

4.13.2.2 OFFICE OF EDUCATION

4.13.2.2.1 MISSION. The Assistant Administrator for Education provides Agency leadership and programmatic oversight for NASA's external education programs. The Assistant Administrator for Education has the responsibility to leverage NASA's unique mission content, facilities, and workforce. Education is a cross-cutting process that engages the public in shaping and sharing the experience of exploration and discovery.

4.13.2.2.2 RESPONSIBILITIES. The Assistant Administrator for Education reports to the Chief of Strategic Communications and is responsible for:

- a. Defining program objectives and top-level requirements.
- b. Leading the development of an implementation plan (including goals, objectives, and metrics) to guide the conduct of the Agency's external education programs and for monitoring and reporting progress against goals and objectives. Establishing the Agency's Education Annual Performance Goals (APG).
- c. Presenting, advocating, and leading programs, projects, and activities consistent with the NASA Strategic Plan, policies, and education program priorities directed toward primary and secondary education students and educators; higher education students, faculty, and institutions; and, informal education institutions and organizations. The purpose is to strengthen NASA and the Nation's workforce by inspiring and motivating students to pursue careers in science, technology, engineering, and mathematics and to engage the public in NASA's mission through partnerships and alliances.
- d. Ensuring statutory, regulatory, and fiduciary compliance. Ensuring compliance, in partnership and coordination with the Assistant Administrator for Diversity and Equal Opportunity, with all relevant Executive orders such as those specific to the Agency's interaction with Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Institutions, and Other Minority Institutions.
- e. Chairing the Agency's Education Coordinating Committee to ensure consistency of program formulation, strategy, and implementation across the Agency. Coordinating and integrating NASA's education strategic framework, implementation approach, and policies.
- f. Leading the process for development and execution of education budget requirements, including the budget approval process, managing corporate resource implementation, and monitoring financial performance.
- g. Providing corporate communications and advocacy to education partners and the public, and developing national partnership networks and on infrastructure to disseminate NASA education content and activities developed by the Office of Education, Mission Directorates, Centers, and education partners.

- h. Providing liaison to external organizations performing similar functions and entities that establish Government-wide policies and requirements.
- i. Soliciting external advice, and representing the Agency externally, in coordination with the Offices of Legislative and Intergovernmental Affairs and External Relations especially in interacting with Congress, the Office of Management and Budget, and other Federal agencies.
- j. Providing oversight of education expenditures from all Agency sources to ensure that expenditures investments conform to the Agency's education mission, goals, and priorities, and providing recommendations as appropriate to address deficiencies. For instances where Mission Directorate expenditures do not appear to conform to the overall education program objectives, the Assistant Administrator for Education is responsible for final decisions regarding investments, with the consultation of the Chief of Strategic Communications and the affected Mission Directorate/internal agency stakeholder. If necessary, the Chief of Strategic Communications will bring items of disagreement to the Operations Management Council.
- k. Monitoring program performance, effectiveness, and efficiency of programs and processes, and overseeing reporting as required by Congress, OMB, and other external bodies. The Assistant Administrator for Education in coordination with the Education Coordinating Committee shall establish appropriate systems to track and report Agency-wide expenditures for education activities, thereby allowing the Agency to document educational expenditures and to monitor progress toward the Agency's strategic goals.
- l. Providing input to the Mission Support Implementation Plan that describes the organization's goals, objectives, performance metrics, budget, and alignment of goals with overall Agency objectives. Execute the MSIP in alignment and support of the Agency mission and vision. Manage the MSO functions by reducing institutional risk to missions.
- m. In concurrence with Center Directors, approving the assignment, promotion, discipline, and relief of the principal Education official at each Center and assessing their performance. Provides a written evaluation of the principal Center Education official at each Center, which shall be attached to each individual's annual performance appraisal.
- n. In concurrence with Center Directors, determining the appropriate staffing compliment for Center Education offices.

4.13.2.2.3 SPECIAL RELATIONSHIPS.

The Assistant Administrator for Education provides leadership and oversight in developing, implementing, and integrating the education investments across the Agency under a cohesive, unified Education portfolio.

4.13.2.2.4 LINE OF SUCCESSION. In the following order: Deputy Assistant Administrator for Education; Deputy Assistant Administrator for Education Programs; Deputy Assistant Administrator for Diversity and Partnerships; and Deputy Assistant Administrator for Strategic Investments.