



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPD 1107.1 Rev. H-2
May 2016

COMPLIANCE IS MANDATORY

John C. Stennis Space Center SSC Organization Mission and Responsibilities

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Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Change 1	5/5/1998	PA00/M. Webb X-3333	Page changes to update Section (5)
Change 2	9/4/1998	VA00/L. B. Mix X-2000	Page changes to update Section (10)
Change 3	11/24/1998	PA00/M. Webb X-3333 LA00/R. Arbuthnot X-2336	Page changes to update Table of Contents and Section (5) added History Office function and SSC Organization chart to reflect further breakdown of each organization.
Change 3 Correction	11/24/1998	LA00/R. Arbuthnot X-2336	Changes to correct cancellation date Section (10) and replace line of succession/cancellation date in Section (5).
Revision A	4/23/2002	AA00/M. Craig X-2123 RA92/J. Raymond X-3529 LA00/P. Lovingood X-2679	Revised to reflect reformatting in compliance with SPG 1400.1. Reflects changes in all organizations, including office name changes; addition of office mission for the Offices of the Director (AA00) and Education (FA00); consolidation of Earth System Science Office (SA00) and the Commercial Remote Sensing Program Office (XA00) into the Earth Science Applications Directorate (MA00).
Revision B	12/30/2002	LA00/P. Lovingood x-82679	Revised to reflect SSC reorganization effective 11/7/02; Earth Science Applications Directorate reorganization effective 11/18/02; and Center Operations Directorate reorganization effective 11/27/02. Other general revisions incorporated throughout.
B-1	8/07/03	LA00/P. Lovingood x-82679	General revision APPENDIX F: 1107.1(6) – LA00/Office of Human Resources and Development

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B-2	10/08/03	LA00/P. Lovingood x82679	Revised line of Succession Appendix A 1107.1(1) – AA00/Office of the Director
B-3	12/15/03	LA00/P. Lovingood X82679	Changed reference to NPG 1000.3 to NPR 1000.3. Deleted reference to CIO and responsibilities from A.1.3 Special Relationships. Revised A.1.4, Line of Succession to include Director, Earth Sciences Applications Directorate. Revised I.9.1, Office Mission to include information technology (IT) governance and IT security management. Revised Attachment I-1, Organizational Chart to change title of RA40 from Information Management Division to Office of Chief Information Officer.
B-4	01/06/04	LA00/P. Lovingood X82679	Deleted reference to Labor Relations Officer from Office Mission C.3.1, and deleted item m. Labor Relations Officer responsibility from C.3.2. Added item k. Labor Relations Officer responsibility to B.2.2.
C	02/28/2005	LA00/J. Frederick X 8-1590	Revised to reflect SSC reorganization effective 10/31/2004. Revised line of succession, Appendix A, 1107.1(1), AA00. Moved Community Relations Officer to IA00 and Congressional Liaison to AA00. General revisions incorporated throughout.
C-1	8/11/2005	LA00/J. Frederick X 8-1590	Corrected organization chart to correct title of the Office of Equal Opportunity to the Office of Diversity and Equal Opportunity; corrected paragraph B.2.2.d to change name of IFMP to IEMP

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D	9/14/2006	LA00/J. Spence X8-3436	Revised to reflect SSC reorganization effective 02/08/06: Removed HA00, Program Development Directorate; VA00, Propulsion Test Directorate; and MA00, Applied Sciences Directorate; added EA00, Engineering and Science Directorate; PA00, Project Directorate; and TA00, Rocket Propulsion Test Program Office. Other general revisions incorporated throughout.
E	7/06/2008	LA00/C. Saltzman X8-3945	Revised to reflect SSC reorganization effective 10/2007, including removal of BA00, Business Management Directorate; addition of BA00, Office of the Chief Financial Officer; addition of DA00, Office of Procurement; removal of EA10, Business & Facility Management Office. Notation added to TA00 organization chart to reflect management transition of the Rocket Propulsion Test Program Office to Headquarters. Reflecting reorganization effective 08/2008, EA00 renamed Engineering & Test Directorate; IA00 renamed Office of External Affairs; operations management functions consolidated within RA00; science activities consolidated by function within IA00 & PA00; program control function consolidated within BA00; Reliability & Independent Assessment Division added to QA00; Legislative Liaison placed within IA00; other general revisions included throughout.
E-1	12/17/2009	LA00/C. Saltzman X8-3945	Revised to reflect transition of legislative affairs function from the Office of External Affairs (IA00) to the Office of the Director (AA00).

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F	07/30/10	LA00/C. Saltzman X8-3945	Revised to reflect minor reorganization effective 06/10. Office of Education (UA00) established with Education Office (UA10) and Innovative Partnerships (UA20) branches; removed these same functions from Office of External Affairs (IA20 and IA30.)
F-1	06/27/11	LA00/C. Saltzman X8-3945	Administrative changes - Minor edits applied to: Appendix A, including addition of new Chief Technologist role to AA00; Appendix E; Attachment E-1 revised to include EA34 and EA52; Appendix F and Attachments 1 and F-1 edited to reflect IA00 title change; Appendix H; Attachment J-1 revised to remove RA30 and include RA50.
F-2	12/05/11	LA00/C. Saltzman X8-3945	Administrative changes - Revised Appendix A to reflect unification of two NASA mission directorates (Exploration Systems and Space Operations) to form the Human Exploration and Operations Mission Directorate (HEOMD). Revised attachment H-1 to reflect directorate realignment with the Space Launch System program: Removed PA11, PA50 and PA60; updated office titles of PA10, PA20 and PA40.
G	03/20/13	LA00/C. Saltzman X8-3945	Revised to reflect reorganization effective 03/11/13; and, per authorization effective 05/28/13, clarification of the Rocket Propulsion Test Program Office, Level II (TA00) location at SSC and report to the Associate Administrator of the Human Exploration and Operations Mission Directorate. Organizational chart added to Appendix C, Office of Chief Counsel. Code changes include: AA01, Office of Chief

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			Technologist established and code AA02 assigned to Office of Diversity and Equal Opportunity; EA01, Office of Chief Engineer established; IA00 renamed Office of Communications; QA00 renamed Safety and Mission Assurance Directorate and QA01, Office of Chief Safety Officer established; QA30 abolished and QA10 and QA20 renamed; and UA10 and UA20 abolished. Functional changes include: UA20 function transferred to AA01; Configuration Management process transitioned to EA00 from QA00; and Industrial Labor Relations function transitioned to RA00 from BA00. Text edits include: Administrative changes to Appendices A, Office of the Director and D, Office of Procurement; responsibilities updated for Appendices C, Office of Chief Counsel; I, Safety and Mission Assurance Directorate; and J, Center Operations Directorate; major updates included throughout Appendices H, Project Directorate and K, Rocket Propulsion Test Program Office.
H	09/01/14	LA00/C. Saltzman X8-3945	Revised to reflect reorganization effective 09/09/14. Updated Attachment 1, Stennis Space Center Organizational Chart. Code changes include: AA03, Director Support Staff established and AA01, Office of the Chief Technologist abolished; establishment of EA60, Projects Division; EA61, Project Management Branch; EA62, Project Planning and Control Branch; and EA63, Applied Sciences & Technology Projects Branch; and, abolishment of PA00, Project Directorate, and all associated

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			codes including PA10, Planning, Development and Analysis Office; PA20, Propulsion Test Project Office; PA30, Applied Science and Technology Project Office; and PA40, Test Infrastructure Project Office. Text edits include administrative changes to Appendix A, Office of the Director; clarification of Line of Succession (B.2.3.) in Appendix B, Office of the Chief Financial Officer; extensive revision of Appendix E, Engineering & Test Directorate; clarification of visitor center program responsibilities in Appendix I (F.6.2.c.), Office of Communications; and deletion of Appendix H, Project Directorate. Attachment E-1, Engineering & Test Directorate Organizational Chart revised. Table of Contents revised accordingly.
H-1	03/08/16	LA00/C. Saltzman X8-3945	Revised to reflect internal reorganization effective 02/21/16. Text edits include revision of Appendix E, Engineering and Test Directorate. Updated Attachment E-1, Engineering and Test Directorate Organizational Chart. Code changes include: Establishment of EA02, Office of Project Formulation, Planning, and Control; EA40, Project Management Division; EA41, System Engineering Branch; and EA42, Advanced Technology and Technology Transfer Branch. Abolished codes include: EA21A, Controls Systems; EA21B, Data Systems Instrumentation; EA22A, Test Operations; EA22B, Facility Operations; EA33, Systems Analysis and Modeling; EA34, Software

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			Engineering; EA50, Systems Engineering and Integration Division; EA51, Requirements and Data Management; EA52 Test Integration; EA60, Projects Division; EA61, Project Management Branch; EA62, Project Planning and Control Branch; and EA63, Applied Science and Technology Projects Branch. Retitled codes include: EA31, Electrical Design and Software Branch; and EA32, Mechanical Design and Analysis Branch.
H-2	05/02/2016	LA00/C. Saltzman X8-3945	Within Appendix H, Safety & Mission Assurance Directorate, updated Section H.9.3, Line of Succession.

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1. POLICY

- a. All NASA Centers are responsible for the development and implementation of flexible and balanced organizational structures consistent with NASA and Center strategic plans, mission and program goals and objectives, personnel capabilities, available resources, and changing priorities. The John C. Stennis Space Center's (SSC) organizational chart as approved by NASA Headquarters is illustrated in Attachment 1.
- b. This SSC Organization, Mission, and Responsibilities policy directive provides the mission statements and sets forth the approved organizational charts for SSC offices. Specific duties of NASA/SSC officials are described in their individual position descriptions rather than in this document.
- c. Organizational charts for each SSC office will be updated as changes dictate. The individual organizational structures are published as Appendices to this Stennis Policy Directive (SPD).

2. APPLICABILITY

This SPD is applicable to the NASA/SSC organizations, Officials in Charge, and personnel of the SSC. To the extent appropriate as described herein, this SPD is also applicable to NASA contractors.

3. AUTHORITY

- a. The National Aeronautics and Space Act, 51 U.S.C. § 20102.
- b. NPD 1000.3D, The NASA Organization.

4. APPLICABLE DOCUMENTS

None

5. RESPONSIBILITY

- a. The NASA/SSC Center Director or designee is responsible for establishing, implementing, and managing the SSC organizational structure.
- b. Officials in Charge of SSC offices are responsible for revision of their organization's mission statements and organizational structures consistent with the goals, objectives, and requirements established by NASA and the Center Director.

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c. The SSC Directives Management Officer is responsible for coordination and publication of directives. Comments, suggestions, or proposed changes to this SPD should be addressed to the Office of Human Capital for coordination with and publication through SSC Directives Management Officer.

6. MEASUREMENTS

Not applicable to this SPD.

7. CANCELLATION

SPD 1107.1, Revision H

Signature on file

Richard J. Gilbrech, Ph.D.
Director

ATTACHMENT 1 – SSC Organizational Chart

DISTRIBUTION:

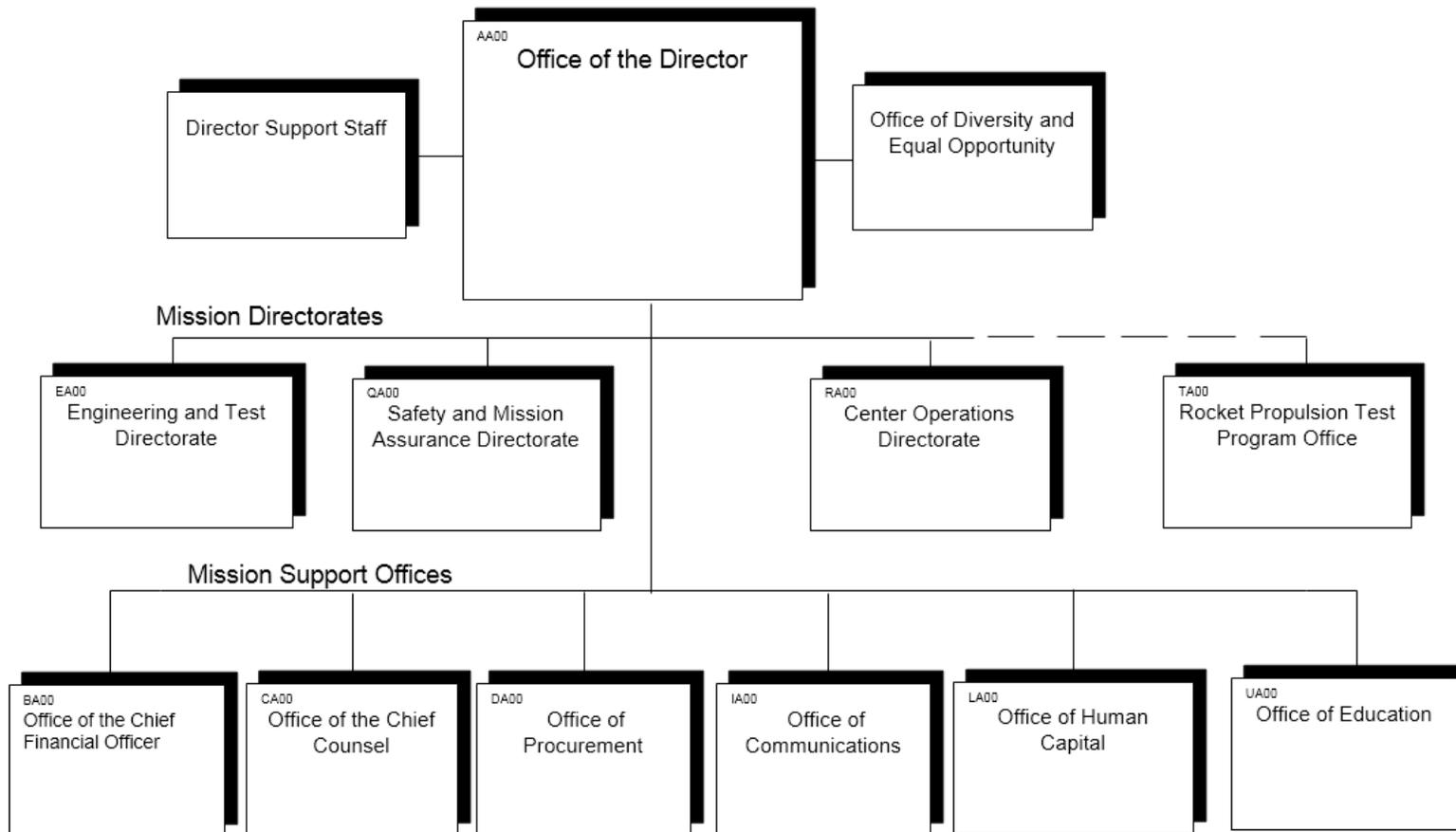
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Responsible Office: AA00/Office of the Director

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Attachment 1. Organizational Chart

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APPENDIX A: 1107.1(1) - AA00/Office of the Director

A.1.1 OFFICE MISSION

SSC implements NASA's mission in areas assigned by two Agency Mission Directorates by: 1) Managing and operating Rocket Propulsion Test facilities and support infrastructure for the Human Exploration and Operations Mission Directorate (HEOMD); and, 2) serving as Systems Engineering Center for and managing assigned Applied Sciences program activities for the Science Mission Directorate. The Office of the Director also serves as Federal manager and host agency of a major Government multi-agency Center.

A.1.2 OVERALL RESPONSIBILITIES

All Center Directors report to the NASA Associate Administrator and are responsible for providing resources, overseeing the assignment of workforce and facilities, and managing Center operations to facilitate program and project execution while ensuring that the statutory, regulatory, and fiduciary compliance requirements for the Center are met. Center Directors also serve as an important link in the Technical Authority line. By means of the Institutional (Technical and Mission Support) Authority vested in them, Center Directors facilitate the activities of the Technical Authorities as well as Mission Support Authorities, and are responsible for ensuring that activities at their Centers are implemented in accordance with accepted standards of professional practice and applicable NASA requirements. Center Directors are responsible for the care of institutional assets, for establishing and maintaining the staff and their competency, and for the facilities required by current and future programs and projects. A key institutional role of Center Directors is that of service across Mission Directorate needs, determining how best to support the various programs and projects hosted at a given Center in accordance with Agency priorities, and to communicate any issues to Mission Directorate AAs and higher.

A.1.3 RESPONSIBILITIES

The Center Director:

- a. Develops and implements plans that address the organization's goals, objectives, metrics and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.
- b. Collaborates with other Centers and with the Mission Directorates to accomplish the Agency's objectives.

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- c. Provides technical and institutional resources to satisfy program requirements and schedules to include engineering and safety and mission assurance; ensures that human, financial, physical, and other supporting resources are properly applied to programs.
- d. Maintains a safe and healthy, environmentally friendly work environment for the workforce and ensures safety, reliability, and quality assurance in all Center activities.
- e. Is the Technical Authority for all NASA projects or subprojects and for delegated programs hosted at SSC. This role requires the Center Director to:
- 1) Exercise Technical Authority through appropriate delegation.
 - 2) Convene an Independent Review for programs and projects at major milestones to ascertain technical readiness.
 - 3) Approve the flight readiness of programs and projects for which he/she is the Technical Authority.
 - 4) Provide for organizational and financial independence of the Technical Authorities at SSC and implement the Dissenting Opinion Process as required in NASA Policy Directives (NPD) NPD 1000.0 – NASA Governance and Strategic Management Handbook, and described further in NASA Policy Requirements (NPR) NPR 7120.5. Ensure alignment with the Agency's shared core values of safety, excellence, teamwork, and integrity.
- f. Provides regular review and reporting of program and project performance in accordance with Agency program and project policies. Provides input for the Agency Program Management Council reviews.
- g. Coordinates and communicates SSC's program, project, and policy implementation activities with other Centers and Headquarters (HQ) on a regular basis.
- h. Represents NASA and SSC in promoting and maintaining good public and community relations and providing for the widest practical and appropriate dissemination of information concerning space activities. Conducts educational and public outreach as coordinated with the Office of Communications at NASA Headquarters prior to the award of a contract or the expenditure of funds to ensure Agency-wide priorities and consistent communications.
- i. Provides concurrence to the Agency Chief Financial Officer (CFO) regarding the assignment, promotion, discipline, and relief of the principal financial official at SSC. Also, provides the Agency CFO with a written evaluation of the principal financial official at SSC, which shall be attached to that individual's annual performance appraisal.

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- j. Manages, operates, develops, and maintains NASA Rocket Propulsion Test capabilities and associated processes and procedures.
- k. Provides test operations services to NASA, the Department of Defense, commercial, and other customers for the development of propulsion systems, engines, subsystems, and components.
- l. Accomplishes technical management and oversight of engine development testing or flight certification testing of current and future engine hardware and testing for technology validation of new propulsion systems.
- m. Manages NASA's effort to extend the benefits of science, technology and information investments by applying a systems engineering approach to advance Federal partners' decision support tools that serve the Nation.
- n. Manages SSC as an integrated multi-agency base of operations for the programmatic benefit of NASA and the other Federal, state, and commercial entities.
- o. Serves as the Center's Technical Authority (TA) and manages activities supporting resident programs and projects as identified by Agency TA policy.
- p. Develops and executes an Implementation Plan that delineates a structure and process which demonstrates organizational independence of technical/engineering authority from program/project management.

A.1.4 SPECIAL RELATIONSHIPS

The Center Director:

- a. Serves as a member of NASA's Strategic Management Council (SMC), Mission Support Council (MSC), and Program Management Council (PMC).
- b. Provides support to program management responsibility of managing all of the Agency's rocket propulsion test assets. Provides support to Rocket Propulsion Test Management Board (RPTMB) Level II and establishes and manages Level III responsibilities.
- c. Provides program management responsibility for applying a systems engineering approach to benchmark the benefits of assimilating research results into decision-support tools in areas of national priority.

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- d. Provides support to other Centers in their lead program roles.
- e. Promotes the Agency’s strategic goals and, with the common purpose of achieving NASA’s Vision and Mission, supports all Agency Centers and mission directorates.

The Office of Diversity and Equal Opportunity:

- a. Plans, directs, and administers all Federal Equal Opportunity Programs related to SSC employees, including policies and regulations, community outreach, and diversity management.
- b. Provides equal opportunity advisory and consulting services to managers and employees.
- c. Administers a responsive system for handling discrimination complaints, complaint counseling, and counselor training to ensure continuing effective equal employment opportunity for all employees and applicants for employment.

The Chief Technologist:

Provides an effective interface to NASA’s external stakeholders and to NASA industry, Government, and international partners regarding NASA’s technology investment strategies.

The SSC Congressional Liaison:

Coordinates congressional and state Governmental activities with the Director, the Director's staff, and other components of SSC, and with the NASA Office of Legislative and Intergovernmental Affairs at HQ.

A.1.5 LINE OF SUCCESSION

In the following order: Deputy Director, Stennis Space Center; Associate Director, Stennis Space Center; Director, Engineering and Test Directorate; Director, Center Operations Directorate; and Director, Safety and Mission Assurance Directorate.

A.1.6 CANCELLATION

SPD 1107.1(1), Revision G, Appendix A

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APPENDIX B: 1107.1(2) - BA00/Office of the Chief Financial Officer

B.2.1 OFFICE MISSION

The Office of the Chief Financial Officer (OCFO) is the Center focal point for providing business and financial support to Center programs, institutions, and resident agencies. The OCFO provides the overarching framework for integrated program and budget planning and performance reporting, assuring the SSC Director that Center missions are accomplished according to established Agency policies and procedures.

B.2.2 RESPONSIBILITIES

The Chief Financial Officer is responsible for:

- a. Developing, maintaining, and administering a comprehensive budget, resources management, and financial management system that assures budget execution complies with budget intent.
- b. Assisting in the formulation and analysis of SSC budgeting requirements for NASA direct-funded programs and reimbursable programs including SSC resident agencies.
- c. Conducting special projects for SSC management and NASA HQ management focused on budgeting, finance, accounting and performance management methodologies and alternatives.
- d. Overseeing the design, development, and implementation of new Information Technology systems related to financial operations.
- e. Conducting independent audits and program reviews to verify Center budget management and business processes and providing focal point for IG audit liaison activities.
- f. Assisting Center program and institutional managers with integrated budget and performance reporting to assure alignment of long-term investments with Center policy.

B.2.3 LINE OF SUCCESSION

In the following order: Deputy Chief Financial Officer; Deputy Chief Financial Officer, Resources Management Division; and Deputy Chief Financial Officer, Financial Management Division.

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B.2.4 CANCELLATION

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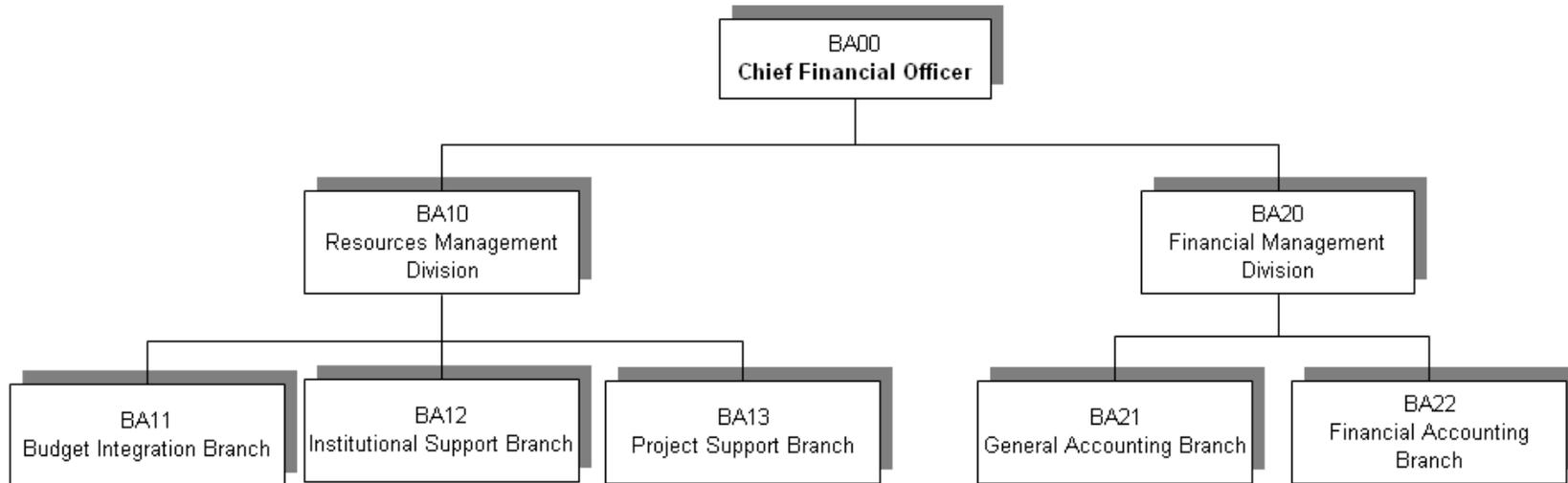
ATTACHMENT

B-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(2)	H-2
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Responsible Office: BA00/ Office of the Chief Financial Officer		Page 21 of 50
SUBJECT: SSC Organization Mission and Responsibilities – BA00/Office of the Chief Financial Officer – Appendix B		

Attachment B-1. Organizational Chart

OFFICE OF THE CHIEF FINANCIAL OFFICER



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Responsible Office: CA00/Office of the Chief Counsel		
SUBJECT: SSC Organization Mission and Responsibilities – CA00/Office of the Chief Counsel - Appendix C		

APPENDIX C: 1107.1(3) - CA00/Office of the Chief Counsel

C.3.1 OFFICE MISSION

The Office of the Chief Counsel (OCC) provides legal counsel and assistance to all organizational elements of NASA/SSC. The OCC is also responsible for the function of the Alternate SSC Freedom of Information Act (FOIA) Officer.

C.3.2 RESPONSIBILITIES

The Chief Counsel provides leadership, functional management, policy direction and coordination for executing the responsibility of the OCC, including the following:

- a. Providing legal counsel to the SSC Directorates and to all SSC organizational elements.
- b. Establishing such working relationships with the NASA General Counsel and other NASA Chief Counsels to ensure uniformity in the application of legal principles and adherence to NASA policy.
- c. Serving as Ethics Official, managing SSC's ethics program, and providing ethics counseling.
- d. Serving as the principal SSC point of contact for matters, other than audit, involving the NASA Office of Inspector General (OIG).
- e. Serving as SSC Export Counsel.
- f. Administering NASA's intellectual property law program with the assistance and guidance of NASA patent counsels.
- g. Representing NASA's interests before appropriate courts, the Board of Contract Appeals, and other administrative forums, either directly in support of assigned U.S. attorneys or Department of Justice attorneys.
- h. Adjudicating claims presented to NASA for bodily injury, death, or damage to or loss of real or personal property.
- i. Interpreting applicable statutes, regulations, and other authorities; establishing legal policy for SSC.
- j. Overseeing the Alternate FOIA Officer who carries out the SSC program for the release of Agency records.

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- k. Provision of legal and business support to the SSC relating to NASA's applied science and testing mission.
- l. Provision of legal and business support as Federal city landlord and regarding land use issues.
- m. Providing review and advice regarding the legal sufficiency of Space Act Agreements, Interagency Agreements, and Cooperative Research and Development Agreements.
- n. Providing guidance regarding the most appropriate legal mechanisms through which to achieve the SSC's goals.
- o. Reviewing and drafting legislative proposals on behalf of the Center.
- p. Collaborating with the U.S. Army Corps of Engineers to enforce NASA's restrictive easement in the Buffer Zone and to develop policy for considering exceptions in the Buffer Zone.
- q. Advising FOIA regarding applicable law and policy, and reviewing correspondence drafted in response to FOIA requests for legal sufficiency.
- r. Performing any other functions assigned or inherent to the OCC.

C.3.3 LINE OF SUCCESSION

Each attorney adviser is authorized to take necessary action on all matters.

C.3.4 CANCELLATION

SPD 1107.1(3), Revision G, Appendix C

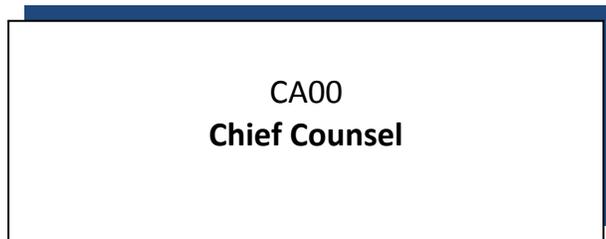
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C-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(3)	H-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 2, 2016	
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Responsible Office: CA00/Office of the Chief Counsel		Page 24 of 50
SUBJECT: SSC Organization Mission and Responsibilities – CA00/Office of the Chief Counsel - Appendix C		

Attachment C-1. Organizational Chart

OFFICE OF THE CHIEF COUNSEL



Stennis Policy Directive	SPD 1107.1(4)	H-2
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 2, 2016	
	Expiration Date: May 1, 2021	
Responsible Office: DA00/Office of Procurement		
SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D		

APPENDIX D: Section 1107.1(4) - DA00/Office of Procurement

D.4.1 OFFICE MISSION

The Office of Procurement is responsible for providing comprehensive, effective, and efficient acquisition management and capability for SSC in support of NASA/SSC programs, other resident agency programs, and tenant needs consistent with Federal Acquisition Regulations and NASA Policy Directive (NPD) 5101.32, Procurement.

D.4.2 RESPONSIBILITIES

The Procurement Officer is responsible for the following:

- a. Plans, executes, and administers a complete range of contractual instruments necessary to provide research, design, development, equipment, and other services required to support the strategic business needs of SSC lines of business and institutions as well as SSC resident agencies in accordance with interagency agreements.
- b. Establishes policies, guidelines, standards and procedures for the documented evaluation and/or technical analysis of proposals. Reviews evaluations and/or analyses of proposals for conformance to established policies and guidelines to assure adequacy for establishing a reasonable Government objective.
- c. Ensures that procurement actions are timely, in compliance with law, implementing instructions, policy, and sound business practices. Develops implementing policies and procedures regarding new and/or revised procurement regulations for interpretation and application in the Center's procurement actions. Provides assistance to program, project and other offices in the interpretation and implementation of established policies, guidelines, and procedures.
- d. Devises and administers an active program of assistance and support to small, disadvantaged, and woman-owned business concerns and programs. Supports socioeconomic initiatives including HUBZones, Service Disabled Veterans, Targeted North American Industry Classification System groups, etc.
- e. Provides support for source evaluation boards for all major procurement actions, procurement development teams, International Organization for Standardization (ISO) internal audit teams, performance evaluation boards and other boards, and committees convened to accomplish the needs of the Agency and SSC.

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SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D		

f. Implements procurement initiatives aimed at streamlining and improving procurement processes at SSC, including utilizing risk-based management techniques; NPR 7120.5, Program and Project Management Processes and Requirements, maximizing performance-based contracting obligations; the commercial purchase card; and consolidated Agency and Government-wide contracts.

g. Manages the metrics and processes that contribute to effective SSC performance for data reported to the NASA Administrator semiannually, ensuring that SSC is within the parameters established for the metrics. Reportable metrics include performance-based contracting obligations, undefinitized contract actions, unliquidated obligations, competition, data accuracy, award-fee processing, and procurement lead times.

h. Serves as Senior Advisor to SSC Management on procurement matters.

D.4.3 LINE OF SUCCESSION

In the following order: Deputy Procurement Officer, Assistant Procurement Officer; Chief, Program Management Support Division; Chief, Center Management Support Division; and Chief, Procurement Management Support Division.

D.4.4 CANCELLATION

SPD 1107.1(4), Revision G, Appendix D

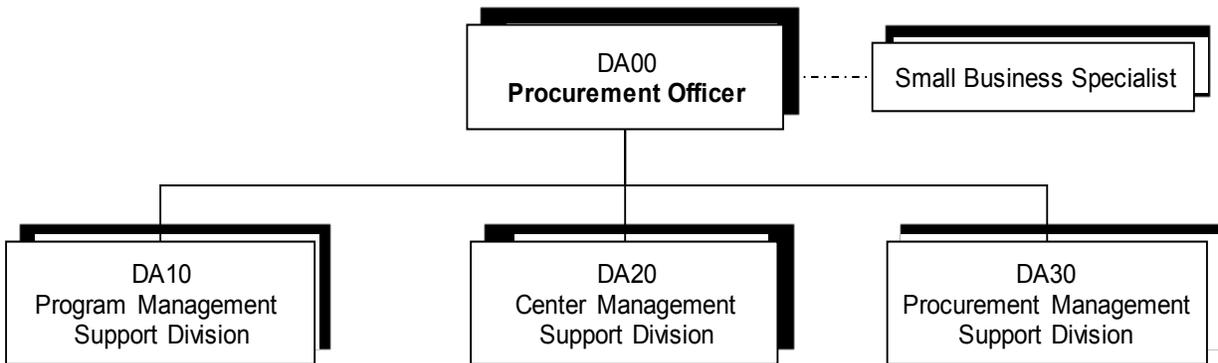
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D-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(4)	H-2
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	Effective Date: May 2, 2016	
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Responsible Office: DA00/Office of Procurement		
SUBJECT: SSC Organization Mission and Responsibilities – DA00/Office of Procurement - Appendix D		

Attachment D-1. Organizational Chart

OFFICE OF PROCUREMENT



Stennis Policy Directive	SPD 1107.1(5)	H-2
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Responsible Office: EA00/Engineering & Test Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering & Test Directorate - Appendix E		

APPENDIX E: Section 1107.1(5) - EA00/Engineering & Test Directorate

E.5.1 OFFICE MISSION

The Engineering and Test Directorate (ETD) is responsible for executing the Center's major lines of business in propulsion test, applied science, and technology development.

E.5.2 RESPONSIBILITIES

The Director is responsible for:

- a. Technical management and oversight of all propulsion test activities at SSC, including engine development testing or flight certification testing of current and future engine hardware and testing for technology validation of new propulsion systems.
- b. Managing test operations of the A, B, E Test Complexes, to include:
 - Conducting tests and operations of technical systems (e.g., propellant/pressurant systems, fire/gas detection, controls, data acquisition, industrial water, etc.) for all test stands.
 - Coordinating test stand maintenance activities as well as support facilities operations and maintenance with Center Operations Directorate to assure integration with testing activities.
 - Managing program and project requirements documentation that defines the test support required to meet project requirements.
 - Managing propellant and pressurant logistics to ensure on-time deliveries that meet SSC test needs.
 - Advising Center Operations Directorate regarding test support facility priorities and needs for short-term and long-term sustainment and improvements.
- c. Performing design, analysis, and modeling of propulsion test facilities and systems, special test equipment, ground support equipment, and technical systems to include:
 - Providing design-engineering support to integrate construction, installation, and activation of test critical systems.
- d. Design, analysis, systems engineering, and sustaining engineering services for technical systems in the test complex.
- e. Performing the Center advanced planning function for NASA propulsion test programs such as:

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Responsible Office: EA00/Engineering & Test Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering & Test Directorate - Appendix E		

- Providing the Center a single point-of-contact for propulsion test planning, independent analysis, and special studies as required.
 - Managing the integrated master propulsion test and verification schedules for current and future rocket engine component, engine system, and stage/booster testing.
 - Leading special assessments and trade studies for propulsion test capability.
 - Providing risk analysis, schedule conflict resolution, and budget formulation for propulsion test plans from formulation through completion.
- f. Providing project management functions to ensure that NASA and SSC efforts and projects are effectively managed at cost, on schedule, and meet customer objectives. These projects include NASA programs and projects such as Space Launch System, those of other Government agencies, commercial customers, applied science and technology customers, and other assigned tasks.
 - g. Conducting advanced technology research and development aligned with the strategic goals of the Agency by establishing collaborative research and development projects with NASA Centers, universities, Government agencies, private companies, and non-governmental organizations.
 - h. Managing the Center’s intellectual property, technology transfer, and partnership functions.
 - i. Systems engineering services to integrate project test requirements with test operations, including but not limited to, generating test requests that define the tests required to meet project requirements, and coordinating and submitting facility changes to the appropriate SSC boards.
 - j. Managing SSC core engineering skills and sustaining engineering capabilities for rocket propulsion testing.
 - k. Managing implementation of SSC Engineering Technical Authority (TA) per NASA Office of Chief Engineer guidelines and SSC TA Implementation Plan.
 - l. Supporting NASA Office of Chief Engineer (OCE) activities and flight and mission readiness reviews in collaboration with SMA Technical Authority Chain.
 - m. Supporting NASA programs and projects milestone review boards.

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SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering & Test Directorate - Appendix E		

- n. Managing the SSC Product Data Lifecycle Management and Configuration Management process.

E.5.3 LINE OF SUCCESSION

In the following order: Deputy Director; Assistant Director, Office of Chief Engineer; Assistant Director, Office of Project Formulation, Planning, and Control; Chief, Project Management Division; Chief, Operations Division; Chief, Design & Analysis Division; and Chief Engineer.

E.5.4 CANCELLATION

SPD 1107.1(5), Revision H, Appendix E

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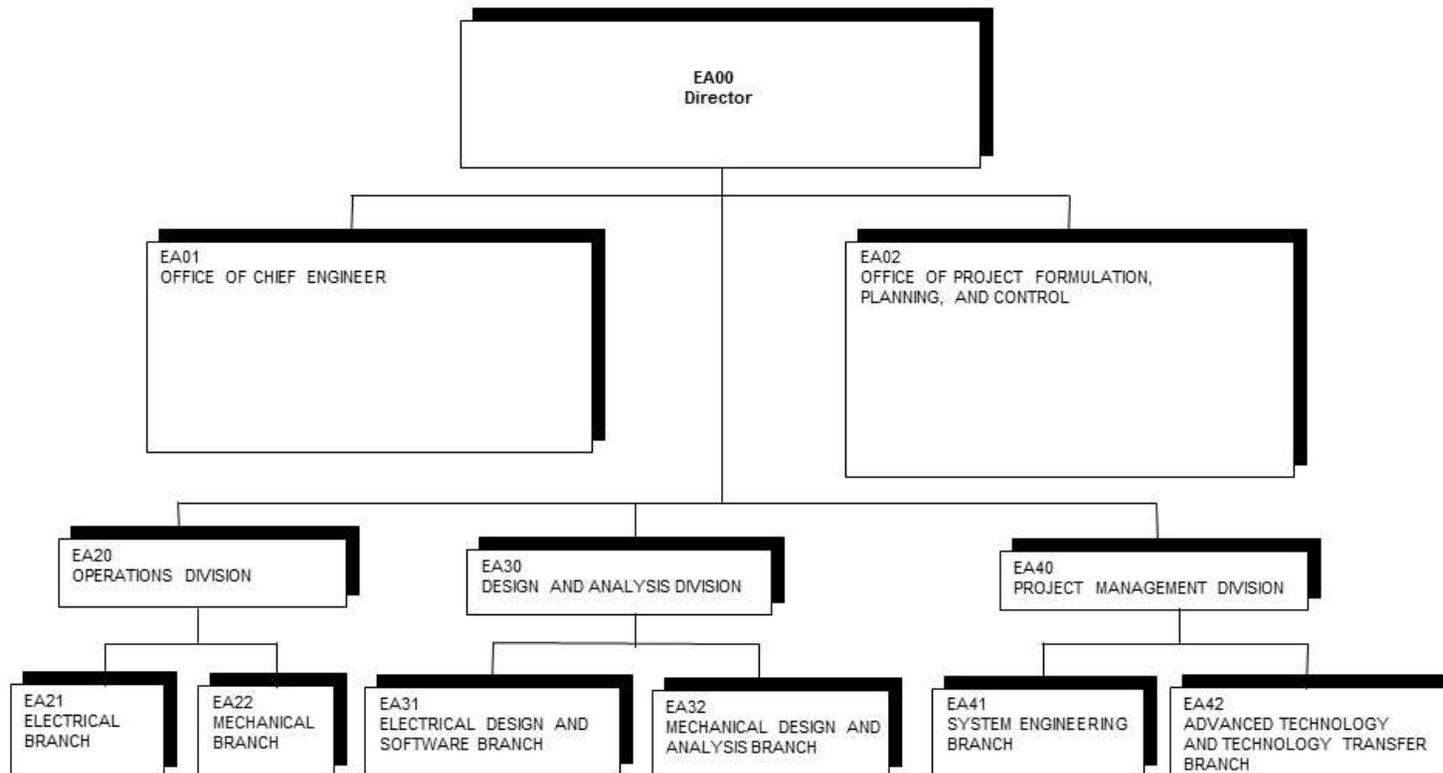
E-1. Organizational Chart.

Responsible Office: EA00/Engineering & Test Directorate

SUBJECT: SSC Organization Mission and Responsibilities – EA00/Engineering & Test Directorate - Appendix E

Attachment E-1. Organizational Chart

ENGINEERING AND TEST DIRECTORATE



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Responsible Office: IA00/Office of Communications		
SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Communications - Appendix F		

APPENDIX F: 1107.1(6) - IA00/Office of Communications

F.6.1 OFFICE MISSION

The Office of Communications serves as the front door for NASA/SSC in creating a positive image for NASA and the Center by building consensus that supports the NASA Vision and Mission through effective communications with all constituencies. This office provides assistance, service, and advice to the SSC, Director and other SSC elements concerning public affairs matters, including news media, public information, public visitor program, protocol, history office documentation, and the FOIA.

F.6.2 RESPONSIBILITIES

The Office of Communications Manager is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC, Director, as well as the following goals:

- a. Establish contacts and maintain effective working relationships with representatives of all types of mass communications media at the local, state, national, and international levels representing the SSC Director and the Agency on public release matters as well as respond to queries, arrange interviews with SSC personnel, coordinate visits to the Center, and provide escort for the media.
- b. Plan, direct, and monitor community relations programs to reflect favorably on SSC and the Agency including ensuring good working relationships with local and state governing bodies and community and civic organizations. Responsibilities include Launch Guest Operations, Speakers Bureau, Community Leaders Briefings, etc.
- c. Maintain a public visitor program to better inform the general public of activities of the Agency and Center. This includes efficient operations of SSC visitor center programs at INFINITY Science Center, establishing guidelines and approval of tour scripts and routes, NASA exhibits, NASA print materials, and NASA videos, as well as the coordination of exhibits at area community events. Also serve as NASA's lead for partnering with non-profit foundation to build offsite expansion of the public visitor program.
- d. Maintain the SSC History Office for the collection and preservation of historical records, photos, videos, audiotapes, etc. Responsibility includes establishing contacts and maintaining working relationships with other NASA History Offices, academic entities, and applicable industry representatives and also responding to research requests and generating historical material.

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Responsible Office: IA00/Office of Communications		
SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Communications - Appendix F		

F.6.3 LINE OF SUCCESSION

Lead, Office of Communications

F.6.4 CANCELLATION

SPD 1107.1(6), Revision G, Appendix F

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F-1. Organizational Chart

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Responsible Office: IA00/Office of Communications		
SUBJECT: SSC Organization Mission and Responsibilities – IA00/Office of Communications - Appendix F		

Attachment F-1. Organizational Chart

OFFICE OF COMMUNICATIONS



Stennis Policy Directive	SPD 1107.1(7)	H-2
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	Expiration Date: May 1, 2021	
Responsible Office: LA00/Office of Human Capital		
SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G		

APPENDIX G: 1107.1(7) - LA00/Office of Human Capital

G.7.1 OFFICE MISSION

The Office of Human Capital (OHC) is the focal point in managing the SSC workforce on a day-to-day basis. The OHC provides timely workforce planning and analysis; periodically assesses internal and external factors that may affect SSC's ability to obtain and retain a highly skilled, productive workforce; participates early in planning and implementation with respect to resource requirements; develops human capital programs, practices, and tools that support the Center's ability to achieve mission success; assesses and reports Center progress in human capital management; and identifies impediments to and opportunities for improvement in the management of human capital to meet the changing demands of the Center and the Agency.

G.7.2 RESPONSIBILITIES

The Manager, OHC, is delegated the authority to take all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA and SSC policies, and within limits set by the SSC Director, as well as the following responsibilities:

- a. Ensure that Center human capital strategies are aligned with the Agency Strategic Management Human Capital architecture.
- b. Manage the Center Other Personnel Cost (OPC) budget.
- c. Plan, develop, and implement a complete workforce program that includes recruitment and staffing, position management and classification, employee relations, executive resources, employee benefits and compensation, and an awards and recognition program.
- d. Provide a wide range of educational, training, and developmental services and programs to improve performance, acquire new skills, promote leadership transition, and maintain organizational effectiveness.
- e. Provide management officials and employees with strategic, responsive, and authoritative advice and assistance in all areas of functional responsibility.
- f. Prepare and justify a detailed budget and resource requirement for the OHC.

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Responsible Office: LA00/Office of Human Capital		
SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G		

G.7.3 LINE OF SUCCESSION

Training Officer

G.7.4 CANCELLATION

SPD 1107.1(7), Revision G, Appendix G

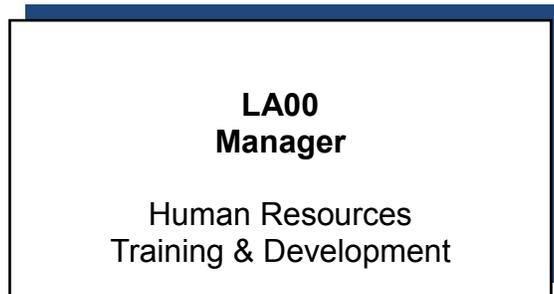
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G-1. Organizational Chart.

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Responsible Office: LA00/Office of Human Capital		
SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Capital – APPENDIX G		

Attachment G-1. Organizational Chart

OFFICE OF HUMAN CAPITAL



Stennis Policy Directive	SPD 1107.1(8)	H-2
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Responsible Office: QA00/Safety & Mission Assurance Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – QA00/Safety & Mission Assurance Directorate - Appendix H		

APPENDIX H: 1107.1(8) - QA00/Safety & Mission Assurance Directorate

H.9.1 OFFICE MISSION

The Safety & Mission Assurance Directorate provides safety, risk, reliability, independent assessments, and quality assurance expertise, guidance, and services for all NASA/SSC programs, facilities, and supporting infrastructure. The directorate actively participates and contributes to the Agency-level Safety & Mission Assurance (S&MA) effort. This directorate is the “conscience” of the Center regarding safety and product/process quality.

H.9.2 RESPONSIBILITIES

The Director, Safety & Mission Assurance Directorate, provides leadership, policy direction, functional management, and coordination for:

- a. Ensuring the protection of the public, astronauts, SSC workforce, and high-value NASA property and equipment.
- b. Enhancing the safety and quality of SSC programs and missions by ensuring that S&MA disciplines are appropriately applied.
- c. Performing insight and independent assessment of SSC activities related to propulsion testing, Center operations, and facility construction/modification to ensure that they are developed with suitable attention to risk and that operations are conducted safely.
- d. Managing and operating the SSC range safety program and special use airspaces at SSC for NASA and tenant missions.
- e. Advising SSC management on significant S&MA issues and overseeing prompt investigation of SSC mishaps.
- f. Leading and managing SSC’s Institutional Safety and Quality Programs, Risk Management efforts and related support to tenants at SSC.
- g. Managing implementation of SSC S&MA Technical Authority (TA) per NASA HQ Office of Safety & Mission Assurance guidelines and SSC TA Implementation Plan.
- h. Supporting NASA HQ Office of Safety & Mission Assurance’s flight and mission readiness reviews in collaboration with the Engineering Technical Authority chain.

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Responsible Office: QA00/Safety & Mission Assurance Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – QA00/Safety & Mission Assurance Directorate - Appendix H		

H.9.3 LINE OF SUCCESSION

In the following order: Deputy Director; Assistant Director; Chief, Safety, Quality and Management Systems Division; Chief, Operations Support Division; Lead, Safety, Quality and Management Systems Division; and Lead, Operations Support Division.

H.9.4 CANCELLATION

SPD 1107.1(9), Revision H-1, Appendix H

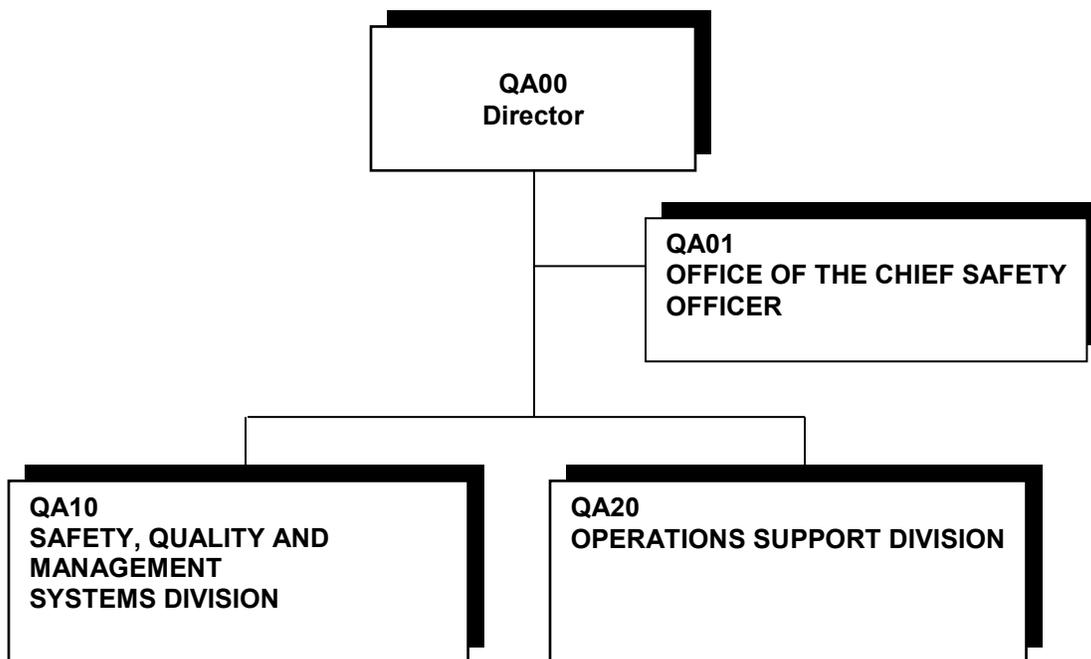
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H-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(8)	H-2
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Responsible Office: QA00/Safety & Mission Assurance Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – QA00/Safety & Mission Assurance Directorate - Appendix H		

Attachment H-1. Organizational Chart

SAFETY AND MISSION ASSURANCE DIRECTORATE



Stennis Policy Directive	SPD 1107.1(9)	H-2
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Responsible Office: RA00/Center Operations Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate - Appendix I		

APPENDIX I: 1107.1(9) - RA00/Center Operations Directorate

I.10.1 OFFICE MISSION

The Center Operations Directorate provides a comprehensive and integrated program of institutional services for the Center. These activities encompass a wide range of products and services that are diverse and interrelated. Broad categories of functional responsibilities include the design, construction, operation, and maintenance of the total Center's real property; energy management, environmental management, and occupational health; occupational medicine; food services; acquisition, operation, and maintenance of all institutional and program support equipment; IT governance and IT security management, an information systems network of computer and communications resources; audio, video, and photographic services; the full range of logistics support services; graphic design, publication, and reproduction services; technical information, documentation, directives, forms, and records management; and protective services for personnel, property, and security.

I.10.2 RESPONSIBILITIES

The Director is responsible for:

- a. Developing, implementing, and managing a real property program encompassing the planning, budgeting, engineering, design, construction, maintenance, operations, and management of real property in support of the Center, including offsite locations. Responsibility includes providing for utilities and energy management, master planning, facility space management, Facility Manager Program, and equipment calibration services.
- b. Developing, implementing, and managing a SSC Environmental Program which ensures environmental compliance for programs, projects, and institutional efforts at all Center levels and serves as an environmental technical complement to assigned Center mission activities. Also responsible for ISO 14000 internal audit processes and compliance.
- c. Maintenance & operations of test support facilities, test complex on-stand maintenance and marine operations (including propellant barge marine systems). Key test support facilities are the Fluid Component Processing Facility (FCPF), High Pressure Industrial Water (HPIW), and High Pressure Gas Facility (HPGF).
- d. Providing management, development, operation, maintenance, and integration of information technology and audio/visual services including computer and communications resources for onsite Center locations; and coordinating the development and implementation of Center requirements for NASA with Agency-wide providers of networking, communications, hardware, and software services.

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Responsible Office: RA00/Center Operations Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate - Appendix I		

e. Developing, implementing, and administering a diverse Institutional Support program encompassing all aspects of logistics management to include transportation services, supply and equipment management systems, and property accountability systems for acquisition, storage, issue, and disposal; and other activities which include privacy management, export control administration (documents, material and international visitor reviews); publication and distribution of technical publications; records and documentation management, medical and occupational health, and food services.

f. Providing management and direction for SSC protective services policy and programs including personnel security, industrial security, physical security, information security, foreign national access, and security education.

g. Developing draft Space Act, Use Permit, and Host-Tenant Agreement packages based on tenant needs and SSC regulations. Responsibility includes providing new tenants information on how to obtain goods and services and managing daily tenant issues.

h. Reviewing Stennis Work Requests for proper selection of contractor, appropriateness of work, completeness of information, sufficient funding, and statement of work applicability.

i. Overseeing the Industrial Labor Relations Officer who is the official point of contact for matters relating to labor relations and coordinating such matters with the Director, the Director's staff, and other components of SSC.

I.10.3 LINE OF SUCCESSION

In the following order: Deputy Director; Division Chief rotations

I.10.4 CANCELLATION

SPD 1107.1(10), Revision G, Appendix J

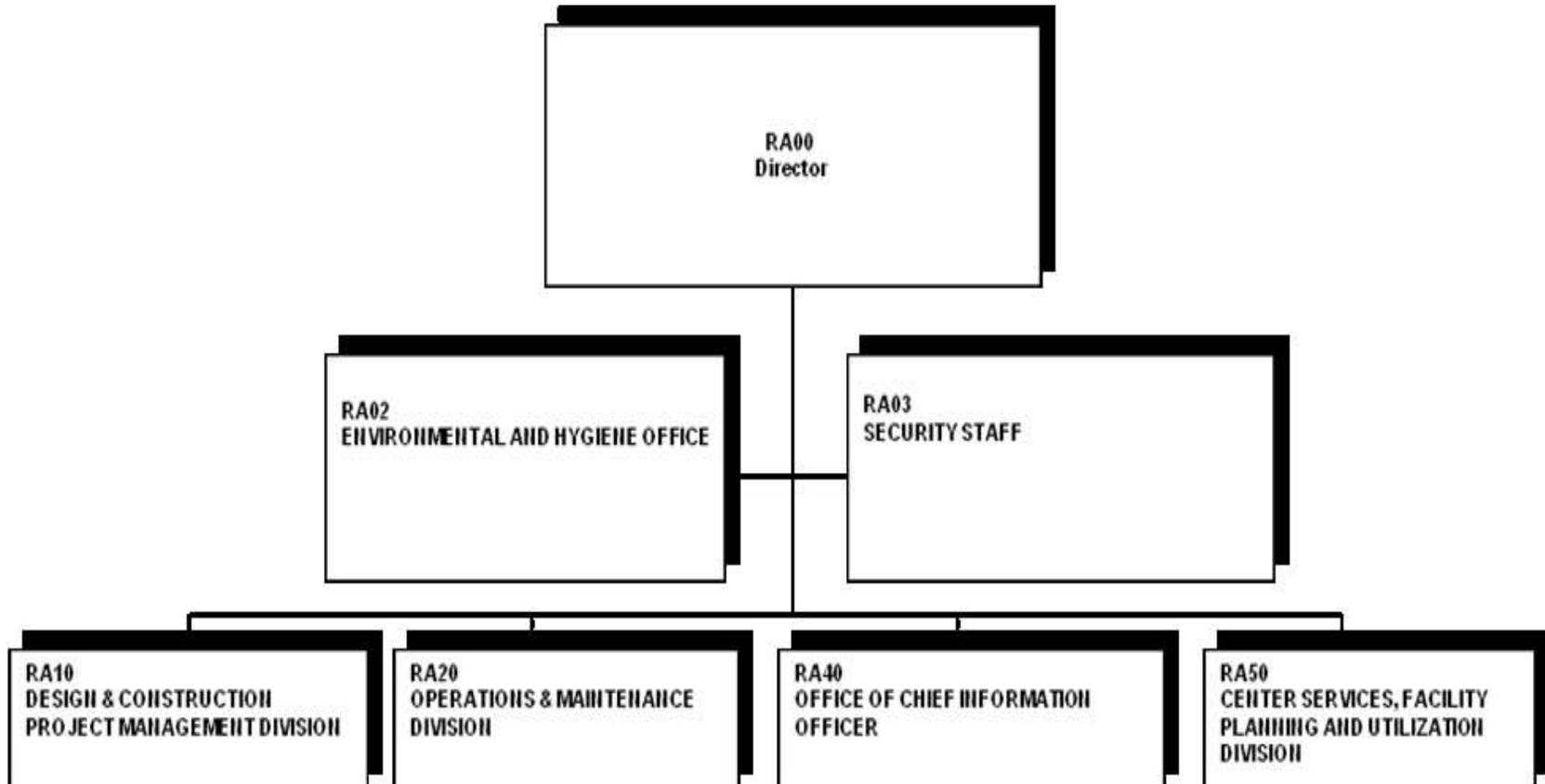
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I-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(9)	H-2
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Responsible Office: RA00/Center Operations Directorate		Page 43 of 49
SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate – Appendix I		

Attachment I-1. Organizational Chart

CENTER OPERATIONS DIRECTORATE



Stennis Policy Directive	SPD 1107.1(10)	H-2
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Responsible Office: TA00/Rocket Propulsion Test Program Office		
SUBJECT: SSC Organization Mission and Responsibilities – TA00/Rocket Propulsion Test Program Office – Appendix J		

APPENDIX J: 1107.1(10) - TA00/Rocket Propulsion Test Program Office

J.11.1 OFFICE MISSION

The Rocket Propulsion Test (RPT) Program is a HQ Level II facility portfolio management program. Its primary objectives in support of the NASA and its customers are:

- a. Manage the RPT facility portfolio to provide the greatest return against available resources by optimizing investments within an agency provided flat budget baseline.
- b. Serve as the Agency's advocate, ensuring the assets necessary to provide a core capability of infrastructure and critical skills for current and future propulsion testing are maintained.
- c. To establish and provide integration to obtain safe, efficient, and cost-effective chemical RPT services.

As a Level II program, it manages NASA's Rocket Propulsion Test (RPT) assets, activities, and resources for facilities located at four Centers: the Glenn Research Center (GRC) Lewis Field and Plum Brook Station, the Johnson Space Center-White Sands Test Facility, the Marshall Space Flight Center (MSFC), and SSC. RPT has two associate member sites located at Wallops Flight Facility and the Kennedy Space Center. It also sponsors the development of propulsion test technologies. The NASA Engineering and Safety Center (NESC) is represented on the RPTMB as a non-voting member. The SSC NESC representative serves in this capacity and is the Board's interface to the broad range of expertise within the NESC community.

J.11.2 RESPONSIBILITIES

The RPT Program Manager is responsible for the active management of the Agency's chemical propulsion test capabilities. Currently, the Program derives its funding from the Human Exploration and Operations Mission Directorate (HEOMD) and the RPT Program Manager reports to the Director of the HEO/Human Space Flight Capabilities Division (HSFCD). The portfolio of chemical rocket propulsion test capabilities includes the test stands, enabling infrastructure, and critical personnel skills necessary to perform propulsion test related activities. The Program Manager, Rocket Propulsion Test Program Office is responsible for the following:

- a. Ensure overall program success for cost, schedule, and technical performance as delineated in NASA Policy Directive (NPD) 1000.0A, "NASA Governance and Strategic Management Handbook," NPD 7120.4D, "NASA Engineering and Program/Project Management Policy" and NASA Procedural and Requirements (NPR) 7120.5D, "NASA Space Flight Program and Project Management Requirements" with appropriate tailoring.
- b. Develop program-specific objectives and strategies.
- c. Manage RPT resources.

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- d. Manage the daily implementation for all aspects of the RPT Program ensuring compliance with the Agency's strategic plans.
- e. Assemble, integrate, recommend, and defend the total RPT Program budget.
- f. Review Agency program procurement and acquisition plans to assure adherence to Agency policies for utilization of Agency propulsion test facilities.
- g. Play a key role in all phases of the acquisition process from the initial acquisition strategy meeting to the final recommendation on the performance awards for all RPT awarded contracts.
- h. Make test assignments to the performing RPT Center best capable of accomplishing the work:
 - Giving strategic consideration to Agency defined center roles and responsibilities.
 - Utilizing a RPT prioritization matrix as a guide for concentrating work at facilities in a prioritized manner to optimize critical resources.
 - Recognizing the principal need to capably accomplish the work according to the customer's individual requirements from a cost, technical and schedule perspective.
- i. Approve and/or direct the use of DoD or contractor facilities for Agency rocket propulsion testing when in the best interest of the government.
- j. Assign facility status to RPT test stands and supporting infrastructure relative to the various states of operational readiness (active, inactive, mothballed, abandoned).
- k. Approve all capital-investment resources utilized to maintain and improve RPT infrastructure.
- l. Establish and maintain program metrics to indicate performance on technical, schedule, cost, and risk.
- m. Provide RPT Program status and assessment reports to the AA/HEOMD, the Director of the Human Space Flight Capabilities Division and the test site Center Directors.
- n. Provide programmatic direction to the test sites for RPT Program-funded activities.
- o. Develop, sign, and implement the RPT Program Plan after obtaining concurrence from the HEOMD AA and the appropriate Center Director(s).
- p. Chair the RPTMB.

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- q. Co-chair the National Rocket Propulsion Test Alliance (NRPTA).
- r. Serve as a NASA Senior Steering Group (SSG) member to the NRPTA.
- s. Advocate commercial test assignments to RPT test Centers in order to increase test operations which sustain critical rocket propulsion testing skills.

J.11.3 LINE OF SUCCESSION

Deputy Manager

J.11.4 CANCELLATION

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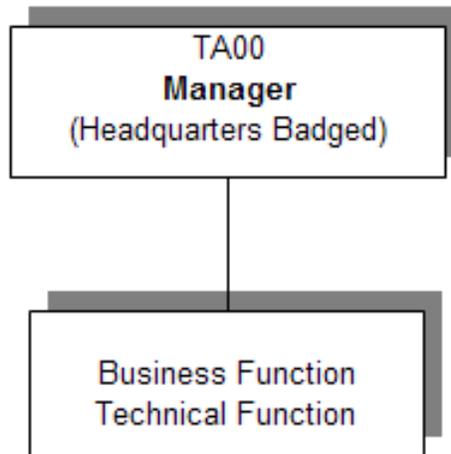
ATTACHMENT

J-1. Organizational Chart

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Attachment J-1 Organizational Chart

ROCKET PROPULSION TEST PROGRAM OFFICE



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APPENDIX K: 1107.1(11) - UA00/Office of Education

K.12.1 OFFICE MISSION

The Office of Education is committed to promoting NASA's mission of excellence in education, supporting the teaching profession, and increasing awareness of the impact science, technology, engineering, and mathematics (STEM) education will have on the quality of life in the 21st century. SSC is committed to: 1) strengthening NASA and the Nation's future workforce, 2) attracting and retaining students in STEM disciplines, and 3) engaging Americans in NASA's mission.

K.12.2 RESPONSIBILITIES

The Office of Education Manager is responsible for all actions necessary to achieve the office's objectives in accordance with laws, regulations, NASA, and SSC policies, and within limits set by the SSC Director, as well as the following goals:

- a. Contributes to the development of the STEM workforce in disciplines needed to achieve NASA's strategic goals through a portfolio of investments.
- b. Uses the NASA mission, facilities, human resources, and programs to provide exposure and experiences to teachers and faculty to support the enhancement of knowledge and skills, and to attract and retain students in STEM disciplines through a progression of educational opportunities for students, and teachers, and faculty.
- c. Builds strategic partnerships and linkages between STEM formal and informal education providers that promote STEM literacy and awareness of NASA's mission.
- d. Develops, utilizes, and disseminates science, mathematics, technology education, and geography instructional materials based on NASA's unique mission and results, and supports the development of elementary, secondary, and higher education curricula.
- e. Uses NASA's unique assets to support local, state, regional, and national science, mathematics, technology, engineering, and geography education change through collaboration with internal and external stakeholders.
- f. Researches and develops products and services that facilitate the application of technology to enhance the educational process for formal and informal education and lifelong learning.
- g. Ensures that NASA education content meets the overarching philosophy of cultivating diversity by fostering awareness, understanding, and respect for individual differences.

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h. Incorporates the operating principles of relevance, content, diversity, evaluation, continuity, and partnerships into NASA education investments.

K.12.3 LINE OF SUCCESSION

University Affairs Officer

K.12.4 CANCELLATION

SPD 1107.1(12), Revision G, Appendix L

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K-1. Organizational Chart

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Attachment K-1 Organizational Chart

OFFICE OF EDUCATION

