

NASA EXECUTIVE COUNCIL

Meeting Minutes and Actions

VITAL MEETING DATA

Date: October 16, 2018, 10:30 AM – 11:15 AM

Location: NASA Headquarters ACR-2

Agenda: See attached

Attendance: Core EC members

MEETING ACTIVITIES

- The core Executive Council (EC) convened and approved creation of an Acquisition Strategy Council (ASC) and retirement of the Partnership Council (PC).
- In addition to ASC implementation actions, an action was issued to modify the Procurement Strategy Meeting process to allow for escalation to higher level authority review or approval of award fees, or award fee approach, on major program/project contracts.
- Four actions from prior EC and SMC meetings were closed, including an open action to refine the “Humans in Space” theme tagline from the Agency Communications Strategy to more clearly cue benefits. The revised tagline for this theme, “Leading Discovery, Improving Life on Earth”, was approved, with the AA/Communications to brief the change at an upcoming Senior Leadership ViTS.

FIRST ITEM OF BUSINESS: *Creation of an Acquisition Strategy Council (decisional)*

Steve Jurczyk, Associate Administrator (AA), briefed a recommendation to create a new, Agency level Acquisition Strategy Council, consolidating multiple current governance and non-governance meetings and retiring the Partnership Council. The rationale and considerations for the recommendation are documented in the minutes of the September 28 2018 Extended EC, where the proposal was briefed to all SMC members for feedback.

Jurczyk described evolution in the Agency’s operating environment since the Acquisition Strategy Meeting process and Partnership Council were created, and explained that the Agency’s strategic acquisition process is key to dealing with an increasingly complex array of external suppliers and partners, while also balancing the need for Centers to be assigned work in their designated Center roles to maintain needed Agency capabilities. He explained the need and rationale for pre-Acquisition Strategy Meetings to ensure senior leadership had an opportunity to direct exploration of an appropriately broad trade space of options, and also the need for integration in efforts involving multiple Mission Directorates where bottoms-up strategies needed to add up to a coherent Agency strategy.

In discussion, Jurczyk and EC members stressed that the ASC would retain current decision thresholds and be focused on major programs and projects. The Administrator and A-Suite would still be able to engage in providing early guidance and steering, out of board, on the road to formal decisions.

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Members observed that a benefit of the new approach would be re-integration of international partnerships into overall Agency strategy; under the current structure, international partnerships were outside of the Partnership Council scope.

Members also discussed the benefits of following an “add one thing, take two away” approach. In addition to retiring the Partnership Council, informal Non Budget Action meetings will be retired, as discussed at the September 28th EC, and the SMC will be used more effectively for equivalent topics and activities that engage the full leadership team. Also, as discussed at the Sep 28th meeting, the Center Director/Mission Directorate Forum will be transitioned from standing meetings to as-needed based on content. In both cases EC and SMC members found value in some of the content of these meetings, but the meeting approach could be more efficient, effective and inclusive if done situationally or in other forums.

During the ASC discussion, members observed that one area that could use additional senior leadership or board oversight was the process for award fee approval for major program/project contracts. An action was issued to the Office of Procurement to modify the Procurement Strategy Meeting process to determine the appropriate level of senior review or approval for major project award fee criteria, review cadence, or awards themselves.

A synopsis of the EC decision is as follows (the full Decision Memo is posted on inside.nasa.gov):

1. A new Agency level Governance Council, the Acquisition Strategy Council (ASC), is authorized, subordinate to the Executive Council, chaired by the Associate Administrator [...]
2. The Partnership Council is retired, incorporating its decision authority for partnership approval and policy setting into the ASC [...] The Mission Support Directorate AA is delegated decision authority for matters of partnership approval process/procedure, and is expected to be the primary arbiter of interpretation and application of current policy [...]
3. The Executive Council retains special decision authority for some acquisition decisions as documented in NPD 1000.3, and remains the escalation / dissenting path beyond the ASC. The Administrator may participate in any ASC meeting.

The following actions will support ASC implementation:

- Transfer ownership of NPD 1000.5 from OCE to the Associate Administrator (October 16)
- Decommission the Partnership Council (October 16)
- Begin ASC operations, using the approach and membership approved by EC, with currently scheduled pre-ASM and ASM meetings (October 30)
- Incorporate ASC charter as an Agency Governance Council into NPD 1000.3 (NLT December 31)
- Determine and communicate whether specific authorities delegated to the MSD AA are to be retained, assigned to the MSPMC, or to the MSD Partnerships Office (January 31 2019)
- Review existing partnership community documentation and guidance (e.g. Partnership Guide) and update to reflect ASC Decision Authority (March 31 2019)
- Conduct first annual assessment of ASC performance vs charter (October 16 2019)

The Council ended its meeting at 11:15 AM.

Minutes prepared by:

(b) (6)

Dennis Boccippio
Executive Secretary, Executive Council

Minutes approved by:

(b) (6)

Tom Cremins, Acting Chief of Staff

Minutes approved by:

(b) (6)

Jim Bridenstine, Administrator

NASA Executive Council Agenda

October 16th 2018

Time 10:30-11:15 AM, Room ACR-2

Attendance: Core EC

Attendance Policy: Member or Approved delegate: Invited participants

10:30	Introductory Comments	<i>Administrator, Jim Bridenstine</i>
10:30	<p>Creation of an Acquisition Strategy Council, Part II (1 hr 20 min, decisional)</p> <p>Decision:</p> <ul style="list-style-type: none"> • <i>Should NASA consolidate existing governance and non-governance acquisition-related Agency meetings into a formal Acquisition Strategy Council?</i> <p>Decision Criteria:</p> <ul style="list-style-type: none"> • The ASC scope should be well defined, and each element of the scope should have clear thresholds which do not significantly alter current practice. • The ASC should be complementary and consistent with the Agency governance architecture across leadership forums. • The approach towards membership should be well defined and inclusive of critical stakeholders for appropriate decisions. • The approach should not add new process burden which significantly inhibits mission or Center progress, or flexibility in implementation. • The benefits of a new Council should clearly outweigh any minor increases in meeting activity. 	<i>Associate Administrator, Steve Jurczyk</i>
11:10	Decision Memo Review; Actions (5 min, informational)	<i>Administrator, Jim Bridenstine</i>