

Office of Program Analysis and Evaluation Studies & Analysis Division Charter

1. Purpose

The Office of Program Analysis and Evaluation (PA&E) is an independent assessment organization that provides objective, transparent, and multidisciplinary analysis to inform strategic decision-making. Within PA&E, the Studies and Analysis Division (S&A) conducts strategic planning studies at the request of the Administrator and his designees. S&A also provides independent analysis of issues of concern to the Administrator, Deputy Administrator, and Associate Administrator.

2. Scope

Working directly with other Administrator staff offices, Mission Directorates, and Centers, S&A manages Agency-level planning studies. Such studies typically encompass NASA strategic issues or, occasionally, cross-Mission Directorate or cross-Center issues that can not be resolved at a lower level. Results of studies are presented to the Strategic Management Council, the Administrator, and others as directed.

3. Areas of Responsibility

3.1. Strategic Planning Studies

S&A is responsible for inputs to the strategic planning process. Such studies are typically requested by the Administrator or his designees and encompass issues of strategic concern to NASA. Findings are briefed to the Administrator, Deputy Administrator, Associate Administrator and, generally, the Strategic management Council. Following direction from the Administrator, these findings are coordinated with the Strategic Investments (SI) Division for inclusion in annual budgeting and the tri-annual Strategic Plan, as appropriate.

3.2. Cross Mission Directorate and Cross Center Studies

S&A occasionally conducts studies—at the request of the Administrator—of issues that do not represent NASA-wide strategic issues but do cross Mission Directorate lines of authority. Such studies are coordinated with the Mission Directorate/Centers involved and are briefed to Mission Directorate/Center senior management before presentation to the Administrator.

3.3. Other Studies

S&A conducts other studies as requested by the Administrator and his designees.

4. Functions

S&A is responsible for the following functions:

- Strategic studies across the full range of Agency issues;
- Studies of cross-Mission Directorate and cross-Center issues;
- Other studies as directed;
- Reporting results of studies as fact-based findings without recommendations;
- Reporting findings of studies to the Administrator, Deputy Administrator, Associate Administrator, Mission Directorate Associate Administrators, Center Directors, and, the Strategic Management Council as appropriate or as directed;

5. Organization

S&A is a single seamless team. Studies are assigned based of individual expertise and capability; because the team is very small, expertise from throughout NASA and, if needed, throughout the nation is brought in as needed to conduct specific subject area studies. Studies with significant non-NASA involvement are typically reviewed by a senior team of highly experienced subject matter experts.