



National Aeronautics and
Space Administration

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

SPD 1107.1 Rev. B
February 2003

John C. Stennis Space Center
SSC Organization
Mission and Responsibilities

Stennis Policy Directive	SPD 1107.1	B
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	Effective Date: February 27, 2003	
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SUBJECT: SSC Organization Mission and Responsibilities		

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Status/Change/ Revision	Change Date	Originator/Phone	Description
Change 1	5/5/1998	PA00/M. Webb X-3333	Page changes to update Section (5)
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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.

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B-1	8/07/03	LA00/P. Lovingood x-82679	General revision APPENDIX F: 1107.1(6) - LA00/Office of Human Resources and Development
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.

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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

42 U.S.C. 2451, et. seq., the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCES

NPR 1000.3, The NASA Organization.

5. RESPONSIBILITY

- a. The NASA/SSC Center Director or the designated Deputy is responsible for establishing, implementing, and managing the SSC organizational structure and this SPD.
- 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.
- c. The SSC Directives Management Officer is responsible for coordination of this SPD. Comments, suggestions, or proposed changes to this SPD should be addressed to the SSC Directives Management Officer.

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6. MEASUREMENTS

Not applicable to this SPD.

7. CANCELLATION

SPD 1107.1, Revision A.

Signature on file

William W. Parsons
Director

ATTACHMENT 1 – SSC Organizational Chart

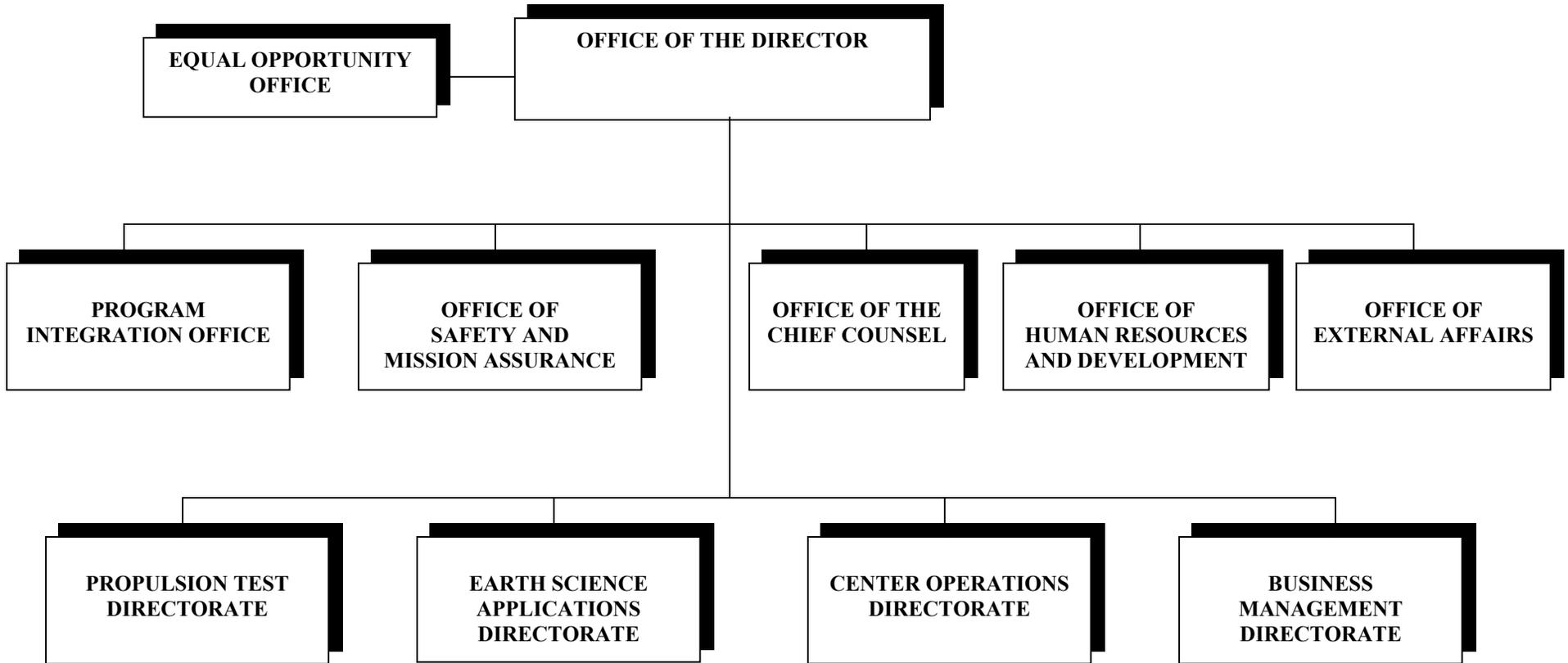
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ATTACHMENT 1 – JOHN C. STENNIS SPACE CENTER ORGANIZATIONAL CHART

**JOHN C. STENNIS SPACE CENTER
(SSC)**



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

A.1.1 OFFICE MISSION

The Office of the Director provides overall leadership, planning, policy direction, management, and coordination for all NASA Stennis Space Center (SSC) activities. SSC is charged with implementing NASA's mission in areas of responsibility assigned by two Agency Strategic Enterprises – Space Flight and Earth Science. In NASA's Space Flight Enterprise, SSC has program management responsibility for Rocket Propulsion Testing. Within NASA's Earth Science Enterprise, SSC has program management responsibility for Earth Science Applications and is designated as the Systems Engineering Center for Earth Science Applications. SSC also serves as Federal manager and host agency of a major Government multiagency Center.

A.1.2 RESPONSIBILITIES

The Center Director is responsible for:

- a. Managing, operating, developing, and maintaining NASA Rocket Propulsion Test capabilities, including people, facilities, and associated processes and procedures;
- b. Providing test operations services to NASA, Department of Defense, commercial, and other customers for the development of propulsion systems, engines, subsystems, and components;
- c. Accomplishing the development, flight certification, and acceptance testing of the Space Shuttle Main Engines;
- d. Managing NASA's effort to optimize benefits from NASA's Earth Science investments through systems engineering to advance decision support tools that serve the Nation; and
- e. Managing SSC as an integrated multiagency Federal laboratory for the programmatic benefit of NASA and the other Federal and State agencies in residence.

A.1.3 SPECIAL RELATIONSHIPS

- a. The Equal Opportunity Officer (EO), located in the Office of the Director, plans, directs, and administers all Federal Equal Opportunity Programs related to SSC employees, including policies and regulations, community outreach, and diversity management. The EO provides equal opportunity advisory and consulting services to managers and employees. The EO also 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.

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b. The Community Relations Officer, located in the Office of the Director, is responsible for coordinating Center activities related to establishing and maintaining good relations with local and regional communities. The Community Relations Officer: (1) provides the primary communication channel between NASA and the host of Resident Agencies at Stennis; and (2) serves as the primary interface for the Partners for Stennis as well as NASA's lead for the offsite expansion of the public visitor program.

A.1.4 LINE OF SUCCESSION

In the following order: Deputy Director; Director, Earth Sciences Applications Directorate; Chief Counsel; Director, Propulsion Test Directorate; Manager, Program Integration Office; Director, Center Operations Directorate.

A.1.5 CANCELLATION

Supersedes SPD 1107.1(1), Appendix A, Revision B dated February 27, 2003.

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APPENDIX B: 1107.1(2) - BA00/Business Management Directorate

B.2.1 OFFICE MISSION

The Business Management Directorate (BMD) is the Center focal point for providing business, financial, and acquisition management support to Center programs, institutions, and resident agencies. The Directorate provides the overarching framework for integrated program and budget planning, acquisition management, and performance reporting assuring the SSC Director that Center missions are accomplished according to established Agency policies and procedures.

B.2.2 RESPONSIBILITIES

The BMD Director 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 Headquarters management focused on budgeting, finance, accounting, acquisition and performance management methodologies and alternatives;
- d. Participating in design, development, and implementation of all systems applicable to the BMD in the NASA Integrated Financial Management Program (IFMP);
- e. Planning, executing, and administering a complete range of acquisition services and instruments to provide research, design, development, equipment and services to SSC lines of business and institutions as well as SSC resident agencies;
- f. Establishing Center implementation policies, guidelines, standards, and procedures for proposal analysis and evaluation documents that conform to Agency policies and procedures;
- g. Supporting source evaluation boards, procurement development teams, International Organization for Standardization (ISO) internal audit teams, performance evaluation boards, and other committees to accomplish Agency and SSC objectives;
- h. Devising and administering support programs for small, disadvantaged, and woman-owned business concerns and socioeconomic initiatives including HubZones, Veterans, and Targeted North American Industry Classification System groups;

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- i. Conducting independent audits and program reviews to verify Center budget management and business processes and provides focal point for IG audit liaison activities; and
- j. Assisting Center program and institutional managers during Integrated Budget and Performance Reporting to assure alignment of long-term investments with Center policy.
- k. Overseeing the Industrial Labor Relations Officer who is the official point of contact for matters relating to labor relations and coordinates such matters with the Director, the Director's staff, and other components of SSC.

B.2.3 LINE OF SUCCESSION

Deputy Director

B.2.4 CANCELLATION

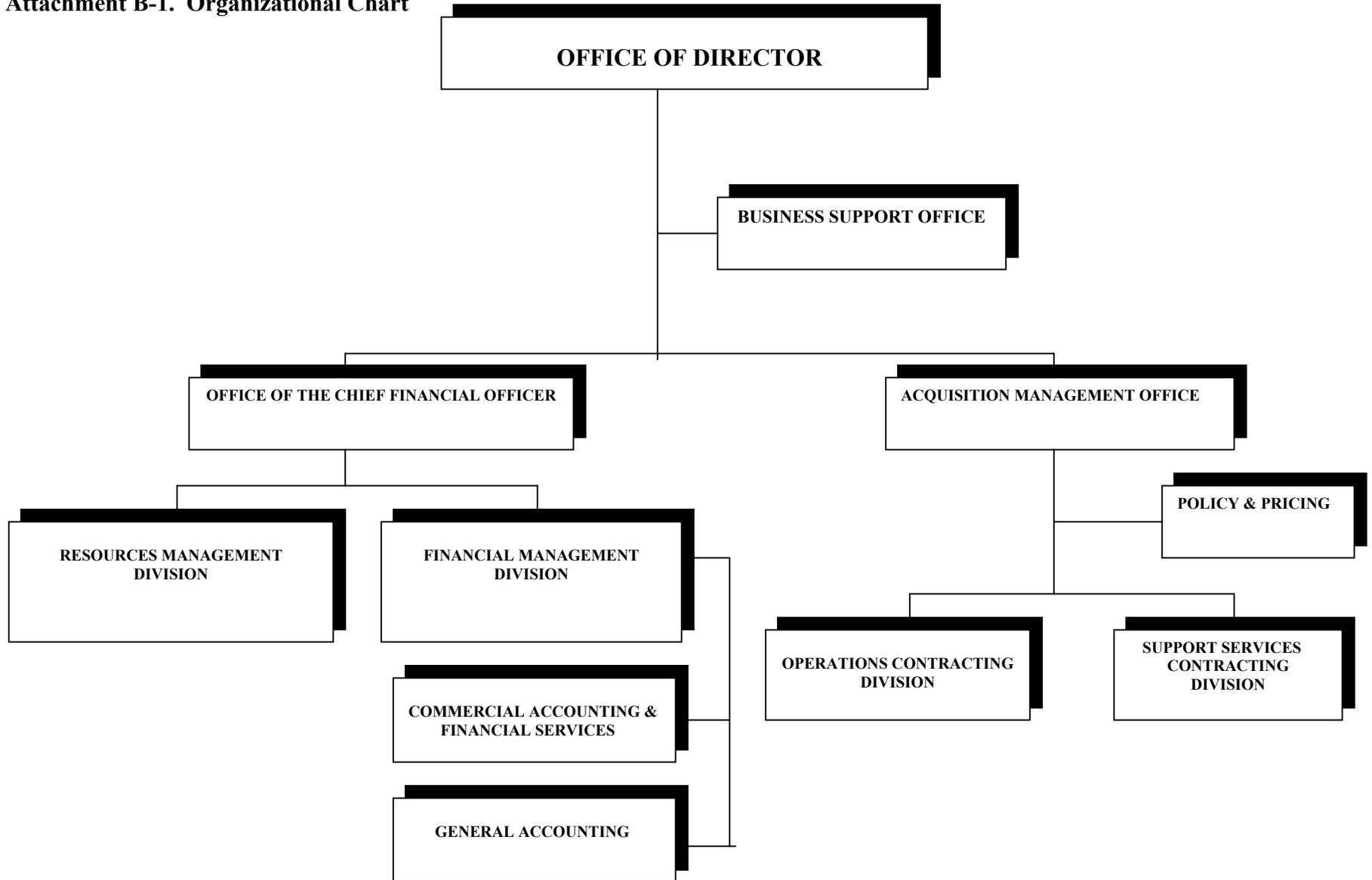
SPD 1107.1(3), Appendix C, Revision A dated April 23, 2002, and
 SPD 1107.1(4), Appendix D, Revision A dated April 23, 2002.

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B-1. Organizational Chart

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Attachment B-1. Organizational Chart



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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/Stennis Space Center (SSC). It also performs the following additional functions: (1) SSC Congressional Liaison; and, (2) SSC Freedom of Information Act (FOIA) Officer.

C.3.2 RESPONSIBILITIES

The Chief Counsel is directly responsible for:

- a. Providing legal counsel to the SSC Director and to all SSC organizational elements to ensure that actions are in accordance with NASA policies;
- b. Establishing such working relationships with the NASA General Counsel and other NASA Chief Counsel's to ensure uniformity in the application of legal principles and adherence to NASA policy;
- c. Serving as Deputy 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 Privacy Act Officer and 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; establish legal policy for SSC;
- j. Performing any other functions assigned or inherent to the OCC;

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k. Overseeing the SSC Congressional Liaison who coordinates congressional and state governmental activities with the Director, the Director's staff, and other components of SSC, and with NASA Office of Legislative Affairs (Code L); and

l. Overseeing the FOIA Officer who carries out the SSC program for the release of Agency records.

C.3.3 LINE OF SUCCESSION

Each of the three attorney advisers is authorized to take necessary action on all matters.

C.3.4 CANCELLATION

Supersedes SPD 1107.1(2), Appendix B, Revision A dated April 23, 2002.

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APPENDIX D: 1107.1(4) - HA00/Program Integration Office

D.4.1 OFFICE MISSION

The Program Integration Office shall provide Agency-level program leadership for NASA's Rocket Propulsion Testing and assist in the development and implementation of Earth Science programs and initiatives. It is also responsible for the management of Center-level, cross-cutting functions and capabilities, including research, development, assessment, certification, acquisition, transfer, and commercialization of technologies; and program control and system management for all program, projects, and tasks undertaken by the Center.

D.4.2 RESPONSIBILITIES

The Manager, Program Integration Office is responsible for:

- a. Managing all programmatic and multi-site efforts of the Agency's rocket propulsion test assets, activities, and resources. Responsibility includes development of testing and facility investments, consolidating strategies, and making propulsion test assignments when tests are performed within the Agency. The Manager also provides the Chair and Cochair for the Rocket Propulsion Test Management Board and the National Rocket Propulsion Test Alliance respectively;
- b. Researching and developing activities leading to new technologies, as well as assessment, certification, and acquisition of technologies from the commercial, academic, and Government sectors, to improve safety, efficiency, and effectiveness in the fulfillment of NASA's mission while improving productivity and increasing national competitiveness; and the transfer and commercialization of technologies to benefit the private sector, academia, and other Government entities;
- c. Developing, managing, and implementing a program control function to ensure effective management of technical performance, schedule, cost, and risks for programs undertaken by Center lines of business; and
- d. Providing systems management and consultation services and capabilities, including policies, processes, standards, techniques, training, tools, and independent evaluations of Center programs, projects, and tasks.

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D.4.3 LINE OF SUCCESSION

Deputy Director.

D.4.4 CANCELLATION

None

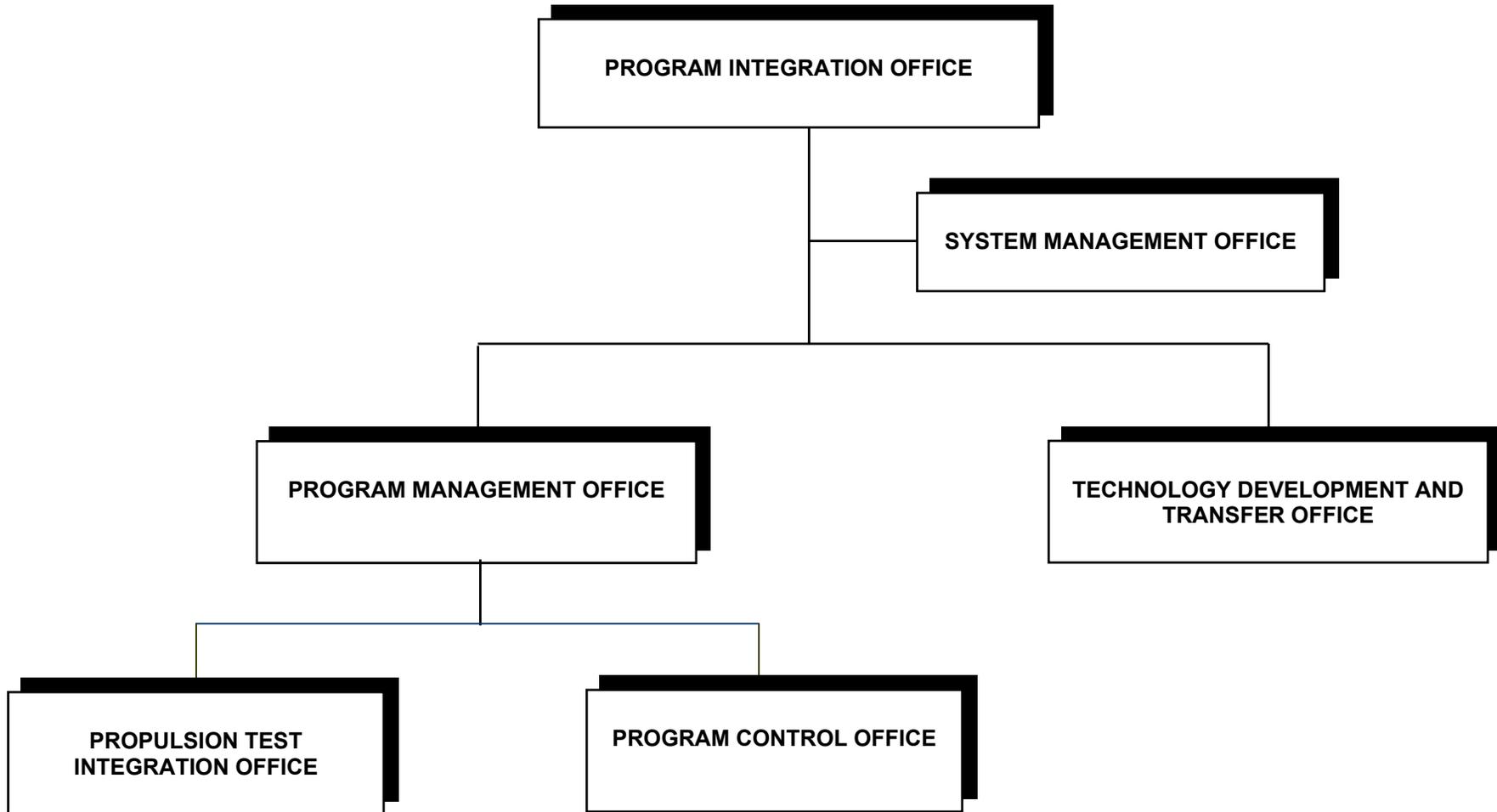
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D-1. Organizational Chart

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Attachment D-1. Organizational Chart

PROGRAM INTEGRATION OFFICE



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APPENDIX E: 1107.1(5) - IA00/Office of External Affairs

E.5.1 OFFICE MISSION

The Office of External Affairs serves as the front door for the Stennis Space Center (SSC) in creating a positive image for NASA and the Center in building productive partnerships with external organizations and communicating, internally and externally, consistent with NASA strategic planning and the highest public standards. This Office provides assistance, service, and advice to the SSC Director and other SSC elements in public affairs matters, including news, public information, protocol, and history office documentation. The Office is committed to promoting NASA's mission of inspiring the next generation of explorers through excellence in education, support of the teaching profession, and increased awareness of the impact science, mathematics, technology and geography have on the quality of life.

E.5.2 RESPONSIBILITIES

The Office of External Affairs 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. Use the NASA mission, facilities, human resources, and programs to provide exposure, experiences and instructional materials to teachers and faculty to support the enhancement of knowledge and skills, and to provide access to NASA information in science, mathematics, technology, engineering, and geography;
- b. Use 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;
- c. Research and develop products and services that facilitate the application of technology to enhance the educational process for formal and informal education and lifelong learning;
- d. Involve the education community, particularly higher education, in NASA programs that contribute to the development of new knowledge in support of the NASA mission, and to utilize the talent and resources of the higher education community;
- e. 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;

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f. 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. Responsibility includes Launch Guest Operations, Speakers Bureau, Community Leaders Briefings, etc.;

g. Maintain a public visitor program to better inform general public of activities of the Agency and Center. This includes efficient operations of the SSC Visitors Center, establishing guidelines and approval of tour scripts and routes, exhibits, print materials, and videos, as well as the coordination of exhibits at area community events; and

h. 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 response to research requests and generation of historical material.

E.5.3 LINE OF SUCCESSION

Rotated between the Public Affairs Officer and the Education Officer.

E.5.4 CANCELLATION

SPD 1107.1(5), Appendix E, Revision A dated April 23, 2002, and
SPD 1107.1(7), Appendix G, Revision A dated April 23, 2002.

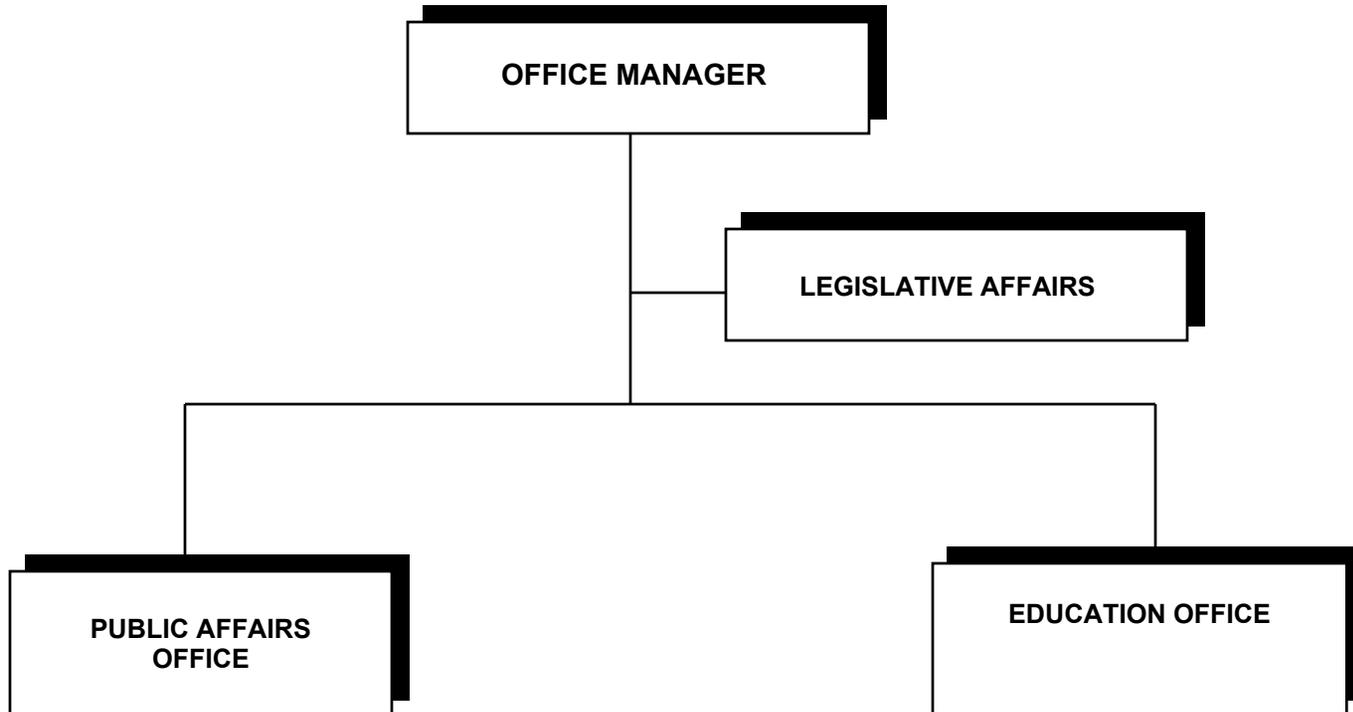
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Attachment E-1. Organizational Chart

OFFICE OF EXTERNAL AFFAIRS



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Responsible Office: LA00/Office of Human Resources and Development		
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APPENDIX F: 1107.1(6) - LA00/Office of Human Resources and Development

F.6.1 OFFICE MISSION

The Office of Human Resources and Development (OHR&D) is the focal point in managing the SSC workforce on a day-to-day basis. The OHR&D 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.

F.6.2 RESPONSIBILITIES

The Manager, OHR&D, 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 Research and Program Management budget process for all NASA civil service workyears, associated salaries, benefits, and allocation of civil service workyears.
- 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 administer 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 OHR&D.

F.6.3 LINE OF SUCCESSION

Each Team Lead is authorized to take necessary action on all matters in their area of responsibility.

Stennis Policy Directive	SPD 1107.1(6)	B-1
	<i>Number</i>	<i>Rev.</i>
	Effective Date: August 7, 2003	
	Expiration Date: August 7, 2008	
Responsible Office: LA00/Office of Human Resources and Development		Page 18 of 29
SUBJECT: SSC Organization Mission and Responsibilities – LA00/Office of Human Resources and Development - Appendix F		

F.6.4 CANCELLATION

Supersedes SPD 1107.1(6), Appendix F, Revision B, dated February 27, 2003.

Stennis Policy Directive	SPD 1107.1(7)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: February 27, 2003	
	Expiration Date: February 27, 2008	
Responsible Office: MA00/Earth Science Applications Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – MA00/ Earth Science Applications Directorate - Appendix G		

APPENDIX G: 1107.1(7) - MA00/Earth Science Applications Directorate

G.7.1 OFFICE MISSION

The Earth Science Applications Directorate's mission is to optimize benefits from NASA's Earth Science investments through systems engineering to advance decision support tools that serve the Nation.

G.7.2 RESPONSIBILITIES

The Director is responsible for:

- a. Implementing a remote sensing research applications and verification program with NASA Headquarters that responds to national remote sensing policies. Responsibility includes provision of program continuity and a consistent interface between NASA and the public, as well as nonprofit and private-sector users for NASA's Earth Science applications;
- b. Establishing collaborative research and development projects with NASA Centers, universities, Government laboratories, and private companies to advance the state of the practice in remote sensing technology that serves the decision support needs of Federal agencies, and State and local entities. Responsibility also includes:(1) developing and maintaining program interfaces with remote sensing centers of excellence to stay abreast of new technology developments, and (2) benchmarking and evaluating experimental approaches, procedures, and technology to ensure that products developed address user-defined requirements;
- c. Developing and conducting systems engineering activities in critical areas identified with NASA Headquarters for advancing state of the practice in data producers, information system vendors, and value-added information services, including visualization and decision-support services. This includes coordinating and conducting systems engineering and feasibility studies dealing with data systems, data fusion/analysis, and sensor systems with other Field Centers and/or Government laboratories; and
- d. Providing guidelines and requirements of the Earth Science Applications Directorate for formulation of Programs Operating Plans, budgets, and schedules to meet the project/program goals. Responsibility includes allocating and ensuring adherence to budgets, schedules, and requirements for technical performance.

G.7.3 LINE OF SUCCESSION

In the following order: Deputy Director and Division Lead rotating.

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	Expiration Date: February 27, 2008	
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Responsible Office: MA00/Earth Science Applications Directorate		
SUBJECT: SSC Organization Mission and Responsibilities – MA00/ Earth Science Applications Directorate - Appendix G		

G.7.4 CANCELLATION

SPD 1107.1(10), Appendix J, Revision A dated April 23, 2002.

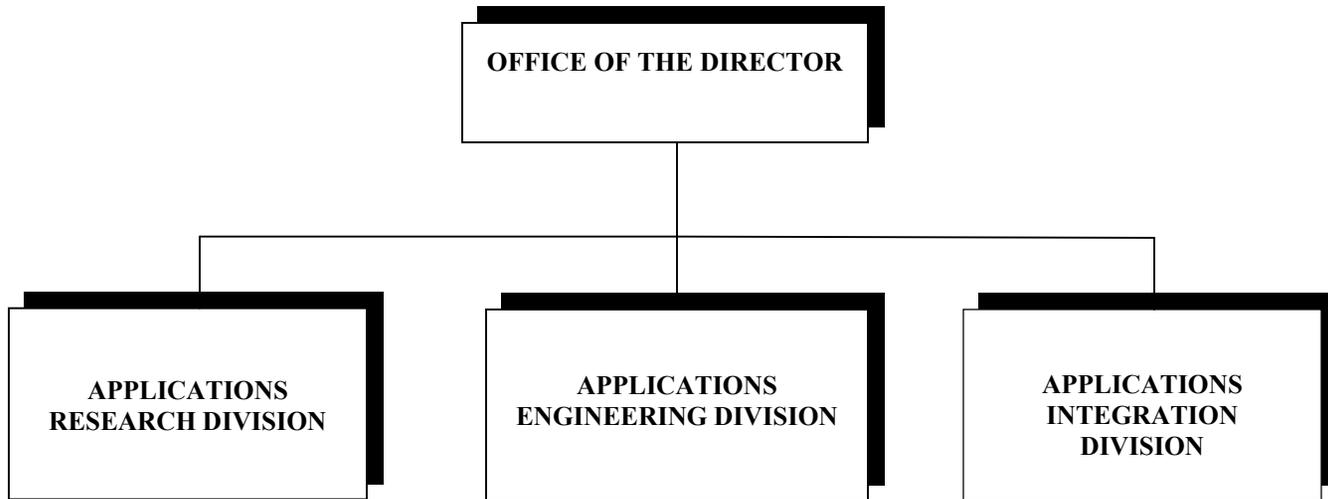
ATTACHMENTS

G-1. Organizational Chart

Stennis Policy Directive	SPD 1107.1(7)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: February 27, 2003	
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Responsible Office: MA00/Earth Science Applications Directorate		Page 21 of 29
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Attachment G-1. Organizational Chart

EARTH SCIENCE APPLICATIONS DIRECTORATE



Stennis Policy Directive	SPD 1107.1(8)	B
	<i>Number</i>	<i>Rev</i>
	Effective Date: February 27, 2003	
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Responsible Office: AA00/Office of the Director		Page 22 of 29
SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety and Mission Assurance – Appendix H		

APPENDIX H: 1107.1(8) - QA00/Office of Safety and Mission Assurance

H.8.1 OFFICE MISSION

The Office of Safety and Mission Assurance provides safety, reliability and quality assurance expertise, guidance, and services for all NASA Stennis Space Center (SSC) programs, facilities, and supporting infrastructure. The office actively participates and contributes to the Agency-level Safety and Mission Assurance (S&MA) effort. This office is the “conscience” of the Center in regards to safety and product/process quality.

H.8.2 RESPONSIBILITIES

The Manager, Office of Safety and Mission Assurance, provides leadership, policy direction, functional management, and coordination for:

- a. Ensuring 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 oversight and independent assessment of propulsion test projects/operations and Center operations facility construction/modification activities to ensure that they are developed with suitable attention to risk, and operations are conducted safely;
- d. Ensuring effective utilization of SSC S&MA resources;
- e. Advising SSC management on significant S&MA issues and overseeing prompt investigation of SSC mishaps;
- f. Leading and managing SSC’s Institutional Safety Program and related support to resident agencies at SSC; and
- g. Supporting NASA Headquarters Office of Safety and Mission Assurance in evaluation of Space Shuttle program and International Space Station flight and mission readiness reviews.

Stennis Policy Directive	SPD 1107.1(8)	B
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	Effective Date: February 27, 2003	
	Expiration Date: February 27, 2008	
Responsible Office: AA00/Office of the Director		
SUBJECT: SSC Organization Mission and Responsibilities – QA00/Office of Safety and Mission Assurance – Appendix H		

H.8.3 LINE OF SUCCESSION

In the following order: Deputy Manager; Team Lead rotations.

H.8.4 CANCELLATION

Supersedes SPD 1107.1(8), Appendix H, Revision A dated April 23, 2002.

Stennis Policy Directive	SPD 1107.1(9)	B-3
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 15, 2003	
	Expiration Date: December 15, 2008	
Responsible Office: AA00/Office of the Director		
SUBJECT: SSC Organization Mission and Responsibilities – RA00/Center Operations Directorate – Appendix I		

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

I.9.1 OFFICE MISSION

The Center Operations Directorate provides a comprehensive and integrated program that is a customer-focused delivery system of institutional services for the Center in the accomplishment of its assigned missions. These activities encompass a wide range of products and services that are diverse and interrelated. Broad categories of functional responsibilities include the design, operation, and maintenance of the total facility; energy management, environmental management, and occupational health; occupational medicine; food services; acquisition, operation, and maintenance of both institutional and program support equipment; information technology (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, security, and counterintelligence.

I.9.2 RESPONSIBILITIES

The Director is responsible for:

- a. Developing, implementing, and managing a facilities program encompassing the planning, budgeting, engineering, design, construction, maintenance, operations, and management of facilities in support of the Center, including offsite locations. Responsibility includes providing for utilities and energy management, facility space management, Facility Manager Program, Pressure Systems Management and equipment calibration services;
- b. Developing, implementing, and managing a Stennis Space Center (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;
- c. 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 Agencywide providers of networking, communications, hardware, and software services;
- d. 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 export control, publication and distribution

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of technical publications, records and documentation management, medical and occupational health, and food services;

- e. Providing management and direction for SSC security policy and programs including personnel security, industrial security, physical security, information security, classification management, security education, and counterintelligence;
- f. Developing draft Space Act, Use Permit, and Host-Tenant Agreement packages based on tenant needs and SSC regulations. Responsibility includes providing new tenant information on how to obtain goods and services and manages daily tenant issues/problems; and
- g. Reviewing Stennis Work Requests for proper selection of contractor, appropriateness of work, completeness of information, sufficient funding, and statement of work applicability.

I.9.3 LINE OF SUCCESSION

In the following order: Deputy Director; Division Chief rotations.

I.9.4 CANCELLATION

SPD 1107.1(9), Appendix I, Revision A dated April 23, 2002.

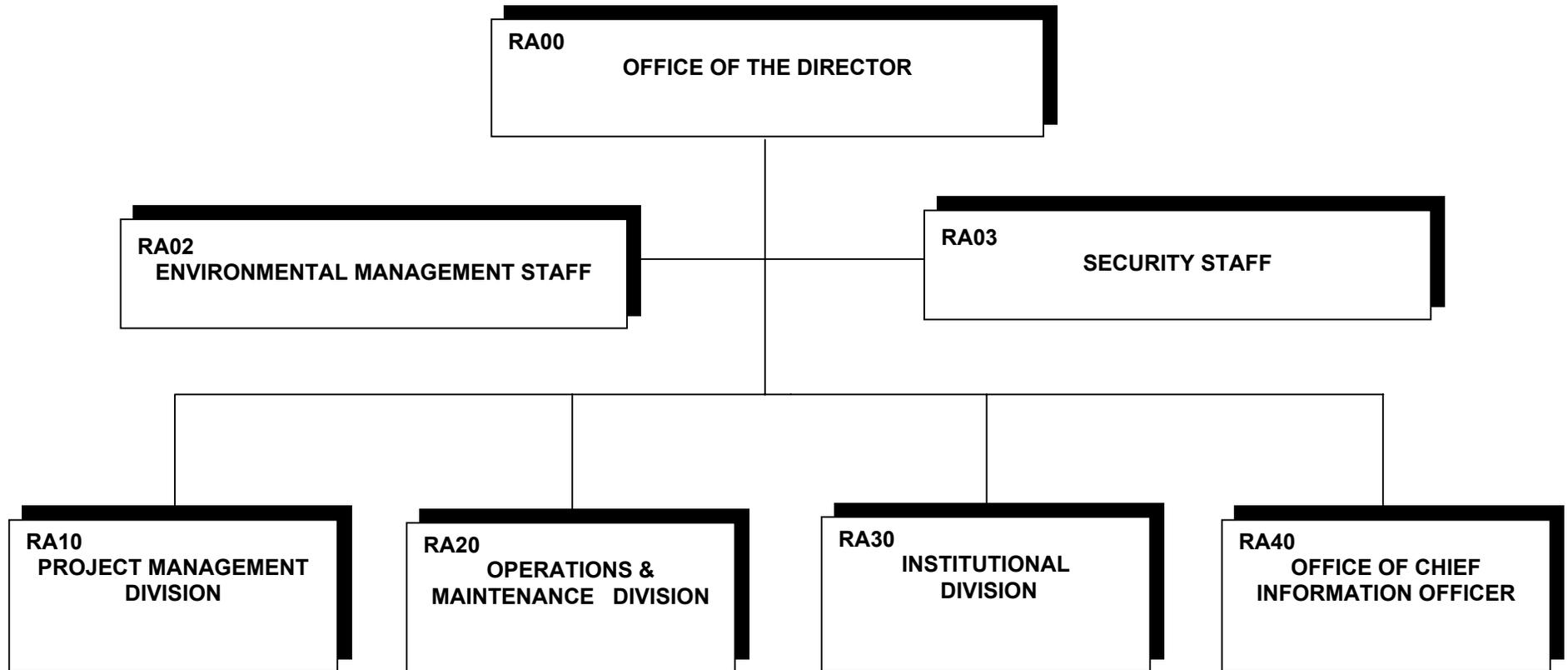
ATTACHMENT

I-1 Organizational Chart

Stennis Policy Directive	SPD 1107.1(9)	B-3
	<i>Number</i>	<i>Rev.</i>
	Effective Date: December 15, 2003	
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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)	B
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	Expiration Date: February 27, 2008	
Responsible Office: AA00/Office of the Director		
SUBJECT: SSC Organization Mission and Responsibilities –VA00/Propulsion Test Directorate – Appendix J		

APPENDIX J: Section 1107.1(10) - VA00/Propulsion Test Directorate

J.10.1 OFFICE MISSION

The Propulsion Test Directorate (PTD) is responsible for executing the NASA's Center of Excellence for Propulsion Testing.

J.10.2 RESPONSIBILITIES

The Director is responsible for:

- a. Managing all Space Shuttle Main Engine (SSME) test activities and propulsion test activities at Stennis Space Center (SSC);
- b. Providing advanced planning and project development function to ensure that NASA and SSC-managed capabilities are effectively used in all future propulsion testing program planning;
- c. Performing design, analysis, and modeling of propulsion test facilities and systems, special test equipment, ground support equipment, and technical systems. Responsibility includes: (1) providing design-engineering support to integrate construction, installation, and activation of test critical systems, and (2) Conducting relevant advanced technology activities to maximize the exposure of NASA-developed technologies;
- d. Managing and operating SSC's E-Complex test facilities and subsystems by defining operational approach; defining and controlling facility requirements; monitoring construction; installing data systems; activating systems; and maintaining these facilities to be responsive to future test needs. This includes providing 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 of facility changes to the appropriate SSC boards; and
- e. Managing the test operations support and maintenance for all test stand and support facilities, including, but not limited to, providing inputs to program and project requirements documentation that defines the test support required to meet project requirements, and coordinating and submitting of facility changes to the appropriate SSC boards. This includes managing propellant and pressurant logistics to ensure deliveries to meet SSC test needs.

J.10.3 LINE OF SUCCESSION

In the following order: Deputy Director; Chief, Project Management Office; and Chief, Operations Division.

Stennis Policy Directive	SPD 1107.1(10)	B
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	Effective Date: February 27, 2003	
	Expiration Date: February 27, 2008	
Responsible Office: AA00/Office of the Director		
SUBJECT: SSC Organization Mission and Responsibilities –VA00/Propulsion Test Directorate – Appendix J		

J.10.4 CANCELLATION

Supersedes SPD 1107.1(12), Appendix L, Revision A dated April 23, 2002.

ATTACHMENT

J-1 Organizational Chart.

Stennis Policy Directive	SPD 1107.1(10)	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: February 27, 2003	
	Expiration Date: February 27, 2008	
Responsible Office: AA00/Office of the Director		
SUBJECT: SSC Organization Mission and Responsibilities – VA00/Propulsion Test Directorate – Appendix J		

Attachment J-1. Organizational Chart

PROPULSION TEST DIRECTORATE

