

(1) Roles and Responsibilities Common within the Mission Support Directorate

(a) **EMPHASIS AND SCOPE.** This section identifies overall responsibilities and special relationships applicable to the organizations within MSD.

(b) **OVERALL RESPONSIBILITIES.** The MSD Assistant Administrators (AA) for the Office of Procurement (OP), Office of Protective Services (OPS), and Office of Strategic Infrastructure (OSI), and the Executive Director for the NASA Shared Services Center (NSSC), and the Chief Human Capital Officer (CHCO) report to the Associate Administrator for Mission Support.

(i) The AAs for OP, OPS, and OSI, and the Executive Director for NSSC, and the CHCO each:

(1) Develop and implement Agency-wide plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

(2) Manage their respective functions by meeting current and future requirements and strategic needs, reducing institutional risk to missions, increasing overall Agency efficiency and effectiveness, eliminating unneeded redundancies, and leveraging other Centers and external capabilities when in the best interests of the Agency.

(3) Develop and oversee Agency-wide policies, programs, processes, and regulations to govern respective functions.

(4) Provide resources to Centers in order to support the workforce and facilities required to meet the planned needs of NASA.

(ii) The AAs for OP, OPS, and OSI and the CHCO each:

(1) Oversee reporting as required by Congress, the Office of Management and Budget (OMB), and other external bodies.

(2) Ensure statutory, regulatory, and fiduciary compliance.

(3) In consultation with Center Directors:

(a) Select and approve the assignment, reassignment, promotion, discipline, and relief of the equivalent official at each Center.

(b) Provide written evaluation of the principal at each Center and is responsible for the principal's performance management and evaluation and setting direction for their goals, objectives, and expectations.

(c) Determine the appropriate staffing complement for equivalent offices at the Centers and is responsible for establishing and maintaining staffing levels of these offices to satisfy their functional area's strategies and ensure Center program requirements and schedules are met.

(iii) The AAs for OP, OPS, OSI, and the Executive Director for NSSC, and the CHCO each leads the Agency's effort to improve management and deliver results in the strategic management of their respective areas.

(c) SPECIAL RELATIONSHIPS.

(i) The AAs for OP, OPS, OSI, and the Executive Director for NSSC, and the CHCO serve as extended members on the Mission Support Council.

(ii) The AAs for OP, OSI, and the CHCO serve as invited members on the Agency Program Management Council.

(iii) The AAs for OP, OPS, OSI, the Executive Director for NSSC, and the CHCO serve as members of the Senior Management Council.

(iv) The AAs for OP, OPS, OSI, the Executive Director for NSSC, and the CHCO participate in the Baseline Performance Review Meetings.