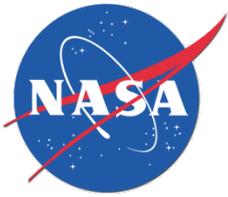


# NASA Management Office

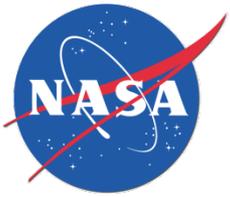
NASA Advisory Council Presentation

July 28, 2015



# *Background Information*

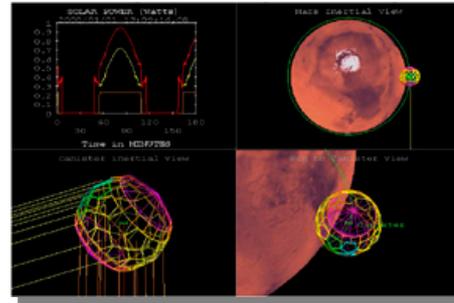
- JPL is a Federally Funded Research & Development Center (FFRDC) operated by California Institute of Technology under NASA contract subject to the Federal Acquisition Regulation. Caltech has operated JPL since 1958.
- JPL is a NASA-owned facility operated by Caltech employees – with approximately 5000 FTEs and \$1.5B annual budget. On-site contract oversight is performed by the NASA Management Office (NMO).
- JPL was established to meet special NASA long-term research and development needs that could not be met as effectively by existing in-house or contractor resources. JPL performs tasks that are integral and critical to the execution of the NASA mission.
- Because of the FFRDC special status, JPL has access to data, employees, and facilities beyond that afforded by a normal contractual relationship with the government. A long-term relationship with NASA was established to provide the continuity necessary to attract high-quality personnel.
- *Property:* 177 acres (includes 22 acres leased for parking), 139 buildings and 36 trailers, 673,000 net square feet of office space, 906,000 net square feet of non-office space (e.g., labs) – Scientific, engineering, communication, and computational equipment



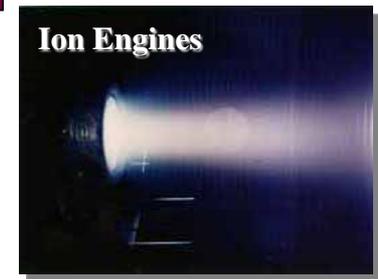
# End-to-End Capabilities Needed to Implement Missions



Project Formulation - Team X



Mission Design



Spacecraft Development



Scientific Research



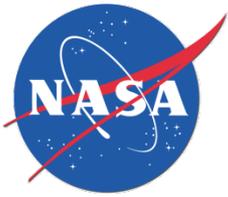
Real Time Operations



Environmental Test



Integration and Test



## *Some FFRDC Characteristics*

- The FFRDC is brought into existence at the initiative of a Government agency or bureau to meet some special research or development need which, at the time, cannot be met as effectively by existing in-house or contractor resources.
- Work from other than a sponsoring agency is undertaken only to the extent permitted by the sponsoring agency and in accordance with the procedures of the sponsoring agency. JPL performs non-NASA work under the same prime contract.
- The primary sponsor undertakes the responsibility to assure a reasonable continuity in the level of support to the activity consistent with the agency's need for the activity and the terms of the sponsoring agreement.
- The activity is required to conduct its business in a responsible manner befitting its special relationship with the Government, to operate in the public interest free from organizational conflict of interest, and to disclose its affairs (as an FFRDC) to the primary sponsor.



# *JPL as NASA's Only FFRDC*

- **Compliance with NASA regulations, policies, and procedures:**

- Only those incorporated into the JPL prime contract are binding
- NASA retains the right to unilaterally incorporate new or modified regulations
- JPL has the opportunity to provide an impact analysis for new/modified regulations
- NASA may provide additional funding to JPL to implement new regulations
- NASA evaluates JPL's alternate approaches in complying with NASA's requirements
- NASA may accept JPL's implementation approaches as satisfactory

- **Currently NASA/Caltech contract is Cost Plus Fixed Fee type**

- The total annual fee is currently approximately \$20M/year



# NASA Management Office

**Office of the Director**  
 Director, NMO  
 Tech Asst. for Program Mgt  
 Program Support

**Marcus Watkins**  
**Norman H. Schultzberger**  
**Rosemary Starman**

**Strategic Infrastructure Capabilities\*\***  
 Manager, Risk Comm  
**Merrilee Fellows**

**Counter Intelligence (CI)^^^**  
 Chief, CI  
 Intelligence Operations Specialist

**John O'Malley**  
**Timothy M. Neal**

**Legal Management**  
 Chief Counsel  
 Patent Counsel  
 Attorney

**J. Brett Swanson**  
**Mark W. Homer**  
**Timothy Howell**

**Contract Management**  
 Procurement Officer  
 Contracting Officer/Specialist

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 “  
 Program Specialist

**David A. Crouch**  
**Angel A. Castillo**  
**Robert Democh**  
**Valeria Thomas-Crawford\***  
**Thomas Servilla**  
**James McKelvie**  
**Rick Ellerbe**  
**Nar R. Nazari**  
**Cara Dawn**  
**Lydia Casarez**

**Institutional Management**  
 Supervisor & Safety, Health and MA  
**Raymond Kacmar**

Chief, Protective Service  
 Security Specialist  
 Technology Utilization and Commercialization  
 FOIA and Audit Liaison  
 Facilities/Environmental Manager  
 Industrial Property  
 Policy Analyst  
 Environmental Restoration-SSFL

**Terry E. Odum**  
**Jerry Jennings**  
**Robert Jones**  
**Dennis Mahon**  
**Steve Slaten**  
**Eric C. Lau**  
**Cheryll Williams**  
**Peter Zorba**

**Notes**  
 ^^Reports to OPS  
 \*Located at GSFC  
 \*\*Reports to HQ OSI



# *NASA Management Office Mission*

- To optimize the unique global capabilities at the Jet Propulsion Laboratory, Applied Physics Laboratory and Deep Space Network to enable scientific discovery and space exploration.
- As a proactive and diverse organization, we strive to innovatively and effectively share Agency program and institutional responsibilities for the planning, direction and oversight of NASA-funded activities at the Jet Propulsion Laboratory, Applied Physics Laboratory and the Deep Space Network.



# *NMO On-Site Primary Liaison Functions*

- Program Management Insight
- Contract Management & DSN International Contracts
- Safety, Health and Mission Assurance
- Environmental and Facility Management
- Asset Management/Property
- Freedom of Information
- Security
- Technology / Reimbursable Task / Export Control
- Environmental Restoration Program
- Legal Assistance and Guidance
- Public Affairs
- Inherently Governmental Functions



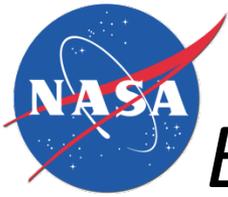
NMO  
Institutional Management Section

28 July 2015



# *Functions*

- Environmental Compliance and Facilities Management
- Export Control
- Freedom Of Information Act (FOIA) Public Liaison
- Policy Research, Analysis and Interpretation
- Property And Logistics
- Safety, Health and Mission Assurance Liaison
- Security
- Santa Susana Field Lab (SSFL) – Environmental Remediation



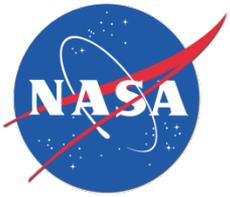
# *Environmental Compliance and Facilities Management*

- Environmental Compliance
- National Environmental Policy Act (NEPA)
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- Facilities Management
- Other inherently governmental functions:
  - Center Sustainability Officer
  - Cultural Resources Manager
  - Interface with US Forest Service (USFS) on Table Mountain Facility (TMF)
  - US Army Fort Irwin fed to fed relationship
  - Relationships with neighbors-Pasadena, local stakeholders and water companies



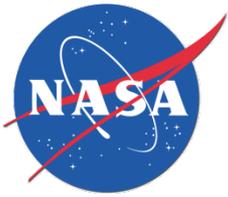
# *Export Control*

- Responsible as Center Export Control Administrator (CEA)
- Responsible for Small Business Innovative Research (SBIR) program review – (Phase I, Phase II, Phase III)
- Responsible for Independent Research and Technology Development (IR&TD) program review
- Responsible for Broad Agency Announcement and Space Act Agreement
- Responsible for uniqueness (special competency certification) review
- Responsible for FOIA Review of International Traffic in Arms Regulations (ITAR) and determination
- Responsible for New Technology Report's (NTR) approval and acceptance
- Review of subcontract closeout of NTR (JPL Subcontract Closeouts) and acceptance
- Technical review of JPL Patent
- Commercialization of Technology
- Federal Laboratory Consortium (FLC)



# *NMO Freedom of Information Act (FOIA) Public Liaison Officer*

- Freedom of Information Act (FOIA) Public Liaison Officer
- Records Manager
- Privacy Act Manager
- Audit Liaison Representative (ALR)
- NMO FOIA Web Page Administrator



## *Policy Research, Analysis and Interpretation*

- Contracting Policy Research, Analysis and Interpretation (Directives Management)
- Contract/Procurement policy advice and assistance to the NMO on matters pertaining to NASA Policy Directives (NPDs) and NASA Procedural Requirements (NPRs)



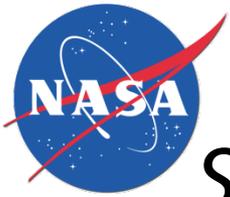
## *Property and Logistics*

- Supply Equipment Management Officer (SEMO)
- Industrial Property Officer (IPO)
- Property Disposal Officer Responsibilities (PDO),
- Plant Clearance Officer (PLCO)
- Transportation Officer (TO)
- Real Property Accountable Officer (RPAO)
- Exhibit Manager (New duties)



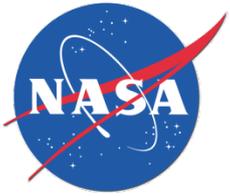
## *Safety, Health and Mission Assurance Liaison*

- Safety, mission assurance (reliability, maintainability, quality assurance and risk management) and occupational health liaison
- Identifying and controlling hazards; coordinating requirements compliance verification; serving as the liaison officer between JPL and HQ, other federal agencies, and state and local regulatory organizations



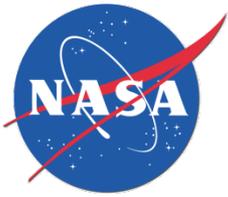
# *Santa Susana Field Laboratory (SSFL) Remediation Project Manager*

- Broad Spectrum Concurrent Remediation Project Management
  - Multi-Phased Demolition
  - Soil Cleanup to Background
  - Risk Based Groundwater Cleanup



## *IMS Actions in Work*

- All functions are currently one-deep, need to improve cross training and review possible support contractor backup
- Continue to work with the Office of Safety and Mission Assurance to refine roles, responsibilities, delegation, and technical authority
- Continue to work with the Office of Protective Services to refine roles, responsibilities and inherently governmental functions (1 year detail in place)



## *NMO Security*

- Principal authority and advisor to NMO Director on security, law enforcement, and intelligence matters
- Plan, organize, and direct overall implementation of the JPL Protective Services program
- Evaluate and advise JPL/Caltech Protective Services Division on effective implementation of NASA policy directives and procedures
- Liaison to HQ OPS, local, state, and federal law enforcement agencies
- Oversee implementation of the Personnel, Physical, Information and Industrial Security, and Foreign National Access Management (FNAM) programs



# *Contract Management Section Responsibilities*

## Contract Execution

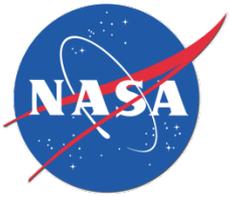
- Caltech FFRDC sponsoring agreement for JPL
- John Hopkins IDIQ Contract for APL
- Contracts with Spain and Australia to support DSN

## Contract Administration

- Prime Contract administration
- Task orders
- Contractor payment/invoicing
- Contractual Oversight
- Closeout

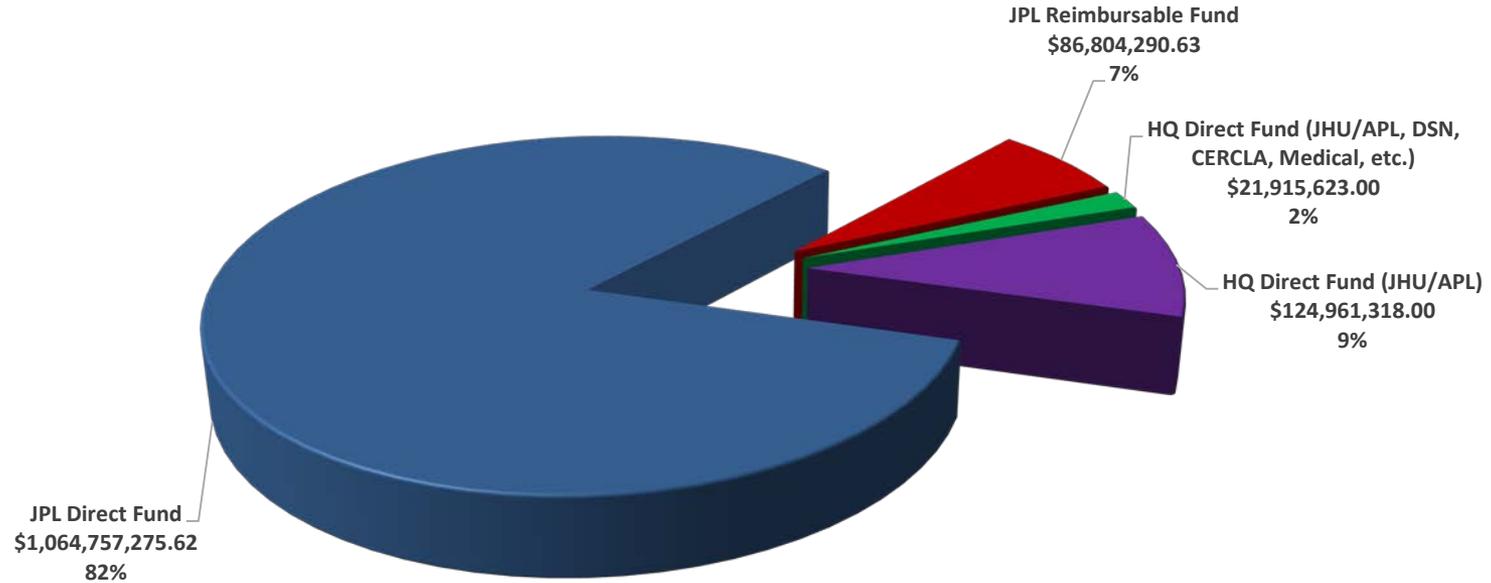
## Contract Monitoring

- Negotiation of incurred cost audits
- Resolution/Disposition of IG findings
- Assessment/documentation of contractor performance



# NMO FY 2015 Funds on Contract

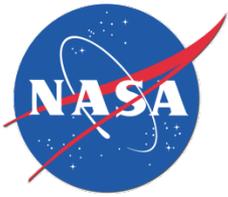
Data Current as of Midyear 2015





## *CMS Actions in Work*

- Contractor Evaluation
- Statement of Need – FFRDC
- Follow-on contract efforts



## *NMO Office of General Counsel*

The NMO OGC provides all of the standard legal services as those of its counterparts at the NASA centers and HQ, with an emphasis in the following areas:

- Procurement
- Intellectual Property
- Ethics
- Environmental/Real Property
- Space Act Agreements
- FOIA

The NMO OGC also provides intellectual property legal services to AFRC