COLSA

Contract # NAS8-01121

Evaluation Report #13

Report Period: 9/01/04 - 11/30/04

December 14, 2004

I. Project Management (1.1)

II. COLSA Self Evaluation

III. NASA Technical Standards (1.4)

IV. Technology Transfer (1.5)

V. Centerwide Project Support (1.2)

VI. Program/Project CDM Support (1.3)

- a. Flight Project Directorate
- b. Science Directorate
- c. Space Transportation Directorate
- d. OSP

VII. Comments

Project Management - WBS 1.1

C & DM SERVICES

- Management WBS 1.1
- Centerwide Support WBS 1.2
- C&DM Support WBS 1.3
- NASA Technical Standards Program Support WBS 1.4
- Technology Transfer Support WBS 1.5
- Engineering Directorate Special Studies WBS 1.6

MSFC DM&CM Policies, Procedures, Instructions, Forms & Other Docs WBS 1.2.1

C&DM Support & Requirements Definitions WBS 1.2.2

Center Data Requirements Management WBS 1.2.3

Automation of C&DM Processes WBS 1.2.4

MFSC Release Desk WBS 1.2.5

Engineering Documentation & Drawing Checking WBS 1.2.6

Training for C&DM Processes WBS 1.2.7

Multi - Program/Project Common Use Doc. Management WBS 1.2.8

Records WBS 1.2.9

Project Management - WBS 1.1

- ***Contract Data Procurement Documents and Related Data***
  - Contract Modification 36 exercised Option Year 3, included Core contract value and provided incremental funding.
  - Contract Modification 37 provided incremental funding.
  - Contract Modification 38 increased contract value by incorporating new/revised Task Orders.

Project Management - WBS 1.1

- Contract Data Procurement Documents and Related Data
  - Submittal of the Monthly Contractor Financial Management Report (533M): 9/15/04, 10/15/04, 11/15/04.
  - Submittal of the Monthly Business Report : 9/15/04, 10/15/04, 11/15/04
  - Submittal of the Mishap & Safety Statistics Report: 9/10/04, 10/12/04, 11/10/04.
  - Twelfth Submittal of the Quarterly Progress Report: 9/14/04.
  - Twelfth Submittal of the Onsite Employee Listing: 10/15/04.
  - Submittal of the Safety Performance Self-Evaluation: 9/10/04.

Project Management - WBS 1.1

- **Location of COLSA Team**
  - COLSA Team Members are located in the following buildings: 4201, 4203, 4481, 4487, 4610, 4656, 4666, 4732, NSSTC, and Intergraph Bldg 100.

- **Employee Recognition**
  - (b)(4) Employee Of the Month – September
  - (b)(4) – Employee Of the Month – October
  - (b)(4) – Employees of the Month – November
  - (b)(4) –COLSA CDM Employee of the Quarter
  - (b)(4) – Email received from Don Miller praising the Requirements Team for their "Excellent" work in meeting the accelerated time requirements for the DRD requirements CAITS action.

Project Management - WBS 1.1

- Employee Safety Statistics
  - Total of 15 safety walk-throughs completed (5 per month)
  - Three safety meetings conducted (1 per month)
  - An average of 59.4% of employees attended a Safety Meeting each month.
  - 0 Lost Time Incidents

Contractor's Quarterly Self Assessment of Performance

Contract Requirement	Standards of Performance	Acceptable Quality Level	Performance
WBS 1.1 Management	Contract Administration	Timely Delivery of DRD's	12 of 12 DRD's delivered on time
	Staffing	Timely staffing of positions	No Vacancies
	Technical Management	2 weeks after identification of a technical issue provide corrective action plan	No Technical Issues
WBS 1.2 Centerwide Support	Compliance with the MSFC Directive System	2 QSDN's 2 Audit findings (internal / external) 0 NCR's / RCAR's	0 QSDN's 0 Audit findings 0 NCR's / RCAR's
	Institutional Milestones	Meet scheduled Milestones	2 of 2 scheduled milestones met.

Contractor's Quarterly Self Assessment of Performance

Contract Requirement	Standards of Performance	Acceptable Quality Level	Performance
WBS 1.3 C&DM Support to Product Line Directorates, Program and Projects	**Compliance with the MSFC Directive System**	2 QSDN's 2 Audit findings (internal / external) 0 NCR's / RCAR's	0 QSDN's 0 Audit findings 0 NCR's / RCAR's
	Program / Project Milestones	Meet scheduled Milestones	20 of 20 Milestones were met as scheduled. 2 were slipped into the following Quarters, and 2 were cancelled with COTR's approval.

Contractor's Quarterly Self Assessment of Performance

Contract Requirement	Standards of Performance	Acceptable Quality Level	Performance
WBS 1.4 NASA Specification and Standards Program	Update / format 2 NASA Technical Standard's products		Met Program Schedule in a timely manner
	3 times a year validate the non-Government Voluntary Consensus Standard's listing		Met Program Schedule in a timely manner
	Provide review / technical assessment 3 tasks per quarter		Met Program Schedule in a timely manner

Contractor's Quarterly Self Assessment of Performance

Contract Requirement	Standards of Performance	Acceptable Quality Level	Performance
WBS 1.5 Technology Transfer Program	Support the development of SBIR / STTR and Technology progress report	Meet milestones as defined by CD30	2 of 2 milestones were cancelled with COTR's approval.
	TechTracs quarterly reports		Met Program Schedule in a timely manner
	Support the NASA Technology Inventory reports to HQ		Met Program Schedule in a timely manner

Directorate/Project Support/NASA Technical Standards – WBS 1.4 Activities

- The 18 standards forwarded to the NASA Chief Engineer's office were approved September 27, 2004 and are now shown on the web site as adopted.
- There are 722 performance and 345 acquisition documents pending adoption at the end of this period. 71 Performance documents were sent to the NTSWG members for review and endorsement in June, 2004. These are included in the 722 above. Three out of the 10 Centers have responded with endorsement of these 71 documents.
- 40 SUNS documents were screened and 21 accepted for addition to the NASA Tech Standards pending adoption database during this reporting period.
- Began an effort to assign standards discipline categories to more than 800 OSP lessons learned.

Directorate/Project Support/NASA Technical Standards – WBS 1.4 Activities

- Prepared and Presented two technical papers at the October 2004 meeting of the American Meteorological Society Aviation, Range, and Aerospace Meteorology Conference in Hyannis, Massachusetts. Prepared two other technical papers to be presented at the AIAA meeting in Reno, NV in January 2005.
- Participated in a one day meeting at JSC in September 2004 to discuss making available SSP and ISS program peculiar standards documents through the NASA Tech Standards Web site. Also participated in the NASA Technical Standards Working Group (NTSWG) October meeting at GRC.
- Provided Supporting inputs to the Program Manager and staff on actions related to the development and implementation of NASA's Technical Authority and Technical Warrant Holder initive – reference NPD 1240.4 and NPR 1240.1.
- Collaborated with the Standards Program Manager in the preparation of responses to inquiries and actions from various Centers, NASA HQ's, and non-NASA groups.

Technology Transfer Support-WBS 1.5

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Sep	Oct	Nov	Dec	Jan	Feb
	NONE						

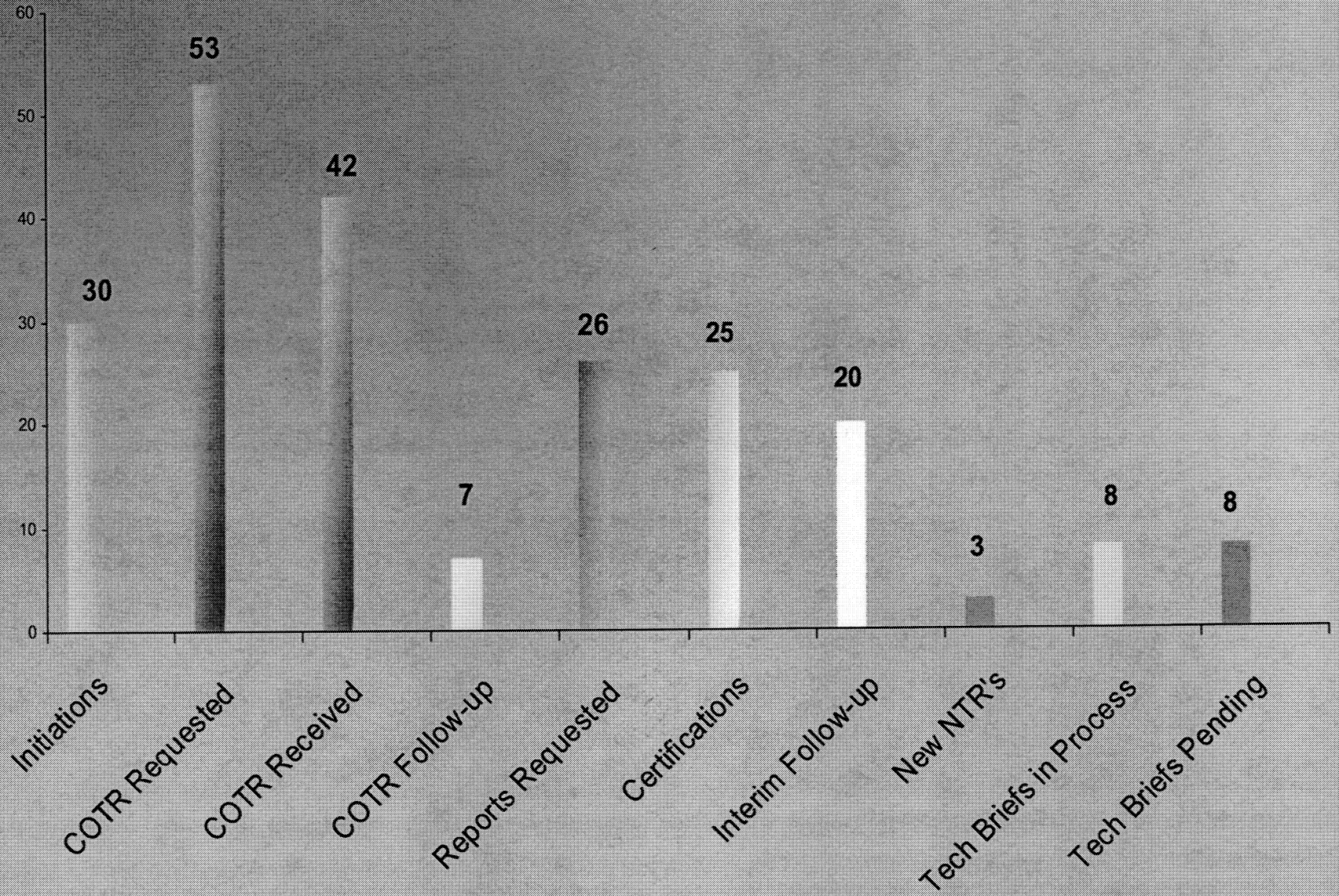
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

Technology Transfer Support – WBS 1.5



Technology Transfer Support-WBS 1.5 Activities

- Served as a member of the Implementation Team to transition the Space Act Agreement Process
- Coordinated the Technology Transfer Award Program Submittals and Selection Process
- Supported MSFC by attending the NTTS (NASA Technology Transfer Systems) conference in Hampton, VA.

Technology Transfer Support-WBS 1.5 Issues/Concerns

- Funding remains a critical issue.

C&DM Centerwide Project Support - WBS 1.2

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sep	Oct	Nov	Dec	Jan	Feb
1.2.3	Desk Instructions for Data Requirements Management			☑			
1.2.4	Prepare draft for RID Coordinator User's Guide		☑				
1.2.1	Provide recommended dispositions for the comments on the review of MSFC-STD-555 and MSFC-STD-2806						◈
1.2.7	Conduct first Records Management Training Class						◈

☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

C&DM Support DM/CM Policies, Procedures, Instructions, Forms & Other Documentation WBS 1.2.1 - Activities

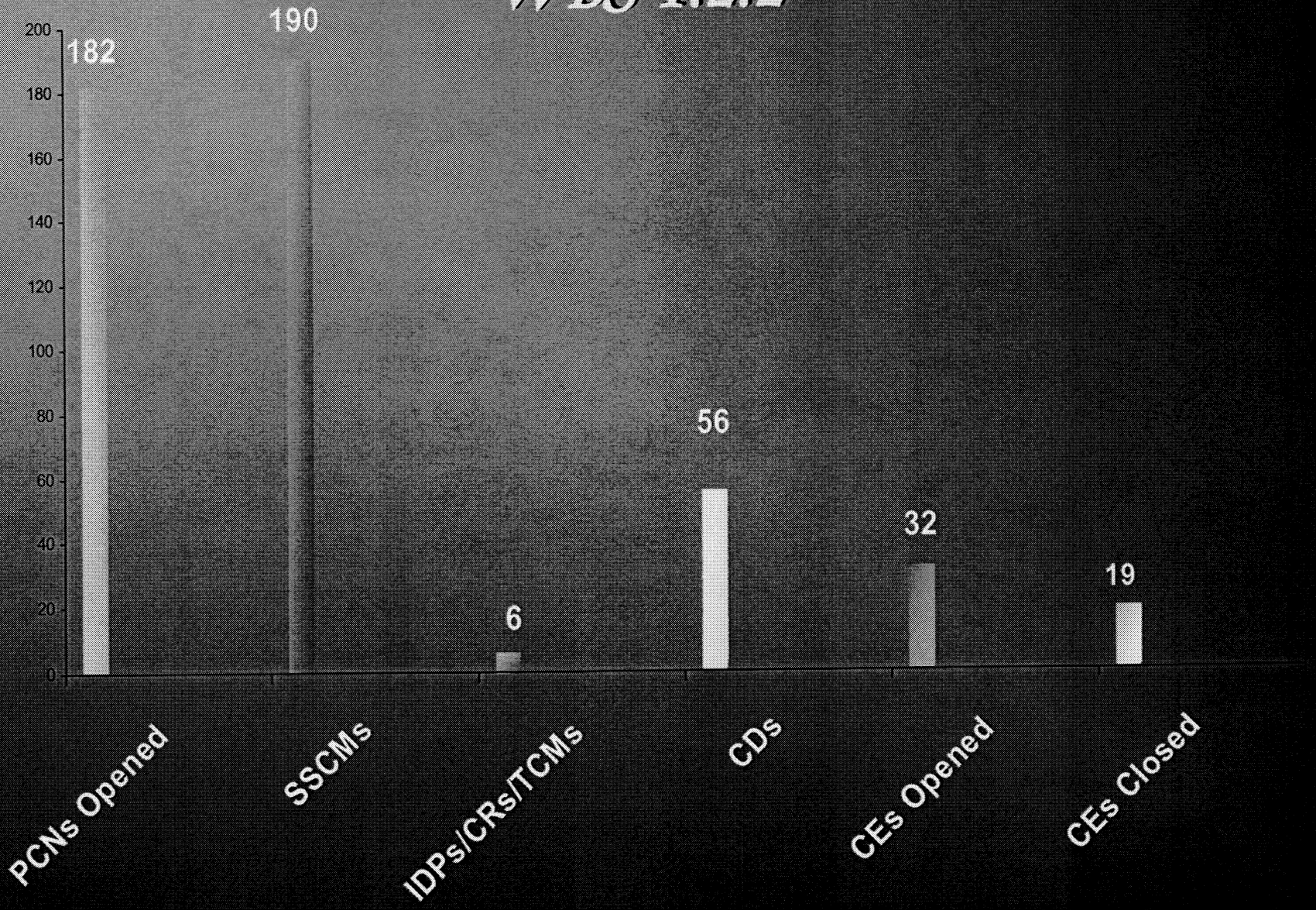
- Supported the Identification and Rules Review Action as follows:
  - The new MPR 8040.1 draft combining MWI 8040.1, MWI 8040.2, MWI 8040.3, MWI 8040.6 and MWI 8040.7 has been submitted to the DCB for review and approval. Comments resulting from the review are currently being resolved.
  - MPR 8040.2 Product Identification and Traceability, consisting of the combination of MPG 8040.2, MPG 8040.3 and MWI 8040.4 has been submitted to the DCB, approved and added to the Master List.
  - Reviewed and redlined for requirements MWI 8040.5, FEOs/FEPLs, document. A draft of the revised document has been submitted to the DCB , approved and added to the Master List.
  - Currently reviewing MSFC-STD-555 and MSFC-STD-2806 for needed changes and updates.
  - Currently updating CM document tree for website inclusion.

C&DM Support DM/CM Policies, Procedures, Instructions, Forms & Other Documentation WBS 1.2.1 - Activities

- Delivery of Data Management Module 8 Comments to Records Management Training Effort.
- Delivery of the following DCB-ready directives were made to ED03:
  - MPG 7120.3
  - MWI 7120.4
- Supported Policy & Procedures Document Reviews with formatting of the following documents:

MPR 8040.1	MPR 1440.2	OWI-ED43-017D
MPR 8040.2	MWI 8040.3	OWI-ED43-026B
MSFC-STD-555		

C&DM Requirements Definitions Support
WBS 1.2.2



C&DM Requirements Definitions Support WBS 1.2.2 – RID Activity (FileMaker)

	Open RIDs	Closed RIDs (Sep-Nov)
MSRR-1 IPL CDR	15	0
Solar B FPP CDR	6	0
MSRR-1 IPL CDR ESA	17	0

C&DM Support

WBS 1.2.2 – RID Activity (New)

Activity on RID System – 08/30/2004 through 11/30/2004

Project Name	Review Type	RIDs Open on 08/30/2004	RIDs Opened During Period	RIDs Closed During Period	RIDs Open on 11/30/2004
COBRA	PDR	3	0	0	3
ECLSS	CDR	38	0	7	31
Glast Burst Monitor	PDR	2	0	0	2
HyTEx POC Mission	PDR	135	0	0	135
IEC	RR	253	0	0	253
IEC	DR	119	0	0	119
OSP Boeing	SDR	278	0	0	278
OSP Lockheed-Martin	SDR	256	0	0	256
RS-83 Main Engine	SDR	34	0	0	34
Totals		1118	0	7	1111

CLDM Requirements Definitions Support WBS 1.2.2- Activities

- Archived non-active RIDs in FileMaker database to CD in both FileMaker and PDF formats. (3 Remain in Filemaker)
- Prepared Updates for Web Page listing of the MSFC Released Documents (Impromptu Reporting)

C&DM Support Data Requirements Management Support WBS 1.2.3 - Activities

- Maintained Standard DRDs, OPR Contact Matrix, Center Logs, historical DRD database, and Data Requirements Management System (DRMS) website
- Coordinated Annual Standards Review and Headquarter mandated Requirements Review
  - As a result of this review, 24 new DRD's were added, 16 DRD's were deleted, 32 DRD's were revalidated, and 85 DRD's were revised.

C&IDM Support Data Requirements Management Support WBS 1.2.3 – Activities

- The following Data Procurement Documents (DPDs) and redlined documentation were prepared and delivered:
  - "Draft" Rev. B DPD 1024 for "Aerocapture Technology", dated September 14, 2004 (TD15);
  - "Draft" DPD 1056 for "Streamlining Existing Process and Procedures with Integrated Financial Management Program (IFMP)" and Redlined SOW dated October 07, 2004 (RS20);
  - "Draft" DPD 1052 for "The Nuclear-Electric Pulsed Inductive Thruster (NuPIT) Thruster" and Redlined SOW dated October 07, 2004 (TD06);
  - "Basic" DPD 1056 for "Streamlining Existing Processes and Procedures with Integrated Financial Management Program (IFMP)", dated October 19, 2004 (RS20);
  - "RFP" DPD 1054 for "Engineering Cost Analysis Techniques Development" and redline SOW, dated October 27, 2004 (RS70);

C&DM Support Data Requirements Management Support WBS 1.2.3 – Activities

- The following Data Procurement Documents (DPDs) and redlined documentation were prepared and delivered (con't):
  - "Revision E" DPD 930 for "Second Generation Reusable Launch Vehicle (RLV) Flight Demonstration", dated November 12, 2004 (TD20);
  - "Draft" DRL 1058 for "ODIN Delivery Order – MSFC Requirements", dated November 16, 2004 (AD32);
  - "Draft" DPD 1059 for "Science Directorate Business Office (SD02) Programmatic Support" and redlined SOW, dated November 18, 2004 (SD02);
  - "Draft Revision E" DPD 952 for "Technology Area 8 (TA-8) – Propulsion Risk Reduction Second Generation Reusable Launch Vehicle (RLV)", dated November 19, 2004 (NP50);

C&DM Support Data Requirements Management Support WBS 1.2.3 – Activities

- The following Data Procurement Documents (DPDs) and redlined documentation were prepared and delivered (con't):
  - "RFQ" DPD 1054 for "Engineering Cost Analysis Techniques Development", dated November 19, 2004 (RS70);
  - "Basic" DPD 1059 for "Science Directorate Business Office (SD02) Programmatic Support" and redlined SOW, dated November 30, 2004 (SD02);

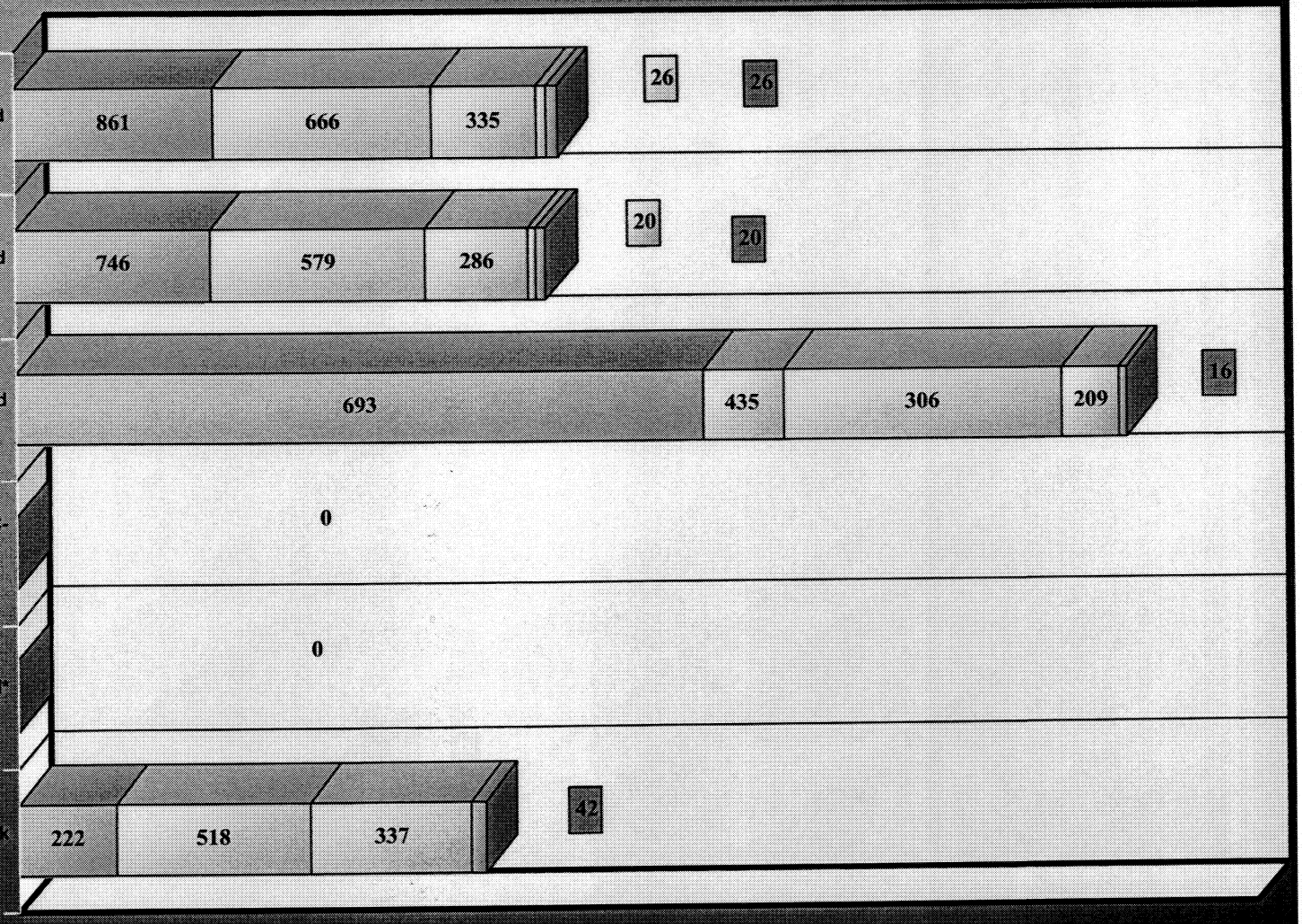
C&DM Automation Support
WBS 1.2.4 -Activities

- ICDMS
  - Supported IEC Development Team in defining requirements and design of IEC components:
    - Documentation Management
    - Change Management
    - Common Features
- RID System
  - Supported on-going reviews by answering questions, responding to request for database changes, fixing problems, etc.
  - Updated RID User's Guide to reflect Version 3.4 changes.
- Engineering Order (EO) Number Request and Trending System
  - Participated in the testing of EO Trending System
  - Developed EO Trending System User's Guide.

C&DM Release Desk/Drawing Checking
WBS 1.2.5 & 1.2.6 -Activities

- The Release Desk provided consultation support to engineers and designers for input and configuration information in ICMS.
- The Checkers provided consultation support to engineers and designers for design and documentation preparation.

Release Desk WBS- 1.2.5/ Drawing-Checking WBS- 1.2.6



C&DM Support Training for Processes
WBS 1.2.7 Activities

Training Inputs:

- Provided a Training Facilitator Skills class for 10 potential and current instructors.
- Assisted IEC Support Contractor with developing training objectives and designing IEC training.
- Assisted ICE – Windchill trainers with development of New Users Overview class materials including Quick Reference Card, training guide, and instructor presentation. This class was presented to approximately 60 students the week of 11/15/2004.
- Continued development of Records Management training course. Two courses are planned for implementation early in 2005.

C&IDM Support Multiprogram/Project Documentation Management WBS 1.2.8 -Activities

- Multiprogram Support
  - Participated in Training for "Multiprogram/Project Document Management System for DCB Secretariat Duties"
  - Assigned Alt-Secretariat Duties – Effective Jan 2005.

C&DM Records
WBS 1.2.9 -Activities

- Updated List of Records Custodian/RLO maintained for ED43/Colsa.
- Drafted Records Plan for CPTAS and ICMS Records:
  - Established Record Retention Schedule for both the tool and the database.
- Supported Institutional Records Room and Provided CPTAS Reports.

C&DM Support Issues/Concerns

- None

PROGRAM/PROJECT CDM SUPPORT

1.3

Flight Projects Directorate/Project Support

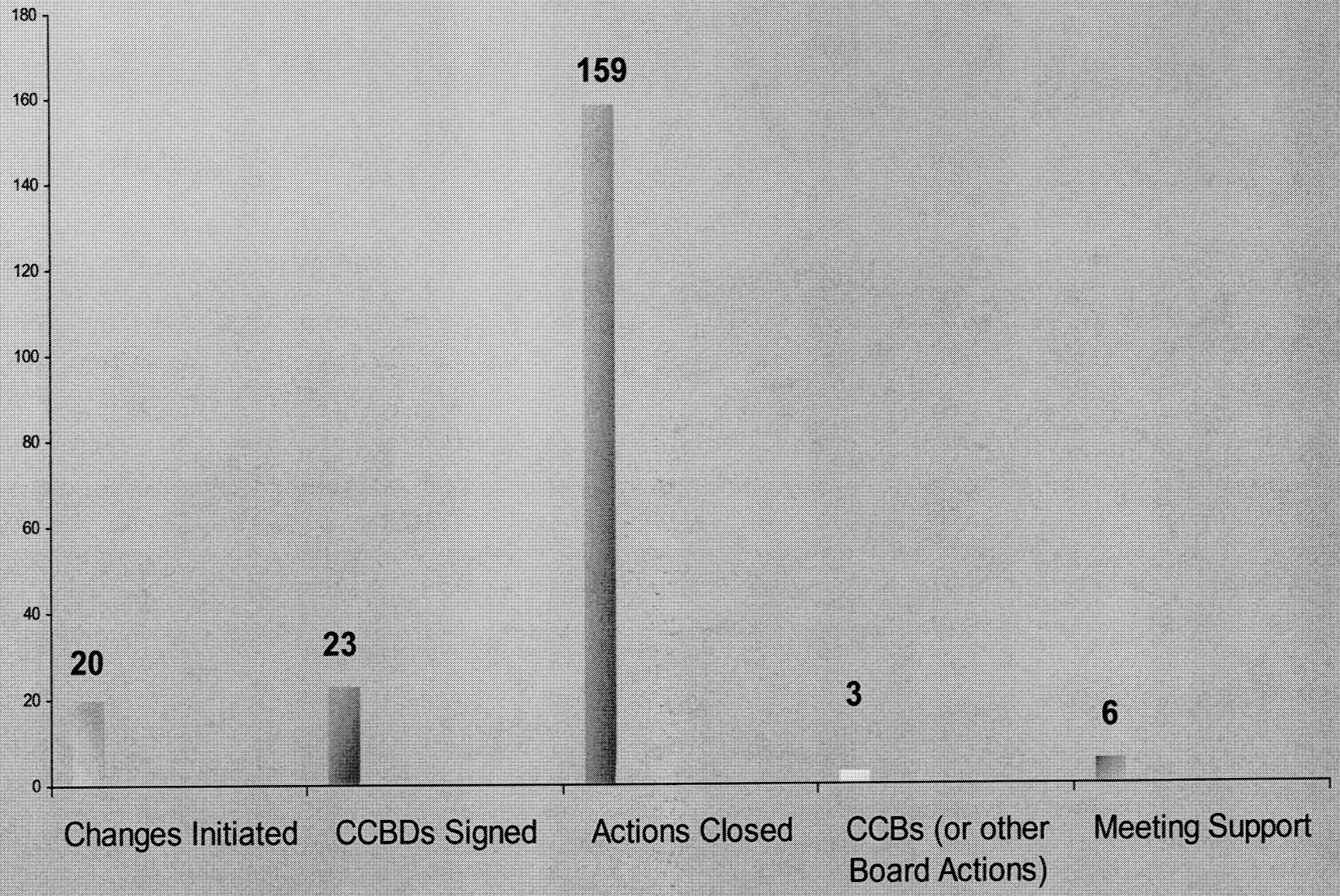
Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sep	Oct	Nov	Dec	Jan	Feb
MUPG	Review the CM & DM Plans	☑					
MPLM	Provide access to archived electronic Kistler data		☑				
Nodes	Review the CM & DM Plans		☑				
HMCG	Review the CM Plan				◈		
MPLM	Review the CM Plan				◈		
ECLSS	Delta OGA FCA/PCA @ HSSSI					◈	
ECLSS	Review the CM & DM Plans						◈
ECLSS	Delta WPA FCA/PCA @ HSSSI						◈

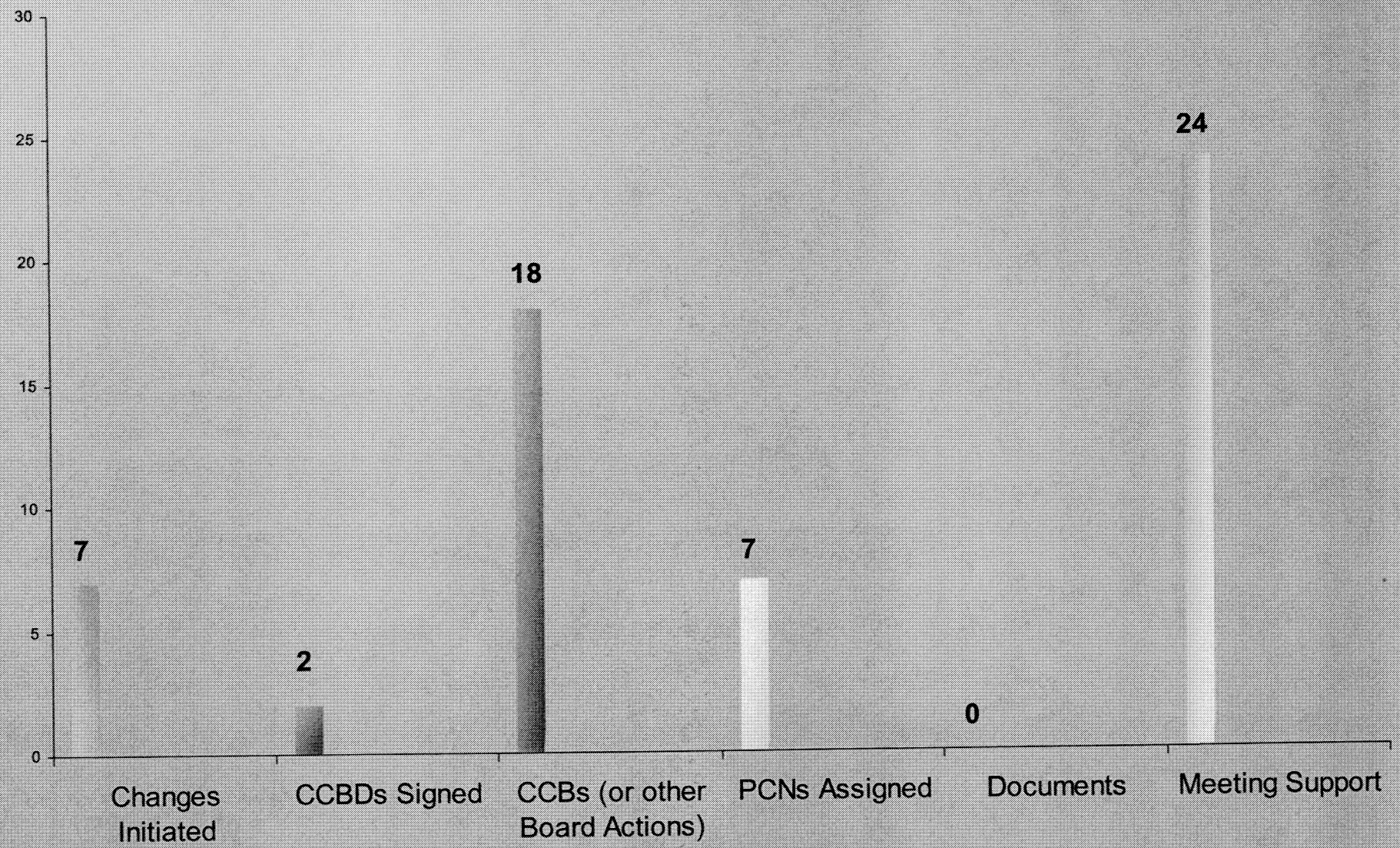
☑ Completed Milestone ✦ Incomplete Milestone ☑ Completed Ahead Of Schedule Milestone ◈ Next Quarter Milestone

All Milestones Met as Scheduled

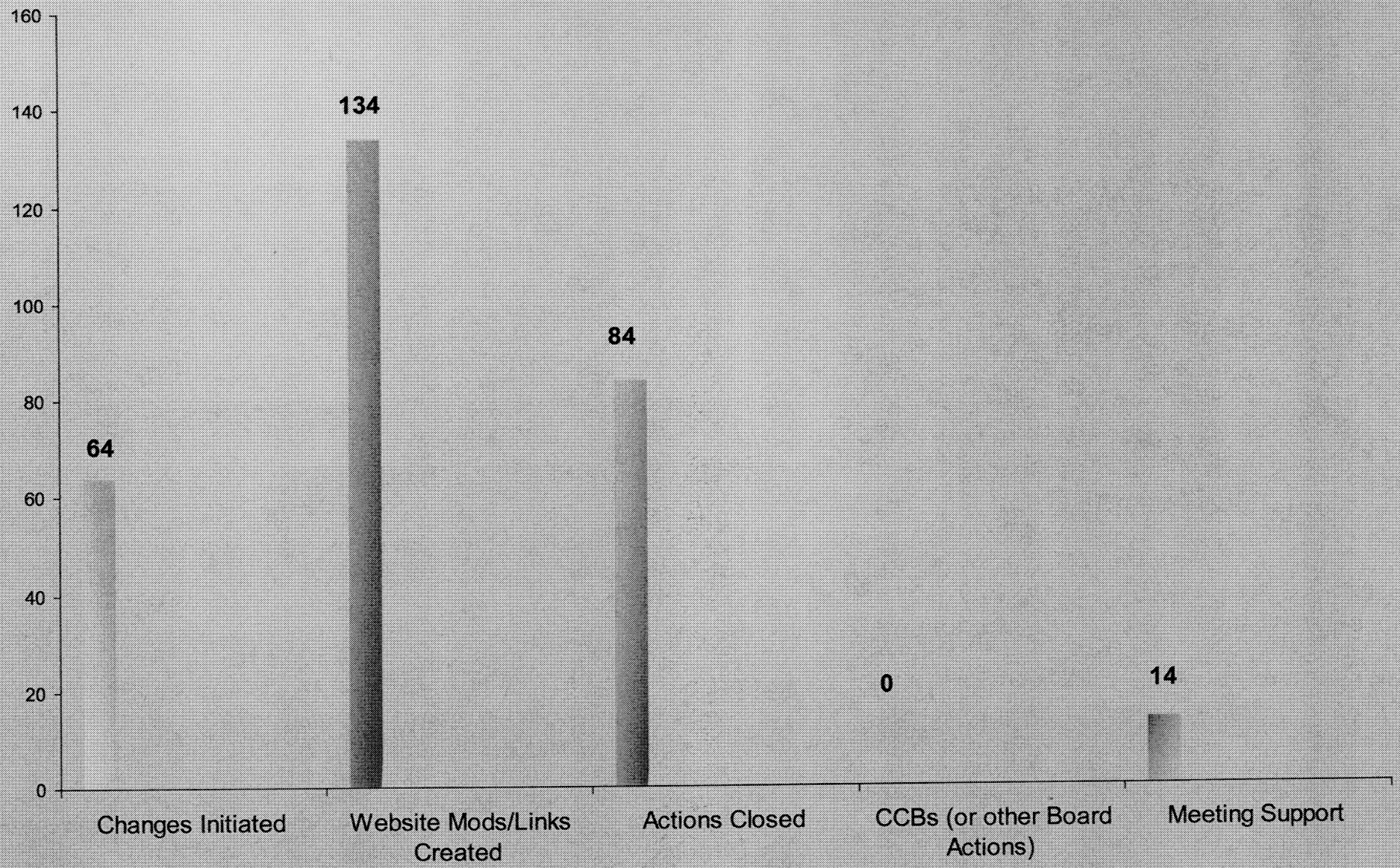
FPD/Project Support/POIC



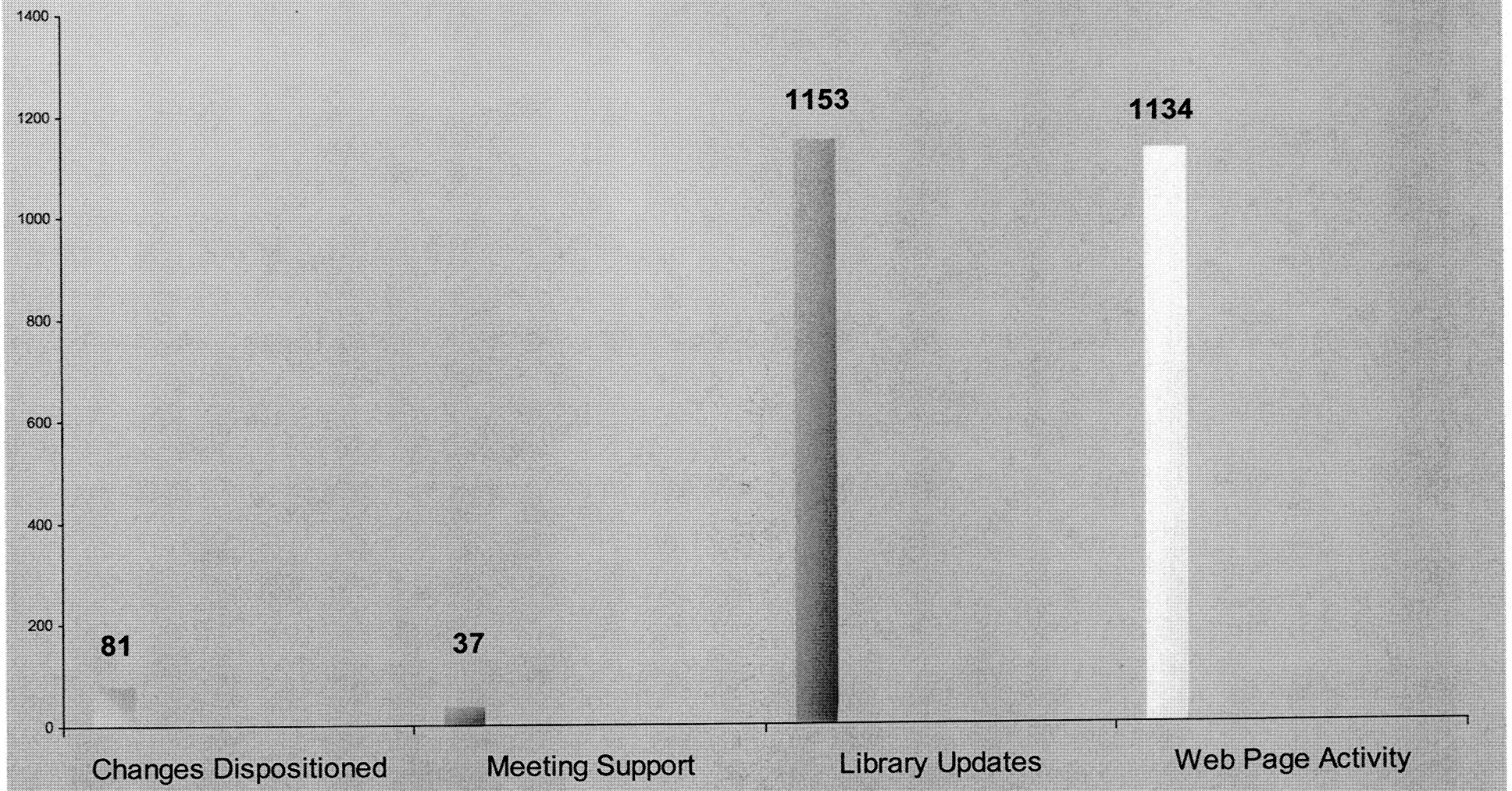
FPD/Project Support/MVPG



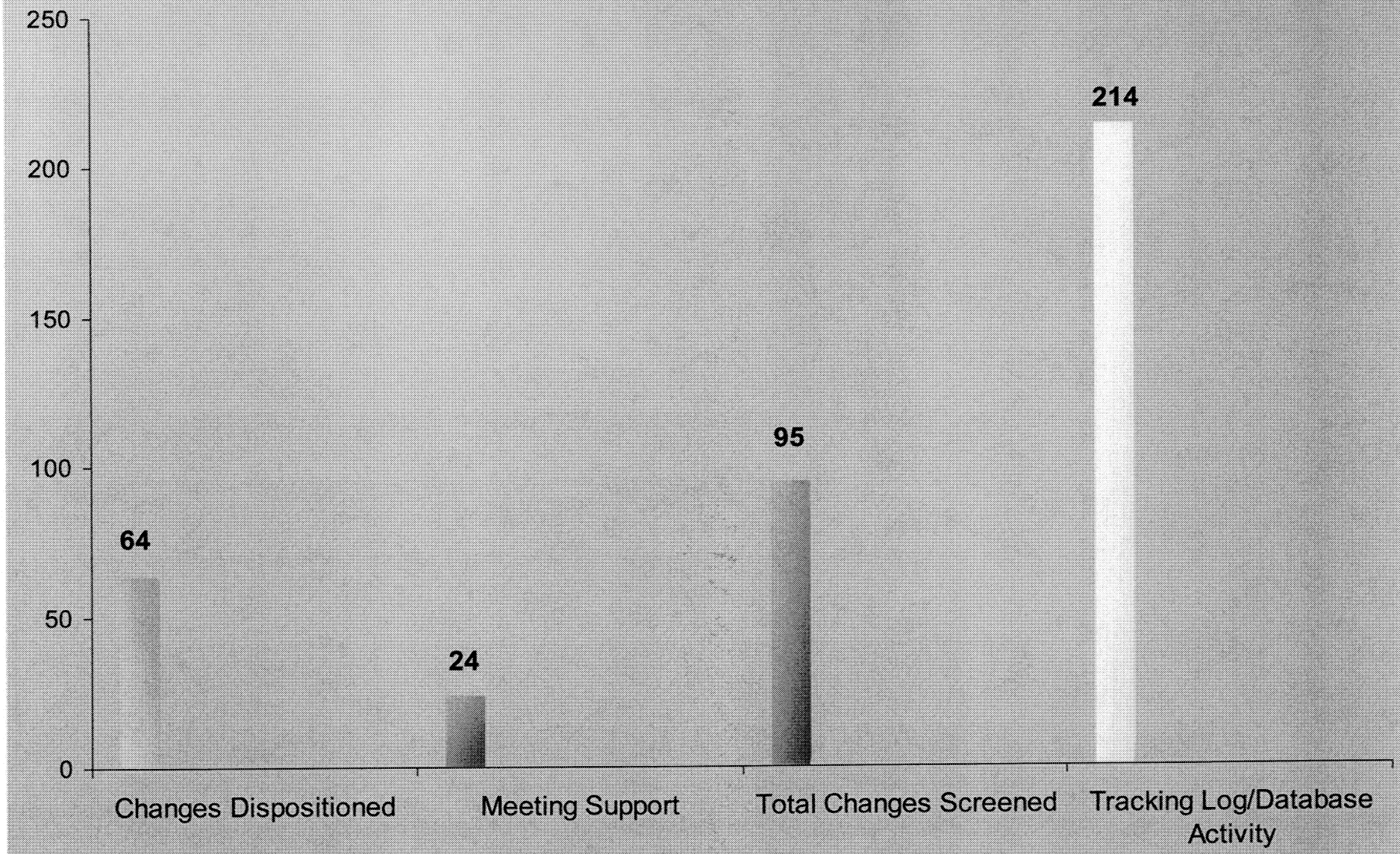
FPD/Project Support/ECLSS



FPD/Project Support/NODES



FPD/Project Support/MPLM



C&DM Flight Projects Directorate Activities

- Reviewed the MUPG and Nodes CM & DM Plans . (Sept)
- Supported RID Closure for the WRS/OGS DR2, UPA CDR, OGA Delta DR2, and IR/UPA CDR as the RID Database Coordinator.
- Continued the WPA & OGA Requirements Verification Tracking from contractor HSSSI and In-house projects.
- The OGA FCA/PCA is tentatively scheduled for March 2005 at HSSSI.
- The Delta WPA FCA/PCA is tentatively scheduled for February 2005 at HSSSI
- Nodes participated in the NQA Audit. (Nov)
- Supported the Nodes 3 Bilateral Document TIM at Alenia (Sept 13-18).
- Attended an ISS Export Control Summitt at JSC (Sept 21-23).
- Conducted a Subsystem Lead Review to close password accounts for users no longer working Nodes Projects (Oct 29)
- Web enabled the Nodes 3 TAS (Test Assessment Sheet) database for access by JSC TAS Coordinator (Nov)

C&DM Flight Projects Directorate Activities

- MPLM updated their Charter Letter. (Oct 29)
- MUPG has continued to participate in the Subsystem Problem Reporting System (SPRT) weekly meetings.
- Participated in the MUPG Habitat Holding Rack (HHR) Acceptance Review for Flight Rack #2.

C&DM Flight Projects Directorate
Issues and/or Concerns

- The ECLSS Final Acceptance Review for the PSM (Power Supply Module) that was originally scheduled for April now shows a delivery date of approximately April 2005 with no current date for the FCA/PCA.
- The UPA FCA/PCA scheduled for June 2004 is now TBD
- The Nodes 3 Final Acceptance Review scheduled for August 2004 is now TBD based on Return to Flight.

Science Directorate/Project Support

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sept	Oct	Nov	Dec	Jan	Feb
GBM	Review CM Plan		☑				
GBM	Review DM Plan		☑				
MSRR-1	Review DM Plan	☑					
Solar-B	Review CM Plan	☑					
Solar-B	Review DM Plan	☑					
GEDS	Review CM Plan			☑			
GEDS	Review DM Plan		☑				
GBM	Perform CDM Tasks for Observatory CDR			☑			
CM Standard Support	Deliver Final Draft of NASA-STD-005				◈		
MSG/G-Limit	Review CM Plan					◈	
MSG/G-Limit	Review DM Plan					◈	

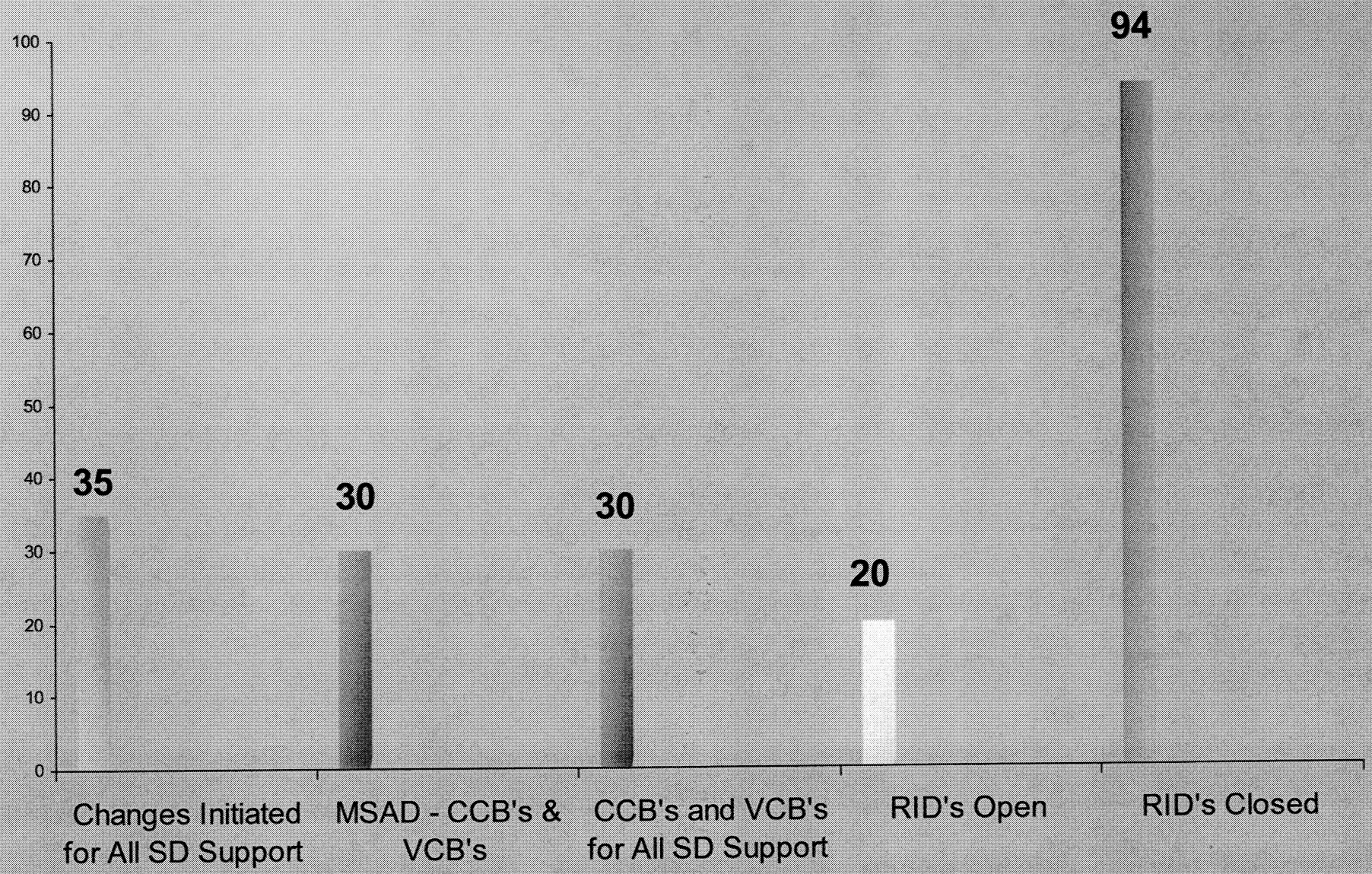
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

SD/Project Support



SD/Project Support Activities

- GLAST Burst Monitor
  - Began creating Verification Matrix for Items to be delivered in January.
- Solar-B
  - CM and DM Plans waiting on Program Manager's signature.
- CGH/PEP SACA
  - Continued close-out activities as a result of Project being cancelled (02/2004) Remaining activity is the cancellation of boards.
- MSG/G-Limit
  - CM Plan being reviewed by LSE – SDOS information has been added

SD/Project Support Activities

- Microgravity Science and Applications Dept. (MSAD)
  - Maintained tracking system for the mini-projects
  - Continued work with SDOS team to present a plan to MSAD for storing CCB minutes, documentation, etc. on MAP (Microgravity Applications Portal)
- Observable Protein Crystal Growth Apparatus (OPCGA)
  - Provided Verification Control Board support
  - Continued close-out activities as a result of Project being cancelled (02/2004) Remaining activity is the cancellation of boards.
- Quench Module Insert (QMI)
  - Continued close-out activities as a result of Project being cancelled (02/2004). Remaining activity is the cancellation of the Level IV board.

SD/Project Support Issues and/or Concerns

- None

Transportation Directorate/STPPO/In-Space/ISS

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sept	Oct	Nov	Dec	Jan	Feb
Constellation	Deliver Constellation CDM Plan	☑					
AP Project	Review CM Sections	☑					
Constellation	Deliver Constellation DRL	☑					
PT&I Project	Review, identify, change and deliver PCB Charter	☑					
Constellation	Deliver IRB Charter Letter		☑				
TFD Subproject	Support OE AVGS Hardware CDR		☑				
AP Project	Support Aeroject Prototype RCE CDR			☑			

☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

Transportation Directorate/STPPO/In-Space/ISS

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sept	Oct	Nov	Dec	Jan	Feb
JIMO	Draft DM Plan				◈		
JIMO	Draft PRB Charter Letter				☑		
AP Project	Review DM Plan				◈		
In-Space Project	Review DM Plan				☑		
In-Space Project	Review CM Plan				☑		
IPD Project	Review, identify, change and deliver PCB Charter					◈	
AP Project	Review, identify, change and deliver PCB Charter						◈
TFD Project	Draft DM Plan						◈
IPD Project	Review DM & CM Sections						◈

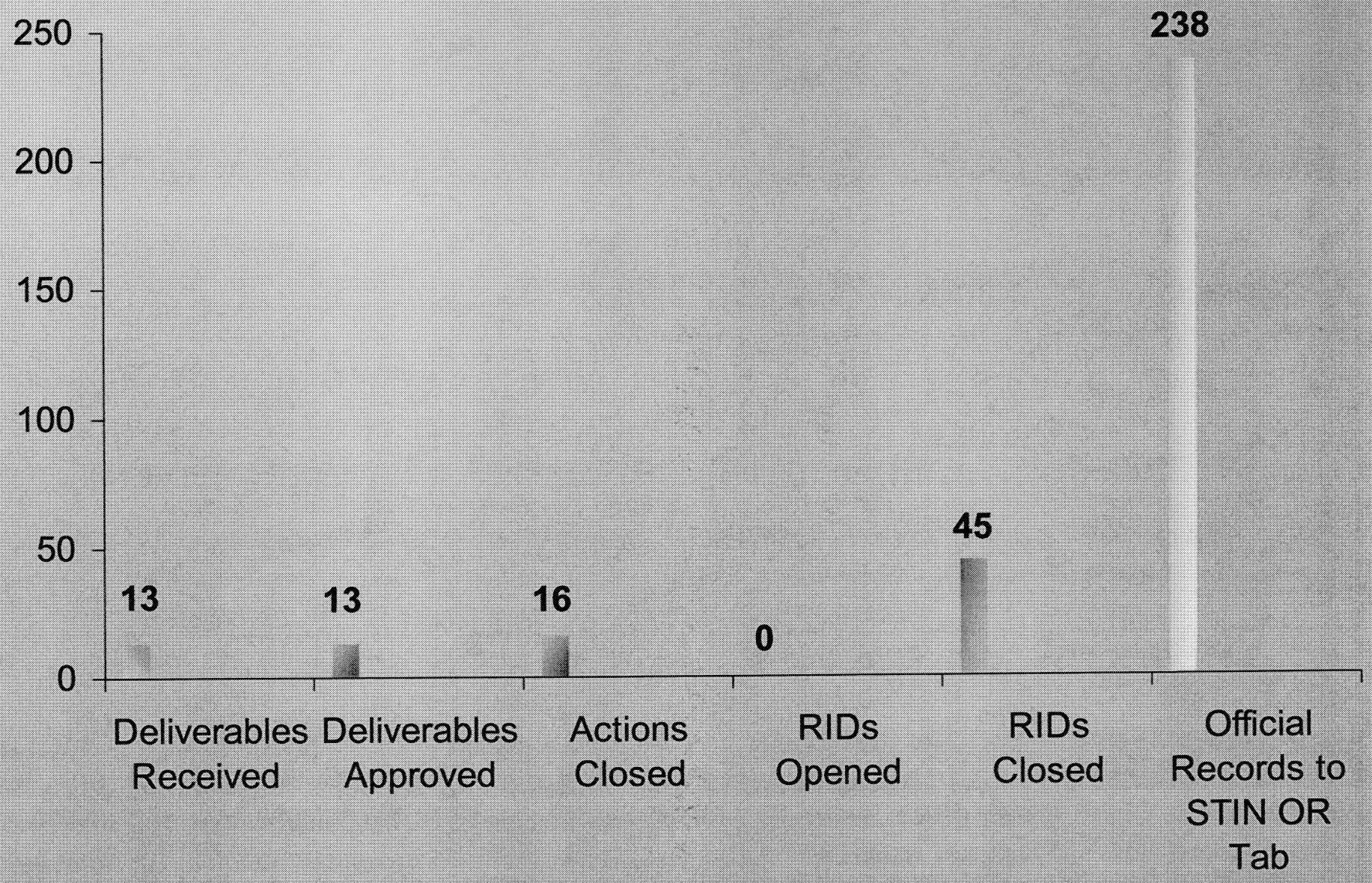
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

TD/Project Support/STPPO Projects



TD/STRPO Activities

- NGLT Program CDM:
  - Level I PRCB and Level I ERB
    - Shut-down NGLT PRCB and ERB, Archival of official records complete.

TD/STEPO Activities

- NGLT Projects CDM:
  - Provided archiving support by interfacing with NGLT Technical Advisor and MSFC Repository personnel on the closed-out of official records for closed NGLT projects.
  - Continued archiving assistance to Project Leads to transfer the following closed project data in STIN to the Official Records (OR) Tab within STIN for subsequent electronic transfer to Repository for archive: Propulsion Technology & Integration (PT&I) Northrop-Grumman Space Transportation (NGST) Reaction Control Engine (RCE) and Aerojet, Rocket Based Combined Cycle (RBCC), Rocket Engine Prototype (REP) are complete.
  - Archival of the Technology Flight Demonstrations (TFD) and X-43C Booster & Launch Services (B&LS) are being coordinated.
  - Auxiliary Propulsion (AP) Project
    - Reviewed and updated the DM section of the Project Implementation Plan.

TD/STPPO Activities

- STPPO Projects CDM:
  - Propulsion Technology and Integration (PT&I) Project
    - Completed transfer of 110 documents/data for NGST RCE contract to the STIN Official Records (OR) Tab for subsequent electronic archiving to the MSFC Repository.
    - Revised Project Control Board (PCB) Charter to reflect changes in membership.

TD/Program-Project Support/NGLT Issues and/or Concerns

- The In-Space Task Order does not represent the duties we have been asked to perform, but COLSA has not received any further direction from the project regarding the task order revision.
- Leland Dutro and Thad Henry have requested that COLSA combine all STPPO task orders.

Orbital Space Plane/Program/Project Support

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Sept	Oct	Nov	Dec	Jan	Feb
OSP - DART	Support MSFC Pre-Flight Readiness Review		☑				
OSP - DART	Support KSC Flight Readiness Review		☑				

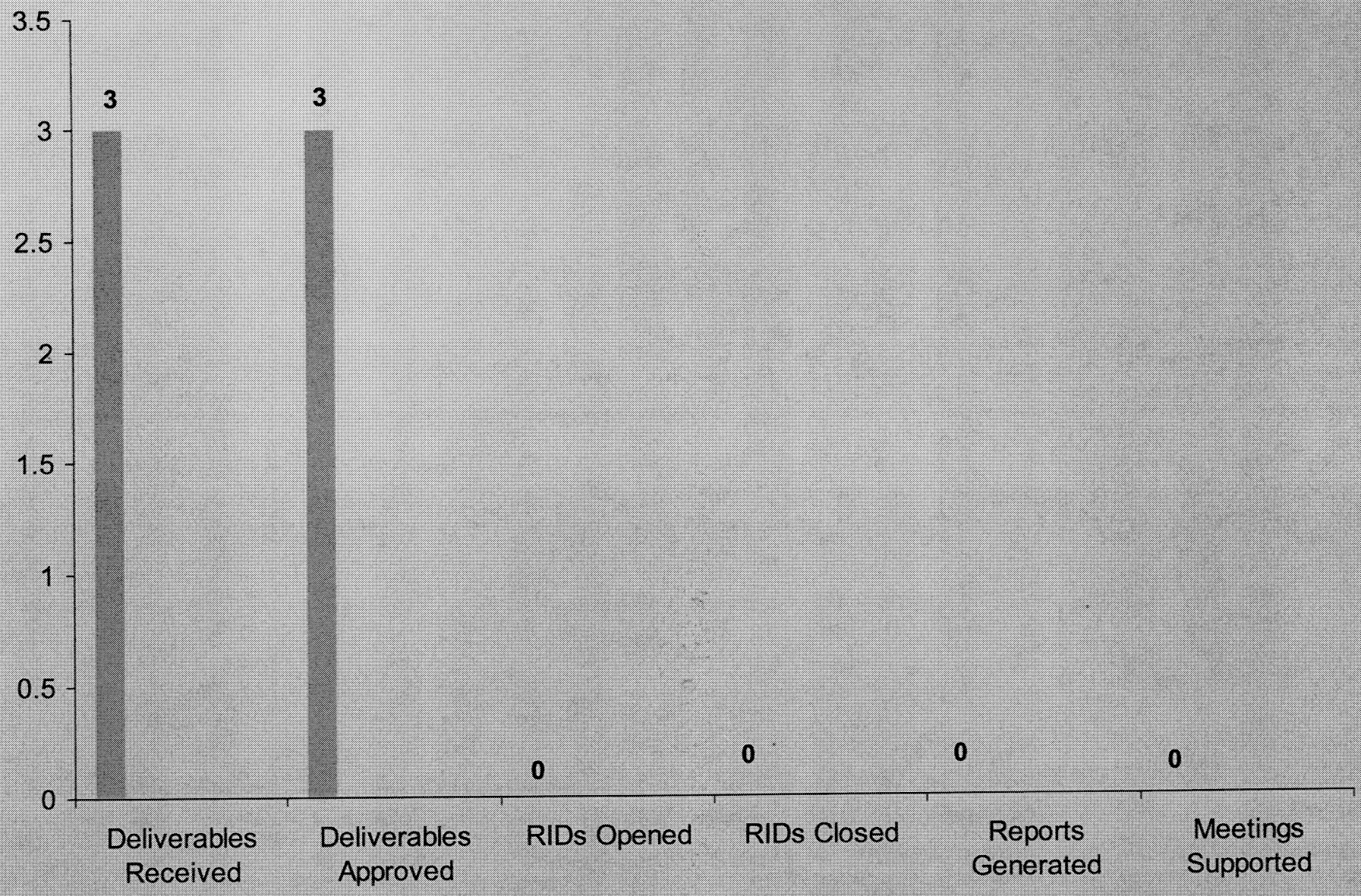
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

OSP/Project Support/DART



OSP/Project Support Activities

- OSP General:
  - Continued working with MSFC Repository to create online connection between ProjectLink and Repository Documentum Tool.
  - Provided an inventory of OSP electronic and hardcopy files ready for archival to MSFC Repository.
  - Provided an inventory of SLI & 2ndGen electronic files on PDS and VRC platforms ready for archival.
  - All electronic files have been transferred to the MSFC Repository.
  - All hardcopy items are boxed and ready for transfer to the MSFC Repository.
  - Final archival status has been provided to OSP Program personnel.
  - A total of 8,327 items are being archived for the OSP Program.

OSP DART / Project Support Activities

- DART CDM:
  - Launch rescheduled for early 2005.
  - Archiving of Project Data started.

OSP/Project Support
Issues and/or Concerns

- None.