

**NC 1000-53**

**Effective Date: March 14, 2023**

**Jet Propulsion Laboratory (JPL) Governance Board (JGB)**

Date: January 20, 2023

NASA Jet Propulsion Laboratory  
4800 Oak Grove Drive  
Pasadena, CA 91109

Effective: January 1, 2023

Expiration: September 30, 2028

Revision History:

<b>Status</b>	<b>Revision #</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author/Editor</b>
Approved by NOJMO Director		March 25, 2019	Initial Release	Kaiser Adeni
Updated for ASC Chair approval and publication to NODIS	1	January 20, 2023	Editorial Changes to Organizational, Mission Directorate Names Update Numbering scheme  Updated JGB Function to reflect current briefing practices	Kaiser Adeni

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**Table of Contents**

1.0 Purpose.....	3
2.0 Applicability/Scope.....	3
3.0 Authority.....	4
4.0 Governing Council Affiliation.....	4
5.0 Functions.....	4
6.0 Membership.....	5
7.0 Meetings.....	5
8.0 Duration.....	7
9.0 Assessment.....	8
10.0 Records.....	8

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## 1.0 Purpose

This charter establishes the National Aeronautics and Space Administration (NASA) Jet Propulsion Laboratory Governing Board (JGB). This document sets forth the governance framework for managing NASA's only Federally Funded Research and Development Center (FFRDC), the Jet Propulsion Laboratory (JPL), located in Pasadena, CA. The framework defines the authority, functions, membership, responsibilities, and general operating guidance for governing the FFRDC.

NASA funds JPL to meet its specific and unique long-term technical needs that cannot be met by any other single organization. As part of this special relationship, NASA requires that JPL be operated in the public interest with objectivity and independence, be free from organizational conflicts of interest, and fully disclose its affairs to NASA.

Per NASA Policy Directive (NPD) 1000.3, NASA is the sponsor of its FFRDC, JPL. The prime contract (Contract) between NASA and the implementing contractor, is the Sponsoring Agreement for the FFRDC. The NASA Office of JPL Management and Oversight (NOJMO) at JPL is the NASA Headquarters (HQ) on-site Government organization that serves the functions of contract management, on-site Agency oversight, and ensures regulatory compliance of contractor operations in accordance with 48 CFR § 35.017 as a FFRDC.

The NOJMO performs key activities in support of NASA missions, including acquisition strategy development and implementation, execution and management of the JPL Sponsoring Agreement, requirements definition and planning, contract negotiation and award, post-award contract administration, and contract oversight. The NOJMO has ultimate responsibility for ensuring that contract management systems, awards, and administration of the contract between NASA and the FFRDC contractor are in accordance with laws, regulation, and NASA policies. In addition, NOJMO implements strategic and tactical directives from NASA HQ. The NOJMO is also responsible for coordinating and communicating any issues to Mission Directorate Associate Administrators and other senior leaders as appropriate, and supporting resolution of issues that arise.

The NOJMO delegates, via the Sponsoring Agreement (Contract), certain authorities and programmatic roles to the JPL contractor and is responsible per NPR 1000.3 for ensuring that Technical Authority is implemented at JPL in accordance with accepted standards and applicable NASA policies.

## 2.0 Applicability/Scope

This charter impacts JPL only to the extent specified and in conjunction with the NASA FFRDC Sponsoring Agreement, Contract # 80NM0018D0004, signed on June 29, 2018. The scope of this charter does not encompass any authorities reserved by NASA Agency Governance Councils or subordinate governance bodies to those Councils.

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### 3.0 Authority

- a. The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113(a).
- b. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- c. NPD 1000.3, Chapter 3, The NASA Organization.
- d. NPD 1000.5, Policy for NASA Acquisition.
- e. NASA FFRDC Sponsoring Agreement, Contract # 80NM0018D0004.

### 4.0 Governing Council Affiliation

The JGB reports to the Acquisition Strategy Council (ASC).

### 5.0 Functions

The JGB (or Board) is a decision-making body that provides leadership, vision, and strategic direction to JPL, NASA's only FFRDC. The JGB meets semi-annually to arrive at unified strategic decisions, and to exchange ideas and develop common understanding of issues.

The JGB will perform the following specific functions:

- A. Endorse the annual contract performance assessment recommendations.
- B. Approve Contract Performance Evaluation and Measurement Plan (PEMP) and success criteria.
- C. Review and Approve FFRDC Utilization Strategy (length of contract, updated annually).
  - a. Interpretation/prioritization of contract scope to programs and projects.
  - b. Utilization of non-sponsored work for NASA's benefit.
  - c. Resource utilization/prioritization (such as Allocated Direct Costs (ADC), etc.).
- D. Review the State of the Laboratory (JPL).
  - a. Facilities Infrastructure.
  - b. Workforce.
  - c. Direct vs. non-sponsored work.
  - d. Others as identified by the JGB or NOJMO.
- E. Mitigate and attempt to resolve disputes between JPL and the NOJMO regarding the Sponsoring Agreement and conflicts between sections of the Sponsoring Agreement.
- F. Annually brief the ASC Chair on FFRDC's previous year Contractor Performance Assessment Reporting System (CPARS) evaluation, Award Term & President and Director's Research and Development Fund (PDRDF) Determination.
- G. Address other issues as identified by the JGB.

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## 6.0 Membership

Membership in the JGB is identified below. JGB members shall submit a proxy to the JGB Chair for a necessary absence. The JGB Chair may invite non-members to attend the JGB meetings and may designate temporary members or invite other component facilities or functional office representatives at any time. Upon the Chair's discretion, meetings (in whole or in part) may be closed to invitees.

The following NASA Officials serve as JGB members and shall attend all JGB meetings:

- a. NASA Office of JPL Management and Oversight, Director; Chair
- b. Mission Support Directorate, Associate Administrator
- c. Science Mission Directorate, Associate Administrator
- d. Exploration Systems Development Mission Directorate, Associate Administrator
- e. Space Operations Mission Directorate, Associate Administrator
- f. Space Technology Mission Directorate, Associate Administrator
- g. Aeronautics Research Mission Directorate, Associate Administrator
- h. Chief Financial Officer
- i. Chief Health and Medical Officer
- j. Chief Engineer
- k. Office of Safety and Mission Assurance, Chief
- l. Chief Information Officer
- m. General Counsel (Ex-Officio)
- n. Office of Procurement, Assistant Administrator (Ex-Officio)
- o. Office of International and Interagency Relations, Associate Administrator (Ex-Officio)
- p. Office of Protective Services, Assistant Administrator (Ex-Officio)
- q. Office of Strategic Infrastructure, Assistant Administrator (Ex-Officio)
- r. NASA Office of JPL Management and Oversight Procurement Officer; JGB Board Executive (Ex-Officio)

## 7.0 Meetings

The JGB shall meet at the call of the Chair and at least semi-annually. The Chair will establish the agenda in consultation with the members. Whenever possible and at the discretion of the Chair, the Board Executive will publish the actions, decision and meeting summary.

The participation of the FFRDC contractor is at the discretion of the Chair.

## 7.1 Responsibilities

The following are the responsibilities of the Chair, JGB Executive, and Members.

**a. JGB Chair**

The Chair has the following responsibilities:

- (1) Serve as the final Decision Authority on actions that are informed by inputs from members.
- (2) Finalize JGB decisions, sign the Decision Memorandum.
- (3) Ensure member participation, meeting agenda materials, and minutes, decisions, and actions are recorded and published to support availability to NASA stakeholders, as represented by the board members and NASA leadership.
- (4) Report decisions and communicate issues, on behalf of the JGB, to other Agency councils, as appropriate.
- (5) Provide guidance on JGB activities to ensure alignment with the Agency's governance requirements and strategies as well as Federal regulations and guidance.
- (6) Invite persons with specific business or technical expertise, knowledge, or interest in agenda items to attend JGB meetings in order to provide advice on relevant matters.
- (7) Process emergency decision requests on an exception basis.

**b. Board Executive**

The NOJMO Procurement Officer serves as the Board Executive and as the primary interface for the JGB in preparation for meetings. The JGB Chair, in consultation with the Board Executive, will facilitate appropriate content for JGB deliberation. The Board Executive has the following responsibilities:

- a. Process decision requests and related documentation, preparing read-ahead materials, distributing the agenda and content, and coordinating meeting logistics.
- b. Record and distribute meeting minutes, record and tracking action items, and ensuring decision packages are reviewed and signed.
- c. Establish standardized JGB practices/processes.
- d. Ensure effective and efficient JGB performance.
- e. Conduct annual self-assessment in accordance with Section 9 below.

**c. JGB Member Responsibilities**

Board Members have the following responsibilities:

- (1) Review background and decisional materials and coordinate within their respective organizations to formulate an official organizational position, opinion, or recommendation relative to the topic.
- (2) Participate in NASA council meetings and related activities, including providing authoritative representation for their respective organizations.
- (3) Report information including discussions, issues, and decisions from external forums (e.g., other NASA executive councils, boards and working groups) that affect JGB discussions and decisions.
- (4) Represent discussions and decisions from the JGB (only as authorized by the Chair) to external governing bodies and working groups that will impact those governing bodies, working groups, and similar forums.
- (5) Coordinate with other NASA council members and organizations to reach mutually acceptable resolutions through outreach and collaboration.
- (6) Complete assigned actions.
- (7) Ensure CPARS inputs from member organizations are delivered in a timely fashion to the JGB Executive at least 30 days prior to the evaluation schedule milestones established in the Sponsoring Agreement (Contract).

## **7.2 Appeals**

The JGB Chair has the authority over decisions within scope of the JGB. The decisions of the JGB are final. Appeals are rare and based on extraordinary circumstances, such as omission of important facts from consideration by the JGB in the decision-making process, rather than based upon disagreement with a particular outcome. Appeals are to be in writing and directed to the Board Executive with a concise description of the circumstances and justification for the request.

The Board Executive will confer with the JGB Chair and if the Chair determines that a reconsideration is appropriate, then the Chair shall bring the appeal to the entire JGB for reconsideration. If the Chair denies reconsideration, then the individual may request consideration by the ASC through the ASC Executive. Further escalation under the NPD 1000.0, Dissenting Opinion Process, will be handled per the ASC Charter in NPD 1000.3.

If the consideration is granted by the Chair, then the JGB as a body will review the merits of the appeal and the Chair may grant or deny the relief requested. If the requested relief is denied after reconsideration, then the individual can escalate to the ASC through the ASC Executive as stated above.

## **8.0 Duration**

The JGB will remain in existence for the duration of the FFRDC and at the discretion of the JGB Chair and ASC Chair. The Charter will be reviewed every two years by the JGB Executive for modifications and every five years for board continuation.



## **9.0 Assessment**

The JGB Chair will provide an annual briefing (including self-assessment) to the ASC Chair that addresses the JGB's ability to meet within the chartered cadence, its use of delegated Decision Authority, and its ability to address chartered functions.

## **10.0 Records**

The Board Executive is responsible for the recordkeeping and maintenance of all records associated with the JGB.



# Action Document Summary

## 1. CONCURRENCES

DATE		DIRECTORATE/OFFICE	SIGNATURE	DATE		DIRECTORATE/OFFICE	SIGNATURE
IN	OUT			IN	OUT		
		JGB Executive James Williams (Acting)	JAMES WILLIAMS <small>Digitally signed by JAMES WILLIAMS Date: 2023.02.10 07:07:59 -08'00'</small>				
		JGB Chair / Andrea Razzaghi	ANDREA RAZZAGHI <small>Digitally signed by ANDREA RAZZAGHI Date: 2023.02.21 08:44:11 -08'00'</small>				
		OES, Directives Management Team	Nanette Smith <small>Digitally signed by Nanette Smith Date: 2023.03.01 14:33:47 -05'00'</small>				
		Office of the General Counsel	DAVID BARRETT <small>Digitally signed by DAVID BARRETT Date: 2023.02.07 15:16:24 -05'00'</small>				
		OES Governance Review Dennis Boccippio	DENNIS BOCCIPPPIO <small>Digitally signed by DENNIS BOCCIPPPIO Date: 2023.03.03 06:37:06 -05'00'</small>				
		Executive Secretariat/ Jolene Meidinger	JOLENE MEIDINGER <small>Digitally signed by JOLENE MEIDINGER Date: 2023.03.13 14:30:30 -04'00'</small>				
		ASC Chair / Bob Cabana	ROBERT CABANA <small>Digitally signed by ROBERT CABANA Date: 2023.03.14 15:20:26 -04'00'</small>				

<b>2a. ACTION OFFICER</b> Dennis Boccippio	<b>2b. DIRECTORATE/OFFICE</b> OES	<b>2c. PHONE</b> 202-374-1003	<b>2d. DATE</b> 01/19/2023
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<b>3a. TYPIST</b> Dennis Boccippio	<b>3b. TYPIST'S PHONE</b> 202-374-1003	<b>4a. QUALITY CONTROL LIAISON</b> Dennis Boccippio	<b>4b. PHONE</b> 202-374-1003	<b>4c. DATE</b> 01/19/2023
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<b>5. ADMINISTRATOR'S HATS CONTROL NO.</b>	<b>6. DUE DATE</b>	<b>7. SUBJECT</b> JPL Governance Board (JGB) Charter
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<b>8. EXECUTIVE SUMMARY</b>  ENCLOSED	<b>10. QUALITY REVIEW</b>
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<b>9. SPECIAL INSTRUCTIONS</b> <i>(Use this section to provide information or special guidelines that are not indicative for processing routine "A" packages.)</i>  Priority level is LOW.	<b>INITIALS</b>	<b>DATE</b>



# Executive Summary

HATS CONTROL NUMBER

DUE DATE

**SUBJECT TITLE:** JPL Governance Board (JGB) Charter

**PURPOSE:**

This ADS routes and formalizes the charter for the JPL Governance Board (JGB) as a subordinate governance body to the ASC. The charter was initially approved in 2019; this update includes minor adjustments and updates for consistency with current guidelines on content of Agency Charters.

**PACKAGE INCLUDES:**

PDF attachment of charter

**APPROVAL AUTHORITY:**

Per NPD 1000.3 Chapter 3, the EC approves the overall structure of Agency Governance Councils, and each Agency Council in turn approves creation, modification, or retirement of governance bodies directly subordinate.

Per NPR 1400.1, concurrences from the MSD Directives Management Team, General Counsel, Office of the Executive Secretariat Agency Governance Team (formerly Office of Agency Council Staff), and Agency Council Chair are required for new or revised charters which exercise delegated responsibilities from Agency Governance Councils.

**OES RECOMMENDATION:**

Approve the charter as submitted. OES finds:

- The revised charter is still in alignment with the ASC Charter, which includes the following functions of relevance to the JGB Charter:
  - \* The ASC should monitor the capability and capacity of external suppliers and partners to contribute to the achievement of NASA's missions, including both domestic and international, and both industry and non-industry partners.
  - \* The ASC should monitor significant developments in the aerospace industry and supply chain which might impact NASA's mission.
  - \* The ASC should evaluate the integrated performance of NASA's acquisition strategies and monitor the integrated performance of major suppliers.
- The JGB functions and scope are clearly defined, and no overlap in scope exists between the JGB and other chartered bodies within the Agency governance system. The interfaces between the Board and the ASC (via annual report to the ASC Chair) are specified minimally to allow JGB and ASC to exercise discretion in operational management of each body.
- The charter implements current Charter writing standards in draft NAI 1400.1, and is compliant with NPD/NPR 1400.1.

# Headquarters Action Tracking System (HATS)

## Incoming Correspondence Action

**AA/2023-00008**

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**Title:** JPL Governance Board (JGB) Charter  
**Recipient:** AA  
**Author:** Boccippio

**Organization:** OES

**Date Written:**  
**Date Received:** 03/09/2023  
**Date Concurred:** 03/14/2023  
**Date Submitted:** 03/09/2023  
**Date Signed:**  
**Date Closed:** 03/14/2023  
**>>Current Due Date:** 03/17/2023

**Action Office:** Office of the Executive Secretariat  
**Status:** Closed

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**Signature Offices:** AA  
**Info Offices:** Administrator

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**Abstract:** The Associate Administrator is requested to approve the subject charter.  
**Comments:**

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**Enclosures:**  
**Related Records:**

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**Progress Notes:**

03/14/2023 04:01PM AA: Action Update. Submitted on 03/09/2023, Closed on 03/14/2023.  
03/09/2023 04:49PM AA: Action Status Open.

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**Keywords:** JGB charter

**File Plan:** 01/022.0.A.01

**Analyst:** sdqueen

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