

NASA SENIOR EXECUTIVE COMMITTEE

1. PURPOSE

This charter establishes the NASA Senior Executive Committee (SEC) and sets forth its functions and membership.

The SEC is established to provide advice, counsel, and recommendations for consideration by the Administrator relating to the performance of executives, including performance ratings and bonuses.

2. APPLICABILITY/SCOPE

This chapter applies to NASA Headquarters, except the Office of the Inspector General, and all NASA Centers, including Component Facilities and the NASA Shared Services Center.

3. AUTHORITY

5 U.S.C. 4314(c) and 5 CFR 430.307.

4. FUNCTIONS

Recommends to the Administrator annual performance ratings, performance bonuses, and annual pay increases for members of the NASA Senior Executive Service (SES) and incumbents of Senior Scientific and Technical (ST) and Senior Level (SL) positions.

Recommends to the Administrator names of SES and ST/SL executives to be nominated for the Presidential Rank Awards of Distinguished and Meritorious.

Serves as the Performance Review Board (PRB) for members of the SES assigned to the Office of the Administrator, Officials-in-Charge of Headquarters Offices, NASA Center Directors, and members of the NASA PRB.

5. MEMBERSHIP

The membership of the SEC includes the following:

- a. Deputy Administrator, Chairperson.
- b. Chair, Executive Resources Board.
- c. Chair, NASA Performance Review Board.
- d. Associate Administrator for Science Mission Directorate.
- e. Associate Administrator for Program Analysis and Evaluation.
- f. Associate Administrator for Space Operations Mission Directorate.

The Deputy Administrator may change the membership or designate temporary members at any time. Such changes will become effective immediately and be reflected in subsequent revisions to the charter.

6. MEETINGS

Meetings are held at the call of the Chair, as required.

7. DURATION

The SEC will remain in existence at the discretion of the Chair.

8. ASSESSMENT

The SEC will provide an annual report of accomplishments to the Administrator for assessment of performance.

9. RECORDS

The Workforce Management and Development Division, Office of Human Capital Management, is responsible for the maintenance of this charter and all other records associated with the SEC.