



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

FPD-OI-FD43.2
May 13, 2004

ORGANIZATIONAL INSTRUCTION

Flight Projects Directorate Mission Systems Operations Group FD43

HOSC Configuration Request

Revision B

APPROVAL

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<i>Original Signed by</i> _____	Manager, Mission Systems Operations Group	FD43	May 13, 2004
Nathaniel A. Boclair III			

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**Marshall Space Flight Center Organizational Instruction
OPR FD43**

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		9/14/99	Baseline version
Revision	Rev. A	8/14/01	Removed reference to a quality record that was not required and updated to correct format.
Revision	Rev. B	5/13/04	Restructured process in Section 4. to reflect tasks/subtasks and redid flow diagram in Section 11. to match the new process defined in Section 4.

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1. GENERAL INFORMATION

1.1 Scope

This work instruction provides the procedures for the development and submission of the HOSC Configuration Request form.

1.2 Purpose

The purpose of this work instruction is to clarify what changes fall under a HOSC Configuration Request and how it will be submitted and processed within the Flight Projects Directorate.

1.3 Applicability

This instruction is applicable to all civil service and contractor personnel who submit any configuration changes within the HOSC facility that are controlled by a HOSC Configuration Request (HCR). HCR changes include Level IV changes and configuration changes. An HCR does not include Engineering Changes to systems or Level III changes, which fall within the HOSC Managers Coordination Group (HMCG).

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.

HOSC-HUH-233	HOSC User Handbook
HOSC-PLAN-623	HOSC Project Plan
HOSC-PLAN-635	Risk Management Plan
HOSC-PLAN-661	HOSC Quality Plan
MPG 1280.7	Servicing
MSFC-PLAN-2929	Configuration Management for the HOSC

3. ACRONYMS and DEFINITIONS

3.1 Acronyms

CPE	Change Package Engineer
DSM	Daily Status Meeting
HCR	HOSC Configuration Request

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4.5 Disposition Notification

- 4.5.1 If approved, distribute HCR and Implementation Plan to the appropriate personnel. Notify the affected user of implementation and the associated schedule.
- 4.5.2 If disapproved and not withdrawn, notify the user.

Responsible Party: WLC

4.6 Configuration Management

Upon completion of implementation, WLC submits the HCR to HOSC Configuration Management (HOSC CM) to update documentation.

Responsible Party: WLC/HOSC CM

4.7 Closure

Upon completion of documentation, the HCR is closed and entered into the database.

Responsible Party: WLC

5. NOTES

None

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

None

8. QUALITY RECORDS

None

9. TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

None

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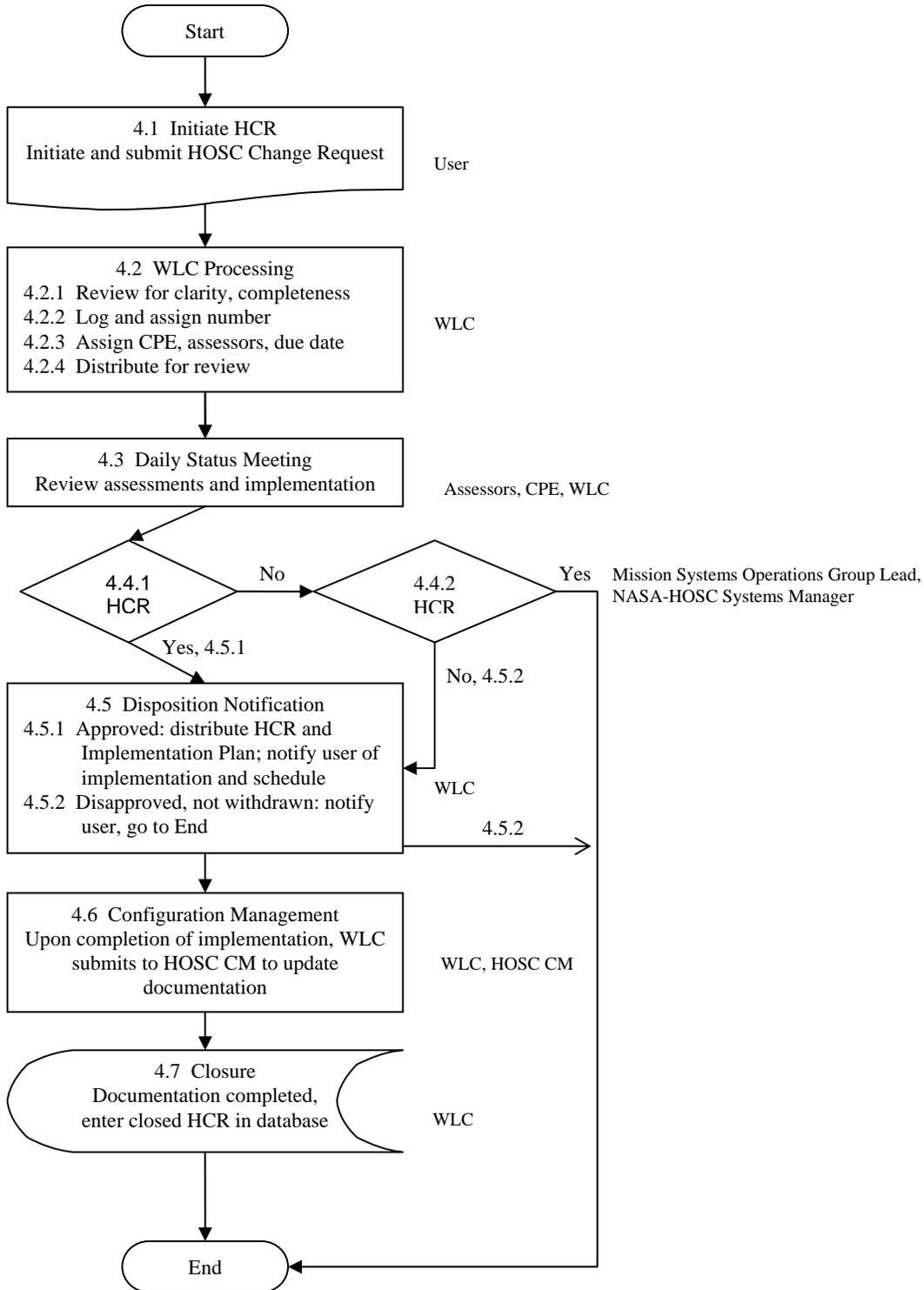
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11. FLOW DIAGRAM

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

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FIGURE 1: HOSC Configuration Request Flow Diagram



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