NASA Procedural Requirements

NPD 1000.3D
Effective Date: December 03, 2008
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COMPLIANCE IS MANDATORY

Subject: The NASA Organization w/Change 66

Responsible Office: Associate Administrator

Chapter 4: Mission Statements and Organizational Charts for Headquarters Offices

4.1 Office of The Administrator

4.1.1 MISSION. This office provides overall leadership, planning, policy direction, management, and coordination for all NASA activities.

4.1.2 OVERALL RESPONSIBILITIES.

4.1.2.1 The Administrator leads the Agency and is accountable to the President for all aspects of the Agency's mission, including establishing and articulating the Agency's vision and strategic priorities and ensuring successful implementation of supporting policies, programs, and performance assessments. The Administrator performs all necessary functions to govern NASA operations and exercises the powers vested in NASA by law.

4.1.2.2 The Deputy Administrator is responsible to the Administrator for providing overall leadership, planning, and policy direction for the Agency. The Deputy Administrator performs the duties and exercises the powers delegated by the Administrator, assists the Administrator in making final Agency decisions, and acts for the Administrator in his or her absence by performing all necessary functions to govern NASA operations and exercise the powers vested in the Agency by law.

The Deputy Administrator articulates the Agency's vision and represents NASA to the Executive Office of the President, Congress, heads of Federal and other appropriate Government agencies, international organizations, and external organizations and communities.

4.1.2.3 The Associate Administrator reports to the Deputy Administrator and the Administrator and is responsible for integrating the technical and programmatic elements of the Agency. The Associate Administrator oversees the Agency's programs through the Mission Directorates, Field Centers, and Headquarters technical mission support offices, to include the Office of Safety and Mission Assurance and the Office of the Chief Engineer.

The Associate Administrator performs the duties and exercises the powers delegated by the Administrator and acts for the Administrator in the absence of the Administrator and Deputy Administrator.

The Associate Administrator oversees the planning, directing, organization, and control of the day-to-day Agency technical and programmatic operations, including establishing controls over Agency activities, providing a means for evaluating mission accomplishments, and correcting deficiencies. In addition, the Associate Administrator provides institutional management, programmatic oversight, and performance evaluation of the Mission Directorates, Field Centers, and Technical Mission Support Offices.

4.1.2.4 The Chief of Staff is responsible for overseeing the implementation of NASA's mission and functional support programs and for coordinating cross-mission programs and activities to ensure that the strategic goals and objectives established by the Administrator and Deputy Administrator are achieved. The Chief of Staff is responsible for the management of initiatives, programs, and policies in critical areas of concern to the Administrator and Deputy Administrator. The Chief of Staff directs the Office of the Administrator.

4.1.3 SPECIAL RELATIONSHIPS.

4.1.3.1 The Administrator chairs the Strategic Management Council.

4.1.3.2 The Deputy Administrator chairs the Operations Management Council and is the alternate Chair for the Strategic Management Council.

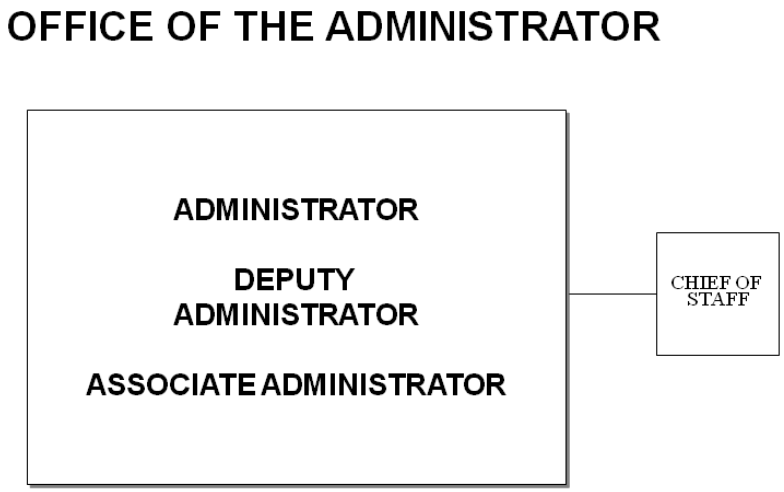
4.1.3.3 The Associate Administrator chairs the Program Management Council.

4.1.3.4 The Chief of Staff is the alternate Chair for the Operations Management Council.

4.1.4 LINE OF SUCCESSION: In the following order: Deputy Administrator; Associate Administrator; Chief of Staff. The process for designating an Acting Administrator is set forth at 5 U.S.C. 3345 et. seq.

4.1.4.1 Under Section 202(b) of the Space Act, the Deputy Administrator shall act for, and exercise the powers of the Administrator during his or her absence or disability. In the event that the Office of the Administrator becomes vacant, the Deputy Administrator shall serve as Acting Administrator immediately and automatically upon occurrence of the vacancy up to the appointment of a new Administrator, Presidential action under the Vacancies Reform Act, 5 U.S.C. 3345, or the expiration of authority under the Vacancies Reform Act. If both the Offices of the Administrator and Deputy Administrator are vacant, or if the Office of the Administrator is vacant and authority for the Deputy Administrator to serve under the Vacancies Reform Act has expired, no individual can serve as the Acting Administrator without Presidential action unless otherwise authorized by law. However, in that event, all authorities of the Administrator that may be legally delegated are delegated to the incumbent official in the following order of precedence: Deputy Administrator; Associate Administrator; Chief of Staff; Center Director for Johnson Space Flight Center; Center Director for Kennedy Space Center; and Center Director for Marshall Space Flight Center. In consultation with the General Counsel, such official exercising authority under this delegation shall also request Presidential action for the appointment of an Acting Administrator.

4.1.5 DELEGATION AND REDELEGATION: Except as may be specified in laws, regulations, or directives, OICs and Center Directors have full authority to carry out the responsibilities of their offices, and they may redelegate this authority as deemed appropriate.



Change 26, November 2,2011

4.2 .2 Human Exploration and Operations Mission Directorate

4.2.1 MISSION. The Human Exploration and Operations Mission Directorate (HEOMD) is responsible for NASA space operations in and beyond low-Earth orbit, developing new exploration and transportation systems, and performing scientific research to enable sustained and affordable human exploration. HEO manages Launch Services, and Space Communications and Navigation for the Agency, and works with the Mission Support Directorate (MSD) to develop supporting capabilities to ensure the availability of appropriate Rocket Propulsion Test capabilities that support human and robotic exploration requirements.

4.2.2 OVERALL RESPONSIBILITIES. All NASA Mission Directorate Associate Administrators (AAs) report to the NASA Associate Administrator. Mission Directorate AAs are responsible for managing the directorate's program portfolio and are accountable for mission safety and success for the programs and projects assigned to them. Mission Directorate AAs define, fund, evaluate, and oversee the implementation of NASA programs and projects to ensure their outcomes meet schedule and cost constraints. They establishand maintain the directorate's strategy to meet Agency goals, mission architecture, top-level requirements, schedules, and budgets. Mission Directorate AAs and program and project

managers have the ultimate responsibility for mission success in accordance with governing requirements.

4.2.2.1 Specifically, the Associate Administrator for HEOMD:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Provides guidance to the strategic acquisition process and oversees implementation of decisions from that process.

c. Collaborates with other Mission Directorates, the Mission Support Directorate, and Centers to accomplish the Agency's objectives.

d. Oversees the formulation and definition of programmatic requirements, objectives, and performance goals.

e. Manages the development of the HEOMD budget to support programmatic requirements and objectives and allocates resources in support of programs and projects.

f. Conducts regular reviews of program and project performance, evaluating the current and projected status against the established requirements, objectives, and performance goals.

g. Oversees HEOMD reporting as required by Congress, the Office of Management and Budget (OMB), and other external bodies.

h. Coordinates HEOMD's planning, policies, and programs with other NASA Mission Directorates, the Mission Support Directorate, Government agencies, industry, international participants, and academia.

i. Represents NASA and HEOMD in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space activities. Conducts educational and public outreach as coordinated with the Office of Communications and the Office of Education at NASA Headquarters prior to the award of a contract or the expenditure of funds to ensure Agency-wide priorities and consistent communications.

j. Coordinates the availability of required institutional capabilities with the Mission Support Directorate.

k. Coordinates all international partnership arrangements with the Office of International and Interagency Relations.

l. Oversees mechanisms to promote innovative modes of participation in HEOMD programs, such as commercial crew and cargo transportation.

m. Oversees the creation of a suite of new capabilities, Space Launch Systems, Multi-purpose Crew Vehicle (Orion), and 21st Century Ground Systems, that enable human exploration of asteroids, Mars, and beyond.

n. Oversees the development of technologies targeted for incorporation within the new capabilities that will enable sustained and affordable human and robotic exploration and operations.

o. Supports the development of coordinated HEOMD and Science Mission Directorate (SMD) robotic activity to enrich the body of scientific knowledge and serve as precursor information for future human missions.

p. Oversees the operation of a safe and effective International Space Station (ISS) Program, including operating as a national laboratory and working closely with international partners to define and integrate operational concepts and capabilities, and preparation for future human exploration beyond low Earth orbit.

q. Supports the acquisition, management, and certification of reliable and cost-effective services from existing and emerging private sector and/or Department of Defense suppliers as necessary to ensure access to space for civil missions, including robotic and human space exploration requirements.

r. Manages launch services for the Agency in coordination with other Mission Directorates.

s. Manages integrated Agency space communications and navigation services and requirements as a program, in coordination with other Mission Directorates and the Mission Support Directorate.

t. Oversees the design, development, and demonstration of the commercial spaceflight vehicles, systems, and capabilities consisting of the Commercial Crew Development and the Commercial Orbital Transportation Services Program.

4.2.2.2 Carries out the responsibilities of 4.2.2.1 with regard to the following:

a. The development, acquisition, and management of reliable and cost-effective communications and navigation services to meet NASA and other Government requirements for human and robotic space exploration programs.

b. The establishment and management of radio telecommunications spectrum utilization in support of all NASA human and robotic space exploration and aeronautics research programs.

c. The conduct of technology and advanced developmental activities in cooperation and coordination with other Mission Directorates and the Mission Support Directorate to enhance operational capabilities and cost effectiveness of the space operations program and to develop a basis for future programs.

d. The management of flight crew health and safety to include: operational research requirements, integration of human systems and environments to include extravehicular and intravehicular activity advanced development, health care delivery and crew protection, and participation of crewmembers in on-orbit research.

e. Coordinates with the Mission Support Directorate to ensure integration and availability of efficient and cost-effective rocket propulsion testing services.

f. The determination of appropriate HEOMD policies, procedures, and relationships to advance the coordination of NASA human space exploration in and beyond low Earth orbit, as well as broad space operations.

4.2.2.3 Functional responsibility for flight planning, which entails addressing user space launch requirements and priorities, ensuring compliance with Agency launch services risk mitigation and vehicle assignment policy, and approving official contractual launch dates.

4.2.3 SPECIAL RELATIONSHIPS.

4.2.3.1 The Associate Administrator for HEOMD serves as a member of NASA's Strategic Management Council, Program Management Council, and as an extended member of the Mission Support Council.

4.2.3.2 The Launch Services Flight Planning Board provides a forum for addressing NASA orbital space launch requirements, issues, and priorities for all NASA missions and NASA-sponsored payloads seeking launch on commercial Expendable Launch Vehicles. The Board is chaired by the Director for Launch Services and is comprised of membership from HEOMD, SMD, the NASA Chief Engineer, the Chief, Safety and Mission Assurance, and the Office of Education.

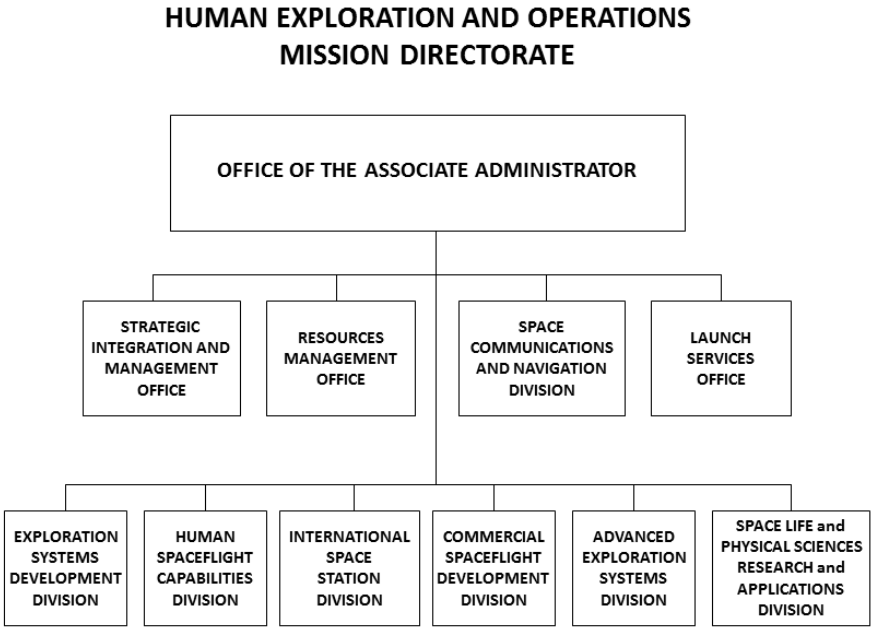
4.2.3.3 The Rocket Propulsion Test (RPT) Program provides the program management structure necessary for ensuring core capability for rocket propulsion testing and is NASA's authority for rocket propulsion assignments. The program is executed by the program manager with support from Marshall Space Flight Center, Glen Research Center/Plum Brook Station, and Johnson Space Center/White Sands Test Facility. The National Rocket Propulsion Test Alliance, formed by an agreement between NASA and the Department of Defense, works to shape the government's RPT capability to efficiently meet national test needs through intra and interagency cooperation.

4.2.3.4 The Director, Space Life and Physical Sciences Research and Applications reports to the Associate Administrator for Human Exploration and Operations. In addition, the Director will liaise with the NASA Chief Scientist to ensure alignment with Agency science priorities and increase the visibility of the HEO research portfolio at the Agency level.

4.2.3.5 The ISS National Laboratory management organization is authorized in accordance with P.L. 111-267 Sec. 504(c)(2). The scope of work and relationship of the ISS National Laboratory management organization with NASA will be established through a Cooperative Agreement.

4.2.3.6 Serves as the Agency spectrum manager in accordance with NPD 2570.5.

4.2.4 LINE OF SUCCESSION. In the following order: Deputy Associate Administrator for Human Exploration Operations; Deputy Associate Administrator for Policy and Plans; Director, Resource Management Office; Deputy Associate Administrator for Exploration Systems Development; and Deputy Associate Administrator for Space Communications..



Change 52, December 6, 2013

4.3 Space Technology Mission Directorate

4.3.1 MISSION: The Space Technology Mission Directorate (STMD) rapidly develops, demonstrates, and infuses revolutionary, high-payoff technologies through transparent, collaborative partnerships, expanding the boundaries of the aerospace enterprise. This organization employs a merit-based competition model with a portfolio approach spanning a range of discipline areas and technology readiness levels to advance technologies for the benefit of NASA, the aerospace industry, other Government agencies, and to address national needs. Research and technology development takes place within NASA Centers, in academia and industry, and leverages partnerships with other Government agencies and international partners. STMD invests in bold, broadly applicable transformational technologies that have high potential for offsetting mission risk, reducing cost, and advancing existing capabilities, thereby executing more challenging missions and capabilities for NASA and the Nation. STMD engages and inspires thousands of technologist and innovators creating a community of our best and brightest working on the Nation's toughest challenges.

4.3.2 OVERALL RESPONSIBLITIES: All NASA Mission Directorate Associate Administrators (AAs) report to the NASA Associate Administrator. Mission Directorate AAs are responsible for managing the directorate's program portfolio and are accountable for mission safety and success for the programs and projects assigned to them. Mission Directorate AAs define, fund, evaluate, and oversee the implementation of NASA programs and projects to ensure their outcomes meet schedule and cost constraints. They establish and maintain the directorate's strategy to meet Agency goals, mission architecture, top-level requirements, schedules, and budgets. Mission Directorate AAs and program/project managers have ultimate responsibility for mission success in accordance with governing requirements.

4.3.2.1 Specifically, the Associate Administrator for STMD:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan and the Strategic Space Technology Investment Plan.

b. Manages the STMD portfolio at the theme level, setting priorities and strategies for achieving technology, innovation, and infusion objectives.

c. Provides guidance to the strategic acquisition process and oversees implementation of decisions from that process.

d. Collaborates with other Mission Directorates to identify and implement STDM developments that enable future space missions in the other Mission Directorates to fulfill Agency and other national objectives.

e. Coordinates STMD planning, policies, and programs with other NASA Mission Directorates, Government agencies, industry, international participants, and academia.

f. Manages the development of the STMD budget to support programmatic requirements and objectives and allocates resources in support of programs and projects.

g. Oversees the formulation and definition of programmatic requirements, objectives, and performance goals.

h. Sponsors research and technology development by academia, NASA Centers, other Federal research centers, industry, and others selected through open, competitive solicitations.

i. Delegates STMD programs and projects to Centers and Headquarters for management and execution.

j. Conducts regular reviews of program and project performance, evaluating the current and projected status against the established requirements, objectives, and performance goals.

k. Oversees STMD reporting requirements and interactions with Congress, the Office of Management and Budget, and other external bodies.

l. Represents NASA and STMD in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space technology activities.

m. Conducts STMD educational and public outreach program activities in coordination with the Office of Communications and the Office of Education to communicate the value and relevance of NASA's investments in space technology to the Nation.

n. Assists the Office of the Chief Technologist and other Mission Directorates in the development of the Agency technology portfolio and the development of the Agency space technology investment plan.

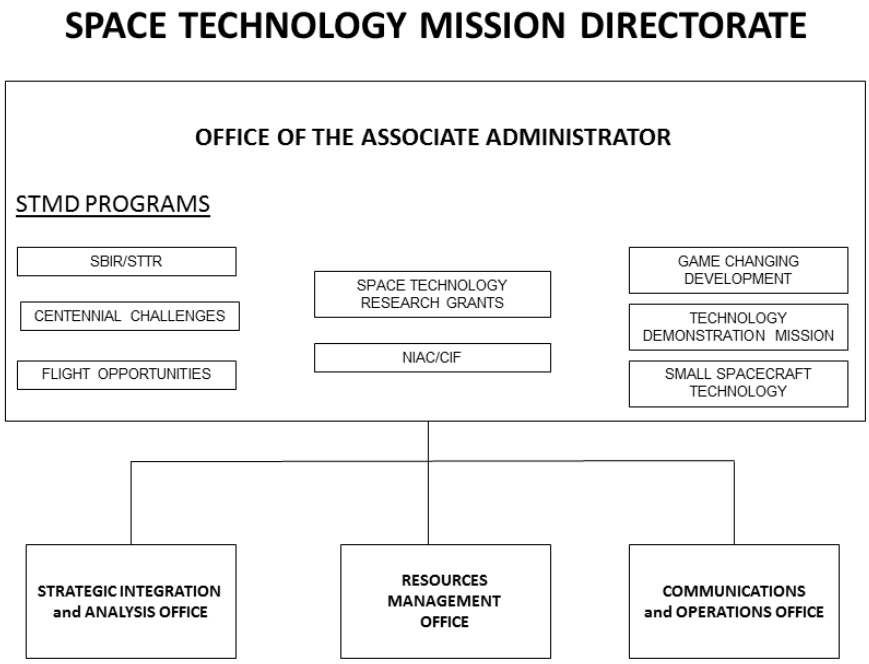
o. Coordinates all STMD international partnership arrangements with the Office of International and Interagency Relations.

p. Invests in research for the long term in areas that are appropriate to NASA's unique capabilities and that meet NASA's charter of addressing national needs and benefiting the public good.

4.3.3 SPECIAL RELATIONSHIPS.

4.3.3.1 The Associate Administrator for STMD serves as a member of NASA's Strategic Management Council, Program Management Council an extended member or the Mission Support Council, and the NASA Technology Executive Council.

4.3.4 LINE OF SUCCESSION. In the following order: STMD Deputy Associate Administrator for Management; STMD Deputy Associate Administrator for Programs; Director, Strategic Integration and Analysis; Director, Communications and Operations.



Change 44, February 21, 2013

4.4 Science Mission Directorate

4.4.1 MISSION. The Science Mission Directorate (SMD) carries out the scientific exploration of Earth and space to expand the frontiers of Earth science, heliophysics, planetary science, and astrophysics. Through a variety of robotic observatory and explorer craft and through sponsored research, the directorate provides virtual human access to the farthest reaches of space and time, as well as practical information about changes on our home planet.

4.4.2 OVERALL RESPONSIBILITIES. All NASA Mission Directorate Associate Administrators (AAs) report to the NASA Associate Administrator and are responsible for managing program portfolios at the theme level and setting priorities and strategies for achieving mission-area objectives. As such, they own the budgets, schedules, and top-level requirements for the Agency's programs. Flight programs and projects are selected by Mission Directorate AAs and are delegated to the Centers to execute.

4.4.2.1 Specifically, the Associate Administrator for the Science Mission Directorate:

a. Engages the external and internal science community via the National Research Council and science advisory groups to define and prioritize science questions that NASA should pursue in light of the National Space Policy and NASA's mission.

b. Provides scientific results and priorities to enable and help guide the National Space Policy and NASA's mission and exploits such capabilities for discovery where appropriate.

c. Develops and implements plans that address the organization's goals, objectives, metrics and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

d. Collaborates with other Mission Directorates and Centers to accomplish the Agency's objectives.

e. Oversees the formulation and definition of programmatic requirements, objectives, and performance goals.

f. Provides overall management of operational missions on a reimbursable basis for the National Oceanic and Atmospheric Administration (NOAA) in support of their environmental satellite programs.

g. Sponsors research by academia, NASA Centers, other Federal research centers, industry, and others selected through open, competitive solicitations.

h. Develops and/or leverages advanced technologies to meet science mission requirements and enables new scientific endeavors.

i. Manages the development of the SMD budget to support programmatic requirements and objectives and allocates resources in support of programs and projects.

j. Conducts regular reviews of program and project performance, evaluating the current and projected status against the established requirements, objectives, and performance goals.

k. Oversees SMD reporting as required by Congress, the Office of Management and Budget, and other external bodies.

l. Coordinates SMD's planning, policies, and programs with other NASA Mission Directorates, Government agencies, industry, international participants, and academia.

m. Coordinates all international partnership arrangements with the Office of International and Interagency Relations.

n. Extends the benefits of NASA science, technology, and information to the Nation through partnerships with other Federal agencies and other organizations relied upon by decision makers and citizens.

o. Represents NASA and SMD in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space activities.

p. Ensures that data and information from NASA science missions are openly available and accessible in a timely and affordable manner.

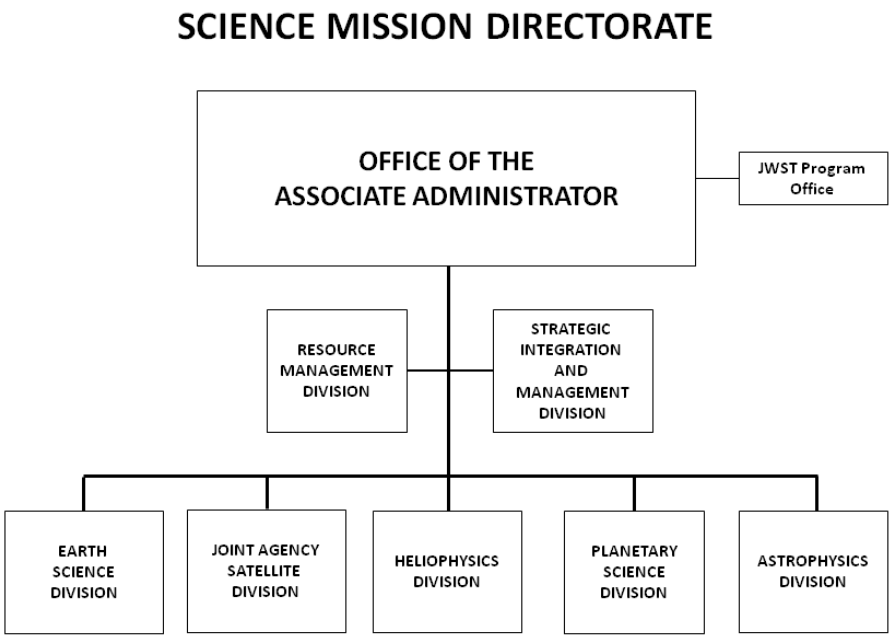
q. Conducts educational and public outreach programs to enhance the Nation's return on its investment in NASA, as coordinated with the Office of Communications and the Office of Education at NASA Headquarters prior to the award of a contract or the expenditure of funds to ensure Agency-wide priorities and consistent communications.

r. Provides overall institutional management, policy programmatic oversight, and performance evaluation for the directorate.

4.4.3 SPECIAL RELATIONSHIPS.

4.4.3.1 Serves as a member of NASA's Strategic Management Council, Mission Support Council, and Program Management Council.

4.4.4 LINE OF SUCCESSION. In the following order: Deputy Associate Administrator; Deputy Associate Administrator for Programs; and Deputy Associate Administrator for Management.



Change 19, February 18, 2011

4.5 Aeronautics Research Mission Directorate

4.5.1 MISSION. The Aeronautics Research Mission Directorate (ARMD) conducts high-quality, cutting-edge research that generates innovative concepts, tools, and technologies to enable revolutionary advances in our Nation's future aircraft, as well as in the airspace in which they will fly. ARMD programs will facilitate a safer, more environmentally friendly, and more efficient national air transportation system. In addition, NASA's aeronautics research will continue to play a vital role in supporting NASA's human and robotic space exploration activities.

4.5.2 OVERALL RESPONSIBILITIES. All NASA Mission Directorate Associate Administrators (AAs) report to the NASA Associate Administrator. Mission Directorate AAs are responsible for managing the directorate's program portfolio and are accountable for mission safety and success for the programs and projects assigned to them. Mission Directorate AAs define, fund, evaluate, and oversee the implementation of NASA programs and projects to ensure their outcomes meet schedule and cost constraints. They establish and maintain the directorate's strategy to meet Agency goals, mission architecture, top-level requirements, schedules, and budgets. Mission Directorate AAs and program and project managers have ultimate responsibility for mission success in accordance with governing requirements.

4.5.2.1 Specifically, the Associate Administrator for ARMD:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Provides guidance to the strategic acquisition process and oversees implementation of decisions from that process.

c. Collaborates with other Mission Directorates and Centers to accomplish the Agency's objectives.

d. Coordinates ARMD's planning, policies, and programs with other NASA Mission Directorates, Government agencies, industry, international participants, and academia.

e. Manages the development of the ARMD budget to support programmatic requirements and objectives and allocates resources in support of programs and projects.

f. Oversees the formulation and definition of programmatic requirements, objectives, and performance goals.

g. Conducts regular reviews of program and project performance, evaluating the current and projected status against the established requirements, objectives, and performance goals.

h. Oversees ARMD reporting as required by Congress, the Office of Management and Budget, and other external bodies.

i. Represents NASA and ARMD in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning Agency activities. Conducts educational and public outreach as coordinated with the Offices of Communications and Education at NASA Headquarters prior to the award of a contract or the expenditure of funds to ensure Agency-wide priorities and consistent communications.

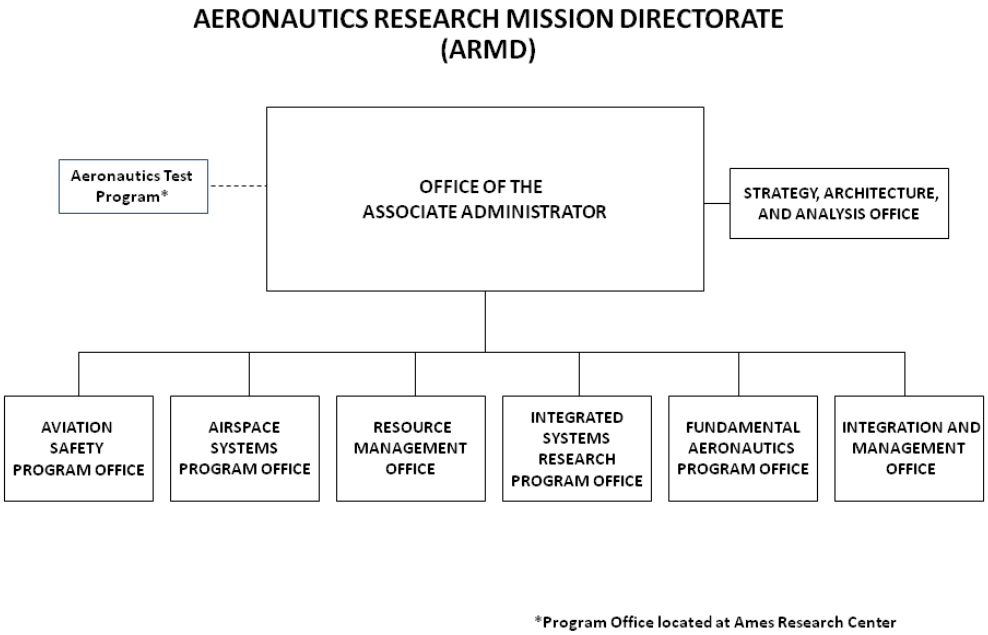
j. Coordinates all international partnership arrangements with the Office of International and Interagency Relations.

k. Invests in research for the long term in areas that are appropriate to NASA's unique capabilities and that meet NASA's charter of addressing national needs and benefiting the public good.

4.5.3 SPECIAL RELATIONSHIPS.

4.5.3.1 The Associate Administrator for ARMD serves as a member of NASA's Strategic Management Council, Mission Support Council, and Program Management Council.

4.5.4 LINE OF SUCCESSION. In the following order: ARMD Deputy Associate Administrator; Director, Integration and Management Office; Director, Strategy, Architecture and Analysis Office.



Change 22, July 18, 2011

4.6 Mission Support Directorate

4.6.1 MISSION. The Mission Support Directorate (MSD) provides effective and efficient institutional support to enable the Agency to successfully accomplish its missions. It focuses on reducing institutional risk to NASA's current and future missions by improving processes, stimulating efficiency, and providing consistency and uniformity across institutional capabilities and services..

4.6.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for MSD reports to the NASA Deputy Administrator.

4.6.2.1 Specifically, the Associate Administrator for MSD:

a. Oversees management of the functional areas of the Offices of Human Capital Management, Strategic Infrastructure, Procurement, Protective Services, Headquarters Operations, and the NASA Shared Services Center.

b. Develops and implements plans that include the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

c. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal mission support official at each Center and assesses their performance. Provides a written evaluation of the principal mission support official at each Center, which shall be attached to that individual's annual performance appraisal.

d. Ensures integration and alignment of mission support activities in support of Agency strategic needs and interfaces with the NASA Deputy Administrator, the Associate Administrator, and the Chief of Staff to support integration and alignment of these activities.

e. Achieves consistency of approach to improve functional performance across the Agency.

f. Monitors MSD functional programs' performance, as well as the effectiveness and efficiency of programs and processes.

g. Provides an integrated projection of functional activities with associated costs and workload implications across the Agency.

h. Oversees the preparation, presentation, and execution of the mission support budget, which includes all Cross Agency Support (CAS) accounts, including Agency and Center Management and Operations (AMO, CMO), and Construction of Facilities and Environmental Compliance and Restoration (CoF and ECR, or CECR.).

i. Oversees the management of CAS funds at Headquarters and Centers, including establishing consistent practices and reporting across the Agency.

j. Ensures that personnel competencies and facility capabilities required to meet NASA's strategic needs are identified and provided.

k. Ensures that NASA Headquarters is provided the institutional services and products necessary to support effective operations.

l. Ensures that the procurement, security, counter-terrorism/counter-intelligence, internal control and management activities are effectively provided in support of NASA's mission and strategic needs.

m. Manages the Headquarters Corporate Management and Operations budget processes.

n. Provides overall guidance, implementation and integration of NASA's audit liaison program.

o. Establishes and maintains the requirements for documentation and promulgation of internal NASA policies, requirements, and external regulations codified in the Code of Federal Regulations.

p. Ensures statutory, regulatory, and fiduciary compliance.

q. Serves as a liaison to external organizations performing similar functions and to stakeholders who establish Government-wide policies and requirements.

r. Oversees reporting as required by Congress, the Office of Management and Budget, and other external bodies.

s. Assesses individual mission statements for the Offices listed below that report to MSD:

(1) Office of Human Capital Management

(2) Office of Strategic Infrastructure

(3) Headquarters Operations

(4) NASA Shared Services Center

(5) Office of Procurement

(6) Office of Protective Services

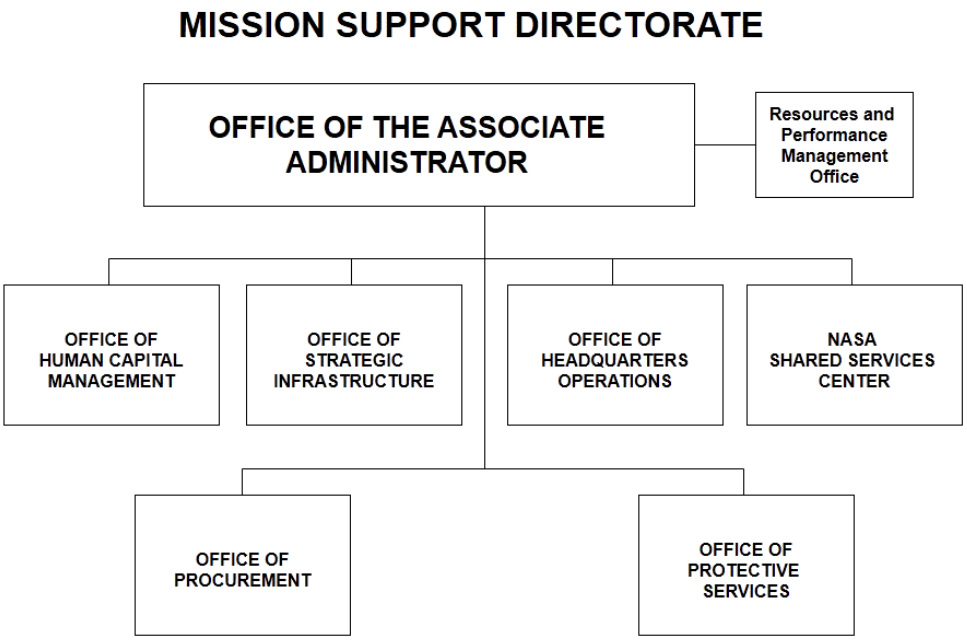
t. The NASA Shared Services Center mission statement is maintained under Chapter 5 (5.12) NASA Shared Services Center because of its role as a Technical Service and Support Center.

4.6.3 SPECIAL RELATIONSHIPS.

4.6.3.1 The Associate Administrator for MSD serves as a core member of NASA's Mission Support Council and member of the Program Management Council.

4.6.3.2 The Associate Administrator for MSD serves as Chair of the NASA Shared Services Center Board of Directors.

4.6.4 LINE OF SUCCESSION. In the following order: Deputy Associate Administrator for Mission Support; Executive Director for Headquarters Operations; Assistant Administrator for Human Capital Management; Assistant Administrator for Strategic Infrastructure.



Change 66, January 7, 2015

4.7 OFFICE OF THE CHIEF FINANCIAL OFFICER.

4.7.1 MISSION. The Office of the Chief Financial Officer, established in accordance with the Chief Financial Officers Act of 1990 (Public Law 101-576) (CFO Act), provides leadership for the planning, analysis, justification, control, and reporting of all Agency fiscal resources; oversees all financial management activities relating to the programs and operations of the Agency; leads the budgeting and execution phases of the planning, programming, budgeting, and execution process; and monitors and reports the financial execution of the Agency budget.

4.7.2 OVERALL RESPONSIBILITIES. The Chief Financial Officer reports to the NASA Administrator.

4.7.2.1 Specifically, the Chief Financial Officer:

a. Oversees all financial management, budget, strategic planning, and performance activities relating to the programs and operations of the Agency.

b. Develops and implements plans that include the organization's goals, objectives, metrics and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

c. Manages the office functions so as to reduce risk to NASA's mission.

d. Directs, manages, and provides policy guidance and oversight of the Agency's financial management personnel, activities, and operations, including, with the concurrence of Center Directors, approving the assignment, promotion, discipline, and relief of the principal financial official at each Center and assessing their performance. Center Directors shall provide a written evaluation of the principal financial official at their Center, which shall be attached to each individual's annual performance appraisal.

e. In concurrence with Center Directors, determines the appropriate staffing complement for Center financial organizations.

f. Provides for the oversight and financial management of Agency resources and activities relating to programs and operations, ensuring strategic alignment with Agency mission and national goals, including all resources aspects of the planning, programming, and budgeting process.

g. Reviews, assesses, and validates Agency resources, requirements, and requests on the basis of strategic alignment, priorities, quality, and performance, including recommendations to the Administrator for fiscal resources approvals and authorizations.

h. Develops, maintains, and provides policy guidance and oversight of the Agency's integrated planning, budgeting, performance reporting, accounting, and financial management system, including financial reporting and financial management internal controls.

i. Monitors the financial execution of the Agency budget in relation to actual expenditures, monitors quality and performance of ongoing financial activities, analyzes ongoing activities to proactively identify potential performance problems, and prepares and submits timely financial and performance reports to the Administrator.

j. Ensures that budget formulation and execution are consistent with the Agency's strategic investment decisions and serve as the authoritative source for Agency programmatic and institutional strategic requirements.

k. Prepares and transmits an annual financial statement, audit report, and budget information to the Administrator, the Director of the Office of Management and Budget, the congressional committees of jurisdiction, and other authorities who review NASA's financial matters.

l. Works with the Comptroller General and administrative officials to facilitate financial management improvements consistent with the CFO Act, Office of Management and Budget guidance, and other relevant legislation.

m. Leads the Agency's effort in financial reporting under the CFO Act and coordinates on the Annual Performance Plan and Performance Report in accordance with the Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62), as amended, and other relevant legislation.

n. Provides direct financial advice and support to Center Directors, Mission Directors, and program managers across all NASA operational units.

o. Provides overall coordination, implementation and integration of NASA's risk-based Internal Control Program. Ensures that internal control policies and procedures are in place; documents and reports on key controls; evaluates the design of internal controls; tests and validates the operating effectiveness of internal controls; supports the correction of internal control deficiencies and recommends revisions to related policies and procedures to improve management performance. Manages and facilitates the preparation of the Administrator's annual Statement of Assurance.

p. Identifies the need for, develops, advocates, and manages, as appropriate, Internal Control Assessments and Quality Assurance Reviews designed to improve Agency management and reduce the risk of internal control deficiencies. Supports and tracks the correction of identified deficiencies through the Senior Assessment Team.

4.7.3 SPECIAL RELATIONSHIPS.

4.7.3.1 The Chief Financial Officer serves as a member of NASA's Strategic Management Council, Mission Support Council, and Program Management Council.

4.7.3.2 As required by the CFO Act, the Chief Financial Officer is appointed by the President with the advice and consent of the Senate, and:

a. Makes recommendations to the Administrator on the selection and appointment of the Deputy Chief Financial Officer.

b. In coordination with the Office of Legislative and Intergovernmental Affairs, serves as interface with the congressional committees, especially appropriations, on issues dealing with budget and financial matters.

c. Serves on the Office of Management and Budget's Chief Financial Officers Council.

d. Serves on the Office of Management and Budget's Performance Improvement Council.

e. Serves as the Agency Chief Acquisition Officer.

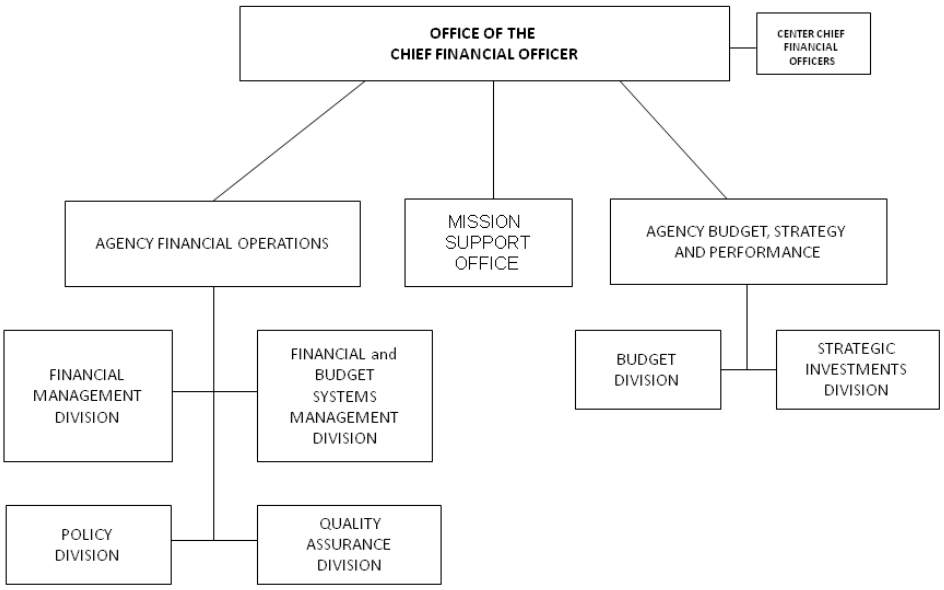
4.7.3.3 The Director, Budget Division, within the Office of the Chief Financial Officer, serves as the principal administrative official for Agency funds and resources and directs, monitors, and approves the structure of budget formulation and execution, and in coordination with the Director, Financial Management Division, apportionments and allotments.

4.7.3.4 The Director, Quality Assurance Division leads the Agency management assurance relative to the accountability and effectiveness of Federal programs and operations by establishing, assessing, correcting, and reporting on internal control. Makes recommendations to the Agency management to ensure programs operate and resources are used consistent with agency missions, in compliance with laws and regulations, and with minimal potential for waste, fraud, and mismanagement.

4.7.4 LINE OF SUCCESSION. In the following order: Deputy Chief Financial Officer (Agency Budget, Strategy and Performance) and Deputy Chief Financial Officer (Finance). The process for designating an Acting Chief Financial Officer is set forth at 5 U.S.C. 3345 et. seq.

4.7.4.1 In the event that the Office of the Chief Financial Officer becomes vacant, the Deputy Chief Financial Officer (Agency Budget, Strategy and Performance) shall serve as Acting Chief Financial Officer immediately and automatically upon occurrence of the vacancy up to the appointment of a new Chief Financial Officer, Presidential action under the Vacancies Reform Act, 5 U.S.C. 3345, or the expiration of authority under the Vacancies Reform Act. If both the Offices of the Chief Financial Officer and Deputy Chief Financial Officer (Agency Budget, Strategy and Performance) are vacant, the Deputy Chief Financial Officer (Finance) shall serve as Acting Chief Financial Officer immediately and automatically upon occurrence of the vacancies up to the appointment of a new Chief Financial Officer, Presidential action under the Vacancies Reform Act, 5 USC 3345, or the expiration of authority under the Vacancies Reform Act. If the Office of the Chief Financial Officer is vacant and authority for both the Deputy Chief Financial Officer (Agency Budget, Strategy and Performance) and the Deputy Chief Financial Officer (Finance) to serve under the Vacancies Reform Act has expired, no individual can serve as the Acting Chief Financial Officer without Presidential action unless otherwise authorized by law. However, in that event, all authorities of the Chief Financial Officer that may be legally delegated, are delegated to the incumbent official in the following order of precedence: Deputy Chief Financial Officer (Agency Budget, Strategy and Performance); Deputy Chief Financial Officer (Finance); and Associate Deputy Chief Financial Officer (Finance). In consultation with the General Counsel, such official exercising authority under this delegation shall also request Administrator action to request Presidential action for the appointment of an Acting Chief Financial Officer.

OFFICE OF THE CHIEF FINANCIAL OFFICER



Change 26a, November 2, 1011

4.8 Office of The Chief Information Officer

4.8.1 MISSION. The Office of the Chief Information Officer provides leadership, planning, policy direction, and oversight for the management of NASA information and all NASA information technology (IT) in accordance with the responsibilities required by the Clinger-Cohen Act of 1996, the Paperwork Reduction Act of 1995, the E-Government Act of 2002, the Federal Information Security Management Act of 2002, and the Privacy Act of 1974. The Chief Information Officer (CIO) is the principal advisor to the Administrator and other senior officials on matters pertaining to information technology, the NASA Enterprise Architecture, IT security, records management, and privacy.

4.8.2 OVERALL RESPONSIBILITIES. The CIO reports to the NASA Deputy Administrator.

4.8.2.1 Specifically, the Chief Information Officer:

a. Develops and implements plans that include the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the office functions by reducing institutional risk to missions.

c. Directs, manages, and provides policy guidance and oversight of the Agency's Center Chief Information Officers' (CIOs) activities, and operations, including in concurrence with Center Directors, the approval of the assignment, promotion, discipline, and relief of the principal CIO at each Center, and assesses their performance. Conducts formal performance planning and appraisal of the principal CIO at each Center in conjunction with the Center Director, who provides a written evaluation that shall be attached to each individual's annual performance appraisal.

d. In concurrence with Center Directors, determines the appropriate staffing complement for Center CIO offices.

e. Defines IT program objectives and top-level requirements and monitors program performance, as well as effectiveness and efficiency of IT programs and processes.

f. Develops and implements Agency-wide strategies, policies, programs, and processes for the management of IT investments and services.

g. Provides for effective governance of IT through chartered boards with appropriate stakeholder representation.

h. Ensures statutory, regulatory, and fiduciary compliance in the acquisition and implementation of IT.

i. Develops, maintains, and facilitates the implementation of the NASA Enterprise Architecture (EA), which is the framework for ensuring IT investments enable the mission and are integrated, efficient, and secure.

j. Maximizes the value and assesses and manages the risks of the IT plans and investments for NASA through an IT investment management process that is integrated with Agency processes for making budgetary, financial, and program management decisions for all NASA IT.

k. Manages NASA's IT systems as a joint responsibility with the NASA Centers, Mission Directorates, and all other Headquarters Offices. The Centers, Mission Directorates, and Headquarters Offices have responsibility for the applications, while the CIO has overarching responsibility for ensuring alignment of those applications with the NASA EA and for all aspects of the IT infrastructure in which those applications reside. Manages an application portfolio management program in conjunction with the Centers, Mission Directorates, and Headquarters Offices to ensure a robust, yet efficient, set of applications to enable the NASA mission.

l. Leads and implements NASA's IT Security program, ensuring appropriate confidentiality, integrity, and availability of all NASA's information assets throughout the system lifecycle. The Office of Protective Services is responsible for the security of classified information and technologies (see Section 4.6.2.5.2.3).

m. Ensures that the NASA workforce possesses the requisite knowledge and skills in IT and information resources management.

n. Provides oversight for all Agency E-Government initiatives.

o. Oversees IT-related reporting as required by Congress, the Office of Management and Budget, and other external bodies.

p. Leads the Integrated Enterprise Management Program, which is responsible for developing, implementing, and operating Agency-wide business systems.

4.8.3 SPECIAL RELATIONSHIPS.

4.8.3.1 Serves as a member of NASA's Strategic Management Council, Mission Support Council, and Program Management Council.

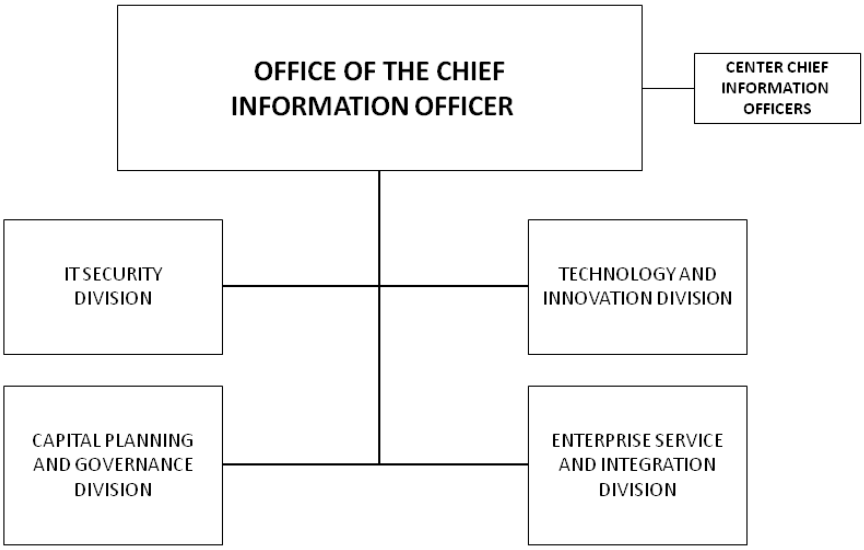
4.8.3.2 Serves as a member of the Federal CIO Council coordinated by the Office of Management and Budget.

4.8.3.3 Works in cooperation with the Chief Financial Officer, Mission Support Directorate, and Office of Independent Program and Cost Evaluation to develop a full and accurate accounting of IT expenditures, related expenses, and results.

4.8.3.4 Works in conjunction with the Office of Protective Services to provide for the protection of information systems.

4.8.4 LINE OF SUCCESSION. In the following order: Deputy CIO; Deputy CIO for Information Technology Security; Associate CIO for Enterprise Service and Integration; Associate CIO for Capital Planning and Governance; and the Chief Technology Officer for IT.

OFFICE OF THE CHIEF INFORMATION OFFICER



Change 26, November 2, 2011

4.9 OFFICE OF THE CHIEF SCIENTIST

4.9.1 MISSION. The Office of the Chief Scientist (OCS) advises and advocates for the NASA Administrator on matters concerning Agency-wide science policy and programs. The OCS serves as a primary external interface regarding science issues and results on behalf of the Administrator. The OCS encourages and fosters science integration and cooperation across the Agency and provides oversight to assure that NASA funds only the most exemplary and meritorious science to enable NASA to achieve its mission.

4.9.2 OVERALL RESPONSIBILITIES. The Chief Scientist reports to the NASA Administrator.

4.9.2.1 Specifically, the NASA Chief Scientist:

a. Provides independent assessment and advice to the Administrator on matters related to NASA science.

b. Encourages and fosters science integration and cooperation across the Agency, including the Mission Directorates and the Centers.

c. Leads the development of Agency science strategy and ensures that NASA's overarching Strategic Plan properly incorporates science goals and objectives.

d. Performs scientific, technical, programmatic, and/or policy reviews to assure that NASA science programs are of the highest scientific and technologic merit and integrity.

e. Provides independent portfolio analysis of significant science activities, as appropriate.

f. Promotes, communicates, and advocates for NASA's science portfolio and strategy to the broad external community.

g. Represents NASA in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning science and space activities.

h. Represents the Administrator to the National Advisory Council (NAC) Science Committee, the National Academy of Sciences, and other science advisory bodies.

i. Serves as the Administrator's NASA science representative to the international community, as appropriate.

j. Provides support and guidance to NASA science organizations in their development and implementation of plans to address science policy, goals, objectives, metrics, and actions needed to execute the strategic goals and objectives in the NASA Strategic Plan.

k. Works with the Center Directors to promote scientific vitality and innovation at the Centers.

l. Directs and oversees a Science Innovation Fund to promote the conduct of highly innovative, exploratory, and high-risk/high return scientific research at NASA Centers in support of the strategic direction of the NASA Centers and the Agency.

m. Directs and oversees the Agency nomination process for Agency-wide external and internal scientific awards.

4.9.3 SPECIAL RELATIONSHIPS:

4.9.3.1 Serves as a member of NASA's Executive Council, Strategic Management Council, Program Management Council, and as an extended member of the Mission Support Council.

4.9.3.2 Provides support and guidance to the Space Life and Physical Sciences Research and Applications Division in the Human Exploration and Operations (HEO) Mission Directorate to ensure its alignment with Agency science priorities and to increase the visibility of the HEO research portfolio at the Agency level.

4.9.4 LINE OF SUCCESSION. In the following order: Associate Chief Scientist and Associate Chief Scientist.

Change 42, February 13, 2013

OFFICE OF THE CHIEF SCIENTIST

Change 26, November 2, 2011

4.10 Office of the Chief Technologist

4.10.1 MISSION. The Office of the Chief Technologist (OCT) serves as the NASA Administrator's principal advisor and advocate on matters concerning Agency-wide technology policy and programs. OCT provides the strategy, leadership, and coordination that guide NASA's technology and associated innovation activities. OCT documents and analyzes NASA's technology investments and tracks their progress, aligning them with NASA's Strategic Plan. OCT leads technology transfer and technology commercialization activities, extending the benefits of NASA's technology investments to have a direct and measurable impact on the way we work and live. The Office employs principles that encourage partnerships, technology use, and commercialization; ensuring NASA technologies energize the commercial space sector, and provide the greatest benefit to the nation.

4.10.2 OVERALL RESPONSIBILITIES. The Chief Technologist reports to the NASA Administrator.

4.10.2.1 Specifically, the Chief Technologist:

a. Serves as the NASA Administrator's principal advisor and advocate on matters concerning Agency-wide technology policy and programs.

b. Provides leadership, policy direction, Agency-level strategy and priorities, technology portfolio assessment, and coordination for NASA technology and associated innovation activities.

c. Develops and implements plans that address technology and innovation goals, objectives, technical challenges, and investment.

d. Engages the internal and external technology community including other Government agencies, industry, academia, and advisory groups to identify needs and recommend priorities that NASA should pursue consistent with National Space Policy, NASA's mission, and national needs.

e. Serves as the Administrator's NASA technology representative to the international community, as appropriate.

f. Advocates for NASA research and technology programs through coordination with other Government agencies, academia, and the commercial aerospace industry.

g. Conducts technology assessments and Agency-level technology portfolio analysis.

h. Documents, tracks, and analyzes all technology investments across the Agency, including the mission-focused technology elements made within the Mission Directorates.

i. Ensures that data and information, as appropriate, from NASA's technology programs and projects are openly available and accessible in a timely and affordable manner.

j. Oversees NASA technology-related reporting as required by Congress, the Office of Management and Budget, and other external bodies.

k. Documents and communicates the benefits of NASA technology investments to the Nation through various mechanisms, including the media, publications, NASA portal, and partnerships with other Federal agencies, associations, industry, and academia.

l. Leads technology transfer and commercialization opportunities and tracks performance across the Agency.

m. Provides leadership, policy direction, and Agency-level strategy for prize competitions and Agency Grand Challenges, piloting new approaches and tracking the success of this paradigm for technology innovation.

n. Works with the Agency Officials-In-Charge of Headquarters Offices and Center Directors to enhance creativity and innovation, particularly in regard to workforce development.

o. Represents NASA in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning technology and associated innovation activities at NASA.

p. Conducts educational and public outreach programs to communicate the Nation's return on its investment with respect to technology and associated innovation activities at NASA.

q. Engages with the emerging space, or NewSpace, community for infusion of technologies into NASA's portfolio and to encourage the growth of a commercial and/or private space-technology enterprise nationwide.

4.10.3 SPECIAL RELATIONSHIPS:

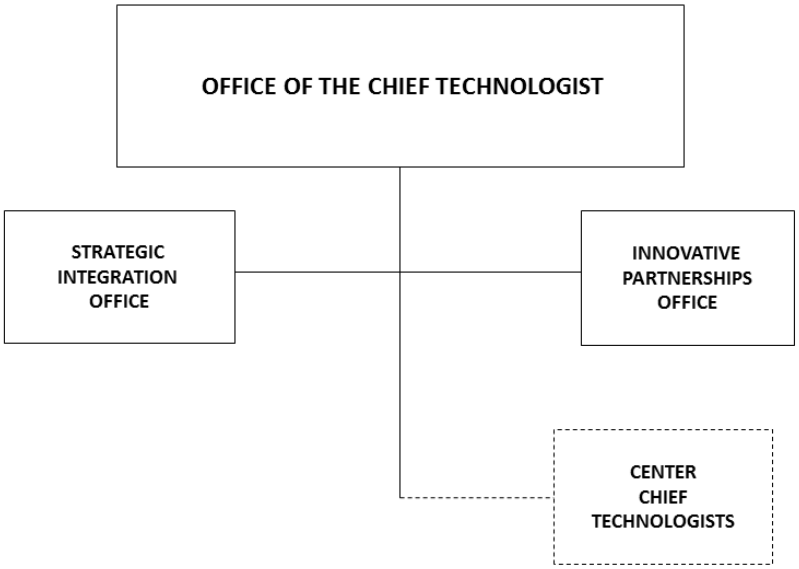
4.10.3.1 The Chief Technologist serves as a member of NASA's Executive Council, Strategic Management Council, Program Management Council and an extended member of the Mission Support Council.

4.10.3.2 The Chief Technologist chairs the NASA Technology Executive Council and the Center Technology Council.

4.10.3.3 The Chief Technologist serves as the Agency's senior management point of contact for the NASA Advisory Council Technology and Innovation Committee.

4.10.4 LINE OF SUCCESSION: In the following order: Deputy Chief Technologist and Director for Strategic Integration.

OFFICE OF THE CHIEF TECHNOLOGIST



July 19, 2013

4.11 Office of the Chief Engineer

4.11.1 MISSION. The Office of the Chief Engineer provides policy direction, oversight, and assessment for NASA engineering and program/project management. It serves as the principal advisor to the Administrator and other senior officials on matters pertaining to technical readiness in execution of NASA programs and projects. Also, it is responsible for Agency-level standards and policies as applied to engineering and program management.

4.11.2 OVERALL RESPONSIBILITIES. The Chief Engineer reports to the NASA Administrator.

4.11.2.1 Specifically, the Chief Engineer:

a. Develops and implements plans that include the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the office functions by reducing risk to NASA's mission.

c. Serves as the lead Technical Authority for engineering.

d. Provides leadership, policy direction, functional oversight, assessment, and coordination for two major, closely related areas:

(1) Engineering and related technical disciplines, including systems engineering and technical integration.

(2) Program and project management, including earned value management and program integration.

e. Serves as the principal advisor to the Administrator on matters pertaining to the technical readiness of NASA programs and projects.

f. Assesses the adequacy, quality, and effectiveness of engineering work and program/project management Agency wide and recommends or directs improvements in these areas, where appropriate.

g. Coordinates the application of technical resources to support engineering work, including knowledge services and lessons learned, technical standards, trend evaluation, access to technical information, technical support for specific disciplines and problems, and coordination among engineering work groups.

h. Provides leadership to define the tools, processes, facilities, and engineering resources needed to improve the Agency's technical capabilities.

i. Oversees the NASA Engineering and Safety Center (NESC).

j. Establishes and maintains Agency-wide processes, technical standards, requirements, and policies for the conduct of discipline-area engineering and systems engineering. This shall include evaluating the implementation by the Centers and program/project management.

k. Establishes and maintains the Agency-wide process and requirements for engineering and program/project management. This includes maintenance and update of NPR 7123.1, NASA Systems Engineering Processes and Requirements; NPR 7120.5, NASA Space Flight Program and Project Management Requirements; and NPR 7120.8, NASA Research and Technology Program and Project Management Requirements.

l. Provides leadership of and policy for the Agency's engineering and program/project management training conducted through NASA's Academy of Program, Project, and Engineering Leadership.

m. Implements and manages Agency-wide mandatory curriculum for program/project managers. This shall include providing and managing mandatory curriculum at NASA Centers. The Office of the Chief Engineer shall work with the Associate Administrator to ensure proper alignment of curriculum, with needed competencies for the future of NASA.

n. Coordinates with the Office of Human Capital Management to ensure that new hiring policies and core competencies are in line with the future technical and program/project management needs for the Agency.

o. Conducts and integrates periodic and ad hoc programmatic and technical assessments of programs and projects.

p. Ensures statutory, regulatory, and fiduciary compliance.

q. Serves as a liaison to external organizations performing similar functions and stakeholders who establish Government-wide policies and requirements.

4.11.3 SPECIAL RELATIONSHIPS.

4.11.3.1 The Chief Engineer serves as alternate Chair for NASA's Program Management Council.

4.11.3.2 The Chief Engineer serves as a member of NASA's Strategic Management Council and an extended member of the Mission Support Council.

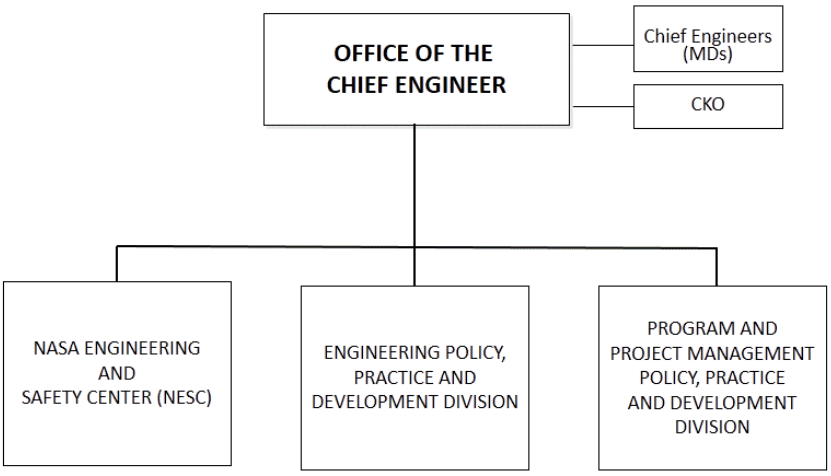
4.11.3.3 The Chief Engineer leads Engineers, Engineering Directors, and associated engineering organizations within Mission Directorates and Centers and, through them, within programs and projects.

4.11.3.4 The Chief Engineer chairs the Engineering Management Board for engineering infrastructure and practices.

4.11.3.5 The Chief Engineer chairs the Program/Project Management Board for program/project management infrastructure and practices.

4.11.4 LINE OF SUCCESSION. In the following order: Deputy Chief Engineer; Deputy for Management; and Director, NASA Engineering and Safety Center.

OFFICE OF THE CHIEF ENGINEER



Change 60...September 9, 2014

4.12 Office of The Chief Health and Medical Officer

4.12.1 MISSION. The Office of the Chief Health and Medical Officer (OCHMO) serves as the focal point for policy formulation, oversight, coordination, and management of all NASA health and medical matters in all environments, and medical emergency preparedness and contingency operations and response.

4.12.2 OVERALL RESPONSIBILITIES. The Chief Health and Medical Officer (CHMO) reports to the NASA dministrator.

4.12.2.1 Specifically, the Chief Health and Medical Officer:

a. Provides review and oversight of health care delivery, assurance of professional competency, and quality and consistency of health care services Agency wide.

b. Formulates health care and medical policies for, and provides oversight of, activities related to crew health and medical operations for exploration in and beyond low-Earth orbit.

c. Establishes and maintains medical and human health-related standards and appropriate levels of medical care for all NASA activities and develops and implements processes for approving these standards.

d. Serves as the Agency Technical Authority for all health and medical requirements and matters.

e. Works with Mission Directorate Associate Administrators to review all human health-related program plans and requirements for compliance with established medical and health-related standards and practices.

f. Reviews and approves medical requirements and research products as ready for operational implementation through the established Transition to Medical Practice process.

g. Ensures Agency compliance with all statutory and regulatory requirements regarding the safe and ethical execution of research involving human and animal subjects.

h. Ensures Agency compliance with all statutory and regulatory requirements regarding the safe and ethical execution of medical practice.

i. Supports the Mission Directorates as appropriate regarding selection of research and development projects relative to research subjects, human health, and medical matters.

j. Supports the Human Exploration and Operations Mission Directorate in all activities pertinent to human space flight mission execution.

k. Manages the office functions by reducing institutional risks to missions.

l. Ensures coordination with the Office of International and Interagency Relations when health and medical and research subject matters have implications for international partners or NASA's international activities.

m. Coordinates NASA health and medical issues, policies, and programs with other NASA organizations, other Government agencies, industry, international participants, and academia.

n. Ensures that all employees are provided healthful workplaces free from exposures to harmful substances or conditions.

o. Serves as the Designated Agency Safety and Health Officer (DASHO) liaison to the Department of Labor.

4.12.3 SPECIAL RELATIONSHIPS.

4.12.3.1 The CHMO serves as a member of NASA's Strategic Management Council and the Program Management Council and extended member of the Mission Support Council.

4.12.3.2 The CHMO is the principal advisor to both the Administrator and the Deputy Administrator on health and medical requirements, matters of astronaut health, research subject protection, and matters to ensure the mental and physical health and well-being of the NASA workforce in all environments.

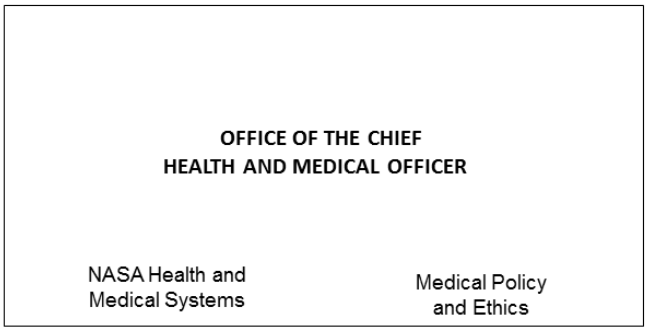
4.12.3.3 The CHMO serves as the NASA liaison to the Occupational Safety and Health Administration, along with representatives from the Office of Safety and Mission Assurance.

4.12.3.4 The OCHMO serves as the primary NASA liaison to the Department of Health and Human Services, the Department of Defense, the Department of Homeland Security, the Department of Transportation, and other Federal departments concerning health and medical matters and research subject protection as appropriate.

4.12.3.5 The OCHMO maintains a standing committee of the Institute of Medicine to advise NASA on Aerospace Medicine and Medicine of Extreme Environments

4.12.4 LINE OF SUCCESSION. In the following order: Deputy Chief Health and Medical Officer.

OFFICE OF THE CHIEF HEALTH AND MEDICAL OFFICER



Change 39...November 27, 2012

4.13 Office of Safety and Mission Assurance (SMA)

4.13.1 MISSION. The Office of Safety and Mission Assurance (SMA) provides policy direction, functional oversight, and assessment for all Agency safety, reliability, maintainability, and quality engineering and assurance activities and serves as a principal advisory resource for the Administrator and other senior officials on matters pertaining to safety and mission success.

4.13.2 OVERALL RESPONSIBILITIES. The Chief, Safety and Mission Assurance reports to the Administrator through the Associate Administrator and advises the Administrator on matters related to risk, safety, and mission success.

4.13.2.1 Specifically, the Chief, Safety and Mission Assurance:

a. Develops and implements plans that include the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the sufficiency and effectiveness of the office functions in order to reduce known institutional risk to safe and successful mission accomplishment.

c. Provides to each Center Director a written evaluation of the performance of the principal SMA official which will be attached to each individual's annual performance appraisal.

d. Concurs with the assignment, promotion, performance appraisal, discipline, and relief of the principal SMA official at each Center.

e. In concurrence with Center Directors, determines the appropriate staffing complement for Center SMA offices.

f. Develops strategies, policies, procedures, guidelines, and standards for safety, reliability, maintainability, and quality engineering and assurance (hereinafter abbreviated as SMA requirements).

g. Ensures the incorporation and fulfillment of SMA requirements established for NASA programs and institutions through the structured application of SMA technical authority.

h. Verifies the effectiveness of SMA requirements, activities, and processes.

i. Advises NASA leadership on significant SMA issues, including guidance for corrective action.

j. Oversees and assesses the application and technical excellence of SMA tools, knowledge, techniques, and practices (including risk management as applied to safety and mission success) throughout the program/project life cycle.

k. Assures that adequate levels of both programmatic and institutional resources are applied to SMA functions.

l. Oversees the prompt investigation and development of findings and recommendations for NASA mishaps and assures appropriate closure.

m. Oversees the operation of the NASA Independent Verification and Validation (IV&V) Facility.

n. Oversees the operation of the NASA Safety Center (NSC).

o. Advocates and represents the NASA SMA programs and community to other U.S. Government organizations, industry, academia, and international participants.

4.13.2.2 The Chief, Safety and Mission Assurance is authorized to suspend any operation or project activity that presents an unacceptable risk to personnel, property, or mission success and provide guidance for corrective action.

4.13.3 SPECIAL RELATIONSHIPS.

4.13.3.1 Serves as a member of NASA's Strategic Management Council, Mission Support Council, and Program Management Council.

4.13.3.2 The Chief, Safety and Mission Assurance establishes program direction and budget, as well as supervises the performance of the NASA Safety Center.

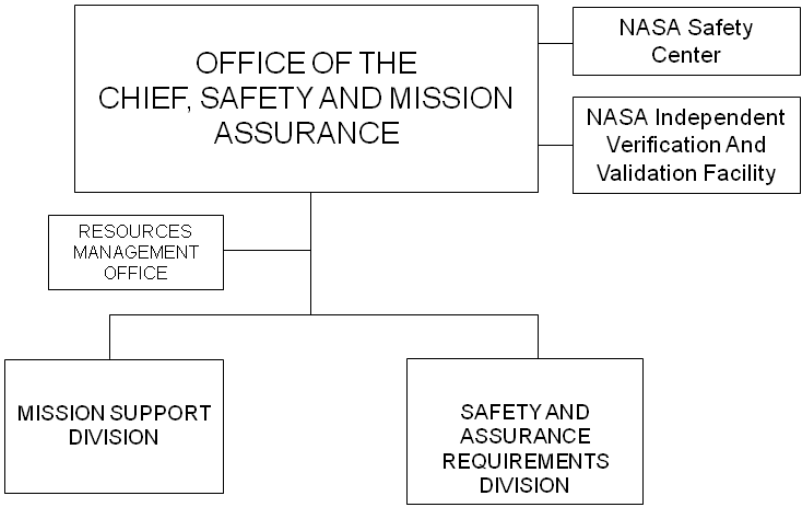
4.13.3.3 The Chief, Safety and Mission Assurance establishes program and budget direction and supervises the performance of the NASA IV&V Facility and approves work priorities based on a risk-based assessment of the mission and safety critical software in NASA projects and the advice from the IV&V Board of Advisors.

4.13.3.4 The Chief, Safety and Mission Assurance provides safety direction for the NASA Engineering and Safety Center, in coordination with the Chief Engineer.

4.13.3.5 The Chief, Safety and Mission Assurance provides policy direction to and oversight of the Chief Safety and Mission Assurance Officers, Center Safety and Mission Assurance Directors, and associated SMA organizations within Mission Directorates and, through them, within programs and projects.

4.13.4 LINE OF SUCCESSION. In the following order: Deputy Chief, Safety and Mission Assurance; Director, Safety and Assurance Requirements Division; and Director, Mission Support Division.

OFFICE OF SAFETY AND MISSION ASSURANCE



Change 26g...November 2, 2011

4.14 RESERVED

4.15 Office of Communications

4.15.1 MISSION. The office provides for the widest practicable and appropriate dissemination of information to news media and the general public concerning the objectives, methods, and results of NASA programs. Promotes effective NASA communications by ensuring synergy and strategic focus, by working collaboratively with the Offices of Legislative and Intergovernmental Affairs, Education, and other Agency organizations, as appropriate.

4.15.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for Communications reports to the Deputy Administrator.

4.15.2.1 Specifically, the AA for Communications:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Develops a strategic communications approach for guiding the activities of the Office of Communications including:

(1) Designs and implements internal and external communications strategies and tactics that support NASA's mission.

(2) Advises the Administrator, Deputy Administrator, Associate Administrator, and Chief of Staff on long-range and day-to-day activities involving Agency policy and communications activities.

(3) Provides Agency wide standards for public outreach activities and products and reviews communications activities and products that the Mission Directorates and Centers propose.

(4) Develops Agency wide internal communications policies and instruments..

(5) Builds and maintains the NASA brand.

(6) Develops, in coordination with the Office of the Administrator, communications for matters of policy, budgets, and missions.

(7) Monitors communications performance and metrics, as well as effectiveness and efficiency of programs and processes.

c. Researches and develops effective, data-driven strategic messages that can be employed Agency wide and targeted to specific audiences (internal and external) to increase public awareness and understanding of NASA and its missions.

d. Ensures the quality of communication activities and achieves consistency of approach, where appropriate, across the Agency through the integration and coordination of strategic communications functions and business processes.

e. Leads an Agency wide program to establish and maintain open and credible communications channels to the NASA Team, the news media, and the general public involving all NASA programs and Centers.

f. Develops and adopts emerging technologies required for the dissemination of information.

g. Drafts speeches, op-eds, and articles for senior NASA officials and provides messaging support to other senior U.S. Government officials communicating about NASA's activities.

h. Identifies and coordinates NASA's participation in events, conferences, and activities, reaching new audiences and educating a broader segment of the American people on NASA and its mission.

i. Identifies and manages, as appropriate, opportunities for strategic partnerships with industry and media aimed at increasing public awareness of NASA's mission, leveraging existing outreach resources to broaden NASA's presence with more diverse audiences, and ensuring efficient and appropriate use of NASA's communications materials.

j. Aligns the Headquarters speaker's bureau and astronaut appearances office to improve support to speakers and the JSC astronaut appearances office. Coordinates public appearances by mid-level NASA officials.

k. Manages the NASA History personnel.

l. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Communications official at each Center and assesses their performance. Provides a written evaluation of the principal Communications official at each Center, which shall be attached to that individual's annual performance appraisal.

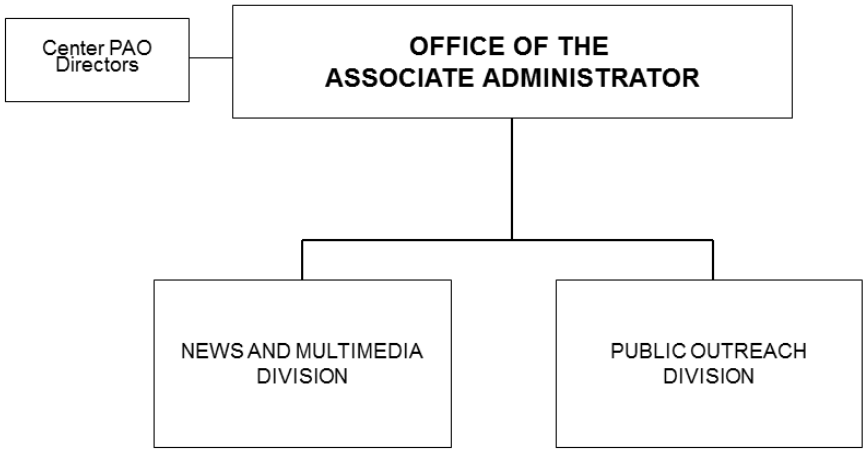
4.15.3 SPECIAL RELATIONSHIPS.

4.15.3.1 The Associate Administrator for Communications serves as a member of NASA's Strategic Management Council and an extended member of the Mission Support Council.

4.15.3.2 The Associate Administrator for Communications shall assign Communications Specialists to selected program offices to serve as co-located Communications Officers. These Communications Officers will work with the assigned Associate Administrators and their staffs, providing professional public affairs support.

4.15.4 LINE OF SUCCESSION. In the following order: Deputy AA News and Multimedia Division; Deputy AA Public Outreach Division; and Director, News and Multimedia Division or the Director, Public Outreach Division (to be determined by senior management).

OFFICE OF COMMUNICATIONS



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Change 27...November 2, 2011

4.16 Office of Diversity and Equal Opportunity

4.16.1 MISSION. The office is responsible for developing and aligning NASA equal opportunity (EO), civil rights compliance, and diversity strategies, programs, policies, and processes consistent with the Agency's mission, strategic goals, and performance outcomes. The Office of Diversity and Equal Opportunity (ODEO) establishes Agency-wide policies on diversity and equal opportunity and defines strategies, program objectives, and top-level requirements; ensures statutory, regulatory, and fiduciary compliance with internal and external equal opportunity laws ; provides technical assistance, training, and advocacy to promote an open and inclusive workplace; ensures consistency of approach to improve functional performance across the Agency; and monitors diversity and equal opportunity program performance.

4.16.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for Diversity and Equal Opportunity reports to the Administrator on all matters pertaining to diversity, civil rights compliance, and EO requirements under Federal law and NASA rules and policy pursuant to EO laws and regulations (e.g., 29 C.F.R. Sections 1614.102 (b) (4) and (c) (1) and 1614.607).

4.16.2.1 Specifically, the AA for Diversity and Equal Opportunity:

a. Serves as the principal advisor to the Administrator and Deputy Administrator on diversity and equal opportunity for NASA (including civil service and contractor employees).

b. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

c. Manages the office functions in order to reduce institutional risk to missions.

d. Sets the Agency's equal opportunity policy and strategy. Guides the Agency's management strategies, objectives and actions required to develop a diverse workforce to support the missions. Develops the strategy in alignment with, and in support of, the overall Agency mission and United States Space Exploration Policy.

e. Administers effective and efficient Agency-wide EEO complaint and Alternative Dispute Resolution (ADR) processes.

f. Develops and oversees Agency-wide policies, programs, and processes to achieve consistency of approach to eliminate barriers to the recruitment, retention, and promotion of a high-caliber and diverse workforce, particularly in mission-critical occupations and leadership ranks.

g. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Diversity and Equal Opportunity official at each Center and assesses their performance. Provides a written evaluation of the principal Diversity and Equal Opportunity official at each Center, which shall be attached to that individual's annual performance appraisal.

h. In concurrence with Center Directors, determines the appropriate staffing complement for Center Diversity and Equal Opportunity offices.

i. Defines diversity objectives and top-level requirements. Establishes and manages long-term Agency diversity planning and implementation.

j. Serves as the focal point for the Agency's internal (federally conducted) and external (governing the activities of NASA grantees) civil rights compliance activities, policies, and procedures. Develops policies, procedures, and programs to ensure that NASA's grant recipients provide access to activities in a non-discriminatory manner and administers NASA's civil rights complaint process.

k. Achieves consistency of approach to improve functional performance across the Agency.

l. Provides technical assistance, training, and advocacy to promote an open and inclusive workplace, ensuring fair and equitable decision making in all aspects of workforce activity, voluntary compliance, and effective and open communication.

m. In concurrence with Center Directors, determines the appropriate staffing complement for Center Legislative Affairs offices.

n. Provides liaison to external organizations performing similar functions and to stakeholders who establish Government-wide policies and requirements.

o. Oversees reporting as required by Congress, the Office of Management and Budget, the Equal Employment Opportunity Commission, and other external bodies.

4.16.3 SPECIAL RELATIONSHIPS.

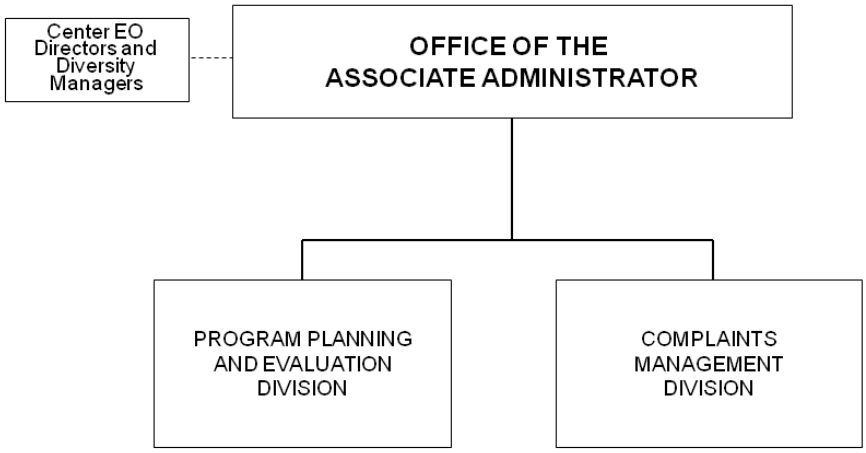
4.16.3.1 The AA for Diversity and Equal Opportunity serves as an extended member of NASA's Mission Support Council.4.13.2.1.4 LINE OF SUCCESSION. In the following order: Deputy AA for Legislative and Intergovernmental Affairs; Deputy AA for Strategy and Plans; and Director, Legislative Liaison Division.

4.16.3.2 The AA for Diversity and Equal Opportunity provides guidance, technical assistance, and evaluation on all matters pertaining to diversity and EO to the NASA Center Diversity and EO Directors.

4.16.3.3 The AA for Diversity and Equal Opportunity maintains special relationships with the Mission Support Directorate (regarding institutional integration of EO and diversity); the Office of Human Capital Management (e.g., recruitment, retention, professional development, succession planning), the Office of General Counsel (EO and civil rights legal requirements and complaint processing), the Office of Education (diversity and EO in NASA-assisted and NASA-conducted educational programs), the Office of Procurement (NASA grants to private sector institutions), the Office of Legislative and Intergovernmental Affairs (Congressional matters pertaining to diversity and EO), the Office of Communications (diversity/EO communications); and the Office of Small Business Programs ("supplier" diversity).

4.16.4 LINE OF SUCCESSION. In the following order: Director, Program Planning and Evaluation Division and Director, Complaints Management Division.

OFFICE OF DIVERSITY AND EQUAL OPPORTUNITY



Change 26i, November 2,2011

4.17 OFFICE OF EDUCATION

4.17.1 MISSION. The Associate Administrator (AA) for Education provides Agency leadership and programmatic oversight for NASA's external educational programs. The AA 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.

4.17.2 OVERALL RESPONSIBILITIES. The AA for Education reports to the Deputy Administrator.

4.17.2.1 Specifically, the AA for Education:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan. Defines program objectives and top-level requirements.

b. Leads the development of an implementation plan (including goals, objectives, and metrics) to guide the conduct of the Agency's external education programs and monitors and reports progress against goals and objectives. Establishes the Agency's Education Annual Performance Goals (APG).

c. Presents, advocates, and leads 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. Ensures statutory, regulatory, and fiduciary compliance. Ensures 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. Chairs the Agency's Education Coordinating Committee to ensure consistency of program formulation, strategy, and implementation across the Agency. Coordinates and integrates NASA's education strategic framework, implementation approach, and policies.

f. Leads the process for development and execution of education budget requirements, including the budget approval process, manages corporate resource implementation, and monitors financial performance.

g. Provides corporate communications and advocacy to education partners and the public and develops national partnership networks and an infrastructure to disseminate NASA education content and activities developed by the Office of Education, Mission Directorates, Centers, and education partners.

h. Provides liaison to external organizations performing similar functions and entities that establish Government-wide policies and requirements.

i. Solicits external advice, and represents the Agency externally, in coordination with the Offices of Legislative and Intergovernmental Affairs and International and Interagency Relations especially in interacting with Congress, the OMB, and other Federal agencies.

j. Provides oversight of education expenditures from all Agency sources to ensure that expenditures investments conform to the Agency's education mission, goals, and priorities and provides recommendations as appropriate to address deficiencies. For instances where Mission Directorate expenditures do not appear to conform to the overall education program objectives, the AA for Education is responsible for final decisions regarding investments, with the consultation of affected Mission Directorate/internal Agency stakeholder. If necessary, disagreement will be brought to the Mission Support Council.

k. Monitors program performance, effectiveness, and efficiency of programs and processes and oversees reporting as required by Congress, OMB, and other external bodies. The AA for Education, in coordination with the Education Coordinating Committee, establishes 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. Manages the office functions by reducing institutional risk to missions.

m. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Education official at each Center and assesses 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, determines the appropriate staffing complement for Center Education offices.

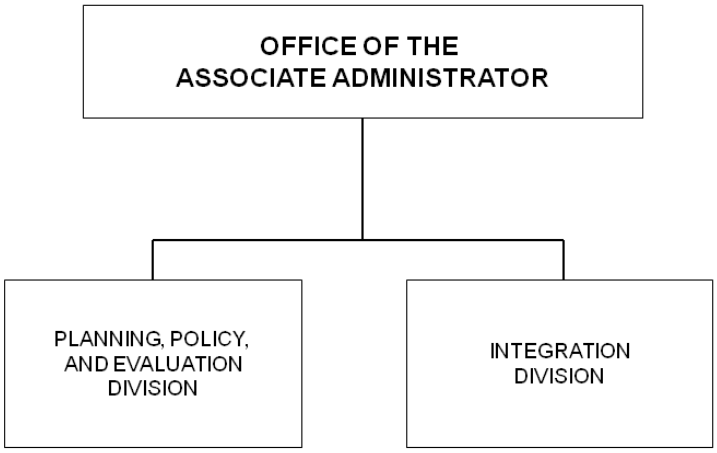
4.17.3 SPECIAL RELATIONSHIPS.

4.17.3.1 The AA for Education serves as a member of NASA's Strategic Management Council and an extended member of the Mission Support Council.

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

4.17.4 LINE OF SUCCESSION. In the following order: Deputy Associate Administrator for Planning, Policy, and Evaluation; and Deputy Associate Administrator for Integration.

OFFICE OF EDUCATION



Change 26j, November 2,2011

4.18 Office of The General Counsel

4.18.1 MISSION. The General Counsel establishes Agency-wide legal policy, provides legal advice, assistance, and Agency-wide functional guidance, ensures the appropriateness of all legal actions and activities Agency wide, and provides binding formal legal opinions on Agency matters. With respect to legal matters and issues, the General Counsel further ensures consistency of approach and eliminates duplication of functional support activities through collaboration, centralization, and/or consolidation of functions between and within Headquarters, the Centers, and separate NASA entities.

4.18.2 OVERALL RESPONSIBILITIES. The General Counsel reports to the NASA Administrator.

4.18.2.1. Specifically, the General Counsel:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the office functions by reducing institutional risk to missions.

c. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal legal official at each Center and assesses their performance. Provides a written evaluation of the principal legal official at each Center, which shall be attached to each individual's annual performance appraisal.

d. In concurrence with Center Directors, determines the appropriate staffing complement for Center Chief Counsel Offices.

e. Provides legal services related to all aspects of NASA activities and rendering final, binding Agency decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including the definitive legal interpretation and consistent application of NASA policies, applicable statutes, regulations, and/or other authorities, while maintaining functional cognizance over all legal services rendered Agency wide.

f. Administers the NASA Intellectual Property Law Program, including retention of the authority to exercise all powers relating to the right of proprietorship or other legal rights.

g. Administers the NASA Commercial Practice Law Program, including the obligation to provide advice and counsel and ensure appropriate coordination of all legal issues relating to enterprises or initiatives of interest to the Agency of a commercial nature (including, but not limited to, partnership activities, such as the Innovative Partnerships Program, as well as commercialization of space exploration and space transportation matters) and continuation of process improvements and dialogue with NASA commercial providers to ensure the most efficient and effective procurement processes are in place and that mutual resolution of organizational conflicts of interest, and other impediments to commercial interaction, are reduced to the maximum extent possible.

h. Administers policy and guidance relating to the use of "other transactions" authority.

i. Administers the NASA Ethics Program, including serving as the Designated Agency Ethics Official, and exercises administrative control over the Agency-wide Ethics Team.

j. Reviews the NASA legislative program and NASA-proposed Executive orders to ensure legal compliance, sufficiency, and policy consistency.

k. Serves as the NASA liaison with the Department of Justice (except contacts premised on the Inspector General Act that fall under the cognizance of the Inspector General and those within the specified purview of NASA's Office of Protective Services).

l. Serves as the NASA liaison with the Executive Office of the President concerning Executive Orders.

m. Provides direct supervisory oversight to the Agency Acquisition Integrity Program, a multidisciplinary group in the Office of the General Counsel, conbining the expertise of the Inspector General, Office of Procurement, and other NASA entities involved with contracts, procurement, and assurance of procurement integrity issues. This program ultimately reports to the Chief Financial Officer (or other designated non-career senior official) as the Agency's Chief Acquisition Officer and Suspension and Debarment Authority and coordinates educational efforts for procurement personnel, Agency actions to identify and coordinate activity involving procurement integrity issues, and ensures appropriate remedies in the interests of the Agency.

n. Assigns legal counsel to represent NASA's interests in all judicial or administrative proceedings.

o. Provides legal representation for NASA in all Agency negotiations, including those involving foreign governmental or nongovernmental participation and formal regulatory processes.

p. Investigates, analyzes, determines, settles, or adjudicates administratively all claims or demands against NASA for personal injury or death and/or damage to or loss of property.

q. Executes appropriate releases from liability for any demands asserted administratively by or against NASA.

r. Accepts service of process of all papers in official legal proceedings served upon NASA and executes Certificates of Full Faith and Credit on behalf of NASA.

s. Reviews and determines the legal sufficiency of all NASA regulations, directives, and internal instructions and policies prior to their enactment or the enactment of any revision.

t. Develops a consistent approach to recruitment, training, and retention of legal professional and support staff to accomplish current and projected future missions. Maintains an Agency training and development planning process designed to foster and mentor candidates for succession to positions of leadership in the legal community, including oversight and administration of NPR 3400.1, Training and Development for the NASA Legal Staff.

u. Ensures the quality and sufficiency of legal advice provided to NASA, Agency wide.

v. Ensures consistency of approach, including appropriate collaboration, centralization, and/or elimination of duplicative functions in order to ensure the most efficient and effective provision of legal services to the Agency.

w. Develops and maintains an effective and efficient system of information sharing to enable Agency-wide access to legal research, opinions, and issue resolutions.

x. Ensures concurrence from the affected Mission Directorates and Headquarters Offices prior to the imposition of any requirements or policy upon the Agency that will have a significant monetary or time impact on the resources of Mission Directorates, Centers, or Headquarters Offices.

y. Oversees reporting as required by Congress, the Office of Management and Budget, and other external bodies.

4.18.3 SPECIAL RELATIONSHIPS.

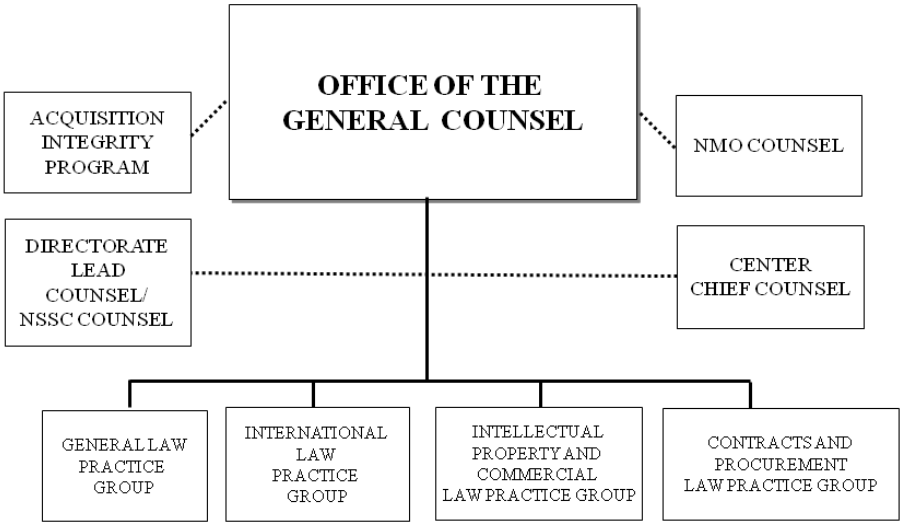
4.18.3.1 The General Counsel serves as a member of NASA's Strategic Management Council and the Program Management Council and an extended member of the Mission Support Council.

4.18.3.2 Directorate Lead Counsel. The General Counsel assigns Directorate Lead Counsel (DLC) -- experienced senior attorneys from both NASA Headquarters and participating Center Chief Counsel Offices -- to career development positions as "embedded" assets, for periods of 12-18 months, to Mission Directorates, Headquarters Offices, or other NASA entities by specific agreement between the entity and the General Counsel. DLCs are tasked to provide full-time, on-scene legal support at the Associate Administrator level to ensure legal situational awareness on the part of the Associate Administrator and his or her senior staff and to coordinate matters of importance to the Directorate with both Center Chief Counsel Offices and the Office of the General Counsel.

4.18.3.3 Counsel for NASA Activities Other Than Centers. The General Counsel is responsible for legal support to all non-Center NASA activities Agency wide, including, but not limited to, the NASA Shared Services Center (NSSC) and NASA Management Offices currently existing or to be developed in the future. The General Counsel will directly assist the directors of such offices and Centers in staffing and will retain cognizance over professional and support staff personnel assignments to these activities.

4.18.4 LINE OF SUCCESSION. In the following order: Deputy General Counsel; Associate General Counsel (International Law Practice Group); Associate General Counsel (Contracts and Procurement Law Practice Group); Associate General Counsel (General Law Practice Group); and Associate General Counsel (Intellectual Property and Commercial Law Practice Group).

OFFICE OF THE GENERAL COUNSEL



Change 26k, November 2,2011

4. 19 Office of International and Interagency Relations

4.19.1 MISSION. The Office of International and Interagency Relations (OIIR) provides executive leadership and coordination for all NASA international activities and partnerships and for policy interactions between NASA and other U.S. Executive Branch offices and agencies. OIIR serves as the principal Agency liaison with the National Security Council, the Office of Science and Technology Policy, the Department of State, and the Department of Defense. OIIR also directs NASA's international relations; negotiates cooperative and reimbursable agreements with foreign space partners; provides management oversight and staff support to NASA's advisory committees, commissions, and panels; and manages the NASA Export Control Program and policy regarding foreign travel by NASA employees.

4.19.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for International and Interagency Relations reports to the Deputy Administrator.

4.19.2.1 Specifically, the AA for International and Interagency Relations:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the office functions in order to reduce institutional risk to missions.

c. Directs NASA's international relations through the development, coordination, and implementation of Agency international policies and the development, coordination, and negotiations of NASA international agreements.

d. Serves as the principal advisor to the Office of the Administrator and provides consultation to NASA officials on matters involving international and interagency relations.

e. Disseminates information on foreign aerospace-related developments of programmatic interest to other NASA offices.

f. Serves as the coordinator of Agency-level interaction with U.S. Executive Branch offices and agencies, ensuring that the implementation of Agency programs is consistent with the U.S. Government's domestic and foreign policies, and facilitates NASA participation in selected interagency forums.

g. Serves as the focal point for Agency-wide Export Control Program and J-1 Visitor program and oversees NASA's foreign travel policy.

h. Serves as the Agency focal point for Federal advisory committees and Federal Government-wide commissions and advisory activities, ensuring compliance and managing operations.

i. Ensures statutory, regulatory, and fiduciary compliance.

j. Monitors program performance, as well as effectiveness and efficiency of programs and processes.

k. Provides liaison to external organizations that perform similar functions and establish Government-wide policies and requirements.

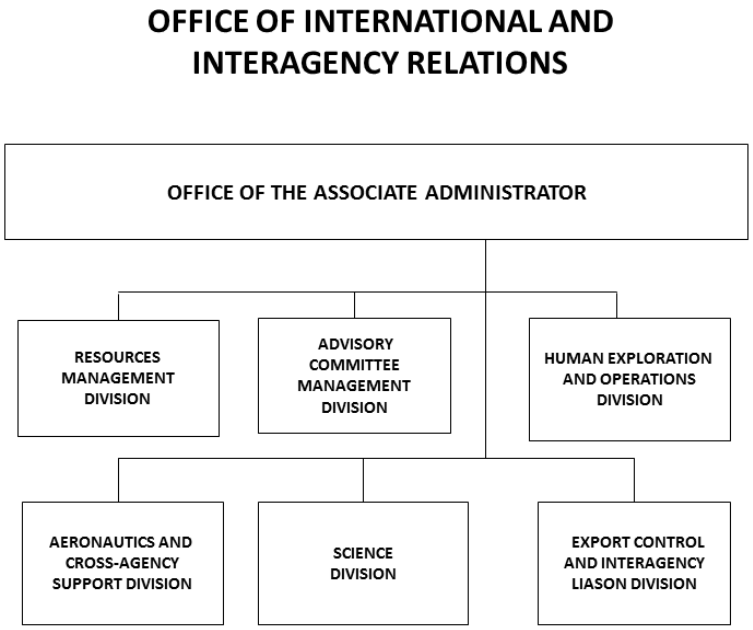
l. Oversees reporting as required by Congress, OMB, and other external bodies.

4.19.3 SPECIAL RELATIONSHIPS.

4.19.3.1 The AA for International and Interagency Relations serves as a member of the Strategic Management Council and an extended member of the Mission Support Council.

4.19.3.2 The AA for International and Interagency Relations assigns international program specialists to selected Mission Directorates that are aligned to focus on specific countries. These International Program Specialists work with the assigned Associate Administrators and their staffs, providing international relations support. The International Program Specialists report to the relevant International and Interagency Relations Division Director and have access to the AA and Deputy AA for International and Interagency Relations.

4.19.4 LINE OF SUCCESSION. In the following order: Deputy Associate Administrator; Director, Export Control and Interagency Liaison Division; Director, Human Exploration and Operations Division; Director, Aeronautics and Cross-Agency Support Division; Director, Science Division; and Director, Advisory Committee Management Division.



Change 34, March 27, 2012

4.20 OFFICE OF LEGISLATIVE AND INTERGOVERNMENTAL AFFAIR

4.20.1 MISSION. The office provides executive leadership, direction, and coordination of all communications and relationships related to legislative issues between NASA and the U.S. Congress, state and local government, and space-related associations and citizen's group.

4.20.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for Legislative and Intergovernmental Affairs reports to the NASA Deputy Administrator.

4.20.2.1 Specifically, the AA for Legislative and Intergovernmental Affairs:

a. Develops and implements plans that address the organization's goals, objectives, metrics and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Serves as the principal advisor to the Office of the Administrator and provides consultation to NASA officials Agency wide concerning all matters involving relations with the U.S. Congress and state and local governments.

c. Defines program objectives and top-level requirements. Develops and oversees Agency-wide policies, strategies, programs, and processes.

d. Establishes and maintains liaison with Members of Congress, their staff, and support organizations; the Executive Office of the President and other departments and agencies; and state and local government offices on legislative matters.

e. Arranges for representation by NASA at Congressional hearings, investigations, and other legislative meetings affecting NASA; briefs officials representing NASA on the legislative aspects of their appearances; and reviews statements and other materials to be presented to ensure that they reflect the Administration's and NASA's management policies and objectives.

f. Assists Members of Congress and their staffs in securing appropriate information or assistance. Receives, acknowledges, and replies to congressional inquiries and requests, coordinating such replies within NASA and with other agencies.

g. Establishes and maintains a legislative reference service to meet the needs of all Agency officials.

h. Ensures compliance by NASA with Congressional reporting requirements and coordinates the clearance of legislative matters proposed outside of NASA with other elements of the Executive Branch.

i. Establishes and maintains liaison with representatives of space-related industry, trade associations, think tanks, and nonprofits/NGOs regarding legislative matters.

j. Monitors program performance, as well as effectiveness and efficiency of programs and processes.

k. Manages the mission support office functions to reduce institutional risk to missions.

l. Directs, manages, and provides policy guidance and oversight of the Agency's legislative affairs personnel, activities, and operations. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Legislative Affairs official at each Center and assesses their performance. Provides a written evaluation of the principal Legislative Affairs official at each Center, which shall be attached to each individual's annual performance appraisal.

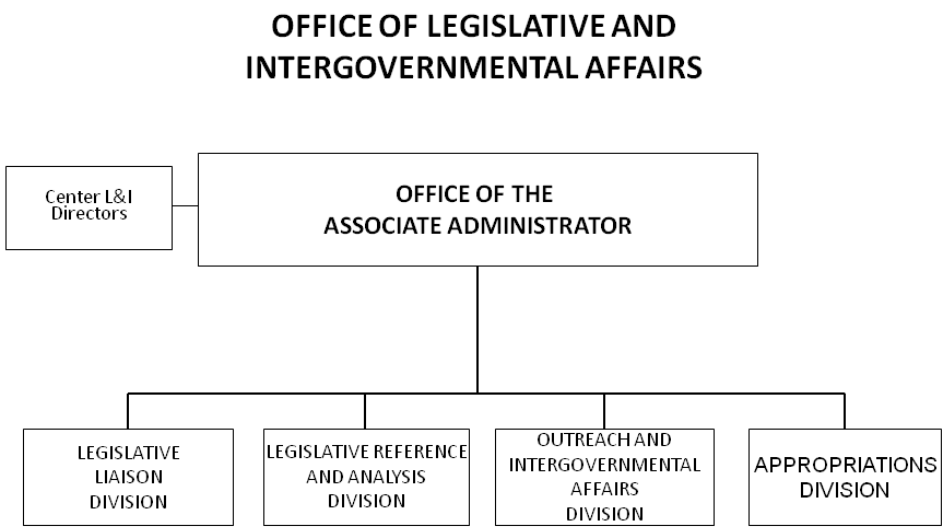
m. In concurrence with Center Directors, determines the appropriate staffing complement for Center Legislative Affairs offices.

4.20.3 SPECIAL RELATIONSHIPS.

4.20.3.1 The AA for Legislative and Intergovernmental Affairs serves as a member of NASA's Strategic Management Council and an extended member of the Mission Support Council.

4.20.3.2 The AA for Legislative and Intergovernmental Affairs assigns Legislative and Intergovernmental Affairs Specialists to selected Mission Directorate offices. These Legislative and Intergovernmental Affairs Specialists work with the assigned Associate Administrators and their staffs, providing professional legislative affairs support. The Legislative and Intergovernmental Affairs Specialists report to the relevant Legislative and Intergovernmental Affairs Division Director who reports to the Deputy AA and AA for Legislative and Intergovernmental Affairs.

4.20.4 LINE OF SUCCESSION. In the following order: Deputy AA for Legislative and Intergovernmental Affairs; Director, Legislative Liaison Division; Director, Outreach and Intergovernmental Affairs Division; Principal Legislative Affairs official, Kennedy Space Center; Principal Legislative Affairs official, Johnson Space Center.



Change 26m, November 2,2011

4.21 Office of Small Business Programs

4.21.1 MISSION. The office provides expertise on the utilization of all categories of innovative small business, including minority educational institutions that can deliver technical solutions in support of NASA, and ensures that the Agency is compliant with all Federal laws, regulations, and policies regarding small and disadvantaged business utilization.

4.21.2 OVERALL RESPONSIBILITIES. The Associate Administrator (AA) for Small Business Programs reports to the Administrator.

4.21.2.1 Specifically, the AA for Small Business Programs:

a. Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

b. Manages the office functions in order to reduce institutional risk to missions.

c. In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Small Business Specialist at each Center and assesses their performance. Provides a written evaluation of the principal Center Small Business Specialist at each Center, which shall be attached to that individual's annual performance appraisal.

d. In concurrence with Center Directors, determines the appropriate staffing complement for Center Small Business offices.

e. Serves as the senior NASA advocate responsible for ensuring that the Agency provides the maximum opportunities possible for small businesses, veteran-owned small businesses, service-disabled veteran-owned small businesses, woman-owned small businesses, HUBZone small businesses, small disadvantaged businesses, and minority serving institutions to participate as prime contractors or as subcontractors under NASA contracts.

f. Defines program objectives and top-level requirements.

g. Develops and advises management on policies and procedures for the Agency wide implementation of applicable laws and regulations pertaining to small and disadvantaged business utilization.

h. Develops and implements Agency-wide policies, strategies, programs, projects, and initiatives that facilitate the participation of all categories of small businesses in NASA contracts and subcontracts.

i. Negotiates the Agency's annual socioeconomic goals with the NASA Centers and the Small Business Administration (SBA).

j. Oversees Agency compliance with Federal laws and regulations, including those requiring specific percentage goals of NASA contract dollars to small and disadvantaged businesses.

k. Appoints, pursuant to Federal law, a technical advisor at each NASA Center to advise SBA Procurement Center Representatives on complex procurements.

l. Conducts nationwide outreach to businesses, both small and large, by hosting and supporting conferences, conducting and overseeing training programs, and giving presentations and speeches to corporate industry groups, other Government agencies, and small business associations.

m. Provides policy guidance to the Agency's small business personnel, activities, and operations. Conducts periodic telecons and meetings to achieve consistency of approach to improve functional performance across the Agency.

4.15.3. SPECIAL RELATIONSHIPS.

n. Serves as a subject-matter expert on all major NASA contracts.

o. Serves on Government-wide boards and task forces that set and revise Federal policy on small and disadvantaged business utilization.

p. Assists small businesses in payment issues with the Agency and, where mandated by law, payment issues with major prime contractors.

q. Acts as first-line mediator in small business/Agency disputes.

r. Monitors program performance, as well as effectiveness and efficiency of programs and processes.

s. Oversees reporting as required by Congress, the Office of Management and Budget, and other external bodies.

4.21.3 SPECIAL RELATIONSHIPS. The AA for Small Business Programs serves as an extended member of the Mission Support Council.

4.21.4 LINE OF SUCCESSION. An Acting Associate Administrator for the Office of Small Business Programs will be named by the Deputy Administrator, if and when necessary.

OFFICE OF SMALL BUSINESS PROGRAMS

Change 26n, November 2,2011

4.22 Office of the Inspector General

4.22.1 OFFICE MISSION. The Office of the Inspector General (OIG) is an independent and objective unit created by Public Law 95-452, the Inspector General Act. The OIG conducts independent and objective audits and investigations and other evaluations of Agency programs and operations; promotes economy, effectiveness, and efficiency within the Agency; prevents and detects crimes, fraud, waste, and abuse; reviews and makes recommendations regarding existing and proposed legislation and regulations; and keeps the NASA Administrator and Congress fully and currently informed of problems in Agency programs and operations.

4.22.2 OVERALL RESPONSIBILITIES. The Inspector General (IG):

a. Conducts and supervises audits and investigations relating to NASA's programs and operations.

b. Provides leadership and coordination and recommends policies for activities designed (1) to promote economy, efficiency, and effectiveness in the administration of, and (2) to prevent and detect fraud and abuse in, NASA's programs and operations.

c. Provides a means for keeping the Administrator and the Congress fully and currently informed about problems and deficiencies relating to the administration of NASA's programs and operations and the necessity for and progress of corrective action.

d. Reviews existing and proposed legislation and regulations relating to NASA's programs and operations.

e. Audits, or selects an independent external auditor to audit, the Agency's financial statements in accordance with generally accepted Government auditing standards.

f. Reports expeditiously to the Attorney General whenever the IG has reasonable grounds to believe that there has been a violation of Federal criminal law.

g. Prepares semiannual reports summarizing the activities of the office.

h. Reports immediately to the Administrator whenever the IG becomes aware of particularly serious and flagrant problems, abuses, or deficiencies relating to the administration of NASA's programs and operations.

i. Develops and executes the IG budget and controls and expends funds in a separate appropriation account for the OIG.

j. Issues subpoenas for production of all information and documentary and other evidence necessary.

k. Administers or takes from any person an oath, affirmation, or affidavit, whenever necessary.

l. Directly and promptly accesses the NASA Administrator.

m. Selects, appoints, and employs such officers and employees as may be necessary for carrying out the functions, powers, and duties of the office.

4.22.3. SPECIAL RELATIONSHIPS.

4.22.3.1 The IG is appointed by the President, by and with the advice and consent of the U.S. Senate.

4.22.3.2 The IG reports to and is under the general supervision of the Administrator or, to the extent such authority is delegated, the officer next in rank below the Administrator, but shall not report to, or be subject to supervision by, any other officer of NASA. Neither the Administrator nor the officer next in rank below shall prevent or prohibit the IG from initiating, carrying out, or completing any audit, investigation, or review, or from issuing any subpoena during the course of any audit or investigation.

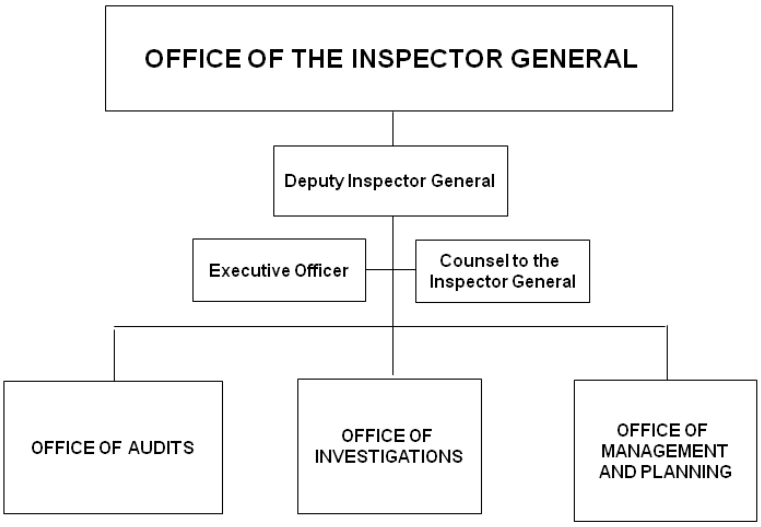
4.22.3.3 The IG may be removed from office by the President. If the IG is removed from office or is transferred to another position or location within NASA, the President shall communicate in writing the reasons for any such removal or transfer to both Houses of Congress, not later than 30 days before the removal or transfer.

4.22.3.4 The IG serves as a member of the President's Council on Integrity and Efficiency, established under Section 1 of Executive Order 12805, dated May 1, 1992.

4.22.3.5 The IG serves as a member of a Data Integrity Board established to oversee agency matching programs in accordance with the Privacy Act, 5 U.S.C. § 552a.

4.22.4 LINE OF SUCCESSION. In the following order: Deputy Inspector General; Assistant Inspector General for Investigations; Assistant Inspector General for Auditing; Counsel to the Inspector General; and Assistant Inspector General for Management and Planning. The process for designating an Acting Inspector General is set forth at 5 U.S.C. § 3345 et. seq.

OFFICE OF THE INSPECTOR GENERAL



Change 26o, November 2,2011

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