

**NASA Enterprise Applications Competency Center
IS01**

Title: Functional Control Board Charter	Document No.: IS01-CC-CHRT-OPS-002	Revision: Revision A
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description of Change
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1.0 INTRODUCTION

The NASA Enterprise Applications Competency Center (NEACC) provides operation and sustaining support for numerous Agency Business Applications supporting various stakeholder communities. The business applications managed by the NEACC are dynamic and require periodic updates and enhancements to ensure that they maintain relevancy and continue to address the needs of a broad user community. These updates are coordinated as part of the NEACC Release Management activities. Since there is a limit to the content that can be delivered within each individual release, the release content shall be determined based on business value and other weighting factors.

Several governance boards (i.e., Release Review Board (RRB), Cross Functional Integration Working Group (CFIWG), Technical Roadmaps, Management Business System Integration Group (M/BSIG)) have been established to facilitate the process for determining release content (See Appendix A for process flows). The process begins when someone initiates a Service Request (SR), which could come from the M/BSIG. If no code change is required, the SR is worked and closed, with no board action required. If the SR requires a code change and has potential impacts to another functional area(s), then the SR is routed to the CFIWG (see Figure 3) to determine what impact, if any, the change will have. Once the CFIWG makes the determination as to the impacts the SR will have on their respective areas, and if the change constitutes an enhancement, then the SR shall be sent for review and prioritization by the respective FCB/Change Control Board (CCB). If the change constitutes a technical change, then the Technical Roadmaps personnel shall evaluate the change and insert their comments into the SR. If the SR is not technical, then the appropriate Competency Center team shall review and bring their list of SRs to the RRB, who shall prioritize from a cross-organizational standpoint and assign the releases to an SR. If the release is major, then the M/BSIG shall recommend approval/disapproval approval of the content and if approved, shall send to the Associate Deputy Administrator (ADA) for additional approval. If the release is approved, then the release shall be implemented and the SR shall be closed. If the release is not major, then it shall be scheduled for release, implemented and closed without being forwarded for ADA approval.

This procedure documents the FCB processes, and roles and responsibilities. The roles and responsibilities of the other governance boards are documented in separate charters.

The following FCBs are identified:

- Financial
- Human Capital/Workforce
- Logistics
- Procurement

The FCB membership structure for each functional area is shown in the Appendices. The FCB consists of functional subject matter experts from each center. Each FCB shall have as members

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its respective Agency and Center Business Process Lead(s) (CBPL) as well as their NEACC Functional lead/point of contact as an ex-officio member. The FCB representative shall be someone with subject matter knowledge of the functional area, who can understand and evaluate change requests, including assessing the business value, and assist with their prioritization.

The FCB shall prioritize the SRs relevant to that FCB’s functional area and shall provide its recommendations for inclusion in the upcoming release (i.e., provide its desired release content). The RRB shall act as a higher level, cross-organizational body that reviews inputs of all functionally-specific FCBs (see Figure 1) and technically-specific roadmaps. The primary goal shall be to ensure that the release content determination is based on a cross-organizational view that examines proposed changes from a broad, rather than a stove-piped, perspective.

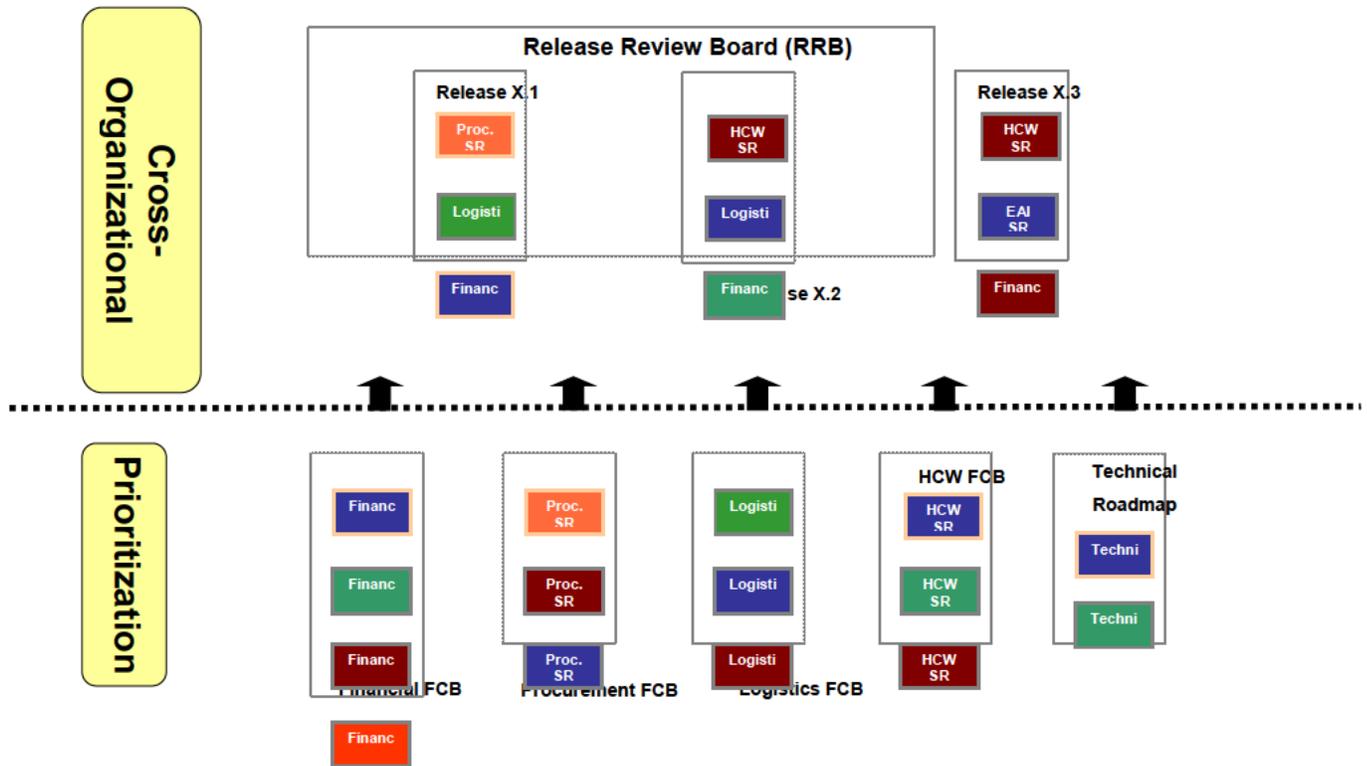


Figure 1. RRB vs. FCB

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1.1 Purpose

This charter establishes the process and scope, roles and responsibilities, and the membership of the NEACC FCBs. Each FCB shall manage and maintain the full list of SRs (i.e., enhancement change request product backlog) associated with their functional area. The FCB shall support the NEACC Release Management process providing subject matter expertise in making determinations about the content of releases. The FCB(s) shall ensure that functional requirements, policies and processes are clearly documented in the SRs and shall provide business priorities for SRs for consideration in the NEACC Release Management Process. The FCB shall assist their RRB representative by evaluating and prioritizing change request SRs and recommending priorities for upcoming releases.

1.2 Applicability

The intended audience for this document is the various stakeholder communities supported by the NEACC as well as the NEACC staff.

1.3 Applicable Documents

- IS01-CC-CHRT-OPS-001, NEACC Cross-Functional Integration Working Group Charter
- IS01-CC-CHRT-OPS-003, NEACC Release Review Board Charter
- Management / Business System Integration Group (M/BSIG) Charter - located at iView > IEM Repository > MBSIG (no document number)

1.4 References

- None.

1.5 Definitions

- **NEACC non-discretionary.** Those changes that are required to 'keep the lights on'. These items include such things as: discrepancy/break fix, master data, center organizational changes, system monitoring, and security/operating system patches.
- **NEACC discretionary.** Those changes that are related to staying current with software patches or improving performance. These items include such things as: Application patches, technical upgrades, application improvements, regulatory changes, performance/design modifications, and application enhancement releases.
- **Cross-functional integration.** Instances where one application functionality or business process impacts another application's functionality or business process.
- **Cross-Functional Integration Working Group (CFIWG).** Facilitates system integration and provides a forum for the exchange of information across cross-functional lines to advance effective management, control and system utilization. The NEACC

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CFIWG Charter (IS01-CC-CHRT-OPS-001) provides more information about its roles, responsibilities and membership.

- **Functional Control Board (FCB).** Manages and maintains the full list of enhancements service (change) requests (i.e., product backlog) associated with its functional area (e.g., Financial, Human Capital, Logistics, and Procurement).
- **Release Review Board (RRB).** Ensures that release scope addresses the needs of functional communities, while taking into consideration business, technical and operational priorities and constraints (i.e., cross-organizational viewpoint). The NEACC RRB Charter (IS01-CC-CHRT-OPS-003) provides more information about their roles, responsibilities and membership.
- **Management Business System Integration Group (M/BSIG).** An advisory group responsible for assessing and recommending an integrated set of Agency-wide business system requirements and priorities. The M/BSIG Charter (iView>IEM Repository>MBSIG) provides more information about their roles, responsibilities and membership.
- **Major Release.** A grouping of major application enhancement/upgrade functionality to be implemented at one time into production, typically at the beginning of fiscal year (Release X.1) and mid-year (Release X.2).
- **Release.** A grouping of functionality to be implemented at one time into production.
- **Service Requests (SR).** A record in the NEACC tracking system (Remedy) that documents a problem, issue or change request for an Enterprise Business Application.

1.6 Acronyms

- **ADA** Associate Deputy Administrator
- **ABPL** Agency Business Process Lead
- **CBPL** Center Business Process Lead
- **CCB** Change Control Board
- **CFIWG** Cross-Functional Integration Working Group
- **EACC** Enterprise Applications Competency Center
- **FCB** Functional Control Board
- **IEMP** Integrated Enterprise Management Program
- **M/BSIG** Management / Business Systems Integration Group
- **NASA** National Aeronautics and Space Administration
- **RRB** Release Review Board
- **SR** Service Request

2.0 PROCESS AND SCOPE

This charter applies to the scope of NEACC releases, and specifically to that portion of the release scope that is considered “NEACC discretionary scope” (see 1.5 Definitions). NEACC

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discretionary scope consists of those changes (enhancement SRs) that are related to staying current with software patches or improving performance and include the following:

- Application patches
- Technical Upgrades
- Application Improvements
- Regulatory changes
- Performance/Design modifications
- Application user enhancements

Each FCB shall approve/disapprove enhancement SRs relevant to that FCB’s functional area. Approved SRs are shall be prioritized and a recommendation made to the RRB for inclusion in the upcoming release (i.e., provide its desired release content). For example, the Procurement FCB shall convene periodically and shall focus solely on procurement-related enhancement Change Request SRs. The Procurement FCB shall review pending SRs and prioritize them, based on the perceived needs of the Procurement community. The Procurement FCB shall then provide this prioritized list to its representative on the RRB. During RRB meetings, the Procurement RRB representative shall advocate the position of the Procurement community and shall seek to have the high-priority procurement-related SRs included in an upcoming release. See appendices for a full description of all FCBs.

3.0 AUTHORITY

The FCB shall approve or disapprove enhancement change request SRs that are submitted for their functional area and to prioritize those approved SRs. The FCB shall also make recommendations to the RRB for release scope content via its representative. Although the FCB is not responsible for performing impact assessments on individual change requests, the FCB shall review the impact assessments in making decisions regarding approval/disapproval and in establishing their priorities. Impact assessments are performed by the appropriate NEACC resources. The NEACC functional lead/point of contact shall serve as an ex-officio member of the FCB and shall act as an advisor regarding the approval/disapproval of enhancement change requests.

4.0 ROLES AND RESPONSIBILITIES

The following roles and responsibilities have been identified for the FCBs.

The FCB Chair (Agency Business Process Lead (ABPL)) shall:

- Organize the FCB meetings and establishing the agenda items.
- Coordinate with the NEACC Functional lead/point of contact to assist in identifying the enhancement SRs that fall into the NEACC discretionary category.

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- Review and understand approved change requests that fall into the NEACC discretionary category.
- Prioritize approved change requests according to established weighting criteria.
- Select approved change requests to be including in the Release Plan.
- Facilitate the decision process for prioritizing release scope.
- Assist with the resolution of disputes between Board members.
- Escalate unresolved disputes to the NEACC Business Process and Application Support Manager and/or the NEACC Manager.
- Serve as the first escalation step for cross-functional issues that cannot be resolved by the CFIWG and participate/facilitate the resolution process of those escalated issues.

5.0 MEETINGS

FCBs convene as often as necessary, but typically no more than once a month. Additional meetings will be scheduled at the discretion of the Chair. If an FCB member is unable to attend a scheduled meeting, he/she shall designate an alternate with authority to speak and vote for the member.

FCB meetings will be called to order when a quorum is met. For the purposes of this process, a quorum shall be 60% of the voting FCB members are present during the meeting.

6.0 RECORDS

Name of Record*	Storage Location	SBU / PAI	Retention Schedule	Responsible Party for Maintaining Record	Email	Phone No.
ALDS/WebT ADS FCB						
SR Discussion List_YYYY MDD.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			
SR Priority Results		No	8/108 (temporary. Destroy/delete when no longer needed.)			

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Name of Record*	Storage Location	SBU / PAI	Retention Schedule	Responsible Party for Maintaining Record	Email	Phone No.
FCB Attendance		No	8/108 (temporary. Destroy/delete when no longer needed.)			
Finance FCB						
FCB Report as of MMDDYY.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			
Logistics FCB						
Logistic FCB SRs for YYYY-MM-DD Meeting.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			
Logistic FCB SRs for YYYY-MM-DD Results.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			
Procurement FCB						
FCB Priority List MM-DD-YY.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			

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Name of Record*	Storage Location	SBU / PAI	Retention Schedule	Responsible Party for Maintaining Record	Email	Phone No.
RRB Release Running List _Procurement _MM_DD_Y Y.xls		No	8/108 (temporary. Destroy/delete when no longer needed.)			
StaRS FCB						
SR Discussion List		No	8/108 (temporary. Destroy/delete when no longer needed.)			
SR Priority Results		No	8/108 (temporary. Destroy/delete when no longer needed.)			
FCB Attendance		No	8/108 (temporary. Destroy/delete when no longer needed.)			

**NOTE: The original SR, along with detailed history/diary, is maintained within the Remedy System.*

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APPENDIX A –PROCESS FLOWS

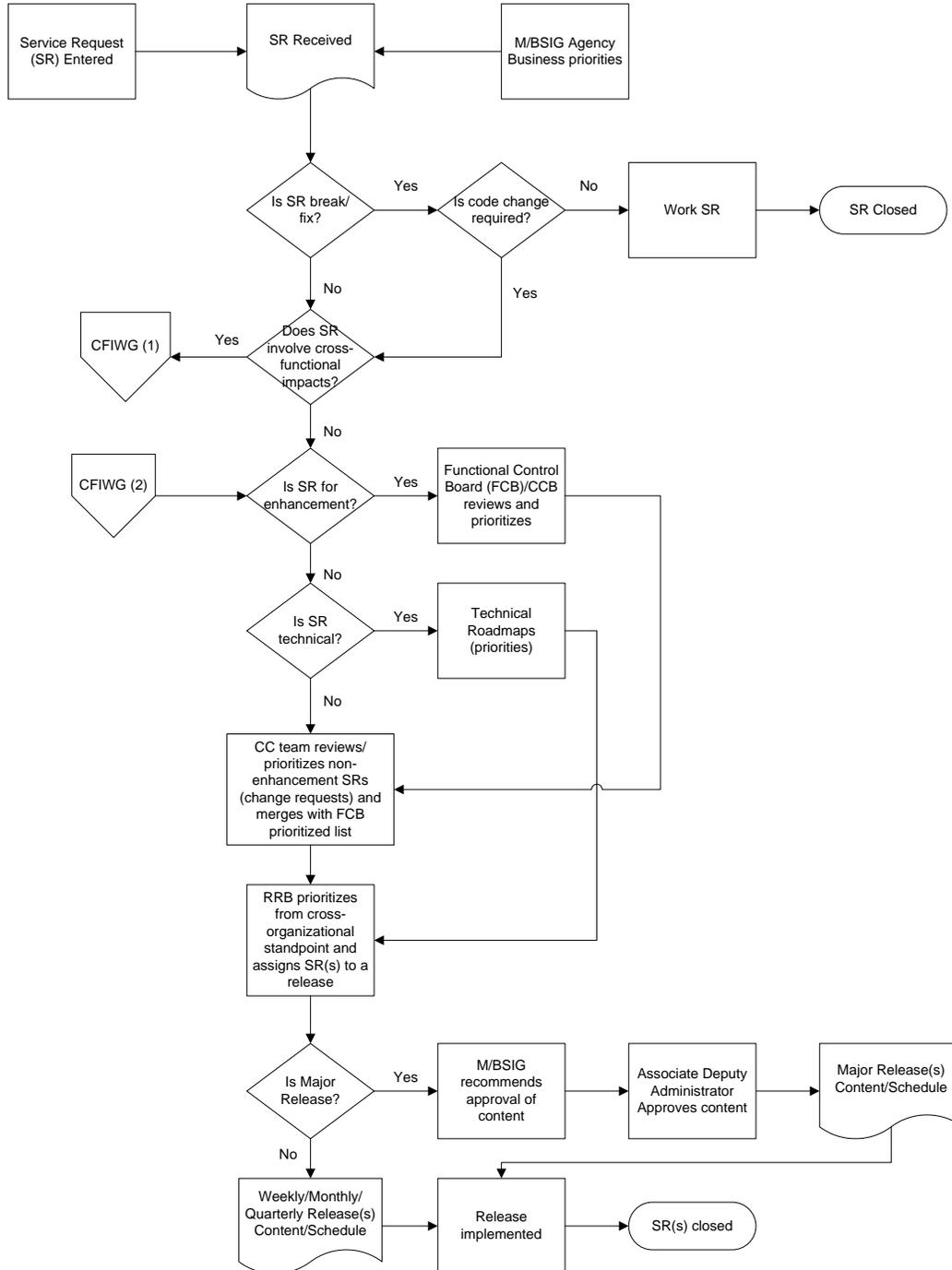


Figure 2. Governance Process Flow for Release Content

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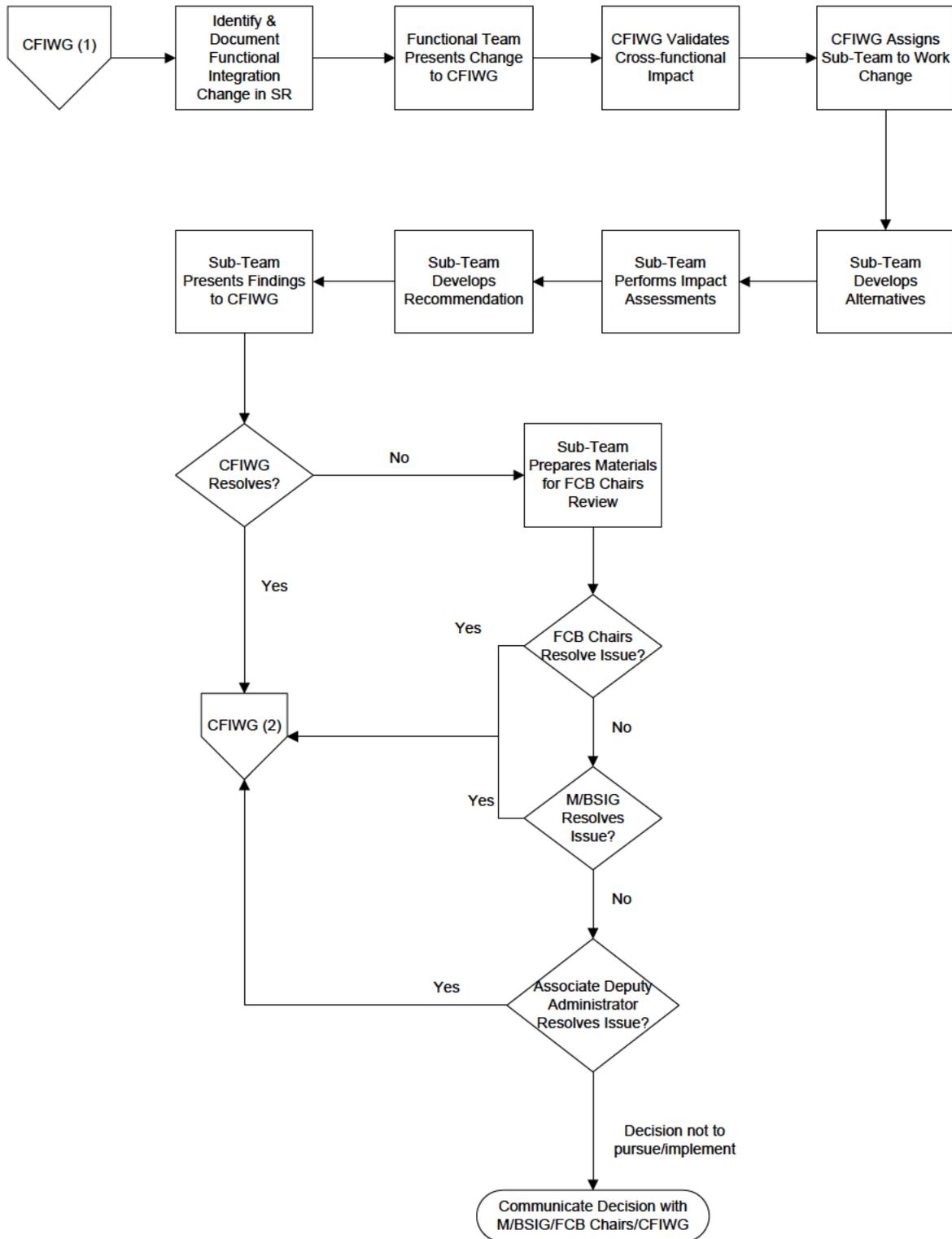


Figure 3. CFIWG Process Flow

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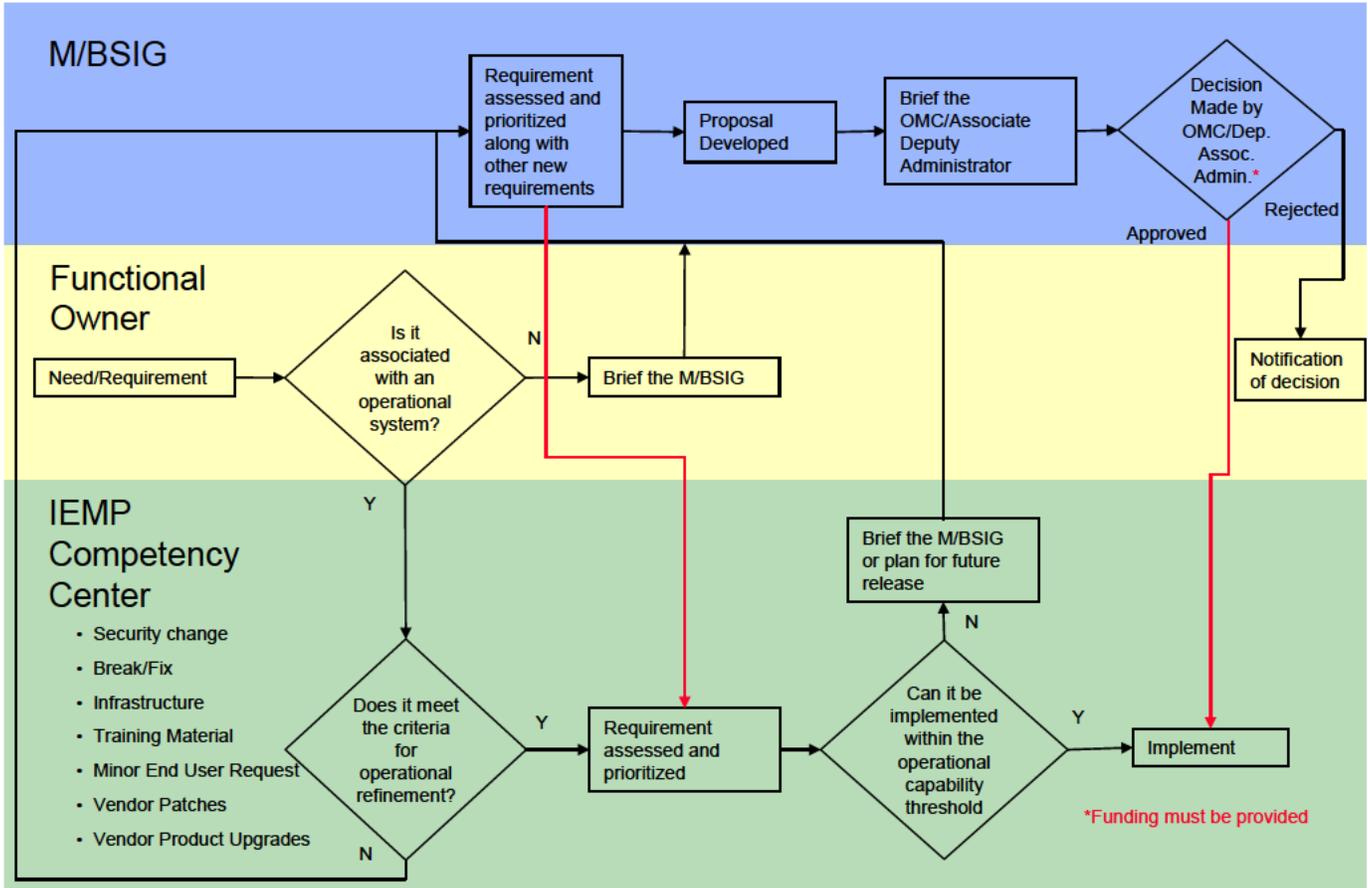


Figure 4. M/BSIG Requirements Flow

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APPENDIX B –LOGISTICS FCB

The Integrated Asset Management (IAM) Property, Plant and Equipment (PP&E) Project implemented the NASA PP&E System. The IAM PP&E Project consisted of logistics and asset accounting. The Logistics FCB replaces the FCB for NASA Equipment Management System (NEMS) and NASA Property Disposal Management System (NPDMS), which are now legacy systems replaced by the NASA PP&E System. The Financial FCB shall manage the Asset Accounting aspects of the NASA PP&E System.

The Logistics FCB shall carry out the responsibilities as described in the NEACC FCB Charter, as well as the responsibilities described herein. The Logistics FCB shall approve/disapprove enhancement change request SRs for their functional area. As well, they shall manage and maintain the full list of approved SRs associated to their functional area. The Logistics FCB shall prioritize SRs and provides recommendations to the RRB for inclusion in upcoming releases. The RRB acts as a higher level, cross-organizational body that reviews all FCBs' recommendations for releases.

The Logistics FCB membership consists of a Center Business Process Lead (CBPL) from each NASA Center. The Goddard Space Flight Center (GSFC) CBPL shall represent Headquarters as an installation. The Logistics FCB Chairperson is the Agency Functional Lead for Asset Management within the Headquarters Office of Infrastructure and Administration. This chairperson carries out the responsibilities as described in the NEACC FCB Charter and herein.

As depicted in the graphic below, the CBPLs are the Center's voice for all FCB activities. Therefore, prior to a formal Logistics FCB meeting, CBPLs shall convene with their Center Business Systems Coordinator, the process stakeholders, and other Center experts on any change(s) or decision(s) that are to be addressed and voted on at the Logistics FCB meeting. In turn, the CBPL shall communicate FCB activities and votes to those same Center individuals.

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NASA Logistics FCB Structure

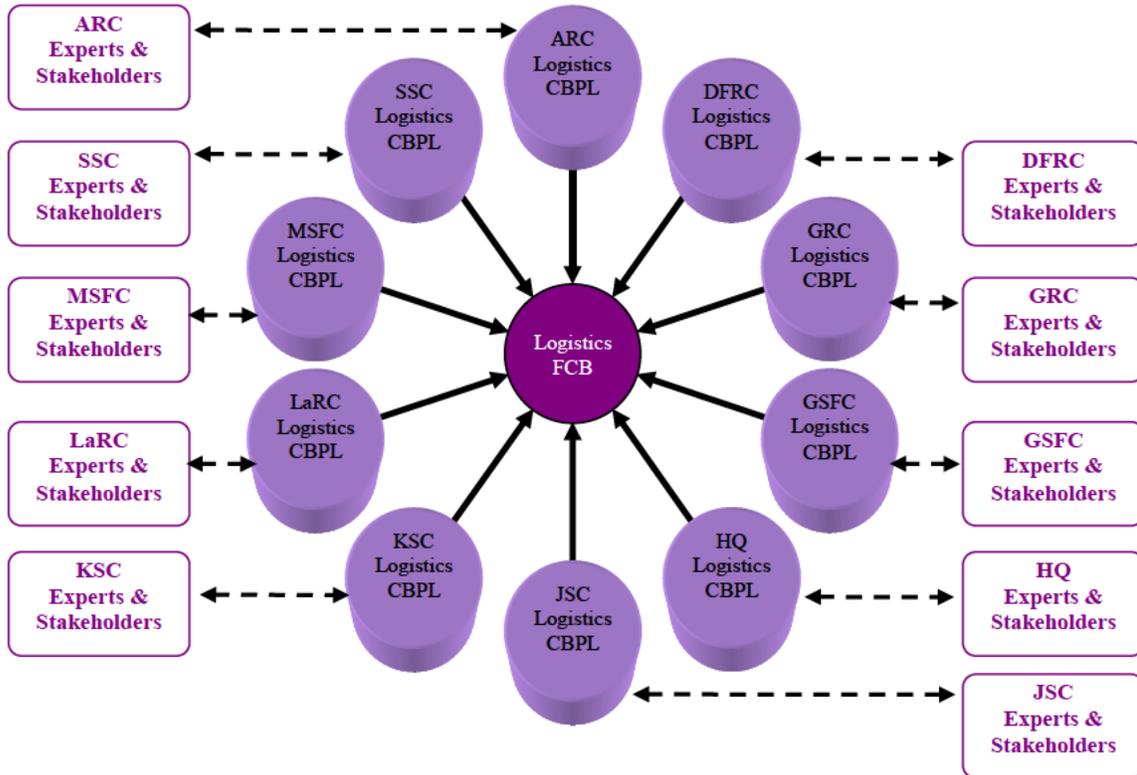


Figure 5. Logistics FCB Structure

The table below identifies the Logistics FCB membership as of go-live for the NASA PP&E System. For a current roster of the Logistics CBPLs and the alternates see the i-View home page at [\[REDACTED\] IEMP Application Support > Center Contacts > Center Business Process Leads \(Logistics\)](#). Additionally, ex-officio members (non-voting members) can be added for each Center at the discretion of the FCB. Ex-officio members shall provide advisory and observation for the board.

Table 1. NASA Logistics FCB Membership

Center	CBPL / Logistics FCB Member
Agency Functional Lead & Chairperson	
Ames Research Center	
Dryden Flight Research Center	
Glenn Research Center	

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Center	CBPL / Logistics FCB Member
Goddard Space Flight Center	
NASA Headquarters	
Johnson Space Center	
Kennedy Space Center	
Langley Research Center	
Marshall Space Flight Center	
Stennis Space Center	

The Logistics FCB meetings shall initially occur biweekly. As the system stabilizes, meetings occur as the board deems necessary. A quorum shall be present for a meeting or vote to occur; a quorum is a simple majority of Centers or installations required to have a CBPL. For example, at go-live for the NASA PP&E System there were ten Centers with CBPLs, which would require a quorum of six. Each Center or installation is limited to one vote. Proxy designations are submitted to the Logistics FCB Chairperson prior to meetings. Additionally, the CBPLs shall attend the NEACC Operational Support Telecom and the Logistics Expert User Telecom. A description of the telecoms is provided below:

- NEACC Operational Support Telecom - A formal bi-weekly NEACC/user community (high level) telecom with each functional area. Discussions are based on but not limited to important issues in each functional area.
- Logistics Expert Users Forum Telecom - A weekly discussion forum with the Logistics (equipment and disposal) communities hosted by the NASA Logistics support team at the NEACC. The discussions are used to disseminate information to the community (i.e. issue discussion and resolution, provide tips and techniques).
- FCB Telecom – A formal monthly telecom, governed by the FCB Charter. Discussions include approving/disapproving and prioritizing FCB-level change requests for the NASA PP&E System.

Updates to the NASA PP&E System FCB appendix shall be submitted by the Logistics FCB Chairperson to the NEACC Management.

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APPENDIX C –FINANCIAL FCB

The Financial FCB shall approve/disapprove enhancement change request SRs for their functional area. As well, they shall manage and maintain the full list of approved SRs associated to their functional area. The Financial FCB shall prioritize SRs and provide recommendations to the RRB for inclusion in upcoming releases. The RRB acts as a higher level, cross-organizational body that reviews all FCBs' recommendations for releases.

The Financial FCB membership consists of a Center Business Process Lead (CBPL) from each NASA Center. The Financial FCB Chairperson is the Agency Business Process Lead (ABPL) within the Headquarters Office of Chief Financial Officer. This chairperson carries out the responsibilities as described in the NEACC FCB Charter and herein.

As depicted in the graphic below, the CBPLs are the Center's voice for all FCB activities. Therefore, prior to a formal Financial FCB meeting, CBPLs shall convene with their Center Business Systems Coordinator, the process stakeholders, and other Center experts on any change(s) or decision(s) that are to be addressed and voted on at the Financial FCB meeting. In turn, the CBPL shall communicate FCB activities and votes to those same Center individuals.

NASA Financial FCB Structure

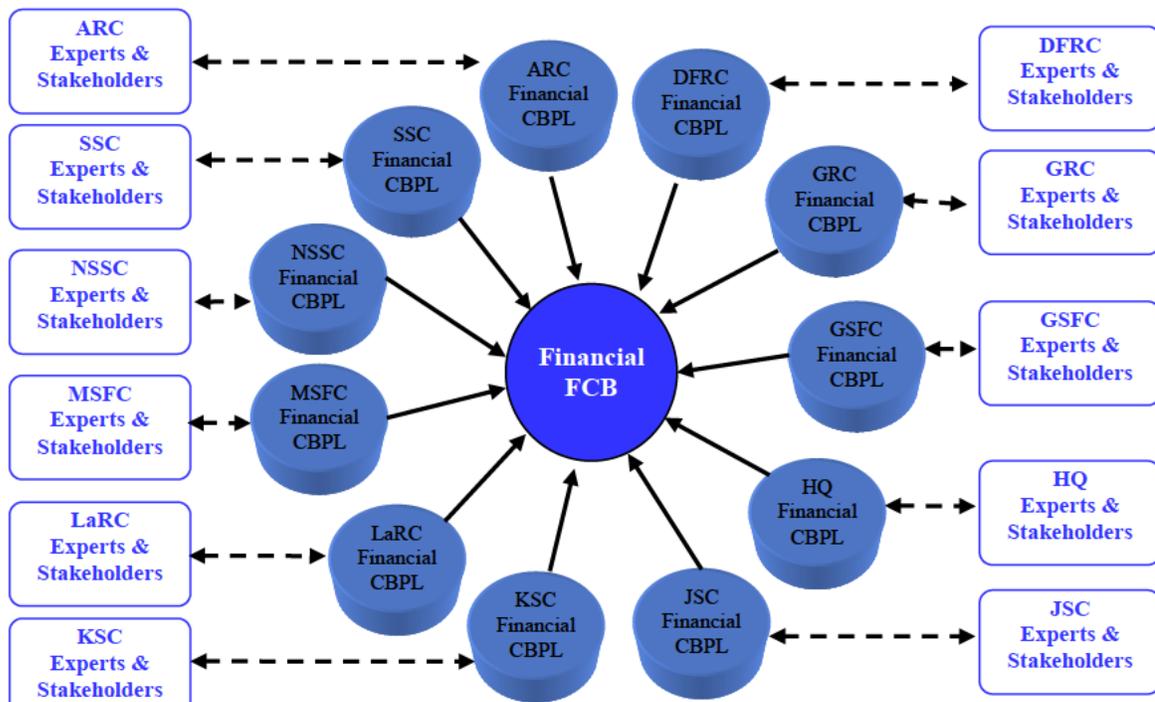


Figure 6. Financial FCB Structure

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The table below identifies the Financial FCB membership For a current roster of the Financial CBPLs and the alternates see the i-View home page at [REDACTED] IEMP Application Support > Center Contacts > Center Business Process Leads (Financial). Additionally, ex-officio members (non-voting members) can be added for each Center at the discretion of the FCB. Ex-officio members shall provide advisory and observation for the board.

Table 2. NASA Financial FCB Membership

Center	CBPL / Financial FCB Member
Agency Functional Lead & Chairperson	
Ames Research Center	
Dryden Flight Research Center	
Glenn Research Center	
Goddard Space Flight Center	
NASA Headquarters	
Johnson Space Center	
Kennedy Space Center	
Langley Research Center	
Marshall Space Flight Center	
NASA Shared Services Center	
Stennis Space Center	

The Financial FCB meetings shall occur monthly. A quorum shall be present for a meeting or vote to occur; a quorum is a simple majority of Centers or installations required to have a CBPL. For example, since there are eleven Centers with CBPLs, this would require a quorum of six. Each Center or installation is limited to one vote. Proxy designation is submitted to the Financial FCB Chairperson prior to meetings. Additionally, the CBPLs shall attend the NEACC Operational Support Telecom and the respective super user telecons. A description of the telecons is provided below:

- NEACC Operational Support Telecom - A formal bi-weekly NEACC/user community (high level) telecom with each functional area. Discussions are based on but not limited to important issues in each functional area.
- Super Users Forum Telecom - A weekly discussion forum with the respective super user communities hosted by the support team at the NEACC. The discussions are used to disseminate information to the community (i.e. issue discussion and resolution, provide tips and techniques).

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- FCB Telecom – A formal monthly telecom, governed by the FCB Charter. Discussions include approving/disapproving and prioritizing FCB-level change requests for the Financial System.

Updates to Financial FCB appendix shall be submitted by the Financial FCB Chairperson to the NEACC Management.

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APPENDIX D –PROCUREMENT FCB

The Procurement FCB manages the existing Contract Management Module (CMM) and related systems in Enterprise Applications NEACC environment. The additional systems impacting Procurement are SAP Purchasing, Business Warehouse, P-Card, Federal Procurement Data System-Next Generation (FPDS-NG), and Enhanced Procurement Data Warehouse (EPDW).

The Procurement FCB shall carry out the responsibilities as described in the NEACC FCB Charter, as well as the responsibilities described herein. The Procurement FCB shall approve/disapprove enhancement change request SRs for their functional area. As well, they shall manage and maintain the full list of approved SRs associated to their functional area. The Procurement FCB shall prioritize SRs and provide recommendations to the RRB for inclusion in upcoming releases. The RRB acts as a higher level, cross-organizational body that reviews all FCBs’ recommendations for releases.

The Procurement FCB membership consists of a CBPL from each NASA Center. The Procurement FCB Chairperson is the Agency level Lead Procurement Analyst, Office of Procurement, Analysis Division. This chairperson carries out the responsibilities as described in the NEACC FCB Charter and herein.

The Procurement Steering Committee (PSC) shall serve as the experts and stakeholders in the Procurement FCB process structure, for all SRs that impact policy or processes.

As depicted in the graphic below, the CBPLs are the Center’s voice for all FCB activities. Therefore, prior to a formal Procurement FCB meeting, CBPLs shall convene with their Center Business Systems Coordinator, PSC member(s), the process stakeholders, and other Center experts on any change(s) or decision(s) that are to be addressed and voted on at the Procurement FCB meeting. In turn, the CBPL shall communicate FCB activities and votes to those same Center individuals.

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NASA Procurement FCB Structure

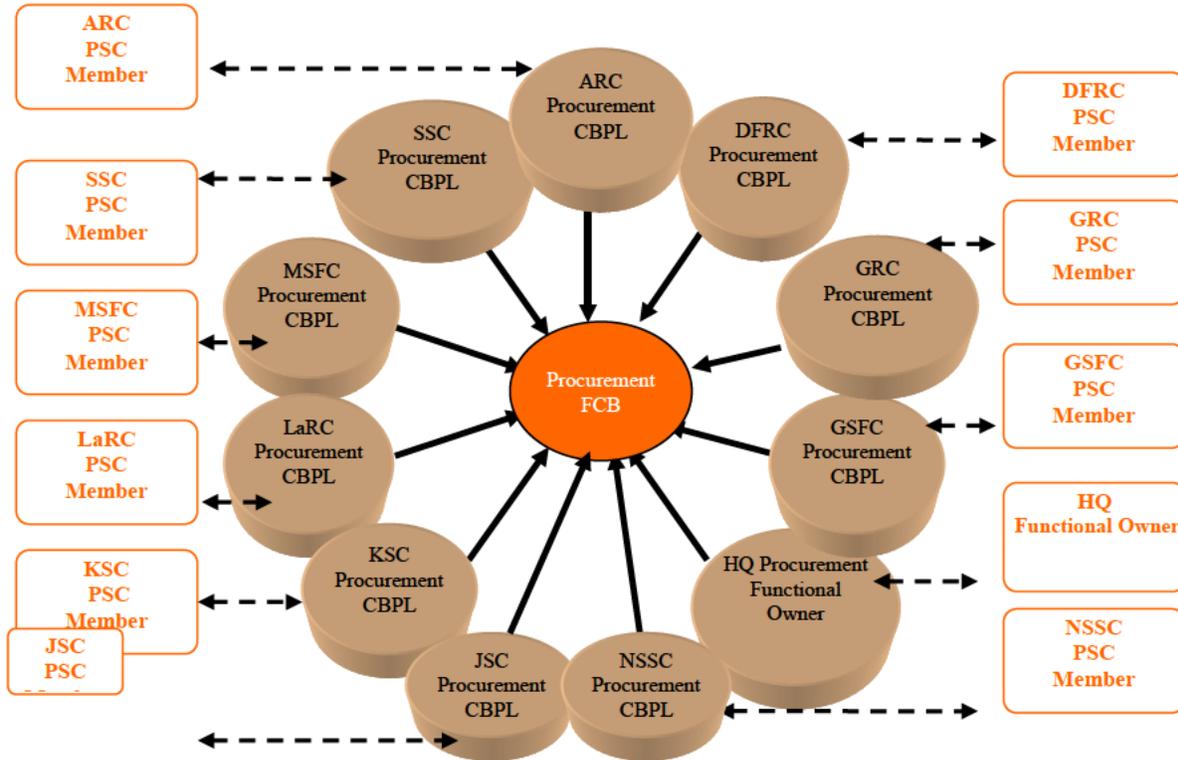


Figure 7. Procurement FCB Structure

For a current roster of the Procurement CBPLs and the alternates see the i-View home page at [REDACTED] IEMP Application Support > Center Contacts > Center Business Process Leads (CMM). Additionally, ex-officio members (non-voting members) can be added for each Center at the discretion of the FCB. Ex-officio members shall provide advisory and observation for the board.

The Procurement FCB meetings shall initially occur biweekly. As the level of open enhancement SRs stabilizes, meetings occur as the board deems necessary. A quorum shall be present for a meeting or vote to occur; a quorum is a simple majority of Centers or installations required to have a CBPL. Each Center or installation is limited to one vote. Proxy designation is submitted to the Procurement FCB Chairperson prior to meetings. Additionally, the CBPLs shall attend the NEACC Operational Support Telecom and the Procurement Super-User Telecom. A description of the telecoms is provided below:

- NEACC Operational Support Telecom - A formal bi-weekly NEACC/user community (high level) telecom with each functional area of EACC. Discussions are based on but not limited to important issues in each functional area.

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- Procurement Super Users Telecom - A weekly discussion forum with the Procurement community hosted by the NASA Procurement support team at the NEACC. The discussions are used to disseminate information to the community (i.e. issue discussion and resolution, provide training and lessons learned).
- FCB Telecom – A formal biweekly telecom, governed by the FCB Charter. Discussions include approving/disapproving and prioritizing FCB-level change requests for the NASA Procurement integrated IT Systems.

Updates to the NASA Procurement FCB appendix shall be submitted by the Procurement FCB Chairperson to the NEACC Management.

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APPENDIX E –HUMAN CAPITAL WORKFORCE FCB

The Human Capital & Workforce (HCW) FCB approves/disapproves enhancement change request Service Requests (SRs) for their functional area which includes the Agency’s Labor Distribution System (ALDS), time and attendance system (WebTADS), and Staffing and Recruiting System (StaRS). This body shall also manage and maintain the full list of approved SRs associated to their functional area. The HCW FCB shall prioritize SRs and provide recommendations to the RRB for inclusion in upcoming releases. The RRB acts as a higher level, cross-organizational body that reviews all FCB recommendations for releases.

ALDS and WebTADS. The FCB membership for ALDS and WebTADS consists of a representative for both applications from each NASA Center. The Headquarters FCB member for ALDS will represent the NSSC as a Center. The FCB Chairperson is the Agency Business Process Lead within the Headquarters Office of Chief Financial Officer. The chairperson shall carry out the responsibilities as described in the NEACC FCB Charter and herein. If there are ALDS or WebTADS matters concerning the Office of Human Capital Management, the FCB Chairperson shall take the appropriate steps to involve the respective area for SR prioritization purposes.

StaRS. The StaRS application supports the end-to-end hiring process at NASA. The FCB membership for StaRS is comprised of a representative from each Center. A representative from the NASA Headquarters Office of Human Capital Management’s Workforce Systems and Accountability Division will serve as chairperson. The chairperson shall carry out the responsibilities as described in the NEACC FCB Charter and herein.

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As depicted in the graphics below, the FCB members are the Center’s voice for all FCB activities. Prior to a formal HCW FCB meeting, FCB members shall convene with their Center Business Systems Coordinators, the process stakeholders, and other Center experts on any change(s) or decision(s) that are to be addressed and voted on at the FCB meeting. In turn, the FCB members shall communicate FCB activities and votes to those same Center individuals.

**NASA Human Capital & Workforce
FCB Structure (ALDS/WebTADS)**

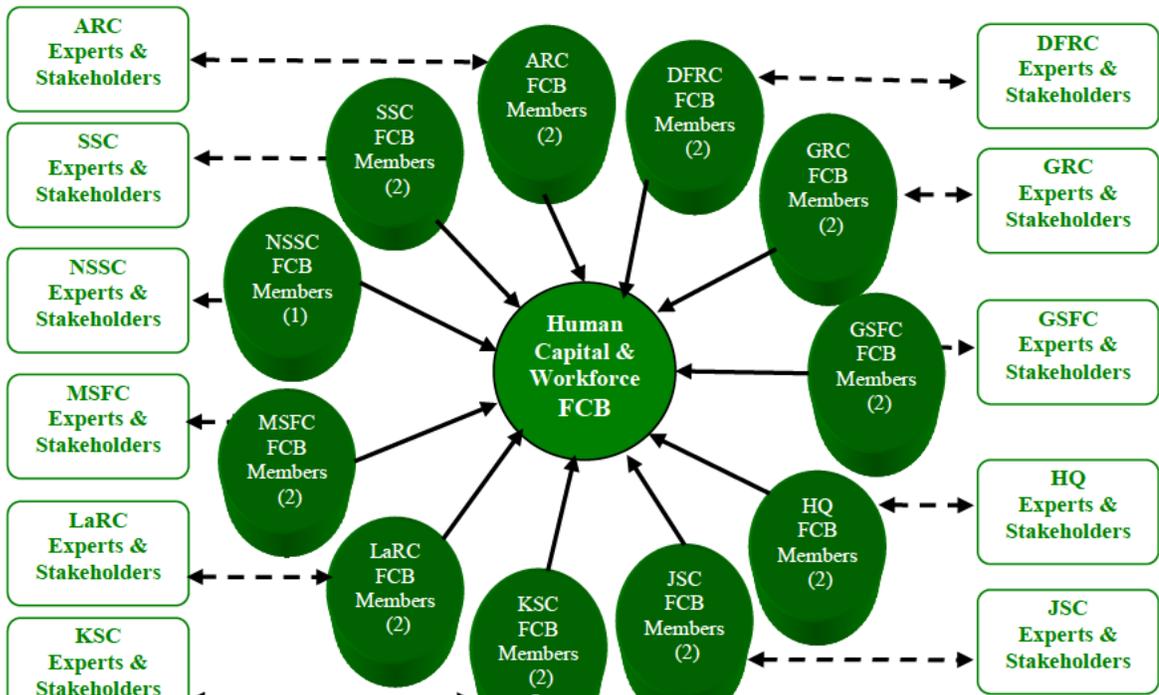


Figure 8. HCW FCB Structure - ALDS & WebTADS

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NASA Human Capital & Workforce FCB Structure (StaRS)

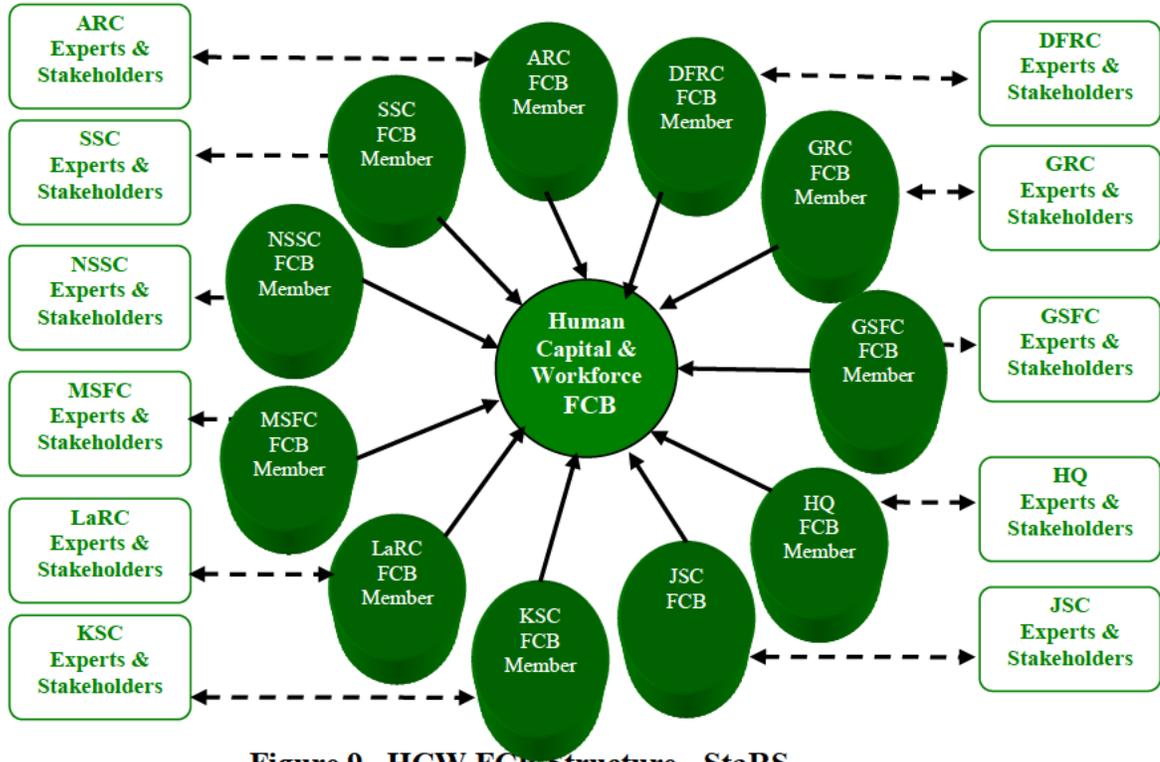


Figure 9. HCW FCB Structure - StaRS

Tables 3 and 4 below identifies the HCW membership for the ALDS/WebTADS and the StaRS FCBs. Additionally, ex-officio members (non-voting members) can be added for each Center at the discretion of the FCB. Ex-officio members shall provide advisory and observation support for the board.

Table 3. HCW ALDS/WebTADS FCB Membership

Center	ALDS FCB Member	WebTADS FCB Member
Agency Functional Lead & Chairperson		
Ames Research Center		
Dryden Flight Research Center		
Glenn Research Center		

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Center	ALDS FCB Member	WebTADS FCB Member
Goddard Space Flight Center		
NASA Headquarters		
Johnson Space Center		
Kennedy Space Center		
Langley Research Center		
Marshall Space Flight Center		
NASA Shared Services Center		
Stennis Space Center		

Table 4. HCW StaRS FCB Membership

Center	StaRS FCB Member
Agency Functional Lead & Chairperson	
Ames Research Center	
Dryden Flight Research Center	
Glenn Research Center	
Goddard Space Flight Center	
NASA Headquarters	
Johnson Space Center	
Kennedy Space Center	
Langley Research Center	

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Center	StaRS FCB Member
Marshall Space Flight Center	
NASA Shared Services Center	
Stennis Space Center	
Office of the Inspector General	

The HCW FCB meetings shall occur monthly. A quorum shall be present for a meeting or vote to occur; a quorum is a simple majority of Centers required to have a member. For example, since there are eleven Centers with FCB members, this would require a quorum of six (NOTE: StaRS has 12 voting members, therefore a quorum would be seven). Each Center is limited to one vote. Proxy designation is submitted to the HCW FCB Chairperson prior to meetings. Additionally, the FCB members shall attend the NEACC Operational Support Telecom and the respective super user telecons. A description of the telecons is provided below:

- NEACC Operational Support Telecom - A formal bi-weekly NEACC/user community (high level) telecom with each functional area. Discussions are based on but not limited to important issues in each functional area.
- Super Users Forum Telecom (ALDS) - A weekly discussion forum with the respective super user communities hosted by the support team at the NEACC. The discussions are used to disseminate information to the community (i.e., issue discussion and resolution, provide tips and techniques).
- Super Users Forum Telecom (StaRS) - A weekly discussion forum with the respective super user communities hosted by the support team at the NEACC. The discussions are used to disseminate information to the community (i.e., issue discussion and resolution, provide tips and techniques).
- Super Users Forum Telecom (WebTADS) - A bi-weekly discussion forum with the respective super user communities hosted by the support team at the NEACC. The discussions are used to disseminate information to the community (i.e., issue discussion and resolution, provide tips and techniques).
- FCB Telecom (ALDS/WebTADS) – A formal monthly telecom, governed by the FCB Charter. Discussions include approving/disapproving and prioritizing FCB-level change requests for the ALDS and WebTADS applications.
- FCB Telecom (StaRS) – A formal monthly telecom, governed by the FCB Charter. Discussions include approving/disapproving and prioritizing FCB-level change requests for the StaRS application.

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Updates to HCW FCB appendix shall be submitted by the Financial and StaRS FCB Chairpersons to the NEACC Management.

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APPENDIX F – POINTS OF CONTACT

Table 4. Points of Contact

Name	Position	Center	Phone Number
	Business Process and Application Support Manager	EACC	
	RRB Co-Chair	EACC	
	RRB Co-Chair	EACC	
	CFIWG Chair	EACC	
	M/BSIG Facilitator	Headquarters	
	Agency Logistics FCB Chair	Headquarters	
	Agency Financial FCB Chair Agency HCW FCB Chair - ALDS & WebTADS	Headquarters	
	Agency Procurement FCB Chair	Headquarters	
	Agency HCW FCB Chair - StaRS	Marshall Space Flight Center	

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