

(1) Office of Human Capital Management.

(a) **MISSION.** The office is responsible for developing and aligning NASA civil service workforce strategies, programs, policies, and processes with the Agency's mission, strategic goals, and desired performance outcomes. The Office of Human Capital Management (OHCM) establishes Agency-wide civil service workforce management policies; defines strategies and architectures; defines program objectives and top-level requirements; ensures statutory and regulatory compliance; ensures consistency across the Agency, as appropriate; and monitors program performance. OHCM represents the Agency's interests in intergovernmental and other groups established to address workforce issues.

(b) **OVERALL RESPONSIBILITIES.** The Assistant Administrator (AA) for Human Capital Management reports to the Associate Administrator for Mission Support Directorate and serves as the Agency's designated Chief Human Capital Officer (CHCO) pursuant to the Chief Human Capital Officers Act of 2002. In this capacity, the AA advises and assists the Administrator in carrying out responsibilities for selecting, developing, training, and managing a high-quality civil service workforce in accordance with merit system principles.

(1) Specifically, the AA for Human Capital Management:

(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) In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Human Capital Management official at each Center and assesses their performance. Provides a written evaluation of the principal Human Capital Management 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 Human Capital Management offices.

(e) Leads and integrates workforce planning activities at the Agency level with all the appropriate organizations and components.

(f) Defines Agency-wide workforce objectives and top-level requirements. Establishes and manages long-term Agency workforce planning and analysis processes to identify workforce characteristics and competencies needed to accomplish the Agency mission; develops workforce strategies and programs to monitor and mitigate risks of misalignments between workforce demand and supply; establishes staffing strategies to acquire a highly skilled workforce with needed competencies.

(g) Develops and oversees Agency-wide policies, programs, and processes to achieve consistency of approach and retain a high-caliber workforce by providing tools to facilitate

assessment of individual performance and contributions to organizational and mission achievement.

(h) Sets the Agency's workforce development strategy; promotes needed competency building through Agency-wide training and development programs, leadership development, and succession planning.

(i) Provides organizational development services and tools to NASA organizations to improve individual and organizational performance; develops strategies to fully utilize in-house knowledge and intellectual capital.

(j) Assesses the effectiveness of workforce management within the Agency, as well as the effectiveness and efficiency of human resources (HR) functional programs and policies designed to support workforce management; identifies best practices and benchmarking studies in workforce management issues; defines requirements for and provides management oversight of Agency workforce and HR functional information systems and ensures accountability for information contained in these systems.

(k) Leads the Agency's efforts to improve management and deliver results in the area of Strategic Management of Human Capital.

(l) Ensures statutory, regulatory, and fiduciary compliance.

(m) Provides liaison to external organizations performing similar functions and stakeholders who establish Government-wide policy and requirements.

(n) Oversees reporting as required by Congress, OMB, and other external bodies.

(c) SPECIAL RELATIONSHIPS. The AA for Human Capital Management:

(1) Serves as a member of NASA's Mission Support Council (extended), Senior Management Council, and is invited to attend the Program Management Council.

(2) Represents NASA on the Chief Human Capital Officers Council, chaired by the Director of the Office of Personnel Management.

(d) LINE OF SUCCESSION. In the following order: Deputy Assistant Administrator for Human Capital Management; Director, Workforce Culture Division; Director, Workforce Planning and Analysis Division; and Director, Human Capital Policy, Programs, and Systems Division.