



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

FPD-OI-FD40.12  
March 12, 2004

# ORGANIZATIONAL INSTRUCTION

## Flight Projects Directorate Ground Systems Department FD40

# Task Directives

## Revision B

### APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Original Signed by</u>  _____	Manager, Ground Systems Department	FD40	March 12, 2004
Ann R. McNair			

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**Marshall Space Flight Center Organizational Instruction  
OPR FD40**

<b>Title -</b>	<b>FPD-OI-FD40.12</b>	<b>Revision: B</b>
<b>Task Directive</b>	<b>Date: March 12, 2004</b>	<b>Page 2 of 7</b>

**DOCUMENT HISTORY LOG**

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		9/14/99	Baseline version
Revision	Rev. A	3/14/01	Document reformatted to Flight Projects Directorate standard template.
	DCN1	3/28/01	Section 4.3.1: Added reference to MSFC-PLAN-2929: Section 8: Corrected Quality Records Section.
Revision	Rev. B	3/12/04	Updated to reflect the change in the contract from the Utilization and Mission Support (UMS) contract to the Huntsville Operations Support Center (HOSC) contract. Added a new step 4.5 and renumbered subsequent steps.

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Marshall Space Flight Center Organizational Instruction OPR FD40		
Title -	FPD-OI-FD40.12	Revision: B
Task Directive	Date: March 12, 2004	Page 3 of 7

## 1. GENERAL INFORMATION

### 1.1 Scope

This procedure applies to all contractors to the Ground Systems Department (GSD) of the Flight Projects Directorate (FPD).

### 1.2 Purpose

Task directives are used to adjust priorities and or in-scope work to the Huntsville Operations Support Center (HOSC) contract (NNM04AA07C). This procedure outlines the process for preparation of Task Directives and provides a step-by-step process for the Task Directive process to provide control over their contractors.

### 1.3 Applicability

This procedure applies to contract management processes which address modification of the Huntsville Operations Support Center contract for reasons of shifting priorities and/or addition of in-scope work.

## 2. APPLICABLE DOCUMENTS

	Performance Evaluation Plan for the Huntsville Operations Support Center (HOSC) contract, NNM04AA07C.
MSFC-PLANN-2929	Configuration Management Plan for the Huntsville Operations Support Center (HOSC)
MWI 5143.1	Contract Change Process
MWI 8040.2	Configuration Control, MSFC Programs/Projects

## 3. ACRONYMS and DEFINITIONS

### 3.1 Acronyms

COTR	Contracting Officer's Technical Representative
ECR	Engineering Change Request
FPD/FD	Flight Projects Directorate
GSD	Ground Systems Department
HOSC	Huntsville Operations Support Center
MSFC	Marshall Space Flight Center

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Marshall Space Flight Center Organizational Instruction OPR FD40		
Title -	FPD-OI-FD40.12	Revision: B
Task Directive	Date: March 12, 2004	Page 4 of 7

MSA Management Support Assistant

TD Task Directive

### 3.2 Definitions

**Contracting Officer's Technical Representative** A COTR is a qualified Government employee appointed by the Contracting Officer 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 Contracting Officer possesses training, qualification, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract.

**Engineering Change Request** A proposed engineering change used by MSFC personnel to submit documentation for initial baselining or to process changes to the baseline for evaluation and disposition by the appropriate Configuration Control Board. Where additional resources are required, the ECR shall specify skills/rates/hours and/or procurements, as appropriate.

**Task Directive** A Task Directive is a modification to an existing contract that is used to add new tasks and resources which are within scope of the contract or to modify existing tasks without changing the resources allocated to the tasks. Where the cost of the change is less than \$100,000, work will be authorized to begin upon approval of the TD by the Contracting Officer and the Contractor.

## 4. INSTRUCTIONS

### 4.1 Task Directive Needed

Determine if a Task Directive (TD) is needed. Task Directives either shift emphasis among contracted tasks with no additional resources required, or add work that is covered by the scope of the contract while requiring additional resources.

### 4.2 MSFC Form 90

The Contracting Officer's Technical Representative (COTR) fills out the MSFC Form 90 (the TD form) and submits it to the contractor for concurrence. The Task Directive describes the work and states the schedule for completion, along with deliverables and estimated resources required.

### 4.3 Change in Requirements

If the work is due to a change in requirements (e.g., MSFC requirement 1440, General Requirements for the Enhanced HOSC System), then the related Contract Change Board Directive will be included with the TD. If the requirements have changed go to step 4.3.1. If the requirements have not changed go to step 4.4.

- 4.3.1 An Engineering Change Request (ECR) is prepared by following the steps outlined in the ECR Process (reference MSFC-PLAN-2929, Configuration Management Plan for the Huntsville Operations Support Center (HOSC)). Where additional resources are required, the ECR shall specify Skills/Rates/Hours and/or procurements, as appropriate.

Marshall Space Flight Center Organizational Instruction OPR FD40		
Title -	FPD-OI-FD40.12	Revision: B
Task Directive	Date: March 12, 2004	Page 5 of 7

#### **4.4 COTR Assessment**

The COTR assesses the Task Directive and/or requirement changes. If the COTR does not approve, the process ends. If the COTR approves the changes, proceed to the next step.

#### **4.5 Contracting Officer Assessment**

For changes less than \$100,000, the Contracting Officer shall approve the TD allowing work to begin prior to going through the official contract modification process. For changes greater than \$100,000 an official contract modification must be executed prior to work being done.

#### **4.6 Contractor Assessment**

The contractor approves the changes in the Task Directive, and proceeds to the next step. If the contractor does not approve the changes, the contractor modifies it and it goes back to COTR for assessment.

#### **4.7 Funding Added**

If the TD requires funds to be added to the contract, the contract is incrementally funded. If funds are not added to the contract proceed to step 4.9.

#### **4.8 Contract Value**

If the Task Directive exceeds the contract value then follow the steps outlined in the Contract Modification Process and proceed to the next step. If the Task Directive does not exceed the contract value proceed to the next step.

#### **4.9 Task Directive Implemented**

Implement the new Task Directive.

### **5. NOTES**

None

### **6. SAFETY PRECAUTIONS AND WARNING NOTES**

None

### **7. APPENDICES, DATA, REPORTS, AND FORMS**

None

### **8. QUALITY RECORDS**

The Quality Records for this OI are given in the following table.

<b>Marshall Space Flight Center Organizational Instruction</b> <b>OPR FD40</b>		
<b>Title -</b>	<b>FPD-OI-FD40.12</b>	<b>Revision: B</b>
<b>Task Directive</b>	<b>Date: March 12, 2004</b>	<b>Page 6 of 7</b>

<b>Record Title</b>	<b>Description of Record</b>	<b>Authority</b>	<b>Retention</b>	<b>Notes</b>
COTR Training Certification	Memorandum for record with COTR Training listing employee and training date.	MWI 5100.1, paragraph 3.3.2	Forever, updated as employees transfer in or out of the organization.	Memorandum is kept and maintained by FD40 Dept MSA.

## **9. TOOLS, EQUIPMENT, AND MATERIALS**

None

## **10. PERSONNEL TRAINING AND CERTIFICATION**

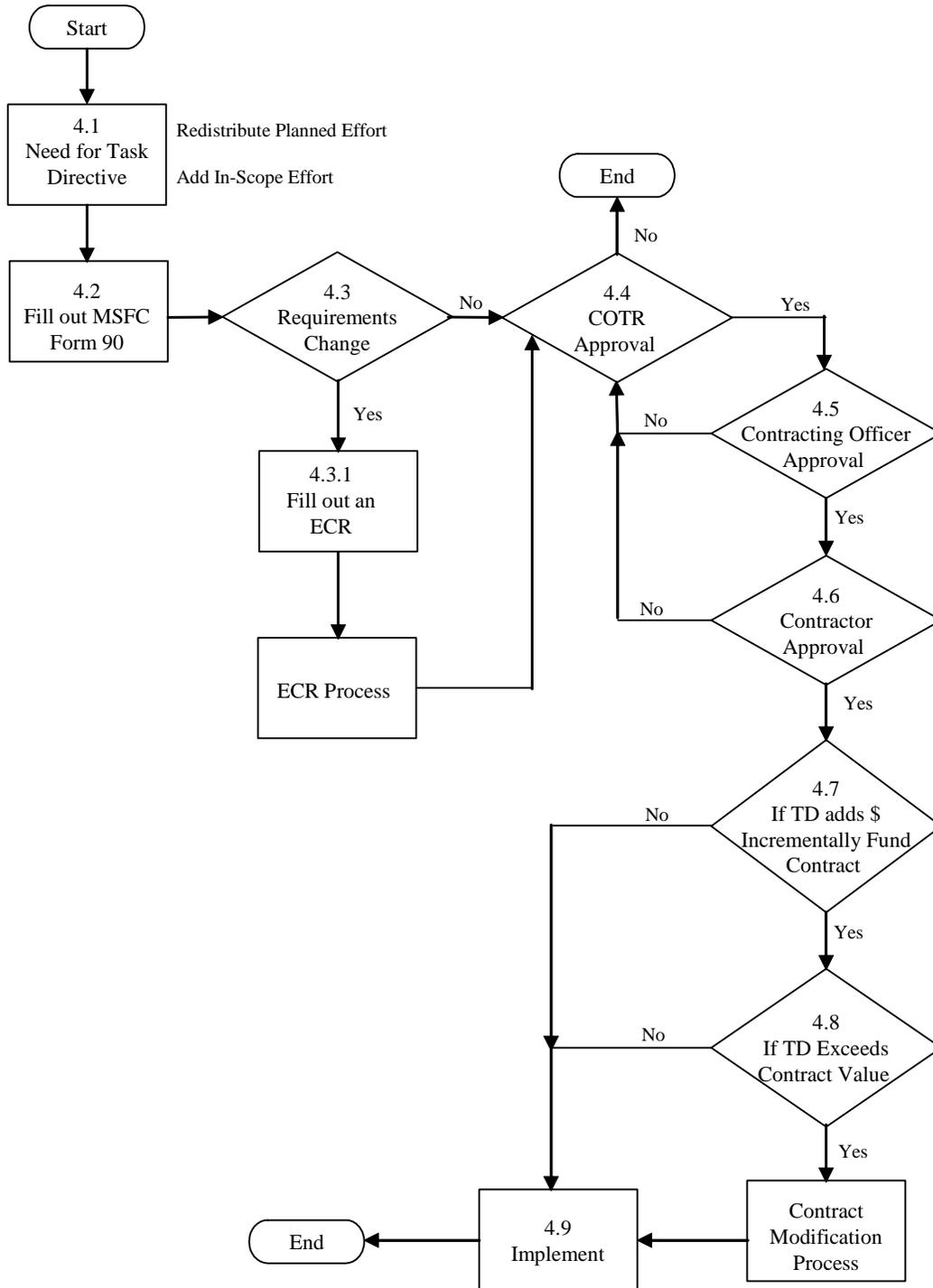
All employees who are Contracting Officer's Technical Representatives are required to take the COTR training and become certified prior to being asked to fulfill this duty.

## **11. FLOW DIAGRAM**

Figure 1 graphically depicts the procedure stated in Section 4. of this document.

Marshall Space Flight Center Organizational Instruction OPR FD40		
Title -	FPD-OI-FD40.12	Revision: B
Task Directive	Date: March 12, 2004	Page 7 of 7

**FIGURE 1: Task Directive Process**



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