

# NASA Artificial Intelligence Strategy Board Charter

NC 1000.61

**EFFECTIVE DATE:** January 28, 2025

**EXPIRES:** January 28, 2029

**1. Purpose:** This charter establishes the NASA Artificial Intelligence Strategy Board (AISB) and sets forth its functions, control, and relationships with other NASA organizations.

**2. Applicability / Scope:** This charter applies to operations at NASA Headquarters and Centers, component facilities, Technical and Service Support Centers, and management of Federally owned assets held at (or by) the Jet Propulsion Laboratory (JPL). Delegated from the Mission Support Council (MSC), the AISB is the governing board for artificial intelligence-related actions in compliance with referenced Executives Orders, Office of Management and Budget (OMB) memoranda, other Artificial Intelligence (AI) Federal requirements, or internal NASA policies or directives.

**3. Authority:**

- a. National Aeronautics and Space Act, as amended, 51 U.S.C. §20113
- b. NASA Policy Directive (NPD) 1000.0, NASA Strategic Management Handbook
- c. NPD 1000.3, The NASA Organization with Change, Chapter 3
- d. Executive Order 13960, 8 Dec 2020
- e. Executive Order 14110, 31 October 2023
- f. OMB Memo M-24-10, 28 March 2024

**4. Chartering Governance Body:** The AISB reports to the MSC.

**5. Functions:** The NASA AISB serves as a forum for senior leaders to drive AI adoption and governance for NASA. AISB is responsible for defining the vision and strategy for the use of AI, promoting AI adoption and innovation, reviewing AI policy and procedural guardrails, identifying AI risk management practices, and monitoring NASA compliance with Federal guidelines. AISB's specific functions are to:

- a. Review and approve a NASA AI Strategy that sets a path to harness the mission value of AI while assuring responsible and ethical use.
- b. Monitor NASA progress and accomplishment of AI objectives with NASA's AI Strategy.
- c. Review AI policies which will allow adaptation to a rapidly changing AI landscape while remaining aligned to mission priorities.
- d. Review the NASA AI use case registration process and approve the annual AI reporting requirements and compliance actions required by OMB.
- e. Review the application of AI risk assessment criteria and risk mitigation measures to assure adherence with safe, secure, responsible, and ethical AI use guidelines.
- f. Review safety and rights impacting AI-use case assessments and wavier procedures, integrate with the NASA risk management process, and monitor overall AI risk mitigation procedures.

## NASA Artificial Intelligence Strategy Board Charter

- g. Issue actions for NASA's continued AI success and removal of barriers to responsible use of AI and to advance AI innovation.
- h. Recommend decisions to the MSC Chair when they involve significant NASA-wide impact.

Additionally, the AISB Chair or Alternate Chair may define subordinate working groups as necessary in support AISB proceedings. Examples of working groups are:

- 1. Policy and Guidance: Includes topics such as communication and engagement strategy, AI use guidance, civil rights and liberties, equity, cybersecurity, data privacy, and safety.
- 2. Compliance Activities: Includes topics overseen by OMB or internal oversight functions.
- 3. Strategy: Describes how AI will enable or enhance mission by setting NASA's future state AI ambition and objectives.
- 4. Data and Technology: Data preparation and governance and AI tools and use case inventory.
- 5. Talent: Includes topics around human capital and learning.

**6. Membership:** The Deputy Administrator (DA) Chairs the AISB and is the decision authority. Other participants serve as advisors to the Chair. The Chair is accountable for all requirements in this charter.

In the absence of the DA, the Chief AI Officer (CAIO) serves as alternate Chair and Decision Authority.

AISB membership includes:

- a. Chair: DA
- b. Alternate Chair: CAIO
- c. Officers in Charge (OICs) or deputy OICs from each Mission Directorate or senior designee
- d. Mission Support Representatives
  - a. Office of the Chief Information Officer
  - b. Office of the Chief Financial Officer
  - c. Office of Diversity and Equal Opportunity
  - d. Office of General Counsel
  - e. Office of Chief Human Capital Officer
  - f. Office of Procurement
- e. Headquarters Technical Authorities
  - a. Office of Safety and Mission Assurance
  - b. Office of the Chief Engineer
  - c. Office of the Chief Health and Medical Officer
- f. Policy Advisors
  - a. Office of the Chief Scientist
  - b. Office of Technology, Policy, and Strategy

## NASA Artificial Intelligence Strategy Board Charter

The Chair may invite additional officials for a specific topic. Participation may be delegated to senior officials within their reporting line, as appropriate.

**7. Meetings:** The AISB Chair appoints a Board Manager to coordinate agendas, organize meeting materials, and track actions and decisions as follows:

- a. Meetings will be planned quarterly or as needed to decide key topics or to formulate recommendations for AISB topics. Attendance may be limited or extended at the Chair's discretion.
- b. Agendas will be provided at least one week prior to meetings. Agendas will be ordered from topics of broadest interest to most focused to enable invitees' greatest flexibility on participation.
- c. Meeting topics can be either decisional or informational, and designated as such in advance agendas.
- d. Actions assigned by the Chair will be formally documented and tracked to closure by the Board Manager.
- e. Attendance will be recorded for all meetings.
- f. Due to the crosscutting nature of AI, the AISB may convene jointly with other Boards to consider topics which may span chartered Board authorities.

The Chairperson may invite representatives from industry, academia, international partners, Federally Funded Research and Development Centers or University Affiliated Research Centers, national laboratories, or other external entities to present or contribute relevant topical information, subject to any limitations or protocols that apply to such involvement by those entities. Such invitees are not members and may not participate in decision making or executive sessions. When JPL is invited, the Chairperson will comply with NASA Policy Instruction 1000.99, Role of Jet Propulsion Laboratory in NASA Decision-Making Processes.

**8. Decision Making:** The Chair is the sole decision-making authority; members and invitees are advisory. All decisions will be formally documented by the AISB Board Manager. Decisions will be made available to the MSC in a timely manner after meetings. Final implementation of decisions will be monitored by the Chair.

Decisions are expected to be final and reclama requests should be rare. The MSC is the escalation path for reclama requests. The AISB Chair will notify the MSC Executive of reclama requests and the MSC Chair will decide whether to disposition these within the MSC and initiate appropriate decisional topics through the MSC Council Executive.

**9. Duration:** The AISB will remain in existence until its expiration date, four years after the approval of this charter. A two-year, mid-point review will be implemented to update this charter as needed. Upon expiration, the MSC may reassess and determine to extend its duration while assuring compliance with requirements from external mandates.

## **NASA Artificial Intelligence Strategy Board Charter**

**10. Assessment:** The AISB will adopt assessment frameworks to evaluate its effectiveness on an annual basis. The AISB may also collect metrics to assess the strategic objectives of the AISB.

**11. Records:** The Board Manager is responsible for appropriate maintenance of AISB records, to include archival and disposition of AISB minutes and decision memoranda with the National Archives and Records Administration.