

MPD 1150.1
REVISION G-2

EFFECTIVE DATE: November 06, 2014
EXPIRATION DATE: November 06, 2024

MARSHALL POLICY DIRECTIVE

CS01

ESTABLISHMENT OF COUNCILS, BOARDS, AND COMMITTEES *With Change 2 (5/16/17)*

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Revision	A	8/3/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Updated directive to new MPD format and changed responsibility from the Ombudsman, Center Operations, to the Directives Manager, Center Operations.
Revision	B	3/21/03	Updated Directives Master List URL (in footer). Added an Authority Document. Added a definition to paragraph 6. Expanded paragraph 7.a for clarity. Included concept of "Special Committee" in paragraph 7.d and related paragraphs to cover chartered committees such as the Safety, Health and Environmental (SHE) Committee. Minor editorial changes throughout document.
Revision	C	11/21/2003	Added section concerning cancellation of a charter. Added "or the Center Director's designee" to paragraphs 7.a., and 7.d.
Revision	D	9/13/2005	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).
Revision	E	8/24/2007	Organizational code revised from AD01 to CS01 to reflect transfer of ownership as a result of reorganization. Revised to update organization ownership resulting from reorganization. Clarified definitions and procedures for establishing bodies. Added and clarified definitions in 6. DEFINITIONS. Major rewrite of 7. POLICY. New requirements added at 8. A. (1), (2), and (3), and 8. C. (1), and (3). 9. RECORDS updated. Editorial changes throughout directive. [On 11/1/07, at the request of the OPRD, administrative changes were made in 2. Applicability, 7. Policy, and 8. Responsibilities clarifying groups requiring executive participation and those not requiring executive participation.]
Revision	F	8/11/2009	Revised applicability statement and clarified policy and the procedure's steps. Defined "Executive" and "Governing Councils." Removed responsibilities of Directives Manager in the Office of the Chief Information Officer and transferred them to the Manager of the Planning and Integration Office in OSAC. Changed signatory from David A. King to Robert M. Lightfoot. [On 3/22/11, at the request of the OPRD, administrative changes were made at 2. Applicability to update to latest standard statement causing re-numbering, at 7.a. to add MPD 1000.1 citation, and in 8. Responsibilities and 9. Records to reflect name change from "Planning and Integration Office" to "Business Planning and Integration Office."]
Revision	G	11/6/2014	Added a requirement to notify the Manager of OSAC's Performance and Capabilities Office at 8.b.5. Changed "Integrated Management Systems Board (IMSB)" to "Integrated Management Systems Council (IMSC)." Changed "Business Planning and Integration Office" to "Performance and Capabilities Management."
Change	1	3/9/2016	On 3/9/16, at the request of the OPRD, an administrative change was made to Attachment C, Records, para. a. to remove "then destroyed 2 years after termination or dissolution of Council, Board or Committee" following the NRRS citation.
Change	2	5/16/2017	On 5/16/17, at the request of the OPRD, an administrative change was made to the Responsibilities section to update the name of the Performance and Capabilities Management Office to the Office of Analysis to align with the update to the Charter for the Office of Strategic Analysis and Communications (CS01).
Revalidation	G-2	11/18/2019	Distributing for mandatory five year review. No changes to policies or responsibilities are being made. Minor clerical edits include corrected

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			NPR 1441.1 name to “NASA Records Management Program Requirements” and Manager of OSAC’s Performance and Capabilities Office” to “Office of Analysis”.
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1. POLICY

This Marshall Policy Directive (MPD) states the policy for establishing Marshall Space Flight Center (MSFC) Councils, Boards, and Committees in accordance with MPD 1000.1. It is MSFC’s policy that:

a. Councils, Boards, and Committees at MSFC shall be wholly consistent with and supportive of Marshall’s governance system as described in MPD 1000.1.

b. New bodies shall not replicate or overlap the purpose or responsibilities of existing approved bodies unless the new body replaces the existing approved body.

c. Any Body choosing to have members who are not full-time Government employees shall refer the appointment to the Office of the Chief Counsel for review.

d. Councils, Boards and Committees shall be formed as follows:

(1) Executive Bodies.

(a) Executive Councils, Boards and Committees shall be appointed and approved by the Center Director or the Center Director’s designee (Deputy Director or Associate Director), and governed by one of MSFC’s three governing councils from which they derive their authority.

(b) Executive Councils, Boards, and Committees shall be chartered using MSFC Form 3074-1, which includes a statement of purpose, authority, responsibilities, method of operation, frequency of meetings, a membership list by functional title, and the duration of appointment.

i. The statement of purpose on MSFC Form 3074-1 shall include a statement identifying which one of the three governing councils it supports.

(2) Non-Executive Bodies.

(a) Non-Executive Councils, Boards and Committees shall be appointed and approved by the manager or director of the organization to which they are accountable.

(b) The manager or director shall produce and retain a memorandum that, as a minimum, states the purpose, responsibilities, method of operation, frequency of meetings, membership, and duration of appointment for the body being established. MSFC Form 3074-1 may be used instead of a memorandum but is not required for non-executive bodies.

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2. APPLICABILITY

- a. This MPD applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPD applies to the Michoud Assembly Facility.
- c. This MPD applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. This MPD applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPD applies to all executive bodies (as defined below) established by MSFC, even if membership includes representation from other Agencies or other NASA Centers.
- f. This MPD does not apply to Test or Operational Readiness Review Committees, Mishap Review or Investigation Boards or Teams, Source Evaluation Boards (SEBs), Performance Evaluation Boards (PEBs), Program/Project Review Boards, control boards (including configuration control boards), or teams associated with organizational elements on staffing plans.
- g. This MPD does not apply to bodies containing MSFC members if:
 - (1) NASA Headquarters or another NASA Center appoints the body.
 - (2) MSFC and an external organization jointly establish the body.

3. AUTHORITY

MPD 1000.1, MSFC Governance

4. APPLICABLE DOCUMENTS AND FORMS

- a. NPR 1441.1, NASA Records Management Program Requirements
- b. MPR 1410.2, Marshall Directives System

5. RESPONSIBILITIES

- a. The Manager of the Office of Analysis in the Office of Strategic Analysis and Communication (OSAC) shall:

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(1) Annually review, evaluate, and recommend to the Chairs of Marshall’s governing councils the need for establishing, modifying, or canceling Executive Councils, Boards and Committees as part of the office’s responsibility for managing the Center’s governance system.

(2) Provide guidance to center organizations on establishing and approving charters.

b. Directors/Managers of MSFC Organizations shall:

(1) Consult with the Manager of OSAC’s Office of Analysis about the need for establishing an Executive Council, Board or Committee in order to determine from which of Marshall’s three governing councils it derives its authority.

(2) Annually review, evaluate, and modify as needed, all charters for which the Directors/Managers have primary responsibility.

c. The Office of the Chief Counsel shall provide advice on the applicability of the Federal Advisory Committee Act.

d. The Office of the Chief Information Officer (OCIO) shall:

(1) Issue an annual call for the review of Center Charters.

(2) Manage the processing of Charters for final signature and the maintenance of the Charter Case Files.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT/VERIFICATION

None

8. CANCELLATION

MPD 1150.1F, Establishment of Councils, Boards and Committees, dated August 11, 2009

Original signed by

Patrick E. Scheuermann
Director

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ATTACHMENT A

Definitions

Board. A group of persons delegated authority to manage business or control activities.

Committee. A group of persons appointed or chosen to perform a function on behalf of a larger group, typically with formal protocols for managing and recording the group's work.

Council. A group of persons that leads or governs.

Executive Bodies. Councils, Boards, and Committees that require participation, oversight, or chairing by the Center Director, a direct report to the Center Director, or a deputy to a direct report to the Center Director. Executive councils, boards and committees are appointed and approved only by the Center Director or the Center Director's designee (Deputy Director or Associate Director) and are directly governed by one of MSFC's three governing councils from which they derive their authority.

Governance. An integrated system of accountability to ensure that organizational work and resources are aligned with the strategic goals of the Agency and MSFC's assignments so that mission success is achieved.

Governing Councils. The three councils that govern MSFC: the Strategic Planning Council (SPC), the Center Management Council (CMC), and the Integrated Management System Council (IMSC).

Marshall Integrated Document Library (MIDL). A Web site that provides access to the correct version of controlled documentation including (but not limited to) NASA Directives, MSFC Directives, Organizational Issuances, Forms, Center-wide Charters and Plans, and other technical documentation. The Uniform Resource Locator is: <http://midl.msfc.nasa.gov/>.

Non-Executive Bodies. Councils, Boards, Committees and entities such as sub-committees, working groups, and teams, appointed and approved by the manager or director of the organization to which they are accountable.

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ATTACHMENT B (Reserved for Acronyms)

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ATTACHMENT C

Records

- a. Charter originals for Executive Councils, Boards, and Committees established by MSFC Form 3074-1 are maintained by the OCIO and retained per NRRS 1441.1.

- b. Memoranda for all other bodies are maintained and dispositioned in accordance with the NASA Records Management by the organization responsible for establishing the group. The specific Records Management schedule to use depends on the function of the body and may require consultation with the originating organization's Records Liaison Officer to determine the appropriate schedule to use.