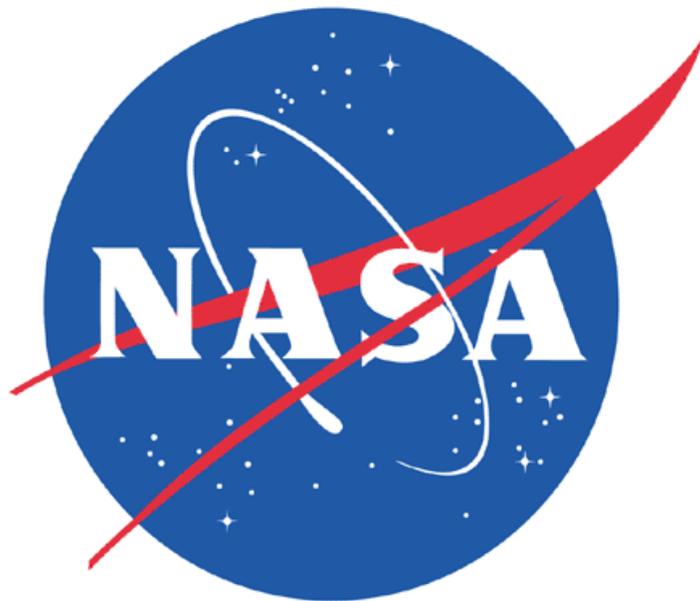


ATTACHMENT J-1

Upper Stage Element Office Integration and Administration

Version: 1



1.0 Background

The Upper Stage Element Office (hereinafter referred to as the “Element”) is responsible for all aspects of developing the second stage of the Ares I crew launch vehicle and will be transitioning activities to the future SLS Program. It oversees and coordinates the work of the Design Team, the Vehicle Production Contractor (PC), and the Instrument Unit Production Contractor (IUPC). An endeavor of this magnitude requires a significant amount of communication, facilitation, training, and administration, both within the Element and with other parts of the Program organization. The effective implementation of these tasks requires the Contractor to be co-located with the Element and to work closely with many organizations within Marshall Space Flight Center (MSFC) and the Program Offices. These activities, while critical to the success of the Element, are not inherently governmental in nature and lend themselves to performance by the private sector.

1.1 Contract Administration

The CONTRACTOR shall prepare and deliver Badged Employee and Remote IT User Listings in accordance with DRD 1235MA-001.

The CONTRACTOR shall prepare and deliver Contractor Employee Clearance Documents in accordance with DRD 1235MA-002.

The CONTRACTOR shall prepare and submit a Monthly Status Report in accordance with DRD 1235MA-003.

The CONTRACTOR shall prepare and deliver Position Risk Designation for Non-NASA Employees in accordance with DRD 1235MA-004.

2.0 Scope

2.1 Training

Task 1: Element Training Curriculum

The CONTRACTOR shall coordinate the creation and maintenance of a training curriculum for the Element for non-operational duties. This shall include a general overview of the element as well as special topics specific to subsystems.

Additionally, annual training requirements for element office staff shall be identified and tracked.

Task 2: Lean Six Sigma Event Facilitating

The CONTRACTOR shall coordinate and facilitate lean six sigma events required by the Element. The CONTRACTOR shall use their knowledge of lean six sigma to

set up value stream mapping and Kaizen events, ensuring the proper facilitators and team members have been identified and that suitable facilities are available. The CONTRACTOR shall serve as a facilitator for selected events.

Task 3: Training Event Coordination

The CONTRACTOR shall coordinate Element training events. These may occur on-site to MSFC or off-site at various locations. This coordination shall include establishing agendas; identifying locations and venues, and setting up over-night accommodations should they be required. The CONTRACTOR shall also ensure the availability of all necessary material to successfully conduct the training. Additionally, The CONTRACTOR shall see that all safety and security precautions are in place at such events.

2.2 Office Space Coordination

The CONTRACTOR shall coordinate the office accommodations for the Element, its support contractors, prime contractors, and selected engineering support. This includes planning and tracking office allocations, initiating personnel office moves, and ensuring the adequacy of meeting rooms with teleconference and videoconference capabilities. The CONTRACTOR shall plan and coordinate all the facility modifications required by the Element to staff its office. The CONTRACTOR shall determine required modifications to offices, meeting facilities, and break facilities. The CONTRACTOR shall work with MSFC organizations to plan and execute the modifications, track progress, and report the status of facility modifications to Element management. This task is limited to facilities used to seat personnel in an office environment at MSFC.

2.3 Office Resource Management

Task 1: Computing

The CONTRACTOR shall coordinate the provision of computing equipment to Element personnel, its support contractors, and on-site prime contractors. Equipment shall be provided consistent with existing NASA contracts. The CONTRACTOR is responsible for requesting equipment, tracking its status, and the excess of unused equipment.

Task 2: Mobile Telecommunications

The CONTRACTOR shall coordinate the provision of mobile telecommunication equipment to Element personnel and its support contractors. Equipment shall be provided consistent with existing NASA contracts. The CONTRACTOR is responsible for requesting equipment, tracking its status, and the excess of unused equipment.

Task 3: Office supply management

The CONTRACTOR shall coordinate the provision of miscellaneous office supplies to Element personnel and its support contractors. Equipment shall be provided using existing government credit cards and shall be purchased consistent with the regulations governing the use of said cards. The CONTRACTOR is responsible for requesting equipment and tracking its status until it is delivered.

2.4 Communication

The CONTRACTOR shall coordinate Element communications, both within the Element and between the Element and the Ares Project Office (APO), the Cx Program Office (CxPO), the Heavy Lift Program Office, the Exploration Systems Mission Directorate (ESMD), MSFC, and with the American public.

Task 1: Element Communication

The CONTRACTOR shall coordinate the gathering and dissemination of weekly sub-system status's and monthly reports. The CONTRACTOR shall prepare, maintain, and status an Element action item tracking system. The CONTRACTOR shall coordinate Element communications with the Program Offices to ensure that all deliverables and action items are met in a timely manner.

Task 2: Program/Project Office (PO) Communication

The CONTRACTOR shall prepare for review of the Element monthly report to the PO and disseminate the finished report appropriately. Additionally, weekly accomplishments and monthly 90-day look-ahead reports shall be compiled and submitted to the PO. The CONTRACTOR shall track and disseminate the responsibilities of the Element to the PO to ensure that all deliverables and action items are met in a timely manner.

Task 3: PO Communication

The CONTRACTOR shall track and disseminate the responsibilities of the Element to the PO to ensure that all deliverables and action items are met in a timely manner.

Task 4: ESMD Communication

The CONTRACTOR shall track and disseminate the responsibilities of the Element to the ESMD to ensure that all deliverables and action items are met in a timely manner.

Task 5: MSFC Communication

The CONTRACTOR shall track and disseminate the responsibilities of the Element to MSFC to ensure that all deliverables and action items are met in a timely manner.

Task 6: External Communication

The CONTRACTOR shall coordinate any requests for external technical papers and memos between assigned parties. Additionally, the CONTRACTOR shall prepare and maintain a description of the Element activities suitable for dissemination to the general public and educational organizations. The CONTRACTOR shall coordinate public outreach events with the NASA Public Affairs Office.

2.5 Safety

The CONTRACTOR shall ensure that the Element maintains an office environment that is safe and conforms to MSFC safety policies. This includes conducting monthly safety reviews, evaluating office space, and reporting and tracking safety concerns in the established on-line systems.

The CONTRACTOR shall establish and implement an industrial safety, occupational health, and environmental program that (1) prevent employee fatalities, (2) reduce the number of incidents, (3) reduce the severity of employee injuries and illnesses, and (4) protects the environment through the ongoing planning, implementation, integration and management control of these programs in accordance with DRD 1235SA-001. The SHE Plan shall address each of the following MSFC SHE core program requirements in detail that are applicable to the contracted effort:

- a. Management leadership and employee involvement.
- b. System and worksite analysis.
- c. Hazard prevention and control.
- d. Safety, health and environmental training.

The CONTRACTOR shall report mishaps and safety statistics to the MSFC Industrial Safety Branch in accordance with DRD 1235SA-002. The contractor shall submit direct to the NASA Incident Reporting Information System (IRIS) or shall use the forms listed in section 15.4 of DRD 1235SA-002 or electronic equivalent to report mishaps and related information required to produce the safety metrics.

2.6 Information Technology Security

The CONTRACTOR shall develop and implement a comprehensive information technology security program which addresses the management, operational, and technical aspects of protecting the confidentiality, integrity and availability of information and information technology systems. The IT security program shall ensure the CONTRACTOR is responsible for information and IT security when physical or electronic access to NASA's computer systems, networks, or IT infrastructure is required or when information systems are used to store, generate, process or exchange information with NASA or on behalf of NASA, regardless of where the information resides. The CONTRACTOR shall develop and submit a Contractor IT Security Program Plan in accordance with DRD 1235CD-001.

2.7 New Technology Reports

The CONTRACTOR shall provide technical information concerning any invention, discovery, improvement, or innovation made by the contractor in the performance of work under this contract. Technology Reports shall be prepared in accordance with DRD 1235CD-002.