

CHARTER FOR THE NASA HEADQUARTERS
Information Technology
BOARD OF DIRECTORS
November 5, 2008

I. PURPOSE.

This document sets forth the scope, membership, functions, and operating procedures for the Headquarters Information Technology Board of Directors. The Board provides strategic and executive guidance to the Office of Headquarters Operations concerning the working environment and services for employees at NASA Headquarters.

II. SCOPE.

The subject matter of the Board is relevant to the support of Headquarters program and staff offices. These support functions include, but are not limited to Information Technology. Specifically, for the purpose of improving the work environment Headquarters employees, the Board is chartered to make decisions that will influence budget priority, service delivery, and Agency integration strategies for services

III. MEMBERSHIP.

The IT Board of Directors is comprised of senior level managers from the four Mission Directorates (Science, Space Operations, Exploration, and Aeronautics Research) the Office of Human Capital, Office of the Chief Financial Officer, the Office of the General Counsel, the Office of Program Institutional Integration, the Office of Program Assessment and Evaluation as well the following individuals or their designees: The Headquarters Chief Information Officer (CIO), the HQ Director of Budget Management and Systems Support, and the Executive Director from the Office of the Headquarters Operations, who serves as Chair and appoints an Executive Secretary.

Voting membership consists of the following organizations:

- Exploration Systems Mission Directorate
- Space Operations Mission Directorate
- Science Mission Directorate
- Aeronautics Research Mission Directorate
- Office of Program Assessment and Evaluation
- Office of the Chief Financial Officer
- Office of Human Capital
- Budget Management and Systems Support
- Office of Headquarters Operations
- Office of the General Counsel
- Office of the Program Institutional Integration

Each organization names a voting member and an alternate. The alternate attends meetings and votes only in the case where the voting member is absent.

There must be at least six voting members present, two of which must be Mission Directorates, for a quorum.

All appointees have the authority to fully represent their Offices. Board members are separate and distinct from those individuals serving as members of the Customer Advisory Committee. Membership from Mission Support Offices may rotate on a periodic basis, at the discretion of the Chair.

IV. FUNCTIONS.

The Headquarters CIO and the Headquarters Information Technology and Communications Division (ITCD), are charged with providing Information Technology capabilities to satisfy the business and management needs of the Headquarters program and staff offices. The HQ CIO also serves as a liaison for services and initiatives sponsored by the Agency Chief Information Officer. A mechanism is needed to resolve the sometimes divergent and conflicting requirements of individual offices and to ensure that ITCD provides support that is consistent with budget constraints and the needs of all Headquarters offices. The Headquarters Board of Directors is that mechanism and as such provides strategic, executive guidance to ensure that the support provided Headquarters offices is responsive to their needs and is appropriate both in cost and scope. Specific Board functions are as follows:

- A. Guide the strategic direction of Headquarters acquisitions and use to ensure that they are properly aligned with the Headquarters mission.
- B. Approve/disapprove major service priorities and resource allocations, and when necessary, arbitrate contention across offices.
- C. Review and approve/disapprove changes to Headquarters consolidated IT, or other related policies.
- D. Serve as a forum for the discussion of business process reengineering and technological initiatives in support of Headquarters.
- E. Provide feedback on performance in meeting Headquarters customers' requirements.
- F. Approve/disapprove/redirect the broad, strategic plans for the support of Headquarters
- G. Approve/disapprove annual hardware and software budgets for core products and services in support of Headquarters offices.

V. OPERATING PROCEDURES.

The Board meets at least twice annually, or as called by the Chairperson, to act on an agenda prepared by the Executive Secretary. At a minimum, the Board meeting will include:

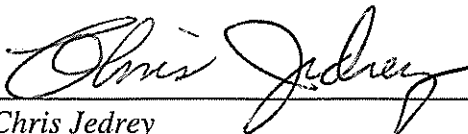
- A. A report on the status of operations, initiatives, and contractor performance since the last meeting, as well as past budget performance and any recommended changes to the charge-back algorithm.
- B. Recommended future plans of action with budget priorities.

- C. A discussion of issues and recommended policy changes requiring approval by the Board.
- D. Solicitation of comments from the Board on ITCD's performance and suggestions for improvement.

| Agenda topics are those suggested by Board members and by ITCD. The Executive Secretary recommends to the Chairperson whether or not additional Board meetings are needed, based on an evaluation of topics suggested for action by Board members and ITCD.

Following meeting presentations, the Board members will discuss their views and attempt to reach a consensus in executive session. Board decisions are made by majority vote of the Board membership as long as there is a quorum. These decisions will be documented and published by the Executive Secretary.

Charter Approved by:


Chris Jedrey
Executive Director, HQ Operations
National Aeronautics and Space
Administration

Date: 11/10/08