

# **Office of Independent Program and Cost Evaluation**

## **Mission Support Division Charter**

### **1. Purpose**

The Office of Independent Program and Cost Evaluation (IPCE) is an independent assessment organization that provides objective, transparent, and multidisciplinary analysis to inform strategic decision-making. Within IPCE, the Mission Support Division (MSD) provides the fundamental business management architecture, supporting the IPCE mission.

### **2. Scope**

Working directly with IPCE Division staff offices, other Agency Staff Support Offices, Mission Directorates, and Centers, MSD provides the daily logistical support for the four functional offices within IPCE. The MSD portfolio also encompasses unique intra-agency support, responding to external queries, audits and other cross-cutting responsibilities.

### **3. Areas of Responsibility**

MSD areas of responsibility include, but are not limited to all personnel actions, budget planning, programming, execution and analysis, audit liaison, Freedom of Information request processing, space planning and utilization, check in/check out for the gain and loss of employees, procurement coordination, security and administrative support for the IPCE Associate Administrator, Deputy Associate Administrator and the Agency management council structure.

### **4. Organization**

MSD is composed of eight civil servants and five contract staff. It is functionally organized, headed by a GS-15 Division Director. Staff are cross-trained to support the diversified missions within the MSD areas of responsibility.