

## **NASA SENIOR ASSESSMENT TEAM CHARTER**

### **1. Purpose**

- 1.1 This charter establishes the NASA Senior Assessment Team and sets forth its functions, membership, meetings, duration, assessment, and records retention.
- 1.2 The NASA Senior Assessment Team, hereafter referred to as the SAT, provides leadership in the definition, implementation, and assessment of the Agency's internal control program and all associated activities. The SAT is supported by the Office of the Chief Financial Officer, the Office of Internal Controls and Management Systems, and other component organizations as appropriate.

### **2. Applicability/Scope**

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

### **3. Authority**

The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113(a).

31 U.S.C. § 3512, (b) and (c), Federal Managers' Financial Integrity Act of 1982, (Pub.L. No. 97-255, 96 Stat. 814 (1982)).

OMB Circular A-123, Management's Responsibility for Internal Control.

NASA Policy Directive (NPD) 1000.3, The NASA Organization.

NPD 1200.1, NASA Internal Control.

### **4. Governing Council Affiliation**

The SAT is affiliated with the Mission Support Council (MSC).

### **5. Functions**

- 5.1 The SAT provides leadership and oversight with respect to the Agency's internal control program, the goal of which is to ensure that internal controls are commensurate with identified risks and results-oriented management. The primary responsibilities of the SAT are to review and approve internal control policies, programs, initiatives, and similar activities; and identify and ensure that adequate funding and resources are made available for an effective internal control program.

- 5.2 The SAT reviews and approves guidance associated with the annual Statement of Assurance process.
- 5.3 Throughout the year, the SAT serves as a mechanism for tracking the status of corrective actions taken to close existing internal control deficiencies on the MSC “watch list” of major, Agency level deficiencies. The SAT also determines whether to add new deficiencies and issues to the “watch list” whenever proposed by Headquarters organizations and Centers. As part of this responsibility, the SAT proposes and forwards to the MSC for decision: (1) material weaknesses for reporting external to the Agency as required by statute; and (2) lesser control deficiencies to be included on the MSC “watch list”. (3) In addition, the SAT assesses the adequacy and tracks the completion of corrective action plans developed in response to identified internal control deficiencies.
- 5.4 The SAT periodically assesses the effectiveness of Agency, Center, and organizational efforts with respect to internal control policies, procedures, processes, and activities.
- 5.5 Issues that cannot be resolved within the authorities delegated to the SAT are forwarded to the MSC for resolution.

## **6. Membership**

6.1 The SAT is comprised of the following members:

- Deputy Associate Administrator for Mission Support (Chair)
- Deputy Chief Financial Officer
- Deputy Associate Administrator, Aeronautics Research Mission Directorate
- Deputy Associate Administrator, Science Mission Directorate
- Deputy Associate Administrator, Human Exploration and Operations Mission Directorate
- Deputy Chief Engineer
- Deputy General Counsel
- Deputy Chief, Safety and Mission Assurance
- Deputy Chief Information Officer
- Deputy Center Directors  
[Deputy Inspector General (nonvoting, ex officio capacity) with concurrence of the Chair]

6.2 The Chair may change the membership after informing the affected member, and notifying the Deputy Administrator. Any changes will become effective immediately and be reflected in subsequent revisions to this Charter.

6.3 On behalf of the SAT, the Chair may determine and/or control additional attendance at meetings such as subject-matter experts and/or special presenters, following consultation with the Team.

6.4 The Office of Internal Controls and Management Systems (OICMS) serves as the Executive Secretary to the SAT. Among other duties, the Executive Secretary facilitates the activities of the SAT, coordinates meeting agendas, and ensures that information required for consideration by the Team is available to members on a timely basis.

## **7. Meetings**

The SAT will meet quarterly or as determined by the Chair.

## **8. Duration**

The SAT will remain in existence indefinitely or until cancelled by competent authority or directive.

## **9. Assessment**

The SAT shall provide at least an annual briefing to the MSC summarizing the state of the Agency's internal control activities. In particular, the briefing will address the effectiveness of the Agency, and of the SAT, with respect to the timely and effective identification and resolution of internal control deficiencies and related issues.

## **10. Records**

The OICMS shall maintain this Charter and all other records associated with the SAT. Minutes of SAT meetings are to be generated as soon as practicable and are to be posted on an OICMS website.