

NASA SENIOR ASSESSMENT TEAM CHARTER

1. Purpose

1.1 This charter establishes the NASA Senior Assessment Team and sets forth its functions, membership, meetings, duration, assessment, and records retention.

1.2 The NASA Senior Assessment Team, hereafter referred to as the SAT, provides leadership in the definition, implementation, and assessment of the Agency's internal control program and all associated activities. The SAT is supported by the Office of the Chief Financial Officer (OCFO), Quality Assurance Division. NASA Headquarters and NASA Centers, including associated facilities, support the SAT as appropriate.

2. Applicability/Scope

2.1 This charter applies to NASA Headquarters and NASA Centers, including associated facilities.

2.2 The scope and authority of the SAT encompasses all Agency Integrated Management System (IMS) activities performed in accordance with applicable laws, regulations, guidance, and NASA policy. Additionally, the scope is associated with management's responsibility for the effective integration of management systems and internal control, compliance with Federal Managers' Financial Integrity Act of 1982 (FMFIA), OMB Circular A-123 - Management's Responsibility for Enterprise Risk Management and Internal Control, and NPR 8000.4A Risk Management Procedural Requirements.

3. Authority

- The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113(a), 31 U.S.C. § 3512, (b) and (c).
- NASA Policy Directive NPD 1280.1A, NASA Integrated Management System Policy.
- 31 U.S.C. § 3512, (b) and (c), Federal Managers' Financial Integrity Act of 1982, (Pub.L. No. 97-255, 96 Stat. 814 (1982)).
- GAO-14-704G, Standards for Internal Control in the Federal Government (*The Green Book*)
- OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control.
- NASA Policy Directive NPD 1000.3E, The NASA Organization.
- NPD 1200.1E, NASA Internal Control.
- NPR 8000.4A Agency Risk Management Procedural Requirements.

4. Governing Council Affiliation

4.1 The SAT is affiliated with the Mission Support Council (MSC).

5. Functions

5.1 The SAT provides leadership and oversight with respect to the Agency's internal control program, the goal of which is to ensure that internal controls are commensurate with identified risks and results-

oriented management. The primary responsibilities of the SAT are to review and approve internal control policies, programs, initiatives, and similar activities to ensure leadership oversight into Agency initiatives; and identify and ensure that adequate funding and resources are made available for an effective internal control program.

The Federal Managers' Financial Integrity Act (FMFIA) of 1982 requires agencies to establish internal control over programs, financial reporting and financial management that provide reasonable assurance that the three objectives of internal control are achieved:

- Effectiveness and efficiency of operations;
- Compliance with applicable laws and regulations;
- Reliability of financial reporting.

FMFIA and the implementing guidance under OMB Circular A-123, Management's Responsibility for Enterprise Risk Management and Internal Control, also require that the head of the agency provide an annual Statement of Assurance (SoA) on the overall adequacy and effectiveness of internal control within the Agency related to operations, reporting and compliance with applicable laws and regulations. With an expanded scope of internal control activities and increased focus on ERM, the SoA will cover all mission-support activities and operations to include but not limited to financial management, procurement, information technology, human capital, management of personally identifiable information (PII) and other operational processes determined by management. The SAT will provide guidance and input on additional operational processes deemed significant to the Agency.

The SAT provides leadership in these areas on behalf of the Agency.

The SAT derives its authority and support from the head of the agency through the Mission Support Council (MSC) who serves as NASA's cognizant authority regarding management's assurances over the Agency's internal control program. NASA's internal controls are implemented through NASA Headquarters Offices and NASA Centers, including associated facilities.

5.2 The SAT reviews and approves guidance associated with the annual Statement of Assurance process.

5.3 Throughout the year, the SAT oversees the results of corrective actions taken to close existing internal control deficiencies on the MSC "watch list" of Agency level material weaknesses, as well as other internal control deficiencies and weaknesses derived or divulged through both internal and external sources and brought to its attention. For example, control deficiencies may be the result of internal recommendations, through the annual Statement of Assurance process, associated with high-risk audit findings, demonstrated through Federal trends, associated with new compliance requirements or Executive Orders, as specifically recommended by the OCFO or the Management Systems Working Group (MSWG).

5.4 As part of its responsibility, the SAT proposes and forwards to the MSC: (1) recommendations regarding Agency material weaknesses reported by the Agency, as required by statute and OMB guidance, and as included in the Administrator's Annual Statement of Assurance; (2) recommendations that require Agency decisions to fund initiatives to manage internal control risks or otherwise accept risk; and (3) an annual report of internal control initiatives and actions and the Annual Statement of Assurance letter.

5.5 The SAT periodically assesses the effectiveness of Agency, Center, and organizational efforts with respect to internal control policies, procedures, processes, and activities through the Annual Statement of Assurance process and may recommend additional other assessments as part of NASA's annual assessment plan(s) and ongoing internal control activities.

5.6 The SAT considers and addresses emerging issues (internal or external) including Enterprise Risk Management (ERM), as brought forth by senior leadership and the MSWG, that may impact the design, implementation or operation of Agency and/or Center level management control activities and practices that may affect the internal control environment or operation of the Agency Integrated Management System (IMS).

5.7 The SAT considers recommendations made by the MSWG to maintain and improve the Agency IMS as defined in NPD 1280.1A. Recommendations address Agency-wide systemic issues with the goal of improving the effectiveness of management specific to Headquarters, Centers and associated facilities, issues and improvements to their interaction, and integration and teaming efforts. The content of such recommendations shall include identification of control deficiencies, suggested improvements, description of the implementing strategy to fix or improve, description of the implications of failure to apply the recommendation, and an explanation of how the recommendation will add value and/or reduce risk to the Agency IMS and improve NASA's ability to meet mission requirements.

5.8 The SAT is responsible for designation and appointment of the MSWG membership.

6. Membership

6.1 The SAT is comprised of the following members:

Deputy Associate Administrator for Mission Support (Chair)
Deputy Chief Financial Officer, Finance (Co-chair)
Deputy Associate Administrator, Aeronautics Research Mission Directorate
Deputy Associate Administrator, Science Mission Directorate
Deputy Associate Administrator, Human Exploration and Operations Mission Directorate
Deputy Associate Administrator, Space Technology Mission Directorate
Deputy Chief Engineer
Deputy Chief Technologist
Deputy General Counsel
Deputy Chief, Safety and Mission Assurance
Deputy Chief Information Officer
Assistant Administrator, Procurement
Assistant Administrator, Human Capital Management
Center Director's Designee
[Deputy Inspector General (nonvoting, ex officio capacity) with concurrence of the Chair]

6.2 The Deputy Associate Administrator for Mission Support shall serve as the Chair. The Deputy Chief Financial Officer, Finance shall serve as the Co-chair.

- i. The SAT Chair's responsibilities are as follows:
 - a. Manage day to day operations of the SAT
 - b. Formulate SAT meeting agendas in collaboration with the Co-chair.
 - c. Manage and facilitate discussion of SAT watch list items
 - d. Serve as liaison to Senior Level Management and other Agency governing councils.

- e. Serve as executive level decision maker for MSC actions.
- ii. The SAT Co-chair's responsibilities are as follows:
 - a. Assist the Chair with the management of the day to day operations of the SAT
 - b. Guide and frame issues that are brought to the SAT
 - c. Serve as liaison between SAT and MSWG
 - d. Review MSWG recommendations for consideration and presentation to the SAT
 - e. Assist the Chair in all other duties and serve as acting if the Chair is unavailable

6.3 On behalf of the SAT, the Chair may determine and/or control additional attendance at meetings such as subject-matter experts and/or special presenters, following consultation with the Team.

6.4 The OCFO Quality Assurance Division serves as the Executive Secretary to the SAT. Among other duties, the Executive Secretary facilitates the activities of the SAT, coordinates meeting agendas, and ensures that information required for consideration by the Team is available to members on a timely basis.

7. Meetings

The SAT will meet quarterly or as determined by the Chair/Co-chair.

8. Duration

The SAT will remain in existence indefinitely or until cancelled by competent authority or directive.

9. Assessment

The SAT shall provide at least an annual briefing to the MSC summarizing the state of the Agency's internal control activities. In particular, the briefing will address the effectiveness of the Agency, and of the SAT, with respect to the timely and effective identification and resolution of internal control deficiencies and related issues.

10. Records

The OCFO shall maintain this Charter and all other records associated with the SAT. Minutes of SAT meetings are to be generated as soon as practicable and distributed to the SAT members.