

Effective Date: February 20, 2018

## **NASA ENTERPRISE PROTECTION BOARD CHARTER**

### **1. PURPOSE**

1.1 This charter establishes the NASA Enterprise Protection Board (EPB or Board) and sets forth its functions, membership, meetings, duration, assessment, and records disposition.

1.2 The Principal Advisor for Enterprise Protection (PAEP), who reports to the Associate Administrator, leads the Cross-Agency Enterprise Protection Program to provide advice and recommendations on threats, vulnerabilities, mitigations to, and assessments of NASA missions and activities. The PAEP also serves as the NASA representative to the Space Security and Defense Program and similar entities and functions. The PAEP serves as Executive of the Board under the authority of the Agency Program Management Council (APMC).

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

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities, and the Jet Propulsion Laboratory (a Federally Funded Research and Development Center) as provided in the NASA-Caltech Prime Contract.

### **3. AUTHORITY**

- a. National Aeronautics and Space Act, as amended, 51 U.S.C. §20113 and §20132.
- b. NPD 1000.3, The NASA Organization.
- c. NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters.

### **4. GOVERNING COUNCIL AFFILIATION**

Agency Program Management Council (APMC).

### **5. FUNCTIONS**

5.1 The EPB shall:

- a. Provide Cross-Agency communication, coordination, and decision-making at senior Agency levels on enterprise protection interests, including national security, cybersecurity, space and aeronautical system protection, ground system protection, technology protection, and institutional and infrastructure protection.

- b. Review classified threat intelligence information, with a focus on how such information relates to NASA systems and enterprise protection, and on current and planned actions to mitigate such threats.
- c. Receive and act upon recommendations of the PAEP to mitigate threats to the NASA enterprise.
- d. Make recommendations to the APMC on decisions having a strategic or safety risk related to protection of the NASA enterprise.
- e. Review Enterprise Protection Program policies, planning, programming, budgeting, and operating plans; review recommendations for integrating priorities and resolve Agency-wide issues; establish enterprise protection priorities; and recommend strategic direction for the formulation of enterprise protection budgets.

5.2 The Chair may charter tiger teams and working groups to recommend Agency-wide policy and approach to conduct the business of the Board. These organizations will convene, deliberate, report, and disband under direction provided by the Chair.

5.3 The Executive shall ensure presentations are properly prepared and presented to facilitate Board discussion and decision making. Additionally, the Executive shall ensure that information required for Board deliberations is distributed to the members on a timely basis.

## **6. MEMBERSHIP**

6.1 The membership of the EPB shall include the following positions:

- a. Associate Administrator, Chair.
- b. Principal Advisor for Enterprise Protection, Executive.
- c. Chief Engineer.
- d. Chief, Safety and Mission Assurance.
- e. Associate Administrator for Mission Support.
- f. Associate Administrator for Aeronautics Research Mission Directorate.
- g. Associate Administrator for Human Exploration and Operations Mission Directorate.
- h. Associate Administrator for Science Mission Directorate.
- i. Associate Administrator for Space Technology Mission Directorate.
- j. Associate Administrator for International and Interagency Relations.

k. Assistant Administrator for Protective Services.

l. Assistant Administrator for Strategic Infrastructure.

m. Chief Information Officer.

6.2 The Chair or Executive may invite non-members to attend the EPB and may designate temporary members or invite other representatives.

6.3 Members of the EPB must hold the requisite security clearance. A senior official with the requisite security clearance within the primary member's organization may serve as alternate member.

## **7. MEETINGS**

7.1 The EPB shall meet at the call of the the Executive and at least semiannually. The Executive shall establish the agenda in consultation with the Chair and members. Given the sensitivity and security-related nature of the EPB, meetings shall be held at the requisite classification levels.

7.2 The Executive shall coordinate agendas, organize meeting materials, track actions, formally document decisions with appropriate classification, maintain and publish minutes, and distribute meeting minutes to members.

7.3 Decisions are expected to be final and reclama requests should be rare. The APMC is the escalation path for reclama requests. The Chair shall decide whether to disposition these requests within the APMC.

## **8. DURATION**

The EPB shall remain in existence at the discretion of the Chair with approval by the APMC.

## **9. ASSESSMENT**

The APMC may ask the Executive to provide an annual report of accomplishments, reviews, and quality metrics to assess performance and quality of the processes.

## **10. RECORDS**

The Executive is responsible for the maintenance of all records associated with the EPB, including this charter.