

ENGINEERING MANAGEMENT BOARD

1. PURPOSE

This charter establishes the NASA Engineering Management Board (EMB) and sets forth its functions, membership, meetings, duration, assessments, and records disposition.

The EMB is established as a leadership team to provide advice, counsel, and make recommendations for consideration by the Chief Engineer relating to maintaining and improving all aspects of the Agency's engineering capability in order to ensure engineering excellence within NASA.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

42 U.S.C. 2473 (c) (1), section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

NPD 1000.0, NASA Strategic Management Handbook.

NPD 1000.3, The NASA Organization with Change, Chapter 3.

4. GOVERNING COUNCIL AFFILIATION

The EMB is a subordinate governance body, aligned to the Agency Program Management Council (APMC). The EMB provides recommendations and advice to the APMC.

5. FUNCTIONS

The EMB will agree on courses of action through mutual consensus regarding the development, coordination, review, assessment, and deployment of Agency engineering capabilities.

The EMB will reach decisions through mutual consensus regarding the engineering activities related to policies, standards, methods, and training.

The EMB will continually review Agency engineering capabilities relative to its missions and make recommendations for consideration by Agency councils relating to maintaining and improving all aspects of the Agency's engineering capabilities to ensure the Agency strategically invests in the capabilities necessary to meet its current and future missions. The EMB will ensure Agency engineering capabilities are aligned with Agency guidance and adjudicate issues that cannot be resolved.

The EMB will review the Agency's top engineering risks and mitigation plans and recommend additional actions. The EMB will serve as a focus for continual improvement of engineering activities within NASA through the continuous capture, dissemination, and utilization of corporate knowledge gleaned through internal Agency activities, as well as through benchmarking activities of external organizations.

The EMB will also periodically review the status of existing programs sponsored by the Office of the Chief Engineer and decide on objectives, scope, approach, and related items. The EMB may charter ad hoc groups, as needed, to guide Agency-wide policy and approach in specific technical areas. The EMB will periodically (at least annually) assess its progress and approve its continuance, if appropriate.

The EMB will serve as an advocate for the Agency's engineering community and will support actions, special studies and reviews as requested by the Administrator, the APMC Chair, or the NASA Chief Engineer.

6. MEMBERSHIP

The core members of the EMB are:

- a) Chief Engineer, Chairperson
- b) Deputy Chief Engineer
- c) Deputy Chief Engineer for Management
- d) Director of the NASA Engineering and Safety Center
- e) All NASA Centers Directors of Engineering, including the Jet Propulsion Laboratory, at the discretion of the Chairperson
- f) Mission Directorate Chief Engineers and designated Program Chief Engineers
- g) Chief, Safety and Mission Assurance (Ex-Officio)
- h) Chief, Health and Medical Officer (Ex-Officio)
- i) EMB Executive Secretary (as appointed by the Chairperson).

Core members may appoint a designee for meetings. Membership may also include Federal employees from other NASA organizations, departments, and agencies as the Chairperson directs. The Chairperson may also invite representatives from industry and academia, international partners, Federally Financed Research and Development Centers (FFRDCs) and national laboratories, and other entities to present or contribute to relevant topical information.

7. MEETINGS

The EMB Chairperson will appoint an Executive Secretary to manage the activities of the EMB. Agendas will be coordinated by the Executive Secretary based on suggested topics from Board members (or from elsewhere within NASA) and approved by the Chairperson. Results of the meetings will be documented and published (as appropriate) by the Executive Secretary.

The EMB shall meet at least once annually face-to-face and shall conduct virtual meetings at a minimum once a month, or as required by the Chairperson. The Board will strive for consensus and document any alternative viewpoints. The Chairperson makes the final decision when consensus cannot be reached or escalates to the APMC, if deemed necessary by the chair.

8. DURATION

The EMB will remain in existence at the discretion of the Chairperson.

9. ASSESSMENT

The Chief Engineer will provide a status of EMB activities and accomplishments to the Office of the Administrator via regular reporting no less than four times per year.

The EMB Executive Secretary will provide a summary of EMB status, topics, and decisions to the APMC Executive no less than annually.

When requested by the Council Chair, the Chief Engineer will provide status briefings to the APMC.

The EMB shall perform routine assessments of the effectiveness of the Board in achieving objectives set forth in this Charter, no less than every two years.

10. RECORDS

The EMB Executive Secretary is responsible for the maintenance of this charter and all other records associated with the EMB.