(1) NASA Management Office.

(a) EMPHASIS.

The National Aeronautics and Space Administration (NASA) is the sponsor of the Federally Funded Research and Development Center (FFRDC) located in Pasadena, California. The NASA Management Office (NMO) at the Jet Propulsion Laboratory (JPL) is the NASA Headquarters (HQ) on-site Government organization serving the functions of contract management, on-site Agency oversight, and ensures regulatory compliance of contractor operations in accordance with 48 CFR 35.017 as an FFRDC. JPL is funded by NASA to meet specific long-term technical needs that cannot be met by any other single organization within NASA. As part of this special relationship, NASA requires that JPL be operated in the public interest with objectivity and independence, be free from organizational conflicts of interest, and have full disclosure of its affairs to NASA. The contract between NASA and the JPL contractor is the sponsoring agreement for the FFRDC.

(b) NMO DIRECTOR OVERALL RESPONSIBILITIES.

The NMO Director reports to the Science Mission Directorate (SMD) Associate Administrator and serves as the Official-in-Charge managing the sponsoring agreement with the contractor operating the FFRDC at Pasadena, referred to as JPL. The roles and responsibilities of the contractor are described in the sponsoring agreement (The Prime Contract) for Laboratory operation and management, and the NMO Director provides on-site oversight of their implementation while ensuring that the statutory, regulatory, and fiduciary compliance requirements are met.

The NMO Director also performs key activities in support of NASA missions, including acquisition strategy development and implementation, execution, and management of the JPL sponsoring agreement, requirements definition and planning, contract negotiation and award, post-award contract administration, and contract oversight. As the Head of Contracting Activity (HCA), the NMO Director has ultimate responsibility for ensuring that contract management systems, awards, and administration of the prime contract with the FFRDC contractor are in accordance with laws, regulation, and NASA policies.

As the primary interface to the SMD Associate Administrator, the NMO Director implements strategic and tactical directives from NASA HQ. The NMO Director is responsible for coordinating and communicating any issues to the SMD Associate Administrator and other senior leaders, as appropriate.

NASA assigns certain authorities and programmatic roles to the JPL contractor, via the sponsoring agreement, to support the NASA Mission Directorates. The NMO Director is responsible for ensuring that the JPL contractor implements Technical Authority in compliance with applicable NASA policies and contractual requirements of the sponsoring agreement.

The NMO Director serves an important role in the operational activities of JPL.

(i) Specifically, the NMO Director:

(1.) Serves as the focal point for communication with the JPL contractor's upper management and the leadership at the contractor parent organization.

(2.) Serves as the direct interface for policy between the JPL contractor's management, the SMD Associate Administrator, and the management of the Mission Directorates and their organization's sponsoring activities at JPL.

(3.) Establishes interfaces between the Directorates and the JPL contractor to ensure the successful execution of operational functions associated with the management of JPL, including operations at the overseas Deep Space Network facilities in Australia and Spain.

(4.) Ensures compliance of NASA assets at JPL with applicable safety and health policies and regulations.

(5.) Serves as management coordinator and point of contact between JPL, HQ, and other NASA entities with respect to environmental, health, safety, mission assurance, emergency preparedness, continuity of operations, and facilities maintenance and provides advocacy and concurrence on Construction of Facilities (CoF) related activities.

(6.) Actively represents NASA in outreach and educational events.

(7.) Provides technical and institutional resources as authorized to satisfy Agency requirements and schedules.

(8.) Maintains a safe and healthy workplace environment for the NMO workforce and ensures safety for all NMO activities.

(9.) Per NPD 8700.1, NASA Policy for Safety and Mission Success, the NMO Director also has full authority to stop any unsafe activity occurring at JPL.

(10.) Assures that risks to the public and environment associated with the operation of JPL are acceptable to NASA.

(11.) Provides asset management oversight function consisting of logistics, transportation, real property industrial property, and property disposal functions at JPL, as appropriate.

(12.) Provides Agency implementation oversight functions for Freedom of Information Act (FOIA), Records Management, and Privacy Act at JPL.

(13.) Provides Agency implementation oversight functions for innovative research, technology transfer, small business, and export control compliance at JPL.

(14.) Oversees the NASA environmental restoration CERCLA project which interacts programmatically with the NASA HQ Environmental Management Division.

(15.) Supervises a Chief Counsel's Office in its delivery of legal advice and services to the NMO, including those related to: all legal aspects of the administration of NASA's contract with the JPL contractor, proper implementation of fiscal law, environmental law, employment law, ethics, real and industrial property, occupational safety, export control, litigation, FOIA, and related policies. The NMO Chief Counsel's Office also provides specialized legal advice on the JPL's new technology and invention reporting, Space Act Agreements, Economy Act Transactions, and innovative partnerships. The NMO Patent Counsel is the point of contact for legal issues pertaining to protecting NASA's intellectual property as it relates to JPL.

(16.) Oversees the FFRDC's Security Program to ensure the implementation of NASA policies and procedures to protect employees, property, and information. In concurrence with the SMD Associate Administrator, determines the appropriate staffing complement for NMO.

(17.) The NMO Director serves as a member of NASA's Strategic Management Council (SMC) and Mission Support Council (extended) and is invited to attend the Agency Program Management Council. The NMO Director supports Agency performance management by participating in the Baseline Performance Review (BPR).

(c) SPECIAL RELATIONSHIPS.

(i) The NMO manages the contract associated with the operation of the NASA component facility, Deep Space Network Communication Complexes, with the governments of Spain and Australia and other contracts as assigned by the SMD Associate Administrator.

(d) IMMEDIATE LINE OF SUCCESSION. In the following order: NMO Deputy Director, Procurement Officer, and Division Chief, Program Oversight and Institutional Management.