# ORGANIZATIONAL WORK INSTRUCTION

# ED03

# Configuration Management (CM) Receipt Desk Operations, Program Control Number (PCN) File Maintenance, and Configuration Accounting Practices

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# DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Révision | Effective Date | Description |
|---|---|---|---|
| Baseline | | (March 15, 2005) | Document converted from ED43-026 due to reorganization. Previous history retained in system as part of canceled document. |
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# RECEIPT DESKS OPERATIONS

## 1. SCOPE

1.1 Scope. This instruction defines the requirements and related processes for MSFC Program/Projects to identify and track configuration control activities, and to document Receipt Desk Operations and PCN file management procedures.

1.2 Applicability. This instruction is applicable to the personnel providing Configuration Management Support for assigned projects.

## 2. APPLICABLE DOCUMENTS

| | |
|---|---|
| MPR 1440.2 | MSFC Records Management Program |
| MPR 1600.1 | MSFC Security Procedures and Guidelines |
| MPR 8040.1 | Configuration Management, MSFC Programs/Projects |
| MSFC-STD-555 | MSFC Engineering Documentation Standard |
| MSFC-Form-2441 | Records Plan |
| MWI 7120.4 | Documentation Preparation, Programs/Projects |
| NPR 1441.1 | NASA Records Retention Schedules |

## 3. DEFINITIONS

3.1 Receipt Desk. The Receipt Desk is the central point for the receipt, recording, distribution and archiving of documentation related to change packages. Each assigned MSFC program/project is serviced by a single Receipt Desk. Receipt Desks may be located in different physical proximities.

## 4. INSTRUCTIONS

4.1 Receipt Desk Responsibilities. The Receipt Desk shall receive change documents and shall maintain official PCN file-folders. The PCN file-folder is a Record as defined in MPR 1440.2. The Receipt Desk may also serve as the Record Custodian. The Record Custodian is responsible for collecting, indexing, accessing, filing, storing, maintaining, and dispositioning a record or a collection of records, per MPR 1440.2, MSFC Records Management Program. Each Receipt Desk is responsible for the content and integrity of its specific program files. A PCN

File folder is a collection of related documentation that defines the change and its status during the evaluation, disposition, and implementation phases. Receipt Desk/Record Custodian responsibilities shall include:

- Verifying proper export control markings are on all documentation per MWI 7120.4
- Distributing changes to specified technical and administrative personnel for evaluation and disposition
- Ensuring that all documentation associated with the change are included in the PCN file-folder
- Entering each document received into the Change Processing, Tracking and Accounting System (CPTAS), or tracking system unique to a particular project
- Maintaining and controlling records in accordance with MPR 1440.2
- Maintaining active records for customer review
- Ensuring active records are readily retrievable
- Dispositioning inactive records (seeks Records Manager assistance as required)

4.2 Single Receipt Desk per Project Concept. Each project is supported by a single Receipt Desk. The Receipt Desk shall process all changes for an assigned project irrespective of the Board or Approving Authority assigned to disposition the change. (When a change action is initiated, the secretariat determines at which board the final disposition occurs.)

*Note: Normally a single program designator defines a single Receipt Desk for a project. The program designator defines a change at all CCB Levels. However, historical records for some projects use two program designators (PDs) e.g., AA and AM, in this case two Receipt Desks are effectively used.*

4.3 Assigning Program Control Numbers (PCN). Individuals assigned responsibilities defined in the following paragraphs shall perform actions described.

| | | |
|---|---|---|
| Configuration Control Board (CCB) Secretariat | 4.3.1 | Obtain Program/project Designator (PD) And Program/Project Control Number (PCN) codes from the release desk. |
| MSFC Release Desk | 4.3.2 | Assign a Program/Project Designator (PD) and PCN Codes. These codes are usually assigned as the first two characters of the CCB Code. NOTE: The CCB code is alpha/numeric. The first two characters are alpha and represent the Program/Project code. The third character is numeric and represents the CCB Level (II, III, or IV). The last two characters are numeric, and provide unique identification of multiple CCB's at |

| | | |
|---|---|---|
| | | the same level. |
| Receipt Desk | 4.3.3 | Define the User Defined Values Table for CPTAS in coordination with automation personnel in CDM Group. |
| Automation Group | 4.3.4 | Update CPTAS software to accept new Program/Project. |
| Receipt Desk | 4.3.5 | Assign PCN for change package and establish PCN folder. Assign Configuration Control Board Directive (CCBD) number in accordance with Appendix A. Enter PCN and CCBD information in CPTAS. |
| CCB Secretariat /Receipt Desk | 4.3.6 | Process change in accordance with MPR 8040.1 |
| Receipt Desk | 4.3.7 | Track PCN and appropriate information in CPTAS in accordance with MSFC-MNL-1951.<br>. |
| | 4.3.7.1 | Maintain PCN folder. |

4.4 <u>PCN Folder Preparation</u>. The Receipt Desk shall be responsible for individual PCN files;shall maintain files; and shall prepare a Records Plan (MSFC-Form 2441).

Note: The following are guidelines for PCN folder preparation, actual procedures may vary among different Receipt Desks.

- When a document is received a cover sheet is prepared, see Appendix C, ED43 Form-001 Figure 1. The cover sheet serves as a file divider and provides entry blocks for:
    - a) Identification of the change paper (PCN and Document number)
    - b) The type of document being filed
    - c) Receipt Desk and CPTAS activities
    - d) Remarks

- When data-entry is complete, the cover sheet is tabbed and filed along with the document in the PCN file-folder. A log sheet, see Appendix C, ED43 Form-002 Figure 2, indexes each file-folder entry. The log sheet is maintained inside the cover of the file-folder and provides an index to its content.

If possible, the PCN file-folder contains the original document received. File-folders are maintained current and are accessible for review by the customer. Controlling PCN numbers and

Configuration Control Board Directive (CCBD) numbers are controlled in accordance with Appendix A.

4.5 Change Papers or Documents to be Filed. MWI 8040.2 and MSFC-STD-555 provide general guidance on the change papers and documents to be filed. The essential documents and change papers to be filed are as follows:

- Document initiating the change (ECR, ECP, DEV, WAV, FEC)
- Change Evaluation (CE)
- Board Change Evaluation (BCE)
- Configuration Control Board Directive (CCBD)
- Minutes of the Board
- Documentation Package Routing Report (DPRS)
- "From/To" change tracking information (EOs, EPLs, P/IRN, SCN, DCN)
- Drawing (usually only the top drawing)
- Document (as received from the Repository)

The basic consideration is that the PCN file represents the records identifying traceability of the change. Additional documents and papers may be filed to meet this objective.

4.6 File Appearance. Files will be maintained in file folders. Papers will be fastened to the file folder. (Large documents may be inserted without being fastened.) Corrections will be made neatly with pen and ink and initialed. No white-out or pencil will be used.

4.7 PCN File Checkout. All PCN files shall be maintained in a secure (locked) storage space.. This protection is within the guidance of MPR 1600.1 for limiting access to restricted information. A PCN File may be checked out and removed from the Records Room by contacting the Records custodian as posted in the records room, who will pull the file. Upon receipt of the file, the file requestor shall complete a PCN Charge Out Record Card, see Appendix C, ED43 Form-003 Figure 3. The Charge Out Card requires the requestor's signature, the PCN file number and the removal date of the PCN file. The Records Custodian files the completed PCN Charge Out Card in the original location of the file as a place holder. When a PCN file is returned to the Records Custodian, the Custodian pulls the Charge Out Card, signs and dates the return block of the card, then files the PCN back to its original file location.

4.8 CPTAS Data Entry. Entry in the Change Processing, Tracking, and Accounting System (CPTAS) will follow the criteria of Appendix B. The purpose of the template shown in Appendix B is to establish the necessary data relationships to allow the system to produce essential tracking reports.

## 5. NOTES

NONE

## 6. SAFETY PRECAUTIONS AND WARNING NOTES

NONE

## 7. APPENDICES, DATA, REPORTS AND FORMS

See Appendix A for PCN and CCBD numbering and maintenance.
See Appendix B for a template for data entry into CPTAS.
See Appendix C for forms, ED43 Form-001, ED43 Form-002 and ED43 Form-003.

## 8. RECORDS.

PCN files are records and will be retained in accordance with MPR 1440.2, MSFC Records Management Program and NPR 1441.1, NASA Records Retention Schedules, 8/9. When a PCN folder is removed from the PCN file, the charge out sheet will be maintained as a temporary record until the PCN folder is returned to the file, then the charge out sheet is removed and used again as a temporary record for other PCN folders removed from the file.

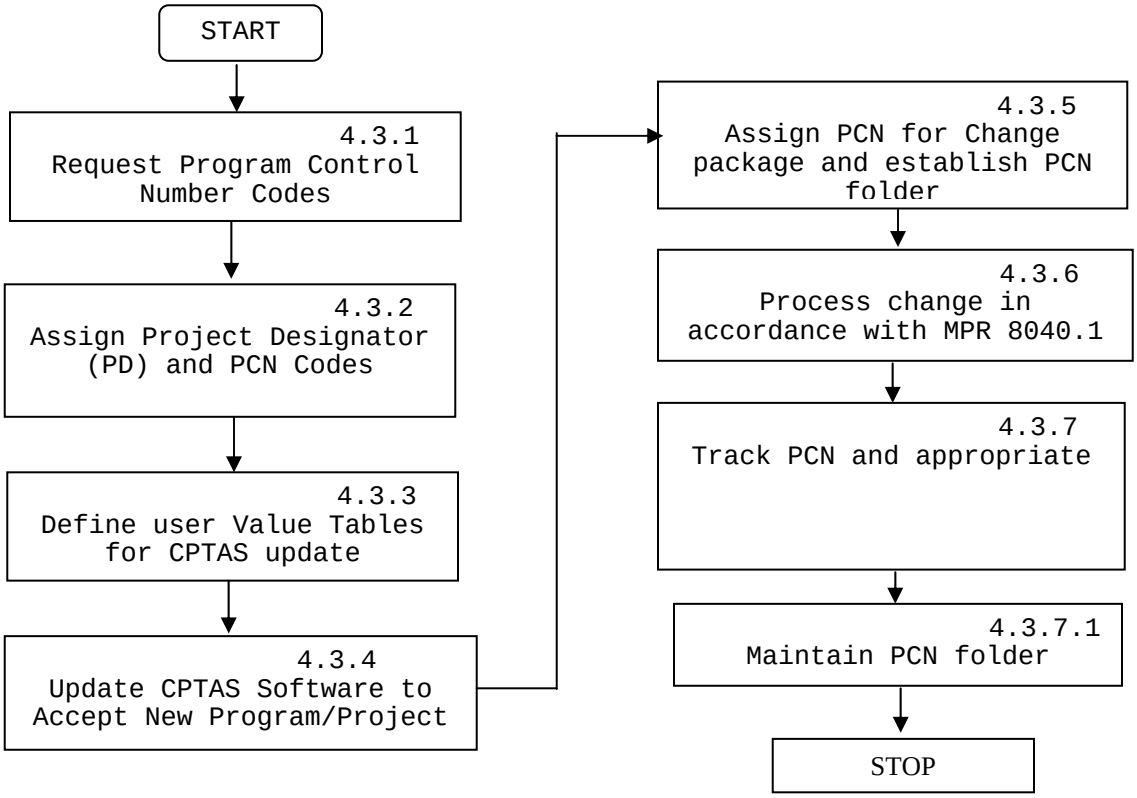
## 9. TOOLS, EQUIPMENT AND MATERIALS.

NONE

## 10. PERSONNEL TRAINING AND CERTIFICATION.

NONE

## 11. FLOW DIAGRAM.



# APPENDIX A. PCN AND CCBD NUMBERING AND MAINTENANCE

## A-1. PURPOSE

This procedure defines how program control numbers (PCNs) and configuration control board directive (CCBD) numbers are assigned and maintained. The PCN and CCBD logs are generated in the Change Processing, Tracking, and Accounting System (CPTAS). The logs provide a discipline control method to avoid duplication of numbers and to provide access for individuals who require PCN and CCBD number assignments.

Program Control Number is a unique number assigned to the first item of a change package which initiates a particular engineering change. The same number is assigned to all subsequent actions and documentation associated with that engineering change which, together with the initial engineering change document, is recognized as a change package.

## A-2. PROCEDURE

Request for a new PCN and CCBD number is made to the Receipt Desk. The Receipt Desk shall maintain the official logs for both PCN and CCBD numbers. When a change is initiated, the Receipt Desk assigns a PCN and CCBD number. These logs are generated from CPTAS or authorized status accounting system. The requirement is that the content of the logs be derived from the database, and that the logs be updated frequently so that duplication of numbers or omitted numbers are avoided.

> *NOTE: The PCN is a unique number assigned to the first item of a change package which initiates a particular engineering change. The same number is assigned to all subsequent actions and documentation associated with that engineering change which, together with the initial engineering change document, is recognized as a change package.*

## A-3. PROGRAM CONTROL NUMBER

A PCN is assigned to the first item of a change to integrate all related change documentation into a single package to ensure that the total definition, impacts, etc., are known and that all associated actions are identified and tracked for the life of the change. The same number is assigned to all subsequent actions and documentation associated with that change.

Each PCN shall be constructed as shown in the following example:

SW00001
"SW" indicates the program designator (PD) which is assigned by MSFC Release Desk (The PD is a code designating a portion of the database for specific program/project within CPTAS)

"00001" is a five-character numeric sequence number (a new number assigned is a sequential one number increment from the previous assignment).

## A-4. CONFIGURATION CONTROL BOARD DIRECTIVE (CCBD) NUMBER

A CCBD number is assigned to each CCBD. Each CCBD number shall be constructed as shown in the following example:

SW4-00-0009A

"SW" indicates program designator or project code (two-character alpha)
"4" indicates CCB level (one-character numeric)
"00" indicates CCB identifier (two-character numeric)
"0009" indicates CCBD sequence number (four-character numeric) The new number assigned is a sequential one number increment from the previous assignment.
"A" indicates revision letter, if applicable (one-character alpha)

## A-5. PROGRAM CONTROL NUMBER LOG

The CPTAS ad-hoc report that produces the PCN log may be tailored for individual systems. As a general rule, the log should contain the following:

a. PCN
b. Change identification type (ECR, ECP, DAR, etc.) and number
c. Date PCN assigned
d. Change title
e. Requester's name and organization

## A-6. CONFIGURATION CONTROL BOARD DIRECTIVE (CCBD) LOG

The CPTAS ad-hoc report that produces the CCBD log may be tailored for individual systems. As a general rule, the log should contain the following:

a. CCBD number
b. CCBD date
c. Change disposition
d. Change title
e. Change identification type (ECR, ECP, DAR, etc.) and number
f. PCN
g. Project

# APPENDIX B: CPTAS DATA ENTRY TEMPLATE

## B-1. PURPOSE

The purpose of this procedure is to map out a standard for data entry into CPTAS. Use this document and MSFC-MNL-1951C Change Processing Tracking, and Accounting System User's Guide.

## B-2. PROCEDURE

The following template is provided for entering data into CPTAS:

### Drawing Packages

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| ECR/ECP | DWG SEE DPRS | | CE (Actionee Name)<br>CCBD | CPE<br>Chairman's Org. |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| CCBD | ECR/ECP<br>ECR/ECP | A/C/D<br>A/C/D | DPRS<br>DWG (Optional) | ED<br>AT01D |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DPRS | ECR/ECP<br>CCBD | | | |

## Documentation Packages

(Includes DOC, ICD, SCN/DCNs and PIRNs)

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| ECR/ECP | DOC/ICD/SCN/DCN/PIRN | | CE (Actionee Name) | CPE |
| | DOC/ICD/SCN/DCN/PIRN | | BCE/CCBD | Chairman's Org. |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DOC/ICD/SCN/DCN/ PIRN | ECR/ECP | | | |

| Document | Related Document | Disp. Field | NEXT ACTION | Actionee |
|---|---|---|---|---|
| BCE | ECR/ECP | A/C/D | CCBD | Chairman's Org. |
| | DOC/ICD/SCN/DCN/PIRN | A/C/D | | |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| CCBD | DOC/ICD/SCN/DCN/IRN | A/C/D | DPRS | ED |
| | DOC/ICD/SCN/DCN/IRN | A/C/D | DOC | AT01D |
| | DOC/ICD/SCN/DCN/IRN | A/C/D | LTR/SA (as applicable) | Contracts |
| | ECR/ECP | A/C/D | | |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DPRS | DOC/ICD/SCN/DCN/IRN<br>ECR/ECP<br>CCBD | | | |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| LTR/SA<br>(from Contracts) | DOC/ICD/SCN/DCN/IRN<br>ECR/ECP<br>CCBD | | | |

## DEV/WAV

DARs must be entered as DEV or WAV

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DEV/WAV | DWG/DOC<br>DWG/DOC | | CE (Actionee Name)<br>BCE/CCBD | CPE<br>Chairman's Org. |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| BCE | DEV/WAV | A/C/D | CCBD | Chairman's Org. |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| CCBD | DEV/WAV | A/C/D | LTR (as applicable) | Contracts |

## FECs

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| FEC | PR No.<br>DWG | | ECP | Contractor |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| ECP | FEC<br>DWG/DOC | | CCBD | Chairman's org |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| CCBD | FEC<br><br>DWG/DOC | A/C/D<br><br>A/C/D | LTR (as applicable) | Contract Office |

## B-3. SUPPLEMENTING DOCUMENTATION

When a CCBD is supplemented by another CCBD an "H" is entered next to the original disposition in the Disp. Field of the original document and a new record is opened for the Revised document.

In this example the original CCBD left off an action for a contractor letter. A Supplemental CCBD was written and the Next Action for the letter was entered.

| | **Document** | **Related Document** | **Disp. Field** | **Next Action** | **Actionee** |
|---|---|---|---|---|---|
| (Basic CCBD) | CCBD | SCN/DCN | AH | DPRS | ED |
| | | SCN/DCN | AH | DCP | AT01D |
| | | ECR/ECP | AH | | |

| | **Document** | **Related Document** | **Disp. Field** | **Next Action** | **Actionee** |
|---|---|---|---|---|---|
| (Revised CCBD) | CCBD -A | CCBD (Basic) | H | | |
| | | SCN/DCN | A | LTR | Contracts Officer |
| | | ECR/ECP | A | | |

## B-4. SUPERSEDING DOCUMENTATION

When a CCBD or other document is superseded a "G" is placed in the Disposition Field and any previous disposition is deleted. A new record is opened for the Revised documentation listing the corrected actions.

All actions generated from the original document are considered Superseded and should be closed using the date of the revised document. In this example the original ECR was superseded

| | **Document** | **Related Document** | **Disp. Field** | **Next Action** | **Actionee** |
|---|---|---|---|---|---|
| (basic ECR) | ECR | SCN/DCN | G | CE (Actionee Name) | CPE |
| | | SCN/DCN | G | BCE/CCBD | Chairman's Office |

| | **Document** | **Related Document** | **Disp. Field** | **Next Action** | **Actionee** |
|---|---|---|---|---|---|
| (Revised ECR) | ECR -A | ECR (basic) | G | | |
| | | SCN/DCN | | CE (Actionee Name) | CPE |
| | | SCN/DCN | | BCE/CCBD | Chairman's Office |

## B-5. MOD KITs

To enter a MOD KIT:

1. Enter "MOD KIT" in the Remarks field of the Document data Screen for the ECR/ECP.
2. Go to CEI/MOD KIT SCREEN
3. Enter the CEI, Serial number, MOD KIT Number, Mission Estimated man hours (if listed), and the Scheduled Ship Date.

Data for these fields can be found as follows:

| | |
|---|---|
| Schedule Ship Date: | CCBD |
| Actual Ship Date: | Block 3 of DD250 |
| Scheduled Installation Date: | N/A |
| Actual Installation Date: | INC Part I |
| Scheduled Test Date: | N/A |
| Actual Test Date: | INC Part II |

## B-6. DOCUMENT DATA INFORMATION

1. Priorities for ECR/ECPs are entered as "E" - Emergency, "U" - Urgent or "R" - Routine. The change package will be processed in accordance with this OWI and MPR 8040.1.

   *NOTE: Signatures and coordination on the CCBD may be obtained either during a CCB meeting or by coordinating with CCB members individually. Suspense dates and priorities are stated in the CCBD or provided by the Secretariats. Where no suspense dates are provided, actions will be tracked in CPTAS in accordance with the following guidelines:*

   *Routine changes are allocated 28 calendar days.*
   *Urgent changes are allocated 14 calendar days.*
   *Emergency changes are allocated 48 hours.*

*Emergency and Urgent changes are processed in the same manner as routine changes with one exception. The change is submitted for pre-check at the Release Desk in parallel with processing CCBD. If the package does not pass pre-check, time stops until corrections are made. If Board members or their alternates cannot be reached for signature, the Chairperson or his alternate will be given the option of signing the CCBD. If the chairperson opts for signatories who cannot be reached, the time metric is canceled.*

2. The following codes are the standard "ACTION" codes. Exceptions may be made per project. Exceptions must be entered into the "ACTION" field Value Table by the Automation Group.

| | |
|---|---|
| A | Approved |
| C | Approved with Changes |
| D | Disapproved |
| E | Canceled |
| G | Superseded |
| H | Supplements |
| R | Requests |
| T | Approved for Test Only |

W Withdrawn
Y Deferred to a Higher Level

3. When all actions are completed in a PCN, that PCN is considered CLOSED. The date of the last actions to be received should be entered in Field 277 on the PCN Information Screen.

## B-7. PROJECT SPECIFIC APPLICATIONS.

### HMCG

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| ECR | DWG/DOC/DCN/SCN | | CCBD | Chairman's Org |
| or | | | | |
| PIRN | ICD | | CE | EO36/Bailey |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DOC/SCN/DCN | ECR | | | |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| CCBD | ECR | A/C/D | LTR[1] | |
| | DOC/SCN/DCN | A/C/D | DPRS | ED |
| or | | | | |
| CCBD | ECR | A/C/D | | |
| | DOC/SCN/DCN | A/C/D | | |

| Document | Related Document | Disp. Field | Next Action | Actionee |
|---|---|---|---|---|
| DPRS | DOC/SCN/DCN | | DOC/DCP | AT01D |
| | ECR | | | |
| | CCBD | | | |

[1] LTR is used to track **All** type of CCBD action item excluding documentation processed through the MSFC Release Desk

## APPENDIX C. FORMS

PCN FILE COVER SHEET

PCN: _____ DOCUMENT NO.:_____

| | BCE<br>CCBD<br>CE<br>CO | DAR<br>DCN<br>DCP<br>DEV | DIR<br>DOC<br>DPRS<br>DRL | ECP<br>ECR<br>EO<br>EPL | FEC<br>LTR<br>MOD<br>PCP | PRCD<br>PIRN/IRN<br>RECP<br>SA | TCP<br>TD<br>WAV<br>OTHER |
|---|---|---|---|---|---|---|---|
| RECEIPT DESK | | | | | | | |
| CPTAS | | | | | | | |
| REMARKS | | | | | | | |

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**Figure 1. <u>PCN File Cover Sheet</u>**

PCN FILE FOLDER INDEX

PCN:_____

| LOG NO. | DOC CODE | DOCUMENT NUMBER | RECEIPT DESK REC'D DATE | REMARKS |
|---|---|---|---|---|
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**Figure 2. <u>PCN File Folder Index</u>.**

ED43 Form-002 (05/02/01)

# PCN CHARGE OUT RECORD

| PCN NUMBER | CHARGED TO | DATE CHARGED OUT | DATE RETURNED |
|---|---|---|---|
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**Figure 3. PCN Charge Out Sheet.**