

MISSION SUPPORT PROGRAM MANAGEMENT COUNCIL

1. PURPOSE

This Charter defines the Mission Support Program Management Council (MSPMC) and sets forth its scope, authority, affiliation, functions, membership, meetings, duration, assessment and records retention.

2. APPLICABILITY/SCOPE

2.1 This Charter is applicable to all mission support functions, as referenced in the membership section (6c), and applies to operations at NASA Headquarters and Centers, component facilities, Technical and Service Support Centers, and management of federally owned assets held at (or by) the Jet Propulsion Laboratory. Scope is limited to the extent required to implement the specific functions enumerated in Section 5.

2.2 The scope does not include functions otherwise retained by the Mission Support Council (MSC), to authorities delegated by the Administrator to line authorities, or functions delegated by the Executive Council (EC), Agency Program Management Council (APMC) or MSC to other chartered governance bodies.

3. AUTHORITY

- a. The National Aeronautics Space Act, as amended, 51 U.S.C. §20113.
- b. NPD 1000.0, NASA Governance and Strategic Management Handbook
- c. NPD 1000.3, The NASA Organization
- d. NID 7120.99, NASA Information Technology and Institutional Program and Project Management Requirements

4. GOVERNING COUNCIL AFFILIATION

The MSPMC is aligned to the MSC.

5. FUNCTIONS

5.1 Overview: The MSPMC¹ makes certain operational decisions in mission support functional areas as delegated by the MSC; formulates strategic recommendations for the Mission Support

¹ The MSPMC will not change the authority outlined in NPD 1000.3, The NASA Organization w/Change for the leaders of the mission support organizations.

Directorate Associate Administrator (MSD AA) in key areas of mission support management; monitors performance of certain mission support programs, projects and initiatives, and recommends appropriate actions to the MSD AA to help manage overall activities. Within MSPMC thresholds defined in appendix A, specific MSPMC activities include:

a. Strategic Management

(1) Should help integrate activities and operations across various mission support functions and locations through informed discussions.

(2) Should recommend potential actions to appropriate officials and/or the MSD AA based on reviews of external benchmarking and evaluations of functional areas, such as GSA mission support benchmarking and other objective evaluations.

b. Performance Improvement Initiatives

(1) May evaluate Agency mission support capabilities and make recommendations for maintaining and improving these capabilities to the MSD AA, as the SSMS Control Account Manager (CAM), in order to inform investment decisions as directed by the MSC, or requested by the MSPMC participants with approval of the Chair.

(2) May conduct reviews of underperforming mission support projects. Reviews may be directed by the MSC, or requested by the MSPMC participants with approval of the Chair.

(3) May review and recommend readiness of new Agency-wide mission support initiatives as directed by the MSC, or requested by the MSPMC participants with approval of the Chair.

(4) Shall review and approve transition plans and progress of activities being transitioned to the NASA Shared Services Center.

(5) May review progress of other major mission support improvement activities (e.g. Business Services Assessment (BSA), Mission Support Future Architecture Program (MAP)) as directed by the MSC, or requested by the MSPMC participants with approval of the Chair.

c. Operational Decisions

(1) May serve as the decision authority for mission support programs, projects or initiatives under, or informed by, NPR 7120.7 and to the extent delegated by the MSC. Specific delegations may include certain Key Decision Points.

(2) May make certain decisions on facilities and workforce required to implement an Agency integrated strategy, as specified in the attached Decision Thresholds (appendix A).

d. Risk and Internal Controls

(1) May make recommendations as determined by the Chair to the MSC on decisions with a high reputational, political, or safety risk.

(2) May initiate an Independent Review Team for the purpose of reviewing mission support programs, projects, and/or initiatives as a manner of mitigating anticipated risks.

5.2 Thresholds have been established to determine which issues are presented to the MSPMC. The current decision thresholds matrix is provided as an Appendix A to eliminate the need to update the charter when Agency decisions are made to modify the thresholds.

6. MEMBERSHIP

6.1 The Associate Administrator, Mission Support Directorate chairs the MSPMC and is the Decision Authority. Other participants serve as advisors to the Chair. The Chair is accountable for all requirements under this Charter.

a. The following officials' signatures are required for all decisional items:

- (1) MSD AA, serves as the Chair and Decision Authority
- (2) Chief Financial Officer
- (3) Chief Human Capital Officer
- (4) General Counsel

b. In the absence of the MSD AA, the MSD DAA serves as alternate Chair and signatory official. In the absence of both the MSD AA and DAA, the Chief Financial Officer serves as alternate Chair and signatory official.

c. The following officials' participation is optional at their discretion, unless requested by the Chair for a specific topic. Participation may be delegated to senior officials within their reporting line, as appropriate. Council agendas shall be communicated in advance, per Section 7, to enable officials to assess participation.

- (1) Chief Information Officer (CIO)
- (2) Associate Administrator for Legislative and Intergovernmental Affairs
- (3) Associate Administrator for Communications
- (4) Associate Administrator for STEM Engagement
- (5) Associate Administrator for Diversity and Equal Opportunity
- (6) Associate Administrator for International and Interagency Relations
- (7) Associate Administrator for Small Business Programs
- (8) Assistant Administrator for Procurement
- (9) Assistant Administrator for Strategic Infrastructure
- (10) Assistant Administrator for Protective Services
- (11) Executive Director, HQ Operations
- (12) Executive Director, NASA Shared Services Center

- (13) Associate Center Directors
- (14) Assistant Associate Administrator for Resources and Performance Management
- (15) Program Executive, Mission Support Future Architecture Program

- d. Other individuals may be invited to participate in meetings in an advisory capacity based on specific topics before the Council.
- e. Membership may be modified at the discretion of the Chair.

7. MEETINGS

7.1 The MSD will appoint a Council Executive to coordinate agendas, organize meeting materials, track actions and decisions, as follows:

- a. Meetings will be planned quarterly, or as needed to decide key topics or to formulate recommendations for MSC topics.
- b. Agendas will be provided at least 1 week prior to meetings. Agendas will be ordered from topics of broadest interest to most focused to enable invitees greatest flexibility on participation.
- c. Meeting topics can be either decisional or informational, and designated as such in advance agendas.
- d. Decisions by the Chair will be formally documented by the MSPMC Council Executive. Decisions will be made available to MSPMC members and the MSC Council Executive in a timely manner after meetings. Final implementation of decisions will be monitored by the Council Executive.
- e. Decisions are expected to be final and reclama requests should be rare. The MSC is the escalation path for reclama requests. The MSPMC Chair will notify the MSC Chair of reclama requests and the MSC Chair will decide whether to disposition these within the MSC and initiate appropriate decisional topics through the MSC Council Executive.
- f. Actions assigned by the Chair will be formally documented and tracked to closure by the Council Executive.
- g. Attendance will be recorded for all meetings.

8. DURATION

Indefinite, but subject to revalidation by the MSC per section 9d.

9. ASSESSMENT

9.1 The MSPMC Council Executive will monitor the full completion and implementation of decisions made within MSPMC.

9.2 The MSPMC Chair will provide an annual report and/or informational briefing to the MSC.

9.3 The MSC or MSPMC Chairs may request that short informational summaries of key MSPMC decisions to be briefed by the MSPMC Chair to the MSC. Informational summaries will include a synopsis of any dissenting opinions.

9.4 The MSC Chair will revalidate the MSPMC Charter every 2-years based in part upon implementation of requirements set forth in the charter, upon the recommendation of the MSPMC Chair, and upon other considerations.

10. RECORDS

The Mission Support Directorate is responsible through the MSPMC Council Executive, for maintaining all records associated with the operation of the MSPMC, including this Charter.

Appendix A. Thresholds

Thresholds for Operational Decisions							
Type of Threshold	Functional Owner	MSD AA	Control Board	MS Program Management Council	Mission Support Council	Executive Council	Other/Unique
Programs or Projects under or informed by 7120.7				May serve as decision authority for mission support programs or projects under, or informed by 7120.7 and to the extent delegated by the MSC.	Approves mission support programs or projects under, or informed by 7120.7 or delegates authority to the MSPMC.		
Changing Method ¹ and/or Location ² of Service Delivery	Proposes new location and/or service delivery method and concept of operations to the MS PMC.	Implement approved changes through the PPBE process	N/A	Approves new location and/or service delivery method and concept of operations.	Approves changes within a functional area that have a cumulative impact on service delivery impacting 20+ civil service positions across geographic boundaries.	N/A	
Re-Alignment of Reporting within a Functional Area	Approves re-alignment of managerial reporting for personnel currently within the functional reporting chain that does not move physical location ³ .	N/A	N/A	Approves re-alignment of managerial reporting for personnel not currently within a functional reporting chain or moving physical location and within a mission support function. (applies only when the impacted organizations are not in agreement)	Approves re-alignment of managerial reporting for personnel not currently within a functional reporting chain that resides and/or reports to another Mission Directorate regardless of location. (applies only when the impacted organizations are not in agreement)	N/A	
Setting/Changing Budgets/Workforce for Service Delivery	Handled through the normal PPBE Process						

Notes for Chart:

* Dissenting opinions may be issued by any member of a listed board. Dissenting opinions will be elevated to the next higher board in the hierarchy for disposition.

1 "Method" refers to the model for service delivery, e.g. federalized, centralized, regionalized, or localized. This would also include significant changes to acquisition strategy that impact customers and/or FTE/WYE ratios.

2 "Location of service delivery" refers to the physical location of the service providers, e.g. virtualized (work from anywhere), NSSC, specific Center(s), other Federal Agency, etc.

3 - "Physical location" refers to the Center or other geographical boundary, e.g. moving from Center 1 to Center 2 or moving from Center 1 to the NSSC or to another Federal Agency.

Thresholds for Workforce Decisions							
Type of Threshold	Center/MD/Functional Owner	OHCM	MSD AA	MS Program Management Council	Mission Support Council	Executive Council	Other/Unique
Mission Support Workforce Strategy	Provides input into MS workforce strategy.	OHCM develops options & recommendations for Mission Support Workforce Strategy to include: - Civil servant workforce size & distribution across missions - Civil service workforce composition and other characteristics that are priorities for the Agency.			Review and approve new, or revised workforce strategies for mission support functional areas.	Approves changes within a functional area that have a cumulative impact of moving 20+ civil servant positions across geographic boundaries.	Notification required to committees on appropriations if organizational changes meet notification thresholds - this includes reorganizations that direct work to the shared services center. For the most part this involves renaming organizational elements and/or changing elements reporting to an Official in Charge.
Civil Servant FTE Ceilings	Center/MD/Functional owner provide input through PPBE process and as disconnects emerge	Reviews input and provides recommendations to the MSD AA.	Approves Functional and Center FTE Ceilings. Approves Changes that are: - Budget neutral or agreed too; and - Consistent with Agency workforce strategy and other institutional strategies	N/A	Approves FTE ceiling changes outside of the PPBE process that are: - Not budget neutral and where there is not agreement on how to fund, and/or - Inconsistent with Agency workforce strategy/other institutional strategies	Approves changes that result from PPBE decisions or as recommended by MSC	

Thresholds for Facility Decisions

Type of Threshold	Center/Mission Directorate	Functional Owner	MSD AA	MS Program Management Council	Mission Support Council	Executive Council	Other/Unique
Facilities Agency Strategy	Develops Center facility strategy and master plan.	Develops Facility strategy. Oversees development of agency master plan and Center Masterplans. Approves final Center master plans. Develops 5 year investment plans and reduction plans. Determines scheduling adjustments to 5 year investment plans to meet current requirements.	Approves NASA five year CoF investment plans and five year plan updates. The five year CoF investment plan includes major capital investments (\$20M facility value), renewal projects and major disposal projects/efforts (\$20M facility value). Approves adding new projects, eliminating projects, or changing projects in the 5 year plan. Approves major (\$20M facility value) of NASA facilities that are not captured in an approved 5 year plan.		Approves Agency facilities strategy. Approves Agency Masterplan, Approves Center Master plan concepts and significant changes to Center or Agency master plans. Reviews and provides input to NASA 5-year CoF investment plan. Approves non-NASA facilities not captured in an approved 5-year plan.	Approves exceptional, sensitive or highly visible elements of agency and Center Facility Master Plans as recommended by the MSC.	
Investment/Divestment	Proposes projects for investment/divestment	Develops CoF program. Establishes, and prioritizes CoF projects for recommendation to MSD AA/CAM. Implements program in accordance with Agency policy. Approves individual projects within the CoF program and makes execution adjustments consistent with Agency policy to meet requirements.	MSD AA approves annual CoF program. (authority to approve sensitive, highly visible investments or divestments will be retained by the MSC)	N/A	Approves exceptional, sensitive or highly visible NASA funded investment or divestment as recommended by the MSD AA/CAM. Approves changes or reclaims to divestments.		If a Center and/or MD wants to retain a facility that was already selected for demolition the Center and/or MD would either use the PPBE process to adjust the 5 year plan or submit a reclama for MSPMC consideration depending on timing and circumstances.

Thresholds for Mission Support Future Architecture Decisions							
Type of Threshold	Center/Mission Directorate	Functional Owner/Project Manager	MAP Control Board	MS Program Management Council	Mission Support Council	Executive Council	Other/Unique
Program KDPs	N/A	N/A	N/A	Provides Regular Reviews for Viability per the Program Plan. Recommends Viability to the MSC.	Provides Initial Approval to Move to Implementation and Regularly Approves Continued Viability per the Program Plan	N/A	N/A
Project KDP A (Initial Project Concept)	N/A	N/A	Recommends Approval for the Project to Move Forward and proceed into the next phase to the MS PMC.	Recommends Approval for the Project to Move Forward and proceed into the next phase to the MSC.	Approves the Project to move forward and proceed into the next phase. Approves delegation approach for future KDPs.	N/A	N/A
All Other KDPs	As approved in KDP A (delegation decision and approach made by MSC at KDP A)						
Changes to Scope, Schedule, and Content post-KDP / Re-baselining	N/A	N/A	Approves changes that do not impact major milestones ¹ .	Approves changes that impact the overall baselined project completion schedule or scope changes that have major milestone impact(s).		N/A	N/A
Risk Mitigation/Acceptance	N/A	Recommend Transformation-Related Risk Acceptance to PCB	Approves Risk Acceptance/Mitigation for Risks that do not significantly impact other Functional Areas.	Approves Risk Acceptance/Mitigation for Risks that significantly impact one or more other Functional Areas, but do not have significant impact to other Mission Directorates. (applies only to those that were not previously identified and approved by the MSC)	Approves Risk Acceptance/Mitigation for Risks that significantly impact other Mission Directorates. (applies only to those that were not previously identified and approved by the MSC)	N/A	N/A
Re-Alignment of Reporting within a Functional Area	N/A	Approves re-alignment of managerial reporting for personnel currently within the functional reporting chain. Recommends realignment of personnel not currently within the functional reporting chain to PCB.	Recommends re-alignment of managerial reporting for personnel not currently within a functional reporting chain to MS PMC.	Approves re-alignment of managerial reporting for personnel not currently within a functional reporting chain and within a mission support organization. (applies to those realignments that were not agreed too or previously approved)	Approves re-alignment of managerial reporting for personnel not currently within a functional reporting chain that resides in another Mission Directorate. (applies to those realignments that were not agreed too or previously approved)	N/A	N/A
Setting Service Delivery Models and/or Location of Service Delivery	N/A	Proposes new service delivery model, workforce realignment and concept of operations to the PCB.	Recommends maturity of concept of operations, workforce realignment and integration of service delivery model to the MS PMC.	Approves new service delivery model, workforce realignment and concept of operations.	Approves changes within a functional area that have a cumulative impact of moving 20+ civil service positions across geographic boundaries.	N/A	Where budget realignment requests fall outside the SSMS account, the decision must be raised to the appropriate board for approval.

Notes for Chart:

* Dissenting opinions may be issued by any member of a listed board. Dissenting opinions will be elevated to the next higher board in the hierarchy for disposition.

1 - Major Milestones for Projects include major budget, personnel moves, reviews, significant process changes or other key events identified on Project Plans and Baselined Project Schedules