

GODDARD SPACE FLIGHT CENTER

800 DIRECTOR OF SUBORBITAL & SPECIAL ORBITAL PROJECTS

Manages and directs the NASA Sounding Rocket Program and the NASA Balloon Program, the NASA Shuttle Small Payloads Projects, and the NASA University Class Explorer Projects. Provides mission management and payload design, development, fabrication, and testing; experiment management support; launch operations; coordination of tracking and data acquisition; engineering and operational support, and technical skills to conduct aerospace and other project operations at Wallops and other locations around the world. Provides project interface with NASA Headquarters, Program offices, other government agencies, universities, private industry, and the international community. Plans and conducts launches of scientific payloads and aeronautical tests and other research development and related activities as requested by elements of NASA, the Department of Defense, private industry, other agencies, and the worldwide scientific community. Maintains and operates research facilities which include a range, research airport, and program support aircraft on a worldwide basis. Manages the National Scientific Balloon facility in Palestine, Texas, and Ft. Sumner, New Mexico. Responsible for the planning, management, implementation, and evaluation of the Directorate's space launch commercialization programs. Seeks to match Directorate capability to national and international needs. Facilitates the transfer of new knowledge and aerospace technology from Wallops programs into the public and private sectors. Implements educational outreach programs to share knowledge of and participation in WFF mission programs with colleges, universities, high schools, and the general public. Provides management and operations support for assigned research and technology projects. Functions as the senior official on site at WFF and assumes the ultimate responsibility for the safe conduct of all missions at WFF.

801 RESOURCES MANAGEMENT OFFICE

Provides overall management guidance and supervision for resources for the Directorate. Develops and executes Directorate resources policies, plans, and procedures. Develops and coordinates resources budgeting requirements. Manages the allocations and review of resources, budget, manpower, and space. Develops and manages budget operating plans. Develops an accountability/productivity system for tracking and monitoring of Directorate and project-related work. Directs the business management activities carried out in the areas of financial analysis, pricing, scheduling, procurement, and general business. Coordinates with appropriate functional managers to ensure compliance with policies and regulations, applications of new techniques, and effective utilization of resources.

802 POLICY AND BUSINESS RELATIONS OFFICE

GODDARD SPACE FLIGHT CENTER

Provides guidance and leadership to ensure that Directorate policies and activities comply with federal statutes, executive orders, and NASA Goddard directives and strategic plans. Provides high-level management interface between the Directorate and tenants, and between the Directorate and commercial entities using or seeking to use WFF facilities or capabilities. Facilitates use of WFF for meeting national needs by proactively identifying matches between Directorate capabilities and the needs of emerging programs, both government and commercial, and plays leadership role in fostering the use of WFF in meeting these needs. Maintains sufficient insight into WFF activities to provide technical assistance to the Director of, through review and evaluation of programs, resource allocations, management practices, and safety issues.

803

SAFETY OFFICE

Plans, develops, and provides functional management of policies and procedures for ground and flight safety, mission assurance, reliability, and quality assurance. In addition, engineering analysis of ground and flight safety systems, environmental conditions, and operating activities are performed to assure safety reliability and flight worthiness. Establishes and approves safety precautions for protection of personnel property and the public from hazards generated by ground and flight systems. Provides preflight and post-flight analysis for flight missions. Provides multi-disciplinary engineering laboratories that support calibration and others services for all types of electrical, electronic, electromechanical, and mechanical instrumentation. It maintains Wallops calibration standards and performs a wide variety of analyses on propellants, fuels, hydraulic fluids, and other similar chemicals. These services are provided for all Wallops-manages projects, both locally and at remote locations. Implements the Wallops institutional safety program and manages the base fire department. Will provide payload safety monitoring and reporting for the orbital projects including the UNEX, and Shuttle Small Payloads Projects. In this capacity, they will interface with the Office of Flight Assurance (Code 300), KSC, and JSC safety organizations. Provides reliability and quality assurance support for all WFF offices and missions.

804

INTERNATIONAL SPACE STATION RESEARCH PROGRAM OFFICE

Responsible for managing the Office of Space Science (OSS) and the Office of Earth Science (OES) payload activities on the International Space Station (ISS). As a Headquarters Level II Office at Goddard, the Research Program Office (RPO) acts as the primary interface between OSS and OES, the ISS Program, and the space and earth science payloads. Assists OSS and OES with strategic planning for ISS utilization, including soliciting and funding mechanisms,

GODDARD SPACE FLIGHT CENTER

allocations, and bartering arrangements, both domestic and international. The RPO is responsible for implementing the HQ strategic planning via ISS tactical planning. Serves as the OSS and OES representative in ISS forums including boards, working groups, and task teams. The RPO also coordinates all payload planning, accommodations, allocations, manifesting, development, integration, operations, and issue resolution including cross-discipline prioritization. Assists the ISS Program in defining all payload interface requirements. Supports payload projects by shepherding payload developers through the STS-ISS systems, procedures, and reviews. Acts as primary ISS contact for earth and space science communities.

810

SOUNDING ROCKETS PROGRAM OFFICE

Plans, organizes, and directs the NASA Sounding Rockets Program; provides program interface with NASA Headquarters, other government agencies, universities, private industry, and the international community. Manages spacecraft design and fabrication, vehicle engineering, analytical studies of rocket and payload performance, attitude control systems, payload recovery systems, mission management, and overall systems safety and reliability. Provides payload and mission management for the Student Launch Sounding Rocket Flight Projects. Provides technical management for research and development efforts and new technology efforts including feasibility studies, design studies, carrier and systems development, test and evaluation, and data analysis and reporting. Manages the NASA Sounding Rockets Program activities at the White Sands Missile Range, New Mexico, and the Poker Flat Research Rang, Alaska. Provides sub-orbital services including consultation, vehicles, hardware, payload services, and launch operations to other government agencies, industry, etc. Manages the NASA university grants and contracts for assigned principal investigators. Insures International Agreements, Contracts, Memorandums of Understanding, and Joint Project Implementation Plans are in place to accomplish the sounding rocket mission at domestic and foreign locations.

820

BALLOON PROGRAM OFFICE

Plans, organizes, and manages NASA Balloon Projects in support of scientific investigations, sponsored by NASA as well as other reimbursable government, commercial, and international agencies or organizations. Provides interface with the Program Office, NASA Headquarters, private industry, universities, and the international community; establishes general operating and safety guidelines and policies; provides NASA scientific grant review and administration; develops long range program planning, operates budgets and cooperative support agreements. Provides management and technical direction of the National Scientific Balloon Facility (NSBF) and support contract, including technical

GODDARD SPACE FLIGHT CENTER

oversight and management of NSBF engineering and development efforts including feasibility studies, design studies, platform and systems development, test and evaluation, and data analysis and reporting. Provides technical management of balloon, lighter-than-air (LTA) and other inflatable structures/vehicle projects. Provides the basic understanding and tools necessary for maintaining and enhancing and reliability and capability of balloon flight vehicles and systems. Provides advanced research and development planning, support and management of advanced balloon, LTA, inflatable vehicles/structures as well as advanced mission, flight and ground support, systems. Provides technical review of failure, anomaly and incident investigations.

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AIRCRAFT OFFICE

Plans, organizes, and directs the activities required to carry out the GSFC responsibilities for aircraft operations; investigates new areas of aircraft support and plans aircraft capabilities to accommodate them. Provides support to projects using the program support aircraft; develops and implements rules and procedures for aircraft operations and support, provides for safety of operations; technically approves the use and modification of Center aircraft for project support; operates and maintains aircraft; provides range surveillance, aerial recovery and aircraft support to the Wallops range; operates program support aircraft on a worldwide basis; operates and maintains mission management aircraft. Manages contracts as assigned.

840

RANGE AND MISSION MANAGEMENT OFFICE

Serves as the principle source of project management support for the Directorate's flight projects and operations. Responsible for overall management of the Test Range and mobile campaigns, including scheduling of resources, and coordination with external agencies such as other government agencies, commercial entities, and international organizations, and maintains agreements as necessary for such coordination. For individual projects, responsible for implementing projects safely, successfully, within assigned schedules and budgets, and managing project support personnel. Manages the Wallops Test Range facilities, including the research airport and the launch range; coordinates all Radio Frequency and laser radiation at Wallops. Provides overall definition, direction, and coordination of teams of specialists and instrumentation to acquire launch vehicle trajectory, payload, spacecraft, and other data from Wallops and remote locations on land and water throughout the world. Provides technical operational and management assistance to other organizations at Wallops as may be required. Provide coordination with engineering, technical, institutional, and other supporting organizations to obtain skills necessary to plan, manage, and conduct aerospace and other project operations at Wallops and other locations.

GODDARD SPACE FLIGHT CENTER

Plan and coordinate with others, as necessary, the Wallops efforts to maintain and operate research facilities including the range, research airport, and operational support aircraft. Supports the NASA Sounding Rockets Program Office, the NASA Balloon Program Office, and other project activities; provides interface with other Wallops organizations, NASA organizations, government agencies, and with universities, private industry, and the international community.

850 UNIVERSITY CLASS PROJECTS OFFICE

Manage the University Class Explorer (UNEX) Program and act as the technical interface between the University Class Projects (UCP) and other offices at WFF. This program will be operated in the Principal Investigator (PI) mode. Responsible for providing technical expertise and other in-house capabilities as requested by the PI. The PI's will be given the option of proposing flights on long duration balloon, shuttle-attached payloads or free flying spacecraft. Manages the Student Education Initiative (STEDI). Acts as the technical interface between other offices at WFF and UCP. Reports to the Explorers Program Office for STEDI and UNEX. Provides technical expertise and assistance as requested to universities, colleges, and schools wishing to perform projects and experiments on Small Satellites, Shuttle Small Payloads, Balloons, and Sounding Rockets. This expertise will include knowledge of existing spacecraft and balloon craft capabilities, launch capabilities, and mission operations options. Acts as the liaison when required, between instrument providers, spacecraft and balloon craft providers, customers, launch service providers, mission operations, and other technical experts to promote scientific and technical research using orbital and sub-orbital carriers.

870 SHUTTLE SMALL PAYLOADS PROJECTS OFFICE

Responsible for design, development, test, integration, and flight of a group of small payload carrier systems for the Space Shuttle including Hitchhiker, Getaway Specials (GAS), Space Experiment Module (SEM), and Complex Self-Contained Payloads (CSCP) Programs. These carriers support payloads supplied by NASA, other U.S. Government Agencies, Universities, High Schools, domestic commercial customers, and foreign nationals and governments. Responsible for the overall direction of the integration of the payloads with the carrier systems, provision of various services to the experimenter as requested, and provision of the mission management for all aspects of the mission with STS. Interfaces with the payload providers, the shuttle payload processing offices, and the various safety organizations. It will schedule launch and integration support, reviews, and will report to various levels of NASA management.