

(2) Office of the Chief Human Capital Officer

(a) **EMPHASIS.** 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 the Chief Human Capital Officer (OCHCO) establishes Agency-wide civil service workforce management policies; defines strategies and architectures; defines program objectives and top-level requirements; ensures consistency across the Agency, as appropriate; and monitors program performance. OCHCO represents the Agency's interests in intergovernmental and other groups established to address workforce issues.

(b) **OCHCO SPECIFIC RESPONSIBILITIES.** The Chief Human Capital Officer, while reporting to the Associate Administrator for Mission Support, 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 CHCO advises and assists the NASA Administrator in carrying out responsibilities for selecting, developing, training, and managing a high-quality civil service workforce in accordance with merit system principles.

(i) Specifically, the CHCO:

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

(2) Defines Agency-wide workforce objectives and top-level requirements to include:

(a) Establishing and managing long-term Agency workforce planning and analysis processes to identify workforce characteristics and competencies needed to accomplish the Agency's mission.

(b) Developing workforce strategies and programs to monitor and mitigate risks of misalignments between workforce demand and supply.

(c) Establishing staffing strategies to acquire a highly skilled workforce with needed competencies.

(3) The Chief Human Capital Officer oversees and manages the preparation, presentation, and execution of the Agency's Human Capital budget in alignment with the Agency's near-term and long-term strategies, in collaboration with agency stakeholders and Center Directors.

(4) Develops and oversees Agency-wide policies, programs, and processes associated with organization development (OD) services, performance management and awards 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.

(5) Sets the Agency's workforce development strategy and promotes needed competency building through Agency-wide training and development and succession planning.

(6) 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.

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

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

(c) SPECIAL RELATIONSHIPS.

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

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

(d) IMMEDIATE LINE OF SUCCESSION. In the following order: Deputy Chief Human Capital Officer; Director, Talent Strategy & Engagement Division; Director, Executive Services; and Director, Business Operations Division.