

GODDARD SPACE FLIGHT CENTER

100 DIRECTOR

Provides overall management and coordinative control of the diversified activities carried out within the organizational elements of the Goddard Space Flight Center. Carries final responsibility, authority, and accountability for establishment of programmatic and institutional policy and for provision of direction and maintenance of overview of the science, technology, and administrative programs necessary to accomplishment of the Center mission that is outlined in the functional statements comprising this manual.

101 NEW OPPORTUNITIES OFFICE

The New Opportunities Office is the driving force behind all of Goddard's new business activities. The Office's responsibilities span the entire Center and all phases of business development - enabling the science and technology community to turn their ideas into reality.

Reporting to the Deputy Center Director - Technical, the Office is responsible for a broad spectrum of activities aligned with the Center's business strategy. Based on its in-depth understanding of Center and Agency initiatives, the Office tracks all potential new business opportunities and informs key stakeholders through an integrated knowledge and information network. This knowledge enables the Office to lead the Center's future work planning activities, manage the Center's bid and proposal resources, and win challenging and exciting new work that maintains and advances the Center's technical competence.

The Office provides the bridge between the initial germination of ideas and the final submittal of formal proposals to NASA Headquarters. The Office provides strategic and tactical consultation on new mission, instrument and technology concepts; coordinates Center resources for concept and proposal related activities; establishes standards for proposal quality and consistency; provides proposal development and production; sponsors the Center's business development curriculum; and serves as the owner of the Center new business review and approval processes. Inherent to these activities, the Office maintains quality records, key information, lessons learned, opportunity unique insights and perspectives enabling continuous improvement of its products and services. Through its ownership of these processes and its leadership, the New Opportunities Office is championing the evolution of the Center's culture into one that embraces the importance of developing and winning new business.

100.1 BUSINESS MANAGEMENT OFFICE

Responsible for the administration and management of institutional and programmatic objectives. These responsibilities include financial planning,

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budget execution, resource analysis, human capital management, general administration, workforce planning, and IT management. Provides collocated resources support to Staff Offices within the Directorate to support efficient implementation of resources and to ensure effective utilization of resources.

120 EQUAL OPPORTUNITY PROGRAMS OFFICE

Provides staff leadership and serves as the focal point for coordinating, monitoring and evaluating Centerwide activities to assure equal opportunity in employment for employees and applicants. Participates at the community level with schools and universities, and with other public and private groups to improve employment opportunities and conditions affecting employability. Manages the equal opportunity performance of cost-plus-award-fee contractors and conducts compliance checks to determine the compliance posture of proposed contractors.

130 OFFICE OF PUBLIC AFFAIRS

Develops and provides an integrated Centerwide public affairs program designed to provide for the widest practicable and appropriate dissemination of information concerning the activities of the GSFC as part of an Agencywide public affairs program. This program is accomplished by the dissemination of information, including audiovisual materials, to the news media; the preparation and distribution of educational, historical, and general informational publications; the production and distribution of motion pictures, television, and radio programs; the design, construction, and management of exhibits; educational programs and services, including lecture demonstrations; speeches and speaker services; and community relations activities and internal information services. In support of an Agencywide education program, plans, promotes, and conducts space-oriented science education programs at all levels in the educational institutions of the Center's five-state region to help educators provide effective science, technology, and mathematics courses for future scientists and engineers. Also develops programs and conducts general educational projects for youth activities and adult programs. Plans and conducts educational workshops and special projects. Plans and administers the Center's program for reception and briefing of visitors from all levels in the scientific, government, professional, business, and public communities - foreign and domestic. Is responsible for the implementation of the Freedom of Information Act, responding to requests and furnishing releasable material. Directs and supervise publication of the Goddard News and Dateline Goddard.

140 OFFICE OF CHIEF COUNSEL

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Provides legal advice and assistance to the Director and all GSFC organizational components on all legal matters (other than patent matters) involved in the Center's activities including the legal aspects of Center policies, controls, and procedures. Provides legal representation for the Center in litigation, disputes, protests, and miscellaneous matters.

140.1 OFFICE OF PATENT COUNSEL

The Office of Patent Counsel identifies, establishes, negotiates and licenses rights to intellectual property developed under Goddard sponsored programs and partnerships. This is done with a view to ensure that the Government obtains sufficient rights to meet the needs of the Government and Goddard. The Office counsels the procurement community frequently as virtually all procurements involve some form of intellectual property. The Office obtains and maintains patents, copyrights and reviews all partnership agreements involving an exchange of intellectual property rights.

180 NASA INDEPENDENT VERIFICATION AND VALIDATION (IV&V) PROGRAM OFFICE

The IV&V program office is the designated program management office for the Agency IV&V program as delegated to GSFC by Code Q in a Program Commitment Agreement. The management of the Agency IV&V program also includes the leadership and operation of the IV&V Facility located in Fairmont, West Virginia. The objective of the IV&V program is to reduce the inherent risk in the Agency's ability to develop, deploy, and operate software within desired cost, schedule and performance goals. The IV&V program office is responsible for the management of all software IV&V efforts within the Agency in accordance with NPD 8730.4 Software Independent Verification and Validation (IV&V) Policy. The program office's role is to provide a value-added service to the Agency's software projects, primarily by performing IV&V on all Agency mission critical software, when appropriate, based on the cost, size, complexity, life span, risk, and consequences of failure.

The primary role of this office is to conduct and manage the IV&V effort on all Agency mission or safety critical software, when appropriate. The Office is also responsible for independent evaluations of mission or safety critical software development processes and products for NASA projects and for research to improve the "best practices" applicable to the production and operation of safe, reliable, mission critical software for the OSSMA Software Assurance Program. Additionally, the Office defines and performs independent evaluations of software processes and products throughout a project's development life cycle; performs assessments of specific software processes or products to evaluate status

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and risk areas associated with a project's software development at the time performed; evaluates and develops tools, methodologies, and techniques to improve the "best practices" needed to conduct IV&V processes on Agency mission-critical software; drafts the OSSMA Software Assurance Program Level I and Level II plans for software assurance research, and assists in the selection of and manages research initiatives. The IV&V Facility also houses and operates an Educators Resource Center to provide NASA learning materials and programs to local elementary and secondary schools while also providing science and engineering internships for local high school students.