COLSA

Contract # NAS8-01121

Evaluation Report #15

Report Period: 3/01/05 - 5/31/05

June 14, 2005

I. COLSA Self Evaluation

II. NASA Technical Standards (1.4)

III. Technology Transfer (1.5)

IV. Centerwide Project Support (1.2)

V. Program/Project CDM Support (1.3)

- a. Engineering Directorate
- b. Space Systems Programs/Projects Office
- c. Space Transportation Programs/Projects Office

VI. 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
  - Submittal of the Monthly Contractor Financial Management Report (533M): 3/14/05, 4/15/05, 5/13/05.
  - Submittal of the Monthly Business Report : 3/15/05, 4/14/05, 5/16/05.
  - Submittal of the Mishap & Safety Statistics Report: 3/10/05, 4/11/05, 5/10/05.
  - Fourteenth Submittal of the Quarterly Progress Report: 3/14/05.
  - Fourteenth Submittal of the Onsite Employee Listing: 4/15/05.
  - Submittal of the Safety Performance Self-Evaluation: 3/10/05.

Project Management - WBS 1.1

- ***Contract Data Procurement Documents and Related Data***
  - Contract Modification 42 incorporated revised Task Orders and provided incremental funding.

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
- Employee Recognition
  - (b)(4) – Employee Of the Month – March
  - (b)(4) – Employee Of the Month – April
  - (b)(4) – Employee of the Month – May
  - (b)(4) – COLSA Employees of the Quarter

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 72.7% of employees attended a Safety Meeting each month.
  - 1 Lost Time Incident (4/18/05), Strained Back, 1 Day of Lost Time (4/19/05), Employee returned to work on 4/20/05.

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	1 of 1 scheduled milestones met. 1 was cancelled with COTR's approval.

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	9 of 9 Milestones were met as scheduled. 2 were slipped into the following Quarter, and 4 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	No Milestones Scheduled
	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

Technical Standards Support-WBS 1.4

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
	NONE						

☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

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

- There are 750 performance and 352 acquisition documents pending adoption at the end of this period. Seventy-two (72) performance documents (61 ISO & 11 AIAA) were sent to the NTSWG members for review and endorsement in June, 2004. These are included in the 750 above. Four out of the 10 Centers have responded on the 72 documents. Planning has begun to restructure the NASA Preferred list of standards to a much smaller list of CORE standards.
- 72 SUNS documents were screened and 41 accepted for addition to the NASA Tech Standards pending adoption database during this reporting period.
- An additional 22 OSP Lessons Learned were assigned to 6 NASA preferred standards during this period. These Lessons Learned will be displayed on the summary page for the particular standard on the NASA Tech Standards Full-Text search system. This completes this activity.

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

- Presented the results of a task to map NASA Preferred standards to current Technical Warrant Holder disciplines at the NASA Tech Standards Working Group at SSC 4/12/05 – 4/13/2005. Estimated hours expended on this task by three persons within the NTSPO was 480 man hours. The COLSA contribution to this effort amounted to approximately one-third.
- Completed editing and formatting of three NASA Standards/Handbooks, NASA-HDBK-6009, NASA-STD-0005, & NASA-HDBK-5011. Edited and formatted templates for NASA Standards, Specifications, and Handbooks.
- Continued to provide supporting inputs on actions related to the development and implementation of NASA's Technical Authority and Technical Warrant Holder initiative involving the NASA Standards Program – 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.

Directorate/Project Support/NASA Technical Standards – WBS 1.4 Issues/Concerns

- None

Technology Transfer Support-WBS 1.5

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
	NONE						

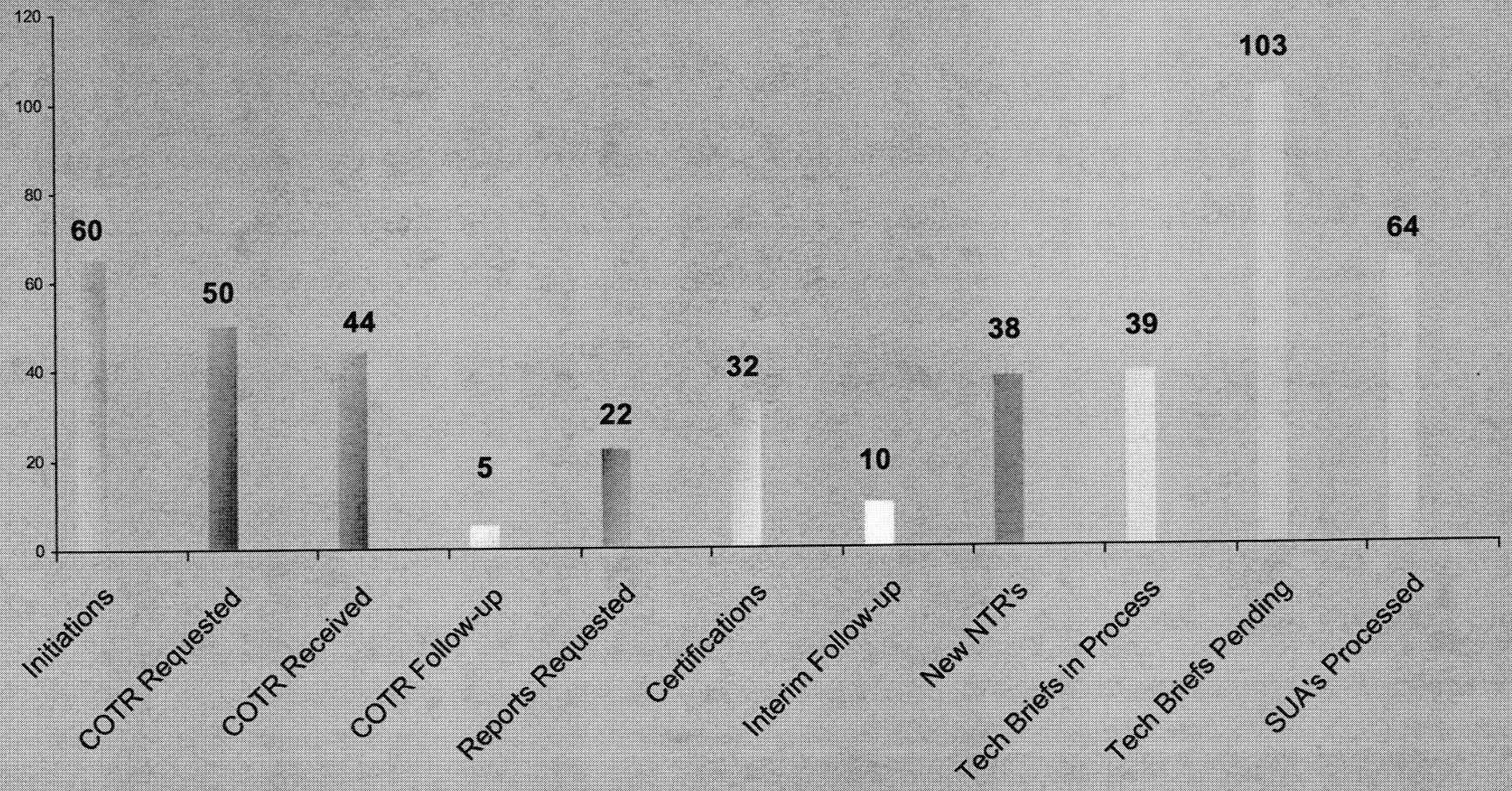
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

Technology Transfer Support – WBS 1.5



Technology Transfer Support-WBS 1.5 Activities

- Coordinated the Technology Transfer Award Program Submittals and Selection Process.
- Continued to provide Software Release support for MSFC.

Technology Transfer Support-WBS 1.5
Issues/Concerns

- None

C&DM Centerwide Project Support - WBS 1.2

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
1.2.8	Deliver to ED03 Revised Mulitprogram User's Guide including ED03 comments	☑					
1.2.5	Compare the program/project designators (PD) assigned in CPTAS and ICMS to determine if the same PD has been used for multiple program/projects in the two systems and provide the results of the analysis to ED03.				◈		

☑ 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

- Completed annual form review (CAITS 05-ISO1-047) of 38 forms assigned to ED03.
  - 12 forms updated; 3 canceled; 3 transferred to Shuttle.
  - Revised local forms (formerly ED43 forms)
    - Modified and converted two previously local forms to MSFC forms.
    - Modified and converted two previously local forms to ED03 forms.
- Completed revision of MPR 8040.1 to include PCN filing guidance and clarification of Signature Matrix responsibilities.
- Completed Directive Transformation Review and submitted checksheets.
  - No immediate revisions required; however, some long term revisions were noted.

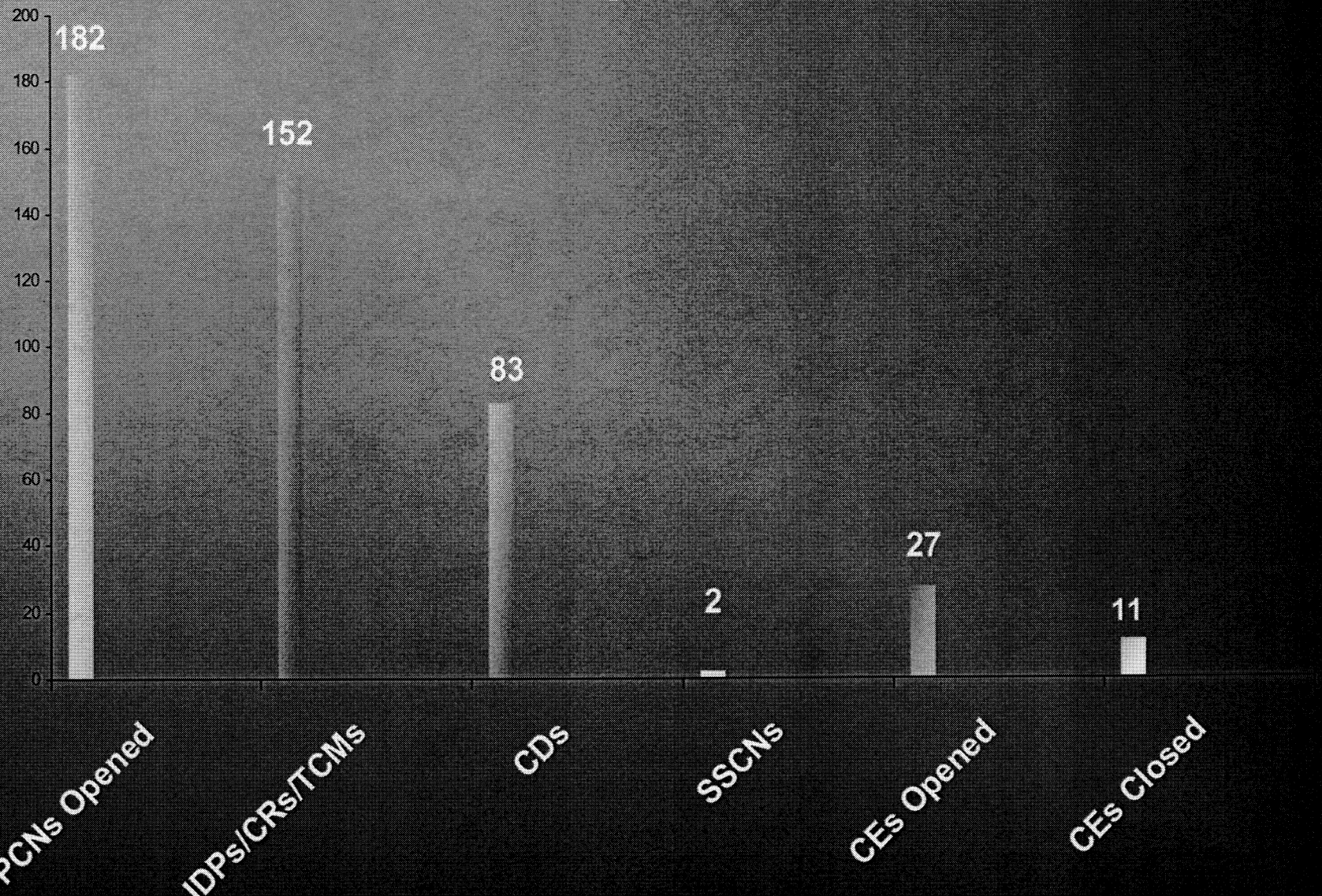
C&DM Support DM/CM Policies, Procedures, Instructions, Forms & Other Documentation WBS 1.2.1 - Activities

- Supported CAIB / DIAZ digital photography final report effort.
- Researched change to EPL form to add Reference-Designator column.
  - Initial assessment – defer effort until IEC.
- Provided comments for DM boiler-plate revision.

C&DM Requirements Definitions Support WBS 1.2.2- Activities

- Initiated Alpha-testing of CPTAS.
- Reviewed CPTAS test plan.
- Closed out all Filemaker Pro RID reviews except MSRR.
  - MSRR remains open at Project's request.
- Transferred official Solar-B records to Project Office.
- Prepared Updates for Web Page Master-List of the MSFC Released Documents (Impromptu Reporting).

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 (Mar-May)
MSRR-1 IPL CDR	11	1
MSRR-1 IPL CDR ESA	17	0
Solar-B FPP CDR	0	1
TOTAL:	28	2

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.
- Revised and reissued 15 Standard DRD's.
- Attended telecons and meetings as required to support development of Statement of Work (SOW) and Data Procurement Document (DPD) for Technology Transfer Transformation (TTT) activities.

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

- The following Data Procurement Documents (DPDs) and red-lined documentation were prepared and delivered:
  - "Basic" DPD 1060 for "Onsite Engineering Design Services at MSFC", dated April 1, 2005 (AD23);
  - "RFP" DPD 1061 for "Engineering, Science, and Technical Services", dated May 3, 2005;
  - "Revision B" DPD 1062 for "Reinforced Carbon-Carbon (RCC) Repair Project", dated April 8, 2005 (EM40);
  - (2) "Draft" DPD's 1066 for "Deep Throttling Common Extensible Cryogenic Engine (CECE)" and red-lined SOW dated March 16 and April 14, 2005 (NP60);
  - Two (2) "Draft" and a "Basic" DPD's 1067 for "Self-Cleaning Anti-Contamination Coatings for NASA Applications" and red-lined SOW dated March 24, April 18, and May 9, 2005 respectively (NP60);

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

- The following Data Procurement Documents (DPDs) and red-lined documentation were prepared and delivered (con't):
  - "Draft" and "Basic" DPD's 1068 for "Friction Welding of Thin Sheet Metallic Alloys to Create Affordable, Ultra Lightweight Cryogenic Tanks" and a red-lined SOW dated March 17 and April 5, 2005 respectively (NP60);
  - "Draft" and "Basic" DPD 1070 for "Variable Thrust Pintle Descent/Ascent Engine" and red-lined SOW dated March 16 and April 1, 2005 respectively (NP60);
  - "Draft", "Basic" and "Updated Basic" DPD's 1072 for "Long-Life Lightweight Oxidation-Resistant Cryogen Tank" and red-lined SOW dated March 15, and April 1, 2005 respectively (NP60);
  - Two (2) "Draft", a "Basic" and two (2) "Updated Basic" DPD's 1071 for "Small Tug: Miniature Cislunar Flight Experiment" and red-lined SOW dated March 16, March 18, April 5, and April 12 respectively (SP20);

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

- The following Data Procurement Documents (DPDs) and red-lined documentation were prepared and delivered (con't):
  - Two (2) "Draft", a "Basic" and an "Updated Basic" DPD's 1074 for "Mitigation of Dust and Electrostatic Accumulation for Human and Robotic Systems for Lunar and Martian Missions" and red-lined SOW dated March 17, March 23, April 8, and April 12, 2005 respectively (NP60);
  - "Draft" and "Basic" DPD's 1069 for "Fully Integrated Scaleable, Modular Two Fluid Propulsion and Power Module for Sustainable Architecture" dated March 17 and April 1, 2005 respectively (NP40);
  - "Draft", "Basic" and "Updated Basic" DPD's 1073 for "Stretched Lens Array SquareRigger Technology Maturation" and red-lined SOW dated March 16, April 1, and April 12, 2005 respectively (SP20);

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

- The following Data Procurement Documents (DPDs) and red-lined documentation were prepared and delivered (con't):
  - "RFP", "Basic" and "Updated Basic" DPD's 1075 for "Hardware Fab, Delivery, Integration, and Check-out for Recommissioning of 1.5 Megawatt (MW) Arc-Heater Plasma Facility (APF) to Perform Testing in Vacuum Environment" and red-lined SOW dated April 28, May 9, and May 25, 2005 respectively (ET21);
  - "Draft" and "Basic" DPD's 1077 for "Cryogenic Fluid Management Data Analysis and Documentation Support" dated March 29, 2005 (ER23);
  - "Draft" DPD 1078 for "Depot Test Bed" and red-lined SOW dated April 14, 2005 (ER23);
  - Two (2) "Draft" DPD's 1079 for "Acquisition and Business Support Services" dated April 14 and May 2, 2005 respectively (PS32);
  - Four (4) "Draft" DPD's TTT for "Technology Transfer Transformation" dated March 31, April 1, April 30, and May 25, 2005 respectively.

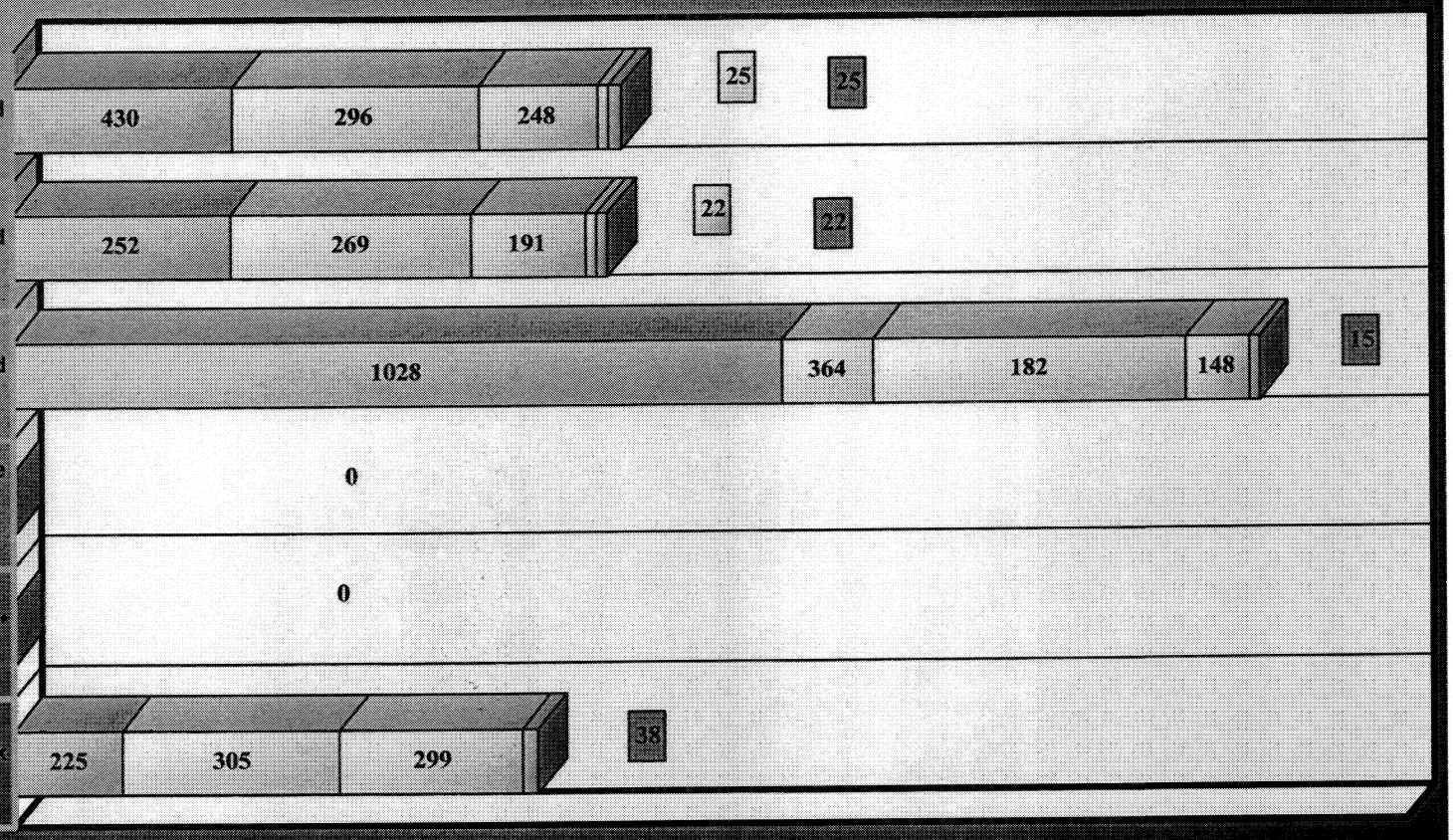
C&DM Automation Support
WBS 1.2.4 -Activities

- IEC DDMS
  - Supported IEC design, implementation, and test effort.
  - Completed Beta testing and prepared summary of results.
  - Participated in resolution of problems/enhancements for 1.0 release.
  - Participated in goal-definition for NISE project.
    - To reduce customer risks
- ICMS
  - Implemented new release for ICMS.
    - Now in-use by Release desk and design engineers.
  - Completed User's Guide.

CIDM 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 in support of QMI, MSRR-1, ECLSS, EPB, HIPAT, HMCG, and LOCAD.

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



Drawings | EO's | EPL's | Special Documents | DRL's

*Those changes not incorporated were valid changes but not mandatory for release.

C&DM Support Training for Processes WBS 1.2.7 Activities

- Training
  - Due to ED03 Institutional budget reductions, there are no training activities being actively pursued at this time.

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

- Completed draft of User's Guide for Multi-Program/Project Documentation.
- Initiated effort to improve MPDMS web site.
  - More Secretariat oversight and enhanced screens.
  - Testing planned for future.

C&DM Records
WBS 1.2.9 - Activities

- Supported Institutional Records Room with basic file functions.
- Updated the C&DM Records Plan.
- Reviewed Records Custodian list for new updates.
- Provided information to SSPPO/Dave McGlathery on C&DM Records.
- Supported HMCG in the process of archiving records.

C&IDM Support

- Kudos:
  - [redacted] (b)(4) received customer satisfaction notices from several different customers and for several different jobs. Their performance exemplifies COLSA's emphasis on quality products and meeting customers' needs in a timely fashion.

C&DM Support
Issues and/or Concerns

- None

PROGRAM/PROJECT CDM SUPPORT

1.3

Engineering Directorate (ED)

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
HMCG	Review the CM Plan				◈		

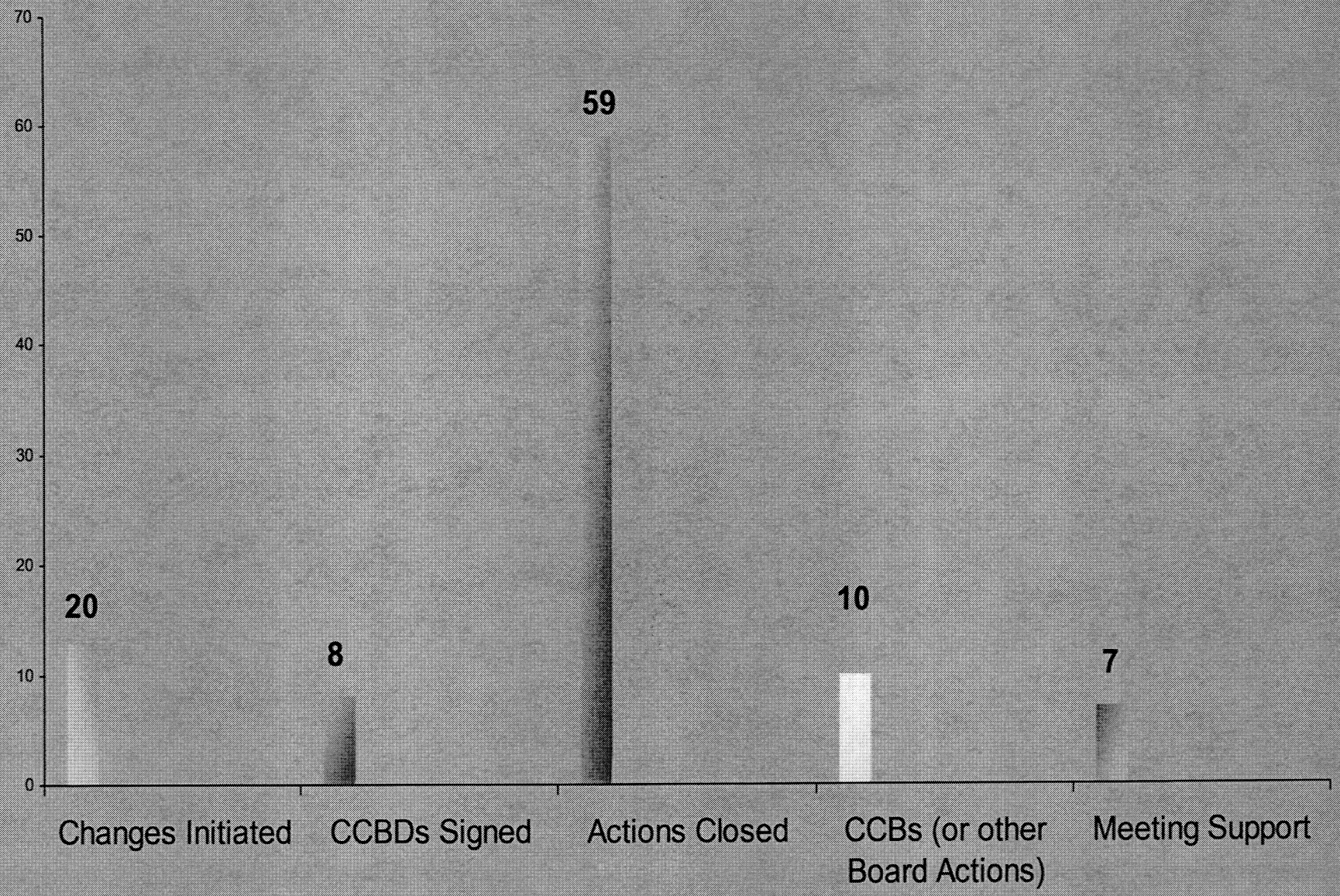
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

ED/Project Support/POIC



Engineering Directorate (ED)
Issues and/or Concerns

- None

Space Systems Programs/Project Office (SSPPO)

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
MUPG	Review the CM & DM Plans	☑					
Nodes	Review the CM & DM Plans		☑				
ECLSS	Delta OGA FCA/PCA @ HSSSI				◈		
ECLSS	PSM FCA/PCA @ HSSSI				◈		
MPLM	Review the CM Plan				◈		
ECLSS	UPA 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

Space Systems Programs/Projects Office (SSPPO)

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
Solar-B	Review CM Plan	☑					
Solar-B	Review DM Plan	☑					
GBM	Review CM Plan		☑				
GBM	Review DM Plan		☑				
MSG/G-Limit	Review CM Plan					◈	
MSG/G-Limit	Review DM Plan					◈	

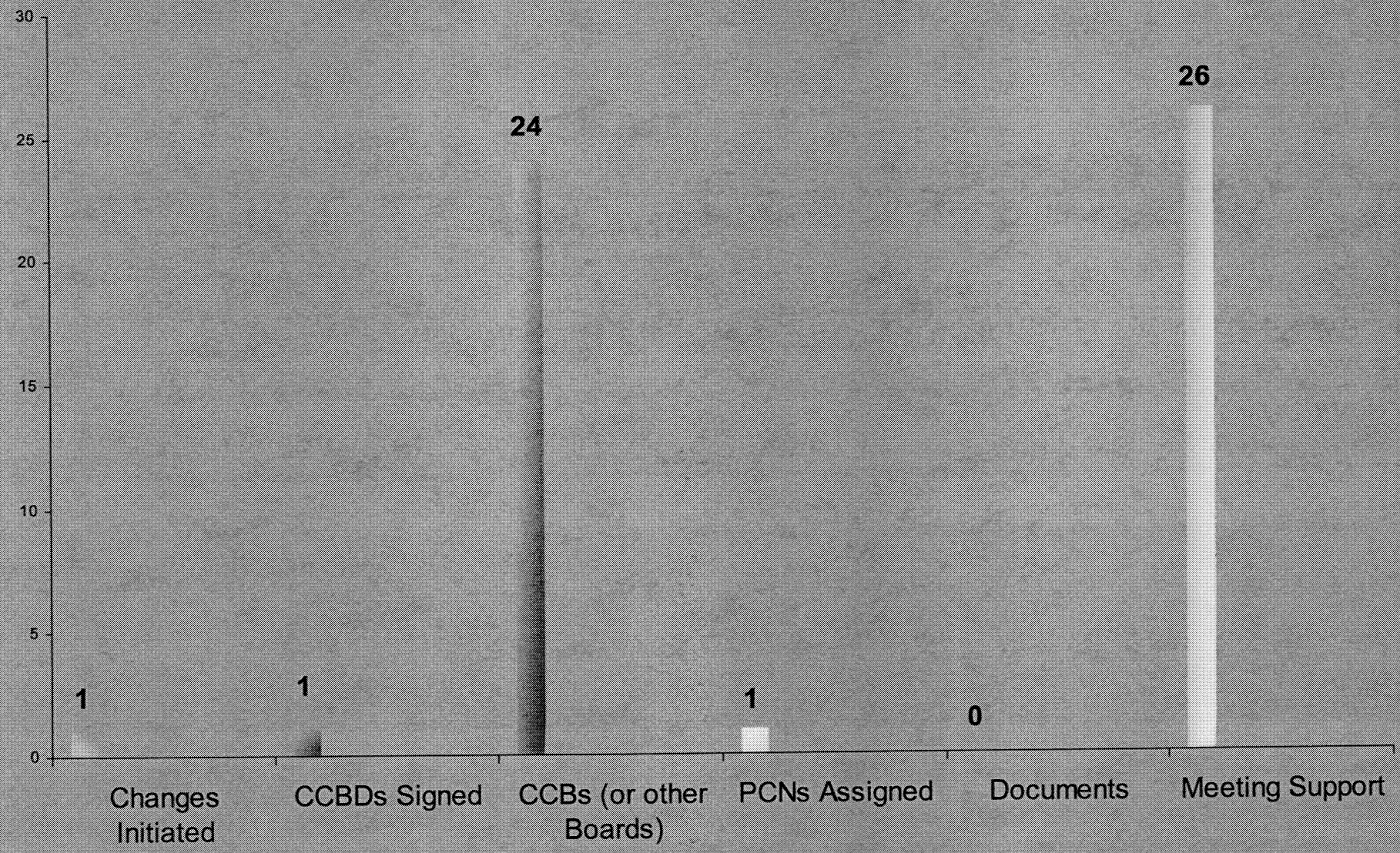
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

SSPPO/MUPT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25
20
15
10
5
0
1
1
24
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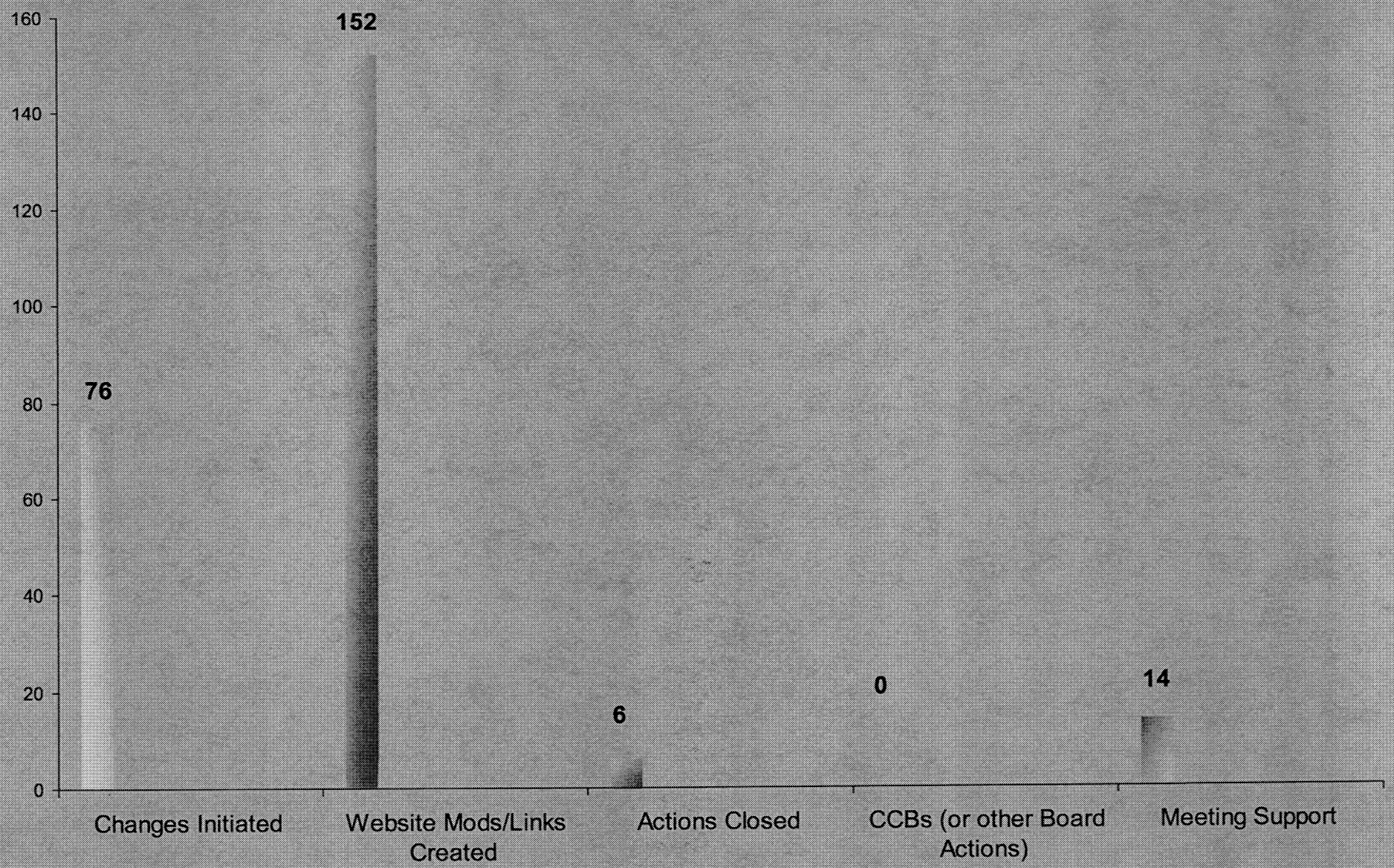
0
26
Changes Initiated
CCBDs Signed
CCBs (or other Boards)
PCNs Assigned
Documents
Meeting Support

SSPPO/ECLSS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60
40
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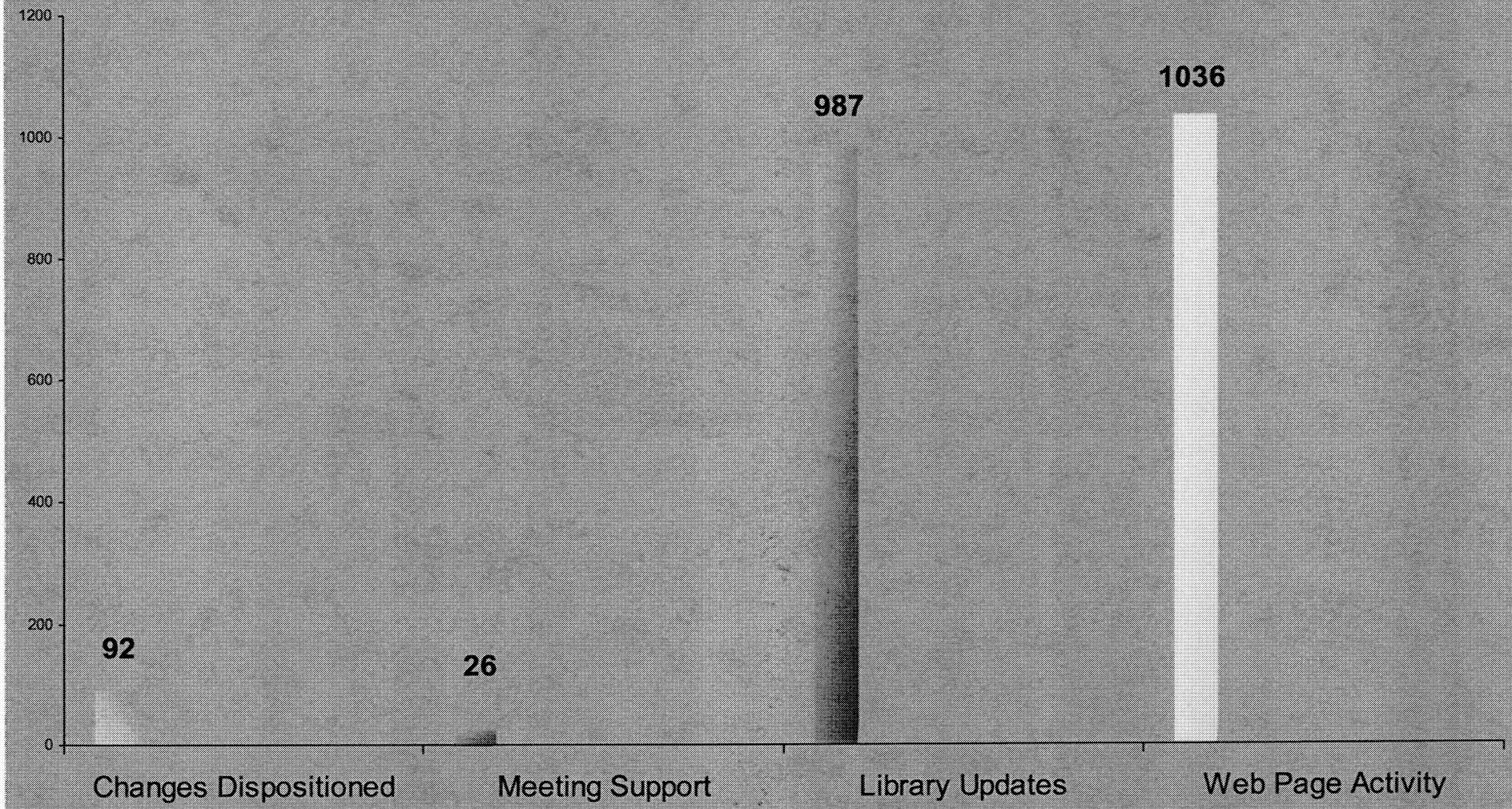
Changes Initiated
Website Mods/Links Created
Actions Closed
CCBs (or other Board Actions)
Meeting Support

SSPPO/Nodes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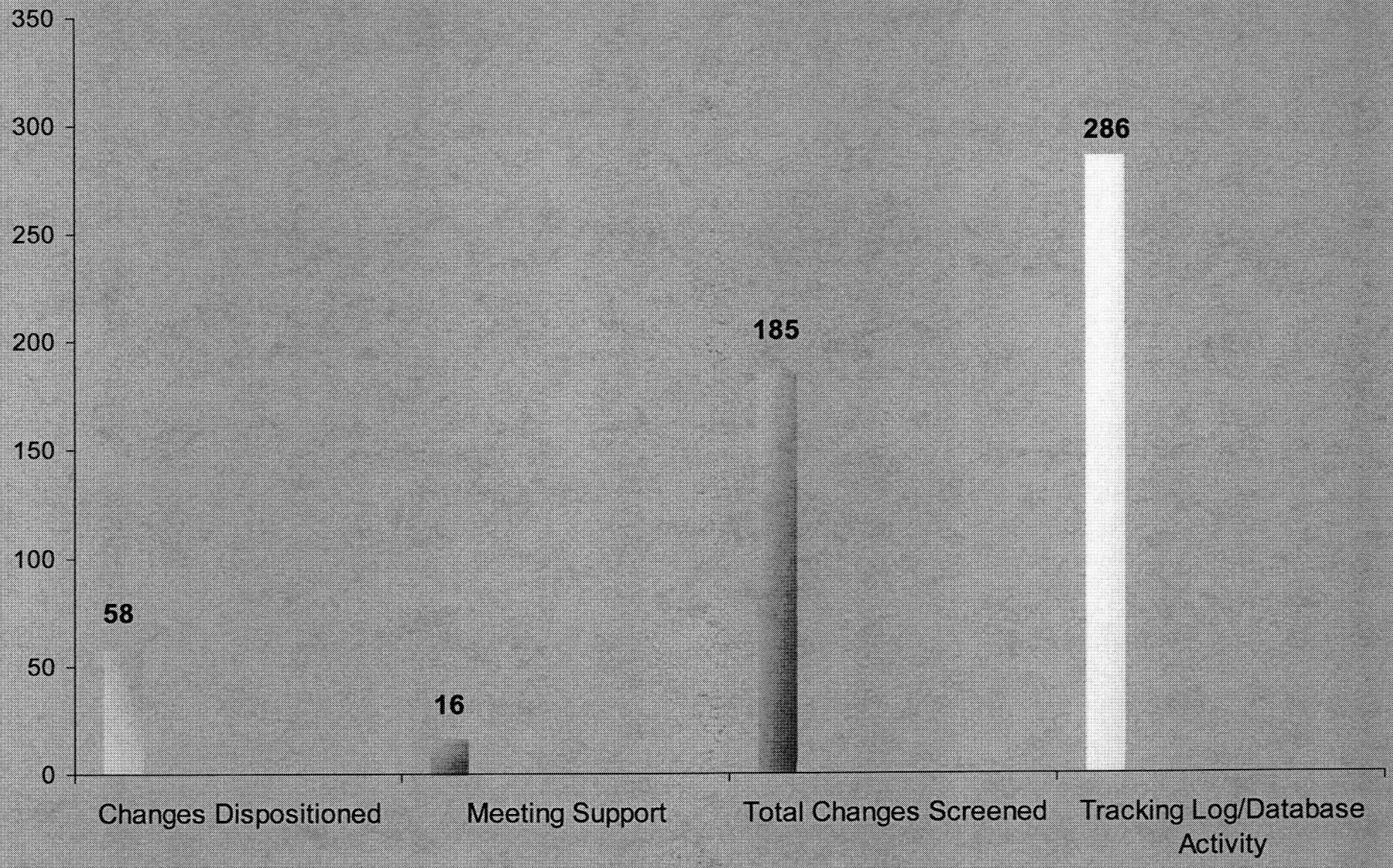
Changes Dispositioned
Meeting Support
Library Updates
Web Page Activity

SSPPO/MPLM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250
200
150
100
50
0
58
16
185
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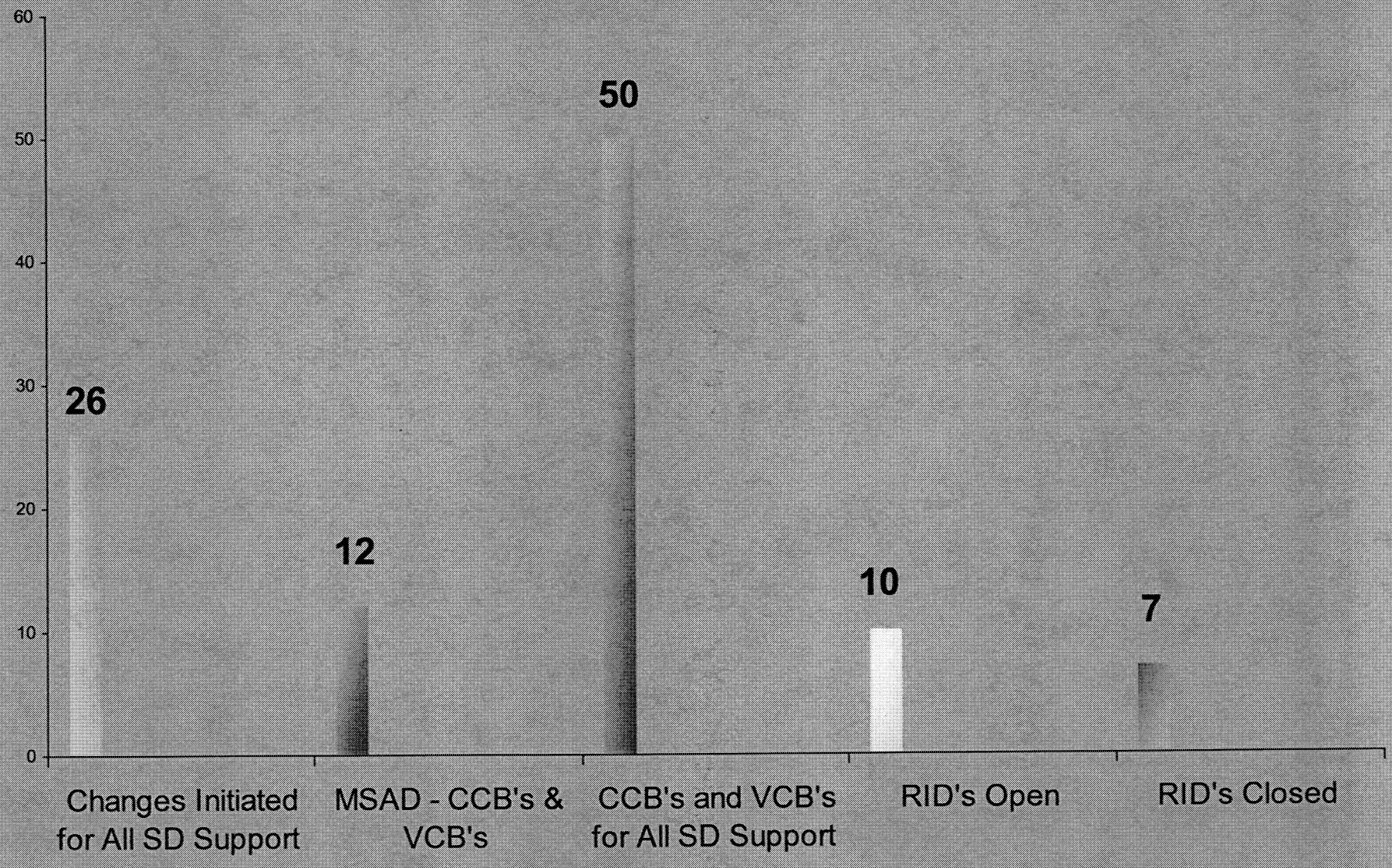
Changes Dispositioned
Meeting Support
Total Changes Screened
Tracking Log/Database Activity

SSPPO/Mini-Projects



Space Systems Programs/Projects Office Activities

- Reviewed the MUPG & Nodes CM & DM Plans .
- Supported RID Closure for the WRS/OGS DR2, UPA CDR, OGA Delta DR2, IR/UPA CDR for ECLSS and Nodes 3 DR and Nodes 2 FAR as the RID Database Coordinator.
- Continued the WPA & OGA Requirements Verification Tracking from contractor HSSSI and In-house projects.
- The OGA FCA/PCA is scheduled for June 2005 at HSSSI.
- The Delta WPA FCA/PCA is scheduled for August 2005 at HSSSI.
- Supported the weekly Nodes Situations and Issues (SIT) Telecon.
- Audit the Bdeals against the delivered data and the Node 2 ABCDL against the Node 2 drawing library to verify all expected data for Node 2 has been delivered.

Space Systems Programs/Projects Office Activities

- Supported the Node 2 Quarterly Review.
- Imported 9 ECLSS Spares Assemblies from ICMS to Excel.
- MUPG has continued to participate in the Subsystem Problem Reporting System (SPRT) weekly meetings.

Space Systems Programs/Projects Office Activities

- GLAST Burst Monitor
  - Completed Verification Matrix – now awaiting items arrival.
  - Continued working on RID closures resulting from the GBM Systems CDR.
- Solar-B
  - Provided Verification Charts to the Project Manager.
  - Attended and supported weekly Verification Meetings.
- BiC
  - Deactivated Configuration Control Boards.
- MSG/G-Limit
  - Continued work on Open Items List to closure.
- LAB-ON-A-CHIP Application Development (LOCAD) Portable Test System (PTS)
  - Maintained and supported Level III CCB for LOCAD PTS.
  - Baselined Configuration Management Plan.

Space Systems Programs/Projects Office
Issues and/or Concerns

- The ECLSS Power Supply Module (PSM) and Urine Processor Assembly (UPA) have the PCA/FCA scheduled for September and November.

Space Transportation Programs/Projects Office (STPPO)

Milestones Completed During Reporting Period & Milestones Projected for Next Quarter

Task Support	Milestone	Scheduled/Completion Date					
		Mar	Apr	May	Jun	Jul	Aug
AP Project	Review CM Plan	☑					
TFD Project	Support OE AVGS Software V&V and TRR	☑					
TFD Project	Deliver Draft CM Plan		☑				
AP Project	Review DM Plan				◈		
In-Space Project	Review DM Plan				◈		
In-Space Project	Review CM Plan				◈		
IPD Project	Review the CM & DM sections						◈
TFD Project	Review DM Plan						◈

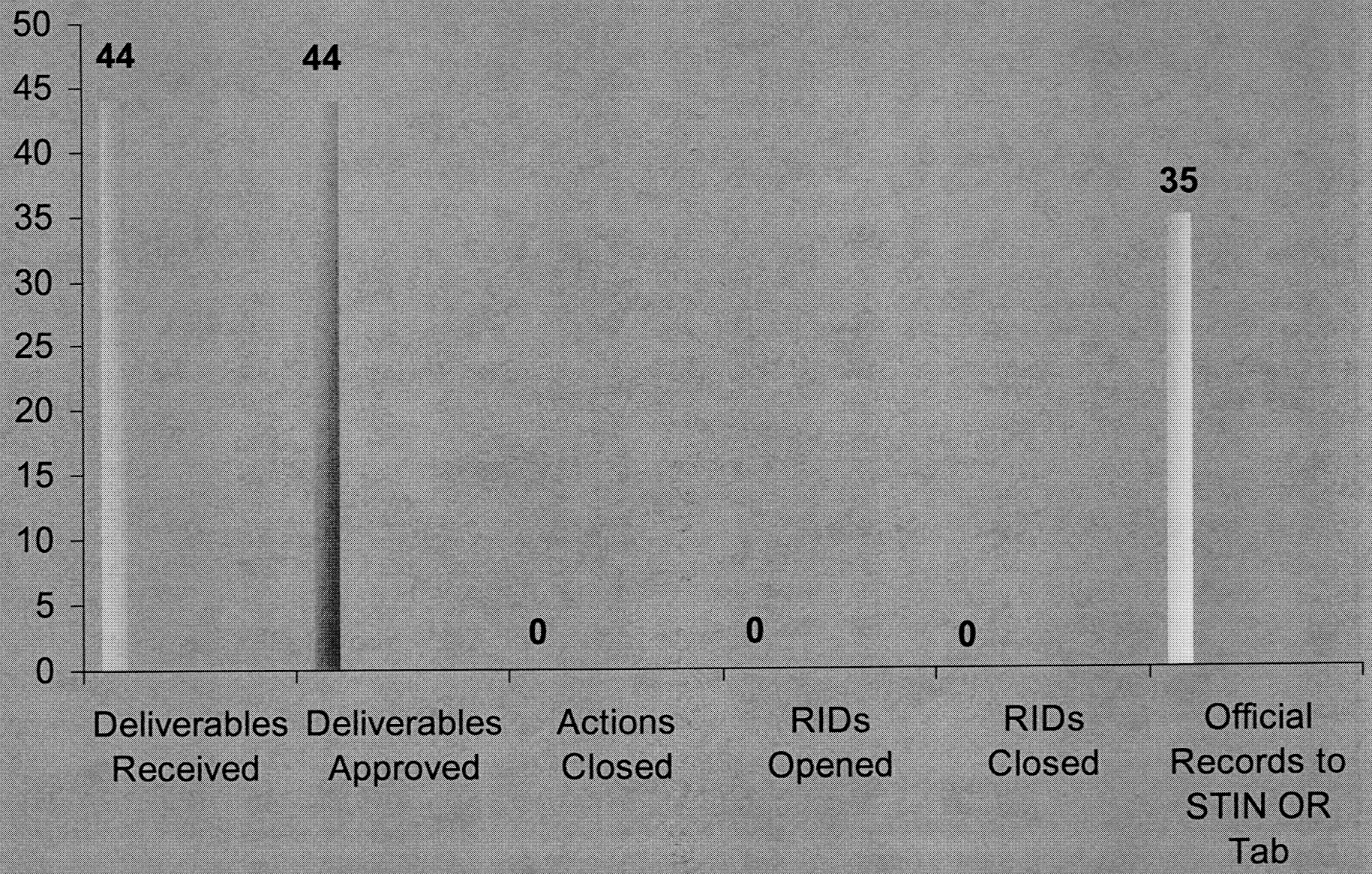
☑ Completed Milestone

✦ Incomplete Milestone

☑ Completed Ahead Of Schedule Milestone

◈ Next Quarter Milestone

Space Transportation Programs/Projects Office



Space Transportation Programs/Projects Office Activities

- Exploration & Transportation Technologies Office (ETTO) Projects CDM:
  - Provided 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) .
  - Supported the OE AVGS V&V Test Readiness Review.
- STPPO Projects CDM:
  - Initiated DM support of TR-202 contract with Northrop-Grumman Space Transportation (NGST) for DR deliverables received and placed in collaborative review in STIN.
    - PCB Charter Letter revised to reflect new members and addition of BAA contract (HR&T).
  - Light Weight Material Project
    - Originated DM support for new contractors (ENCOR & Lockheed-Martin).

Space Transportation Programs/Projects Office Activities

- OSP Program:
  - Completed archival of OSP.

- General:
  - Developed and delivered the following draft Technical Task Agreements (TTA): SE&I, JIMO (NP50), Exploration & Transportation Technologies, In-Space, Management Integration Operations, ESMD Constellation Systems, and Technology Flight Demonstrations.

Space Transportation Programs/Projects Office Issues and/or Concerns

- STPPO Consolidated Task Order implementation still has not been completely defined.