

**OFFICE OF EDUCATION (OE)**

**OFFICIALS IN CHARGE  
EDUCATION WORK INSTRUCTION (EWI-1001)**

Approved by: James Stofan, Acting Associate Administrator for Education

Date:

EWI-1001 applies to NASA Office of Education

*JS*  
*5/21/10*

The Associate Administrator (AA) for Education established the following order of precedence for officials in charge for Civil Servants in the Office of Education.

When in the office, the official in charge order of precedence is:

Associate Administrator (AA) for Education  
Deputy Associate Administrator for Planning, Policy and Evaluation  
Deputy Associate Administrator for Program Integration

When senior managers are absent, the acting official in charge will be the first permanent Office of Education staff member on the list below who is physically in the office. The AA or a Deputy AA may supersede this order of precedence by an email directive sent to the "Code N" email list.

Higher Education Outcome Manager  
Elementary and Secondary Education Outcome Manager  
Minority University Research and Education Program Outcome Manager  
National Space Grant College and Fellowship Program Outcome Manager  
Informal Education Outcome Manager

In the absence of an Outcome Manager or alternate designation, the acting official in charge will be:

Executive Officer  
Budget Manager  
Portfolio Manager

Responsibilities of the acting official in charge include representing OE senior managers at meetings chaired by the Administrator or other NASA AAs, responding to and/or coordinating responses to unanticipated requests, allocating non-routine assignments, providing signature authority for routine documents, and maintaining awareness of staff activities. Acting officials in charge do not have authority to initiate new work or commit significant resources outside of their normal capacity without the approval of senior managers.