

## **NASA SOFTWARE STEERING BOARD (SSB)**

### **1. PURPOSE**

This charter establishes the NASA Software Steering Board (SSB) and sets forth its functions, membership, meetings, duration, assessments, and records retention.

The purpose of the SSB is to strengthen Agency-wide coordination and communication of cross-cutting software investments, issue resolutions, responses to significant external surveys/audits/reviews, and the establishment of policies affecting the Agency. For the purpose of this SSB, the term “software” includes, but is not limited to, the areas of software engineering, software assurance (of which software independent verification and validation are a part), software management, software-related research, and training in software disciplines. The SSB utilizes the existing software organizations, groups, and teams to assist in the fulfillment of action items and functions.

### **2. APPLICABILITY/SCOPE**

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities, and to the Jet Propulsion Laboratory to the extent specified in its contract.

### **3. AUTHORITY**

- a. 42 U.S.C. 2473 (c)(1), section 203 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 40 U.S.C. 1401 (Clinger-Cohen Act).
- c. NPD 2820.1, NASA Software Policies.
- d. NPD 1000.0, NASA Strategic Management and Governance Handbook.

### **4. FUNCTIONS**

The Board shall provide input to assist in the fulfillment of the NASA Strategic Plan, including implementation plans, with respect to software.

The Board shall address executive-level software issues and related assets that cut across organizational (Headquarters) responsibilities. The Board shall facilitate an

integrated systems approach for software investments, consistent with the NASA information technology capital planning and investment control (CPIC) process.

Board members are responsible for representing their home organizations to the Board. Members are also responsible for communicating and facilitating within their home organizations the appropriate implementation of Agency strategies and SSB resolutions.

The Board shall coordinate integrated responses to significant external software surveys, audits, and reviews that cut across organizational (Headquarters) responsibilities.

The Board shall coordinate and integrate the structure of the Agency's NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR) pertaining to software and make recommendations for changes to NASA management through the Chief Engineer.

The Board will advise the Chief Engineer, the Chief Information Officer, the Chief, Safety and Mission Assurance Officer, and the Associate Administrator for Aeronautics Research Mission Directorate, at their request, regarding issues in their areas of cognizance per NPDs and NPRs.

## 5. MEMBERSHIP

The SSB members are comprised of the following positions (or their designated senior representatives):

- a. Chief Engineer, Chairperson.
- b. Chief Information Officer.
- c. Associate Administrator for Space Operations Mission Directorate.
- d. Chief, Safety and Mission Assurance.
- e. Associate Administrator for Aeronautics Research Mission Directorate.
- f. Associate Administrator for Science Mission Directorate.
- g. Associate Administrator for Exploration Systems Mission Directorate.
- h. Associate Administrator for Office of Institutions and Management.
- i. General Counsel (nonvoting advisor).

The Executive Secretary shall be appointed by the Chairperson. The Chairperson will determine additional attendance at Board meetings and may designate temporary

members or invite other representatives at any time, including representatives from industry, academia, and other Government agencies. These additional attendees, temporary members, and representatives will be nonvoting.

#### 6. MEETINGS

The SSB shall meet at the call of the Chair, at least quarterly. The Executive Secretary will recommend, and the Chair will approve, the agenda based on suggested topics from Board members or from elsewhere within NASA.

#### 7. DURATION

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

#### 8. MEASUREMENT

The SSB will provide an annual report of accomplishments to the NASA Associate Administrator for assessment of performance. The SSB also oversees the update of the Agency-wide Software Inventory for Class A – E software on programs and projects. The Software Inventory provides a profile of software under development or maintenance for engineering-based applications (non-information technology software).

#### 9. RECORDS

The Chief Engineer is responsible for the maintenance of this Charter. All records associated with the Software Steering Board will be the responsibility of the Chief Engineer. Minutes of the meetings will be taken, distributed to the Board members, and made available upon request.