(8) Office of Small Business Programs

(a) EMPHASIS. 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.

(b) OSBP SPECIFIC RESPONSIBILITIES.

(i) Specifically, the Associate Administrator:

(1) 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.

(2) Defines program objectives and top-level requirements.

(3) 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.

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

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

(6) 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.

(7) 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.

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

(9) Acts as first-line mediator in small business/Agency disputes.

(10) Monitors program performance, as well as effectiveness and efficiency of programs and processes.
(II) Manages the preparation, presentation, execution of the Agency’s Small Business Programs budget, in alignment with the Agency’s near-term and long-term strategies, in collaboration with Agency stakeholders.

(c) SPECIAL RELATIONSHIPS.

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

(ii) Serves as a subject-matter expert on all major NASA contracts.

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

(d) IMMEDIATE 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.