

Space Act Agreement Working Group Meeting Minutes

Date: July 31, 2012

Time: 1:30 – 3:30 p.m.

Location: Headquarters, Room 2229

Attendance:

NAME	MAIL CODE	PHONE NUMBER
Penny Chambers	CC/Office of the Chief Counsel	867-2671
Lynne Varner	EX/Education and External Relations Directorate	867-5358
Terry Lambing	GG/Office of the Chief Financial Officer	867-3375
Michael Moore (Alternate),	GG/Office of the Chief Financial Officer	867-2741
Kim Carter	IT/Information Technology & Communications Services Directorate	867-1794
Foster Anthony	NE/Engineering and Technology Directorate	867-4950
Marco Pochy	OP/Procurement Office	867-8567
Robert Stute	PH/Shuttle Transition and Retirement Project Office	867-3985
Laura McDaniel	SA/Safety and Mission Assurance Directorate	867-9174
Sheryl Chaffee	TA/Center Operations Directorate	867-8047
Shelley Ford	CC/Office of the Chief Counsel	867--2076
Tracy Lee Belford	CC/Office of the Chief Counsel	867-2603
Hetal Miranda	KSC-ESC	867-9259
Matt English	UB//ISS Ground Processing and Research Project Office	861-1678

Not in attendance:

NAME	MAIL CODE	PHONE NUMBER
Jennifer Rosenberger	AA-D/ Center Planning and Development Office	867-5947
Rob Grant	AJ/Office of Diversity and Equal Opportunity	867-9169
Christina Brown	BA/Human Resources Office	867-8463
Gregg Buckingham	EX/Education and External Relations Directorate	867-2722
Becky Thompson	FA/Commercial Crew Program	861-3996

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Karen Lucht (Alternate)	FA/Commercial Crew Program	861-1089
Scott Kerr	GP/Ground Processing Directorate	867-2490
Kathy Barger (Alternate)	GP/Ground Processing Directorate	867-8833
Sue Preece	LX/Ground Systems Development and Operations Program	867-8497
Lisa Matthews (Alternate)	LX/Ground Systems Development and Operations Program	867-9160
Amber Philman	PA/Public Affairs Directorate	861-0370
Matt Carroll (Alternate)	TA/Center Operations Directorate	867-6030
Jose Nunez	UB/ISS Ground Processing and Research Project Office	867-5922
William McMillan	VA/Launch Services Program	867-2591
Lan Dao (Alternate)	VA/Launch Services Program	861-2918

I. Discussion Topics

- a. Review SAA Working Group Charter
- b. Round Robin - What are expectations for working group to accomplish?
- c. Review Kaizen overall recommendations
 - Streamline SAA process – revise KCA process?
Continue group discussion at quarterly meetings with discussion of lessons learned
Will not pursue, right now, all parallel electronic concurrences/signatures as recommended by FoL
 - Up-front Coordination with SAA Working Group – already doing
Seems to be working better with early coordination of SAA Directorate Reps
 - Simultaneous review and concurrence using E-Router – already doing
Again, seems to be working better in coordination with early notification
 - Streamline internal directorate SAA processes – NE checklist provided to all members as example of what they are using; SA is in the process of drafting their directorate’s internal process
 - Develop educational materials and continue informational briefings – already doing and will continue to do so when requested or when need arises
 - Establish metric tracking
Who will be looking at metrics?
Important but not highest priority right now based on work load of KSC Agrmnts Mgr
Concern about auditing aspect and how it affects having a metric to meet
- d. NE Checklist for Processing SAAs – presentation provided by Hetal Miranda
 - One change requested by members of the group was to include that the agreement initiator notify the SAA Directorate Reps when a final signature package is routed so they can prepare their note, etc., for their director in advance of

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the package showing up for final signature concurrence.

II. Action Items

- a. Send FoL Final Report to Members
- b. Send NE Checklist to Members
- c. Request new link on CC internal web page for SAA Working Group

III. Tentative Agenda Items for Next Meeting

Presentation of NE's Justification of Work (JoW) template

IV. Date/Time/Location for Next Meeting

October 30, 2012 1:30 – 3:30 p.m. HQ Rm 2229