

ENGINEERING MANAGEMENT BOARD

1. PURPOSE

This charter establishes the NASA Engineering Management Board (EMB) and sets forth its functions, membership, meetings, duration, assessments, and records disposition.

The EMB is established as a leadership team to provide advice, counsel, and make recommendations for consideration by the Chief Engineer relating to maintaining and improving all aspects of the Agency's technical and engineering capability in order to ensure engineering excellence within NASA.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

42 U.S.C. 2473 (c) (1), section 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

4. GOVERNING COUNCIL AFFILIATION

The EMB is affiliated with the Agency Program Management Council.

5. FUNCTIONS

The EMB will provide guidance for development, coordination, review, assessment, and deployment of Agency discipline technical capabilities and engineering activities related to policies, standards, methods, and training.

The EMB will continually evaluate Agency technical capabilities relative to its missions and make recommendations for consideration by Agency councils relating to maintaining and improving all aspects of the Agency's technical and engineering capabilities in order to ensure the Agency strategically invests in the capabilities necessary to meet its current and future missions. The EMB will ensure agency technical capabilities are aligned with Agency guidance and adjudicate issues that cannot be resolved.

The EMB will evaluate the Agency's top technical risks and mitigation plans and recommend additional actions. The EMB will serve as a focus for continual improvement of engineering activities within NASA through the continuous capture, dissemination, and utilization of corporate knowledge gleaned through internal Agency activities, as well as through benchmarking activities of external organizations.

The EMB will also periodically assess the status of existing programs sponsored by the Office of the Chief Engineer and make recommendations on objectives, scope, approach, and related items. The EMB may charter ad hoc groups, as needed, to guide Agency-wide policy and approach in specific technical areas. The EMB will periodically (at least annually) assess its progress and approve its continuance, if appropriate.

The EMB will serve as an advocate for the Agency's engineering community and will support actions, special studies and reviews as requested by the Administrator, the Program Management Council (PMC), or the NASA Chief Engineer.

The EMB Chairperson will appoint an Executive Secretary to manage the activities of the EMB. Agendas will be coordinated by the Executive Secretary based on suggested topics from Board members (or from elsewhere within NASA) and approved by the Chairperson. Results of the meetings will be documented and published (as appropriate) by the Executive Secretary

6. MEMBERSHIP

The core members of the EMB are:

- a) Chief Engineer, Chairperson
- b) Deputy Chief Engineer
- c) Deputy Chief Engineer for Engineering Integration
- d) Director of the NASA Engineering and Safety Center.
- e) All NASA Centers Directors of Engineering (or Center Chief Engineers), not including the Jet Propulsion Laboratory
- f) Mission Directorate Chief Engineers
- g) Chief, Safety and Mission Assurance. (Ex-Officio)
- h) Chief, Health and Medical Officer. (Ex-Officio)
- i) EMB Executive Secretary (as appointed by the Chairperson).

Membership may also include Federal employees from other NASA organizations, departments, and agencies as the Chairperson directs. The Chairperson may also invite representatives from industry and academia, international partners, Federally Financed Research and Development Centers (FFRDCs) and national laboratories, and other entities to present relevant topical information. Attendees who are not Federal employees shall only attend segments of the meetings where they will provide topical information and will not participate in discussions of the board.

7. MEETINGS

The EMB shall meet at least once annually face-to-face and shall conduct virtual meetings at a minimum once a month, or as required by the Chairperson. The Board will strive for consensus and document any alternative viewpoints with the Chairperson making the final decision when consensus cannot be reached

8. DURATION

The EMB will remain in existence at the discretion of the Chairperson.

9. ASSESSMENT

The Chief Engineer will provide a status of EMB activities and accomplishments to the Office of the Administrator via weekly reporting and status briefings to the Senior Management Council, Program Management Council, and the Mission Support Council, as

appropriate.

10. RECORDS

The NASA Office of the Chief Engineer is responsible for the maintenance of this charter and all other records associated with the EMB.