

4.11.2.3 OFFICE OF INFRASTRUCTURE AND ADMINISTRATION

4.11.2.3.1 MISSION. The Office of Infrastructure and Administration (IA) provides executive and functional leadership, policy, technical expertise, and oversight for Agency infrastructure and management systems programs including facilities engineering and real property, environmental management, logistics management, aircraft management, management systems, shared capabilities program, and integrated asset management. It also provides Headquarters infrastructure and institutional services and leads the NASA Ombuds Program. IA's mission is to ensure that the right infrastructure assets and capabilities are available in the timeframe needed by reducing current and future infrastructure-related risks to the Agency. This mission is accomplished through effective management of existing infrastructure, enhanced institutional planning and decision making, proactive deployment of sustainable practices, and by the use of an Agency mission risk-based approach to make institutional decisions.

4.11.2.3.2 RESPONSIBILITIES. The Assistant Administrator for Infrastructure and Administration reports to the Associate Administrator for Institutions and Management and has the responsibility for:

- a. Leading the Mission Support Implementation Plan process and ensuring that it fully enables the Agency mission and vision, reduces institutional risk to mission, and is tied to the Agency budget process.
- b. Providing input to the Mission Support Implementation Plan (MSIP) 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.
- c. Leading the development of an integrated set of goals, objectives, and metrics for the assigned Integrated Product Team (IPT) area (i.e., workforce, infrastructure, finance, management systems, or stakeholder commitment) and documenting this framework in an annual White Paper to be attached to the Agency Mission Support Implementation Plan. The IPT role includes review and prioritization of individual inputs from the Mission Support Offices (MSO) and working with the MSOs, Mission Directorates, and Centers to ensure alignment of the IPT strategy to Agency goals and objectives.
- d. Implementing Agency management systems and internal controls to ensure NASA achieves its mission, protects resources, and complies with laws, external and internal audits and regulations, and internal NASA requirements. This includes overseeing the development, issuance, and currency of policy directives and procedural requirements, and tracking and supporting the correction of significant management control deficiencies.
- e. Managing Agency real property programs that include facility design and construction, facility maintenance and repair, utilities systems and supplies, operations, utilization and real estate acquisition and disposal management, and management of the Construction of Facilities (CoF) resources.

f. Managing Agency environmental programs that include both programmatic and institutional requirements to advance environmental stewardship and sustainability, and to develop and disseminate environmental and energy policies for environmental planning, compliance, restoration, pollution prevention, energy and water conservation, natural, cultural, and historic resource preservation, and management of the Environmental Compliance and Restoration (ECR) program resources.

g. Managing Agency logistics management that includes contractor and Government-held property, transportation policy for NASA industrial relations, and oversight of NASA's Employee Exchange Programs.

h. Managing NASA aircraft programs that include the acquisition, utilization, operations, safety, airworthiness, quality assurance, modification, control, and disposition of all NASA aircraft.

i. Managing Shared Capability Assets Program, a corporately managed program, to ensure that NASA's key capabilities and assets will continue to be available in the future to support NASA's mission. The program identifies and prioritizes NASA's critical assets and makes strategic investment decisions to replace, modify, or disposition them based on NASA and/or national needs.

j. Providing leadership, oversight, and support of the NASA Ombuds Program, which offers the workforce (employees and contractors) a supplemental channel for communicating issues and concerns potentially impacting safety, organizational performance, or mission success.

k. Managing business management services for Headquarters that include formulation and execution of the Corporate Management and Operations budget and support for implementation of the Integrated Enterprise Management Program (IEMP) and e-Government systems.

l. Managing facilities and administrative services for Headquarters that include facilities planning and lease management, office space assignment and building alterations, building utilities services, conference room scheduling and audio-visual support, furniture acquisition, custodial services, administrative aircraft scheduling and usage reporting, records management, and management of the Headquarters Safety and Emergency Preparedness Programs.

m. Managing information technology (IT) and communications services that include desktop hardware and software acquisition, installation and management, applications software development, computer account administration, computer center management, computer training, IT security, Help Desk, mail operations, forms design, control and distribution, and telephone, graphics, photographic, and printing/duplication services.

n. Managing human resources management services for Headquarters that include recruitment, classification, and personnel action processing, compensation services; management of the awards and occupational health programs, labor and employee relations, leave and time and attendance program management, performance management, personnel ceiling control, and retirement services.

o. Managing equal opportunity (EO) and diversity management services for Headquarters that include the management of Alternative Dispute Resolution services and EO counseling/diversity training, services to individuals with disabilities, and management of Special Emphasis Programs.

p. Managing logistics and transportation services for Headquarters that include property management, supply and equipment receiving and inspection, furniture and equipment repair, warehousing services, shipment of material, and excess property acquisition and removal.

q. Managing procurement activities for Headquarters that include grants management and contract solicitation, negotiation, award management, and closeout.

r. Managing financial management services for Headquarters that include financial reporting and funds control, cost accrual transaction entries, voucher processing, grant payment examination and approval, procurement request certification, and asset reporting.

s. Managing career management, training, and development services for Headquarters that include career counseling, supervisory and management development, employee skill training, and organizational development.

4.11.2.3.3 SPECIAL RELATIONSHIPS

4.11.2.3.3.1 Serves as a member of the Strategic Management Council and the Operations Management Council.

4.11.2.3.3.2 Serves as Agency Senior Real Property Officer (SRPO) and represents the Agency on the Federal Real Property Council, chaired by OMB.

4.11.2.3.3.3 Serves as the Agency Environmental Executive, chaired by the White House.

4.11.2.3.4 LINE OF SUCCESSION. In the following order: Deputy Assistant Administrator for Policy and Deputy Assistant Administrator for Headquarters Operations.