



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

FPD-OI-FD30.1
November 7, 2003

ORGANIZATIONAL INSTRUCTION

Flight Projects Directorate Payload Operations and Integration Department FD30

Management Process

Revision J

APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u> _____	Manager, PO&I Department	FD30	November 7, 2003
Teresa B. Vanhooser			

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/2/97	Baseline version
Revision	Rev. A	10/7/97	All pages affected
Revision	Rev. B	1/16/98	Changes required for compatibility with FPO-OWI-JA01.3
Revision	Rev. C	1/21/99	Editorial changes Pages 2 & 3
Revision	Rev. D	6/30/99	Changes required for new organization and new ISO numbering system
Revision	Rev. E	11/19/99	Add reference to Collaborative Work Commitment (CWC) and update applicable documents; also, editorial changes
Revision	Rev. F	6/30/00	Updated to new Flight Projects Directorate standard format. Updated Applicable Documents list; added Quality Records table; added Safety Meeting requirement and reporting form; added requirement for COTR and Credit Card holder training.
Revision	Rev. G	2/28/01	Revised to close Minor NCR 401 from August 2000 internal audit. Updated and deleted several document references and titles. Added COTR Quality Records.
Revision	Rev. H	8/21/01	Added references to the Supervisors Safety Web Page (SSWP). Deleted Appendix A, Sample FD Safety Meeting form in lieu of use of the SSWP Corrected retention schedule for COTR records.
Revision	Rev. J	9/30/03	Updated Applicable Documents, Acronyms and Definitions; corrected document names, removed reference to Quality Records; updated section 4.4 Information Technology Security; added section 4.5 Quality Objectives; updated section 8 to address records; updated section 10 Personnel Qualification, Training and Certification; replaced Table 1 with a new table identifying the Department/Office Records Custodians.

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1. GENERAL INFORMATION

1.1 Scope

This Organizational Instruction (OI) covers all functions in the Payload Operations and Integration (PO&I) Department that affect the quality of in-scope products (involving onsite MSFC activities, or onsite contractor activities being conducted by MSFC procedures) under the MSFC Quality System, per the MSFC Management Manual.

1.2 Purpose

The purpose of this instruction is to document the process by which the Payload Operations and Integration Department conducts business.

1.3 Applicability

This procedure applies to those projects and activities that are the responsibility of the PO&I Department or under the auspices of their in-scope contractors.

2. APPLICABLE DOCUMENTS

Revision levels of documents are not shown. The latest revision will be used unless otherwise required by contractual requirements or other regulations. In this case the letter revision of the document will be given.

FPD-OI-FD01.1	Management Process
FPD-OI-FD01.2	Authorization and Control of OI's
FPD-OI-FD01.3	ISS Task Agreement Process
FPD-OI-FD01.4	Management of Information Technology Systems and Services
MPD 2810.1	Security of Information Technology
MPG 1230.1	Center Resources Management Process
MPG 1440.2	MSFC Records Management Program
MPG 2810.1	Security of Information Technology
MPG 3410.1	Training
MPG 8715.1	Marshall Safety, Health and Environmental (SHE) Program
MWI 5100.1	Procurement Requisitioners Guide
MWI 5113.1	Governmentwide Commercial Purchase Card Operating Procedures
MWI 5116.1	Evaluation of Contractor Performance Under Contracts with Award Fee Provisions

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NPD 2810.1 Security of Information Technology

NPG 1441.1 NASA Records Retention Schedule

NPG 7120.5 NASA Program and Project Management Processes and Requirements

SSP 58304-01 Ground Support Personnel Training and Certification Plan

3. ACRONYMS and DEFINITIONS

3.1 Acronyms

COTR Contracting Officer’s Technical Representative

CSO Computer Security Official

CWC Collaborative Work Commitment

ESA Executive Support Assistant

FD30 Payload Operations & Integration Department

FPD/FD Flight Projects Directorate

GSP Ground Support Personnel

ISS International Space Station

IT Information Technology

ITP Individual Training Plan

ITSM Information Technology Security Manager

MSA Management Support Assistant

OI Organizational Instruction

PO&I Payload Operations and Integration

SHE Safety, Health & Environmental

TA Task Agreement

TST Training Strategy Team

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3.2 Definitions

Collaborative Work Commitment A Collaborative Work Commitment (CWC) is a document that defines the tasks and resources required to accomplish in-house work for the next fiscal year and signifies commitment of the Project Manager, Task Manager, and Supporting Organizations to provide the resources.

Contracting Officer's Technical Representative A Contracting Officer's Technical Representative (COTR) is a qualified Government employee appointed by the Contracting Officer (CO) to act as their technical representative in managing the technical aspects of a particular contract. The technical organization is responsible for ensuring that the individual they recommend to the CO possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract.

4.0 INSTRUCTIONS

4.1 General Information

The PO&I Department shall utilize the procedures described in FPD-OI-FD01.1, "Management Process", described in Paragraph 4.2 and graphically depicted in Figure 1 of that document.

When support is requested from or provided to another organization, CWC's are developed between the Managing Organization and the Performing Organization for the products and services required. CWC's only cover tasks within MSFC, but the cooperating organizations may be either internal or external to the Flight Projects Directorate (FPD). The CWC's are developed in accordance with MPG 1230.1, "Center Resources Management Process", which covers the CWC process in detail.

4.2 Procedure

PO&I International Space Station (ISS) Task Agreements (TA's) shall be in accordance with FPD-OI-FD01.3, "ISS Task Agreement Process". Those tasks performed by a Contractor will be imposed through the contract statement of work and associated specifications. In-house tasks with other MSFC organizational elements performed by MSFC Civil Service personnel will be imposed through the CWC process.

Additional customer requirements may be defined in a Memorandum of Understanding, a Memorandum of Agreement, or a series of letter agreements.

The basis for accomplishment of PO&I Department projects will be via the project plans or ISS TAs for the various department activities. Project plans will be developed per NPG 7120.5 and will define the planning, organizing, staffing, review and control of the respective project. Subordinate plans will be developed for configuration management, risk management, and data management as required and these records will be approved and maintained at the PO&I Group level.

4.3 Safety Meetings

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Safety meetings will be in compliance with MPG 8715.1, “Marshall Safety, Health and Environmental (SHE) Program”, Section 3.1.10.1. Monthly safety meetings are required of all offices. They may be a part of regular office staff meetings and are expected to represent 15-20 minutes on the agenda. Records of these meetings shall be posted on the Supervisor Safety Web Page (SSWP) at URL www.msfcma3.msfc.nasa.gov/dbwebs/apps/sswp/SSWP.

4.4 Information Technology Security

The PO&I Department will maintain security of all information systems under its control per NPD 2810.1 Security of Information Technology (IT) directive. Per FPD-OI-FD01.4 Management of Information Technology Systems and Services, IT Security policies and guidelines will be implemented within the Directorate through the Directorate Level Computer Security Official (CSO). Each Department/Office will have a CSO designated by their respective Department/Office Managers. The Directorate CSO will function as the liaison to the Center Information Technology Security Manager (ITSM) on all matters concerning IT Security for the Directorate. Department/Office CSO’s will be responsible for all IT security concerns within the department/office that they represent and will assume all functions of the CSO for their department/office as described in MPG 2810.1. The Directorate CSO will coordinate all IT Security actions through communication with the internal CSO’s and keep Directorate Management informed of issues/concerns affecting the Directorate. Per MPG 2810.1 Security of Information Technology, the CSO’s shall coordinate and schedule risk assessments for each IT system as an included part of the security plans development or update process. The risk assessment will be conducted per the requirements in NPG 2810.1 Security of Information Technology by the Risk Assessment Team with assistance by designated key personnel for the IT system. Individual IT system security plans will be retained in original form with all authorizing signatures by the certifying line manager for a minimum of six (6) years from the planned effectivity date in accordance with MPG 2810.1.

4.5 Quality Objectives

The Flight Projects Directorate quality objectives for the fiscal year are available via the Flight Projects ISO9000 website. The PO&I Department develops metrics to measure the ability of processes to support the applicable subset of those quality objectives. The metrics are reviewed monthly at the Project level. When thresholds are exceeded, analysis is performed to determine the cause. If corrective action to improve our process effectiveness is warranted, actions are assigned to implement the improvements.

5.0 NOTES

Approval, authorization, revision, and control of FD30 OI’s require the approval and signature of the Manager, Payload Operations and Integration Department or the designated alternate. The designated alternate is the Deputy Director, Flight Projects Directorate.

6.0 SAFETY PRECAUTIONS AND WARNING NOTES

None

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7.0 APPENDICES, DATA, REPORTS, AND FORMS

None

8.0 RECORDS

All records will be maintained in accordance with NPG 1441.1 NASA Records Retention Schedule. Records Plans (MSFC form 2441) are maintained by the Department/Office Records Custodians per MPG 1440.2 MSFC Records Management Program. The Records Plans will identify all records for which the organization is responsible, the retention schedule, and disposition.

Table1 below identifies the Department/Office Records Custodians responsible for the PO&I Department records.

9.0 TOOLS, EQUIPMENT, AND MATERIALS

None

10.0 PERSONNEL QUALIFICATION, TRAINING, AND CERTIFICATION

All employees currently employed are considered to be fully qualified to perform their current assignments. Any employees hired or transferred following the signature date of this OI will be qualified per MPG 3410.1 and the MSFC Customer and Employee Relations Directorate will maintain documentation of their qualification. The employees' supervisor, in conjunction with the employee, will define any additional training required to enhance employee performance.

Some employees are required to complete the COTR training course to become certified. At least one employee from the Department is required to be trained and certified in small purchase credit card usage.

Employees who are part of the Payload Operations Integration Function and provide console support to the International Space Station systems and/or payloads must be trained and certified prior to working at their assigned Cadre position. SSP 58304-01, "Ground Support Personnel Training and Certification Plan", defines the training and certification concepts, policies, and processes used to define, develop, and implement the Payload Ground Support Personnel (GSP) training requirements and methods for meeting payload GSP certification as determined by the GSP Training Strategy Team (GSP TST) and management. It serves as a guideline to managers for developing Individual Training Plans (ITP) for each employee assigned to a GSP position, and defines the process for ensuring each ITP is implemented.

11.0 FLOW DIAGRAM

None

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TABLE 1: DEPARTMENT/OFFICE RECORDS CUSTODIANS

Department/Office	Records Custodian
FD30/Payload Operations & Integration Department	FD30 MSA
FD32/Payload Operations Directors Office	FD32 MSA
FD33/Payload Systems Group	FD33 MSA
FD33/Payload Systems Group	Credit Card Holder (Mike Shell)
FD34/Mission Design Group	FD34 MSA
FD35/Training & Crew Operations Group	FD35 MSA
FD35/Training & Crew Operations Group	Credit Card Holder (Dave Scott)
FD35/Training & Crew Operations Group	Ground Support Personnel Training Administrator (for Flight Readiness Training Certification Records)
FD36/Operations Development Group	FD36 MSA
FD36/Operations Development Group	Credit Card Holder (Larry Bauer)
FD 01 Flight Projects Directorate	Flight Projects Directorate CSO (for IT System Security Plans)

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APPENDIX A

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APPENDIX B

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