

4.11.2.6 OFFICE OF SECURITY AND PROGRAM PROTECTION

4.11.2.6.1 MISSION. This Functional Support Office serves as the focal point for policy formulation, oversight, coordination and management of the Agency security, counter-intelligence (CI), counter-terrorism (CT), emergency preparedness planning, and continuity of operations functions.

4.11.2.6.2 RESPONSIBILITIES. The Assistant Administrator for Security and Program Protection reports to the Associate Administrator for Institutions and Management and is responsible for:

- a. Defining program objectives and top-level requirements.
- 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. Developing Agency-wide policies, strategies, programs, and processes and overseeing Agency-wide implementation and integration of NASA Security and Program Protection responsibilities and functions.
- d. Serving as the senior security, counterterrorism, counterintelligence, and emergency preparedness and response advisor to the Administrator.
- e. Providing executive management security and program protection policy direction and requirements and ensuring, through Agency-wide advocacy, that adequate resources are identified and committed to the security program.
- f. Managing and overseeing NASA's contribution to national-level policy-making for security, internal policy formulation, oversight, guidance, advice, and assistance to NASA Center security programs and initiatives designed to protect NASA personnel (including on-site contractors and visitors), classified national security information and sensitive but unclassified information, key/critical information/technology, and physical assets.
- g. Developing and implementing NASA initiatives to detect, deter, and neutralize acts involving espionage, intelligence activities, sabotage and/or terrorist activities conducted for or on behalf of foreign powers, organizations, or persons.
- h. Providing central oversight for all communications security (COMSEC) and national security information systems within NASA, including accreditation of IT systems processing classified information, and serving as NASA's liaison with the National Security Agency, Department of Defense, and the intelligence community for processing national security information.
- i. Formulating IT security policy; implementing and managing the certification and accreditation program for all NASA unclassified IT systems in coordination with CIO.

- j. Providing Agency central service for the operation of the Sensitive Compartmented Information program and security management of NASA Special Access Programs.
- k. Coordinating with the intelligence community regarding analysis centered on identifying threats to NASA and coordinating Agency technical support to the intelligence community during times of emergency.
- l. Providing Agency central service for the adjudication of clearances for national security positions.
- m. Providing central oversight for all emergency preparedness, response, and continuity of operations programs and initiatives designed to ensure NASA is prepared to respond to all emergency situations that would affect NASA missions and infrastructure or those affecting external agencies (including the Department of Defense, the Department of Homeland Security, including the Federal Emergency Management Agency) with which NASA has support responsibilities under the National Response Plan.
- n. Managing the Agency interface with the Department of Homeland Security's Office of Science and Technology for the purpose of identifying and sharing NASA R&D projects that support the principal Department of Homeland Security mission of protecting critical national infrastructure assets, responding to national emergencies, and countering acts of terrorism.
- o. Providing program management for development and implementation of the NASA Foreign National Visitor Program and systems management and administration of the NASA Foreign National Management System.
- p. Ensuring statutory, regulatory, and fiduciary compliance.
- q. Monitoring program performance, as well as effectiveness and efficiency of programs and processes.
- r. Overseeing reporting as required by Congress, the Office of Management and Budget, and other external bodies.
- s. Exercising operational control over NASA Counter Intelligence Special Agents to include, but not be limited to, establishing of position descriptions, qualifications, selection, hiring/appointment, assignments, promotion, adverse actions, and assessing their performance.
- t. In concurrence with Center Directors, approving the assignment, promotion, discipline, and relief of the principal security official at each Center and assessing their performance. Provides written evaluations of the principal security official at each Center, which shall be attached to each individual's annual performance appraisal.
- u. In concurrence with Center Directors, determining the appropriate staffing complement for Center security offices.

4.11.2.6.3 SPECIAL RELATIONSHIPS

- a. The Assistant Administrator is the senior security, counterterrorism, counterintelligence, and emergency preparedness and response advisor to the NASA Administrator who:
- b. Represents NASA on national-level policy-making groups for security and emergency preparedness.
- c. Serves as principal representative to the National Security Agency, Central Intelligence Agency, National Reconnaissance Organization, Department of Defense, Federal Emergency Management Agency, and Department of Homeland Security, on issues related to security, intelligence, national security systems, emergency preparedness, and NASA R&D efforts related to Emergency Preparedness and Response and Critical Infrastructure Protection Program.
- d. Maintains liaison and establishes working relationships with counterparts in other Government agencies and industry, and ensures coordination with the NASA Office of Inspector General (OIG) on suspected or actual criminal violations and issues of mutual concern, as appropriate.
- e. Coordinates with the Office of the Chief Information Officer (CIO) on IT security issues.

4.11.2.6.4 LINE OF SUCCESSION. In the following order, Deputy Assistant Administrator, Director Security Management Division, and Director Safeguards Division.