



Glenn Procedural Requirements

GLPR 1150.1C

Effective Date: 05/31/2019

Expiration Date: 05/31/2024

COMPLIANCE IS MANDATORY

This Document Is Uncontrolled When Printed.

Validate prior to use at <https://knowledgeshare.grc.nasa.gov/bmslibrary>

Responsible Office: A/Office of the Director Establishing Glenn Research Center Councils, Boards, Committees, Working Groups, and Teams

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Distribution: Business Management System (BMS) Library

Change History

Change	Date	Description/Comments
Basic	10/17/07	Document converted from CLP (GRC-P1.5) to GLPR; incorporates new governance structure terminology and requirements.
A	6/4/09	Changes to the document include: updated purpose, updated governance terms per the latest changes (addition of the CMC), procedural changes to better clarify routing and signatures for charters, updated definitions in Appendix A.
B	11/1/11	Changes to the document include: updated the governance structure and reference documents, clearly defined roles and responsibilities, definitions, and memorandum of understanding (MOU). Updated flowchart and charter template and MOU template.
Change 1	3/24/15	Changed Strategic Management Council (SMC) to Strategic Advisory Council (SAC) and added the New Business Council (NBC) and the Human Resources Council (HRC) in Section 1a. Added Appendix E for Reference.
Change 2	10/27/16	A 12-month extension was applied in accordance GLPR 1410.1. The expiration date was changed from 11/1/2016 to 11/1/2017.
Change 3	12/19/17	Administrative changes include: Expiration date extended from 11/01/2017 to 11/01/2018; and, Removal of cancelled document GLPD 1410.2 from P.3.
Change 4	11/01/18	Administrative change: Expiration date extended one month per GLPR 1410.1
C	05/31/19	Changes include: -P.2.d updated to meet current NPR 1400.1 requirements -Center “Documentation” Manager changed to Center “Directives” Manager throughout - Defined Boards, Councils, Working Groups and Teams in Chapter 1 to improve readability and requirements. - Updated Appendix B – Charter template to meet Agency requirements in NPR 1400.1 - Updated Appendix C – Charter Process Flowchart

Preface

P.1 Purpose

- a. This procedure describes the responsibilities and requirements for documenting (chartering) Glenn Research Center (GRC) governing councils and their designated boards, committees, groups, or teams (hereafter referred to as “governance bodies”) within the GRC governance structure and under the authority of the GRC Director. The primary GRC governing councils are defined and limited to the Strategic Advisory Council, Center Management Council, Mission Support Council, New Business Council, and the Human Resources Council.
- b. Charters are used to establish councils, boards, committees, and working groups. The purpose of a charter is to grant specific authority to the requesting governance entity. Charters shall be used to document and establish the terms of all governing councils and their respective governance bodies that are designated to be ongoing and cross-organizational (meaning their membership is composed of more than one directorate or office). A memorandum of understanding (MOUs, see Appendix D) shall be used to document terms for governance bodies that are ad hoc (short-term or as-needed). Any governance body that reports directly to any of GRC’s councils or boards shall have a charter or MOU.
- c. All required charters shall be created using the designated format set forth in this document (Appendix B), appropriately numbered, and posted to the Business Management System (BMS) Library through the Center Directives Manager (CDM).

P.2 Applicability

- a. This procedure applies to all proposed and currently operating GRC governing councils and their governance bodies which the GRC Director or Council Chairs approve for the integrated management of the Center.
- b. This directive is applicable to all organizations at GRC Lewis Field and Plum Brook Station.
- c. This directive is applicable to documents developed or revised after the effective date of this directive.
- d. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term “may” denotes a discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- e. In this directive, all documents citations are assumed to be the latest version, unless otherwise noted.

P.3 Authority

- a. NASA Policy Directive (NPD) 1000.0, NASA Governance and Strategic Management Handbook

- b. NPD 1000.3, The NASA Organization
- c. NASA Procedural Requirement 1400.1, NASA Directives and Charters Procedural Requirements

P.4 Applicable Documents and Forms

- a. Glenn Policy Directive (GLPD) 1000.1, GRC Governance and Strategic Management Structure
- b. Glenn Procedural Requirement (GLPR) 1410.1, Glenn Directives Management
- c. GLPR 1440.1, Records Management
- d. NASA Form GRC 301, Staff Routing/Summary Sheet for Director’s Office Correspondence

P.5 Measurement/Verification

To verify compliance to this directive, records of this process shall be maintained by the GRC councils and in accordance with GLPR 1440.1.

P.6 Cancellation

GLPR 1150.1B, Establishing Glenn Research Center Councils, Boards, Committees, Working Groups, and Teams w/Change 4 (11/01/2017), dated November 1, 2011.

LAURENCE SIVIC  Digitally signed by
LAURENCE SIVIC
Date: 2019.05.31
12:24:57 -04'00'

Laurence A. Sivic
Associate Director

CHAPTER 1. Introduction

1.1 Overview

The GRC Director has defined a governance policy in GLPD 1000.1, by which the Center shall be managed. This directive provides the framework for managing the Center in an integrated and disciplined manner. This procedure details the process for chartering those governing councils (and other governance bodies) for the accountability and integrity of the governance structure.

1.2 Governing Councils and Governance Bodies Defined

1.2.1 Ad hoc Groups. A short-term governance body established to carry out a specific, non-recurring activity.

1.2.2 Board. A senior management body brought together and charged with the responsibility of executing Center policy, strategy, and planning.

a. Boards shall only be established in areas of Center-wide significance with topics and responsibilities that cross several organizations as directed by a council.

b. A board is chaired by a Director Of.

1.2.3 Council. An entity established by the Center Director in areas of Center-wide significance, supporting topics with responsibilities that cross several organizations.

a. It is an executive management body brought together to make decisions regarding Center policy, strategy, planning, performance, and resources.

b. Councils will be chaired by the Office of the Director or his/her designee.

1.2.4 Committee. A group brought together to address topics of interest to councils or boards.

a. The life span of a committee is based on completion of activities assigned by the respective council or board.

b. Committee charters shall be established with the respective council's or board's approval.

1.2.5 Governance Body. A council, board, committee, working group, or team created by or within a governing council in areas of relevancy and importance. Governance bodies may be permanent or ad hoc in nature.

1.2.6 Working Group or Team. A working group or a team operates under the authority of a council or board to create a document or solve a problem.

a. The lifespan of a working group or team is based on completion of activities assigned by the respective council or board.

- b. It typically refers to a group of employees assigned to coordinate work on a recurring basis that may or may not be reviewed by Center Management but contributes to the overall mission of the Center.
- c. Charters are not required for working groups or teams unless the working group or team is expected to operate indefinitely, includes members across the Center, and is established to support and is expected to report out to a council or board. Otherwise, a MOU is sufficient.
- d. A working group or team can be chaired by any employee.

CHAPTER 2. Responsibilities

2.1 GRC Director

- a. Shall establish and oversee the GRC governance structure by means of Center councils.
- b. Reviews and approves (or assigns Designee to approve) council charters.

2.2 Governance Council Chairperson

- a. Shall be chaired by a Senior Manager in the Office of the Director or designee.
- b. Oversees the council per its defined charter.
- c. Ensures proper documentation and accountability of the council.
- d. Ensures review and approval of all governance body documentation, as appropriate.

2.3 Governance Body Chairperson

- a. Oversees governance body per its defined charter.
- b. Ensures proper documentation and accountability of the governance body.

2.4 Executive Officer

- a. Shall maintain official records of council and governance body support documentation (i.e., memos, minutes, notes, attendance, actions, decisions, etc.) and acts as the custodian of all official records for his/her respective governance body.
- b. Serves as the point of contact for creation, updates and approvals to charter and all other governance-related documents.
- c. Forwards final approved charter to the Center Directives Manager (CDM) for posting to the BMS Library.
- d. Schedules meetings and prepares and distributes meeting notices/agendas to members and invited guests.
- e. Records and distributes meeting minutes and actions and decisions to appropriate participants.
- f. Posts all meeting documents (agendas, presentations, minutes, attendance, actions and decisions) to the document repository.
- g. Tracks and follows up on actions and decisions.

2.5 Center Directives Manager

- a. Posts approved charters to the BMS Library and sends out notifications as appropriate.
- b. Reviews new/revised GRC charters to verify format/style/content requirements are met.
- c. Ensures all GRC charters posted in the BMS Library are current and available in read-only format.

CHAPTER 3. Procedure

3.1 Establishing a Charter Process

3.1.1 A need for a council or a governance body is identified. If the group is to be ongoing, a charter with appropriate signatures is required. (Go to step 3.1.2.) If the group is to be limited in scope and duration, then it is considered to be ad hoc. As such, an MOU (see Appendix D) is created by the requesting governance body to properly document and secure approval for the utilization of resources. MOUs are maintained by the requesting body.

3.1.2 A charter is drafted (in accordance with the standard format set forth in Appendix B) by the chartering council and reviewed by its designated chairperson. A draft version will be sent to the CDM. The CDM will review it and provide any revisions to the responsible organization.

3.1.3 The executive officer of the overseeing council or board will finalize review, prepare the charter for signature, and forward (using NASA Form GRC 301) to the overseeing council or board for approval.

3.1.4 Once the approved charter is signed by the overseeing council chairperson, the charter is then sent to the CDM.

3.1.5 The CDM processes and posts the new charter to the BMS Library. All final notifications are made by the CDM via Today@Glenn.

Note: In the event that an approved charter is terminated, the Governance Body/Council Point-of-Contact shall notify the CDM to remove the charter from the BMS Library.

3.2 Charter Revision Process

3.2.1 A council or governance body may make changes to approved charters at any time by contacting the higher level governance body or the Chairperson who chartered it. Once revisions are made (redlined), it should be marked “draft” and forwarded to the CDM for review.

3.2.2 The CDM reviews the revised charter per the requirements of this directive and forwards it to the requesting body for final review, approval, and signature.

3.2.3 Once signed, the charter is posted and filed, as defined in the previous section. (See step 3.1.5.)

3.3 Charter Assessment and Expiration (5-Year Review Cycle)

3.3.1 Governance bodies shall conduct periodic assessments of their charters to ensure relevancy and if charter responsibilities are being fulfilled. When charters have been fulfilled, they should be closed out and recorded accordingly.

3.3.2 Center charters are approved for 5 years (GRC documentation standard per GLPR 1410.1), upon which time they shall expire and be removed from the BMS library unless a new version is approved.

APPENDIX A. Definitions

BMS Library. The GRC repository for all GRC-controlled and approved documents (i.e., directives, organizational issuances, charters, etc.). It also contains pointers and/or hyperlinks to other internal/external documents that may assist GRC employees with conducting their work.

Charter. A formal written document used to establish and define the scope, purpose, and responsibilities for a GRC governance body.

Effectiveness. Performance as measured against documented goals and objectives.

Governance. The decision-making process by which the Center executes and evaluates its projects, operational/institutional support services, research and technology development activities, and engineering activities, in order to align its strategic investment strategies and performance with that of the Agency.

Memorandum of Understanding. A formal written document (agreement) establishing and defining the scope and responsibility of an ad hoc governance body.

Revision. The process by which a charter is amended from its original issuance.

APPENDIX B. GRC Charter Template

Charter Title

1. PURPOSE

Describe the purpose, goals, and objectives of the council, board, committee, group, or team.

2. APPLICABILITY/SCOPE

Discuss how the council, board, committee, group, or team will manage its efforts to fulfill or accomplish its purpose.

3. AUTHORITY

Discuss the empowerment level. (Is it advisory, information sharing, planning, decision-making, etc.?) Identify and discuss any boards, teams, or working groups chartered under the new body.

4. GOVERNING COUNCIL AFFILIATION

Identify the governance council sponsoring and granting authority for this charter: Strategic Advisory Council (SAC), Center Management Council (CMC), Mission Support Council (MSC), New Business Council (NBC), Human Resources Council (HRC)

5. FUNCTIONS

Describe how the group will operate and ground rules that will be followed for conducting business. Describe the group products, services, and deliverables. (Will decisions be made by consensus, majority vote, or some other method? Will minutes be published? If so, how soon after meeting? Will membership be permanent or rotating? Will substitutes be allowed? If so, what is their empowerment level, etc.?)

6. MEMBERSHIP

Identify the members of the group using organizational titles or positions to the maximum extent possible. Also, identify leadership and functional roles and responsibilities for each member, e.g., chairperson, secretary, executive officer, board members. Consider specifying the role and responsibility of members toward achieving the group's purpose.

7. MEETINGS

Identify who calls/chairs meetings and frequency of meetings (specific number of times a year or on specific dates).

8. DURATION

Unless otherwise specified, the charter will continue until the Chair cancels or amends it. Identify the anticipated date as to when the group's purpose will be achieved. For groups whose purpose is expected to be achieved more than 5 years in the future, or whose purpose appears to be of an ongoing nature, Charter recertification is required every 5 years.

9. ASSESSMENT

Include the level of assessment as well as who will receive/review the assessment data. Also, include specific metrics that address outputs, outcomes, impacts, and/or levels of customer satisfaction appropriate to the subject. Good metrics will respond to the following criteria:

- a. Validity – Does it, with reasonably fidelity, measure results due to NASA/Center action?
- b. Selectivity – Will it accurately discriminate between poor, good or extraordinary performance?
- c. Applicability – Can measurements be reasonably substantiated and supported by available data?

10. RECORDS

The Executive Officer is responsible for maintenance of the charter and all records generated by the chartered group. Discuss where records will be stored and archived, and who will have access to those records. Provide a list of official records in this section.

Chairperson:

Name _____ (Date) _____
 Title, Directorate _____

Approved:

Name _____ (Date) _____
 Title _____

Name _____ (Date) _____
 Title _____

Chairperson Concurrence

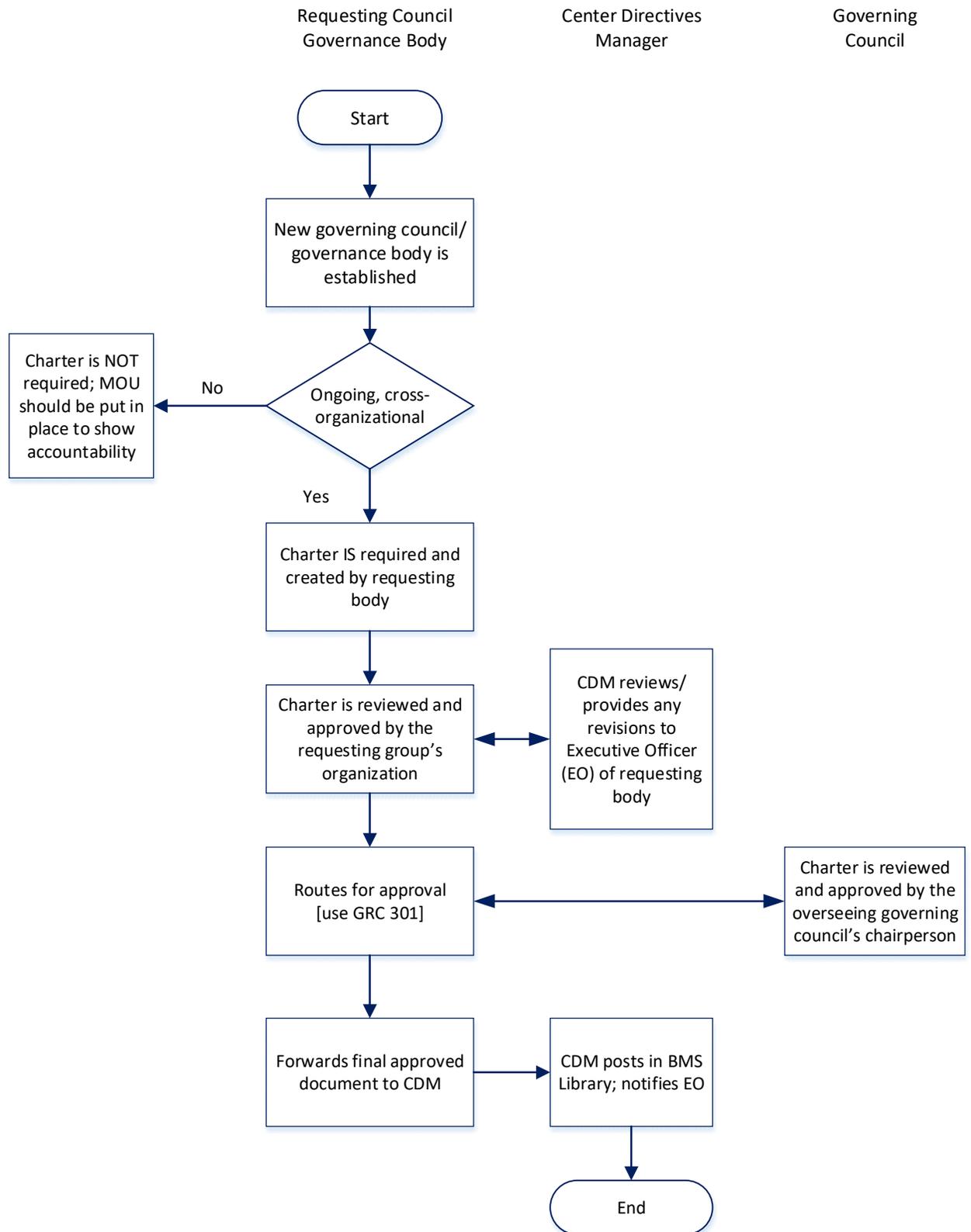
[This is the requesting group’s chairperson]

Council Approval

[This is the overseeing governing council chairperson (i.e., SMC, CMC, MSC, or the EMC)]

*NOTE: A working template can be found in the BMS Library at:
https://knowledgeshare.grc.nasa.gov/eRoom/NASAc1f1/GRCKnowledgeBase/0_dce0*

APPENDIX C. Charter Process Flowchart



APPENDIX D. GRC MOU Template

(MOU Title)

A MOU shall contain the minimum information:

1. Introduction – a brief explanation of the purpose of the agreement, why the agreement is necessary, and a brief discussion of the shared goal(s) and how each party will work together to achieve each goal.
2. Purpose – a brief explanation of the purpose of the new or proposed work that requires the MOU, what organizations are involved and at what level, and a general description of resources being used to fulfill the agreement.
3. Scope – in this section, describe
 - a. the work to be achieved and each party’s responsibilities for completing the work
 - b. a description of what each party will contribute toward the effort
 - c. specific resource requirements to fulfill the agreement
 - d. how additional resources will be secured if needed at a future date
 - e. a description of financial arrangements and agreements
 - f. how decisions will be made throughout the duration of the agreement
 - g. how will parties handle (settle) disputes and conflicts
 - h. where the work will be performed (note any liabilities)
 - i. where and how often meetings will be held
 - j. a description of intended outcomes, work products, and deliverables
 - k. a description of the type and level of information to be shared
 - l. a description of where records will be stored and archived
4. Duration – define the period of time for which the agreement is in effect. If a renewal process is to be considered at the end of the agreement, describe the renewal process in this section.
5. Definitions – a list of specific terms or acronyms that are or will be used throughout the MOU and all parties are expected to use and know.

Note: MOUs are maintained by the requesting organization.

APPENDIX E. Acronyms

BMS	Business Management System
CDM	Center Directives Manager
GLPD	Glenn Policy Directive
GLPR	Glenn Procedural Requirements
MOU	Memorandum of Understanding
NPD	NASA Policy Directive