (d) OIC of the Office of International and Interagency Relations
    - (e) OIC of the Office of Legislative and Intergovernmental Affairs
    - (f) OIC of the Office of Communications
    - (g) ESDMD Program Managers
    - (h) Other Mission Directorate AA(s) or Designee(s)
    - (i) Other Mission Directorate DPMC Membership and Designation for multi-Directorate, or “Multi-mission” DPMCs, as applicable
    - (j) Others may attend and participate as non-members in DPMC meetings as is determined necessary and appropriate by the Chair. To make efficient use of DPMC members’ time and to enable effective decision-making, such participation will be determined based on agenda topics.

7) **Meetings:**

- a) **Conduct of Meetings:** The Chair appoints an ESDMD DPMC Executive Secretary, who:
  - (1) Facilitates the planning, assessment, analysis, preparation, and follow-through for all matters considered by the DPMC.
  - (2) Collaborates with other Agency Governance Boards and Council Executives to ensure agenda topics are sufficiently comprehensive, coordinated, and fall within the Charter governance.
  - (3) Maintains standard templates, capturing and tracking actions, and managing DPMC records.
- b) **Meetings and Decisions:**
  - (1) The DPMC meets as needed and the Executive Secretary will maintain a weekly timeslot for all DPMCs. Additional meetings, if necessary, are called by the Chair.
    - i. All requests should be submitted to the Executive Secretary and include a summary of the topic and decision (if applicable).
  - (2) 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.
  - (3) Meeting topics can be either for decision, recommendation (to a higher body), or review (informational).
    - i. Life-cycle Reviews and Key Decision Points must follow the prescribed Agency briefing formats.
  - (4) The Chair may elect to address DPMC topics/issues via a limited attendance DPMC, out-of-board, and/or via electronic collaboration with the membership, at their discretion.
  - (5) The DPMC Executive Secretary will record Council recommendations, actions, and approval/concurrence.
- c) **Subordinate governance bodies:**
  - (1) The DPMC Chairperson and Alternate Chairperson may establish boards, committees, or working groups to support the DPMC, when necessary and consistent with the Agency's mission, policies, and procedures.
  - (2) All DPMC boards, committees, and working groups will be established in writing, to include terms of reference, membership, roles and responsibilities, goals and objectives, and resources.
- d) **Appeal of Decisions:**
  - (1) DPMC 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.
    - i. Appeals of DPMC decisions may only be initiated by DPMC members and shall be directed to the DPMC Executive Secretary with a concise description of the circumstances. The DPMC Executive Secretary will confer with the Chair to determine whether the circumstances warrant reconsideration.
    - ii. 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 APMC.

8) **Decision-Making:**

- a) The ESDMD AA chairs the DPMC and is the sole decision-making authority; members and invitees are advisory. The DPMC Chair will typically poll all members of the Council for concurrence and comments prior to making a final decision.

9) **Duration:**

- a) This DPMC charter will expire on August 29, 2028.

10) **Assessment:**

- a) The DPMC Executive Secretary periodically reviews DPMC activities and recommends to the Chair whether it is meeting chartered objectives.

11) **Records:**

- a) The charter and records of the DPMC and its subcommittees shall be managed in accordance with NASA approved agency records disposition schedule and the appropriate Agency policies and procedures.
- b) ESDMD DPMC SharePoint access is restricted to approved users. Request for access must be submitted via SharePoint.