

REVISION B

**This OSMA Process is NOT a part of the
OSMA ISO 9001 Quality Management System**



Participate in Interagency Working Groups



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Date

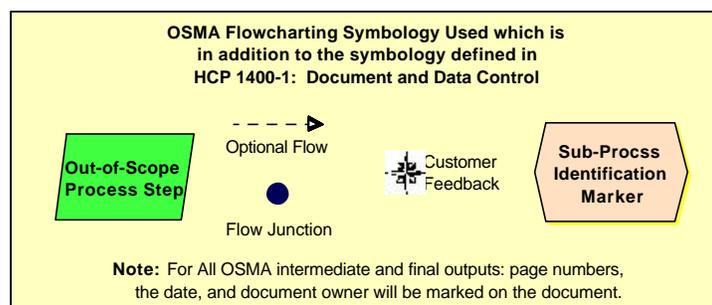
DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Section 5 flowchart, and steps 6.02, 6.05, 6.06, and 6.10 and Section 7. Modified steps 6.03, 6.07, 6.11 and 6.12.
	B	February 1, 2002	Added customer list. Note added to step 6.09.

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OSMA Staff Member Responsible for this HOWI: QS/Jim Lloyd

Customers for this HOWI: Internal: OSMA Division Directors
 External: none



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process for the justification, approval, and continuance of Office of Safety and Mission Assurance (OSMA) participation in Interagency Working Groups. This HOWI also specifies the Quality Records associated with the process

2. Scope and Applicability

This OSMA HOWI is applicable to all participation in Interagency Working Groups, regardless of whether the participation is the result of an outside invitation, regulatory requirement, or an internally initiated recommendation to participate.

3. Definitions

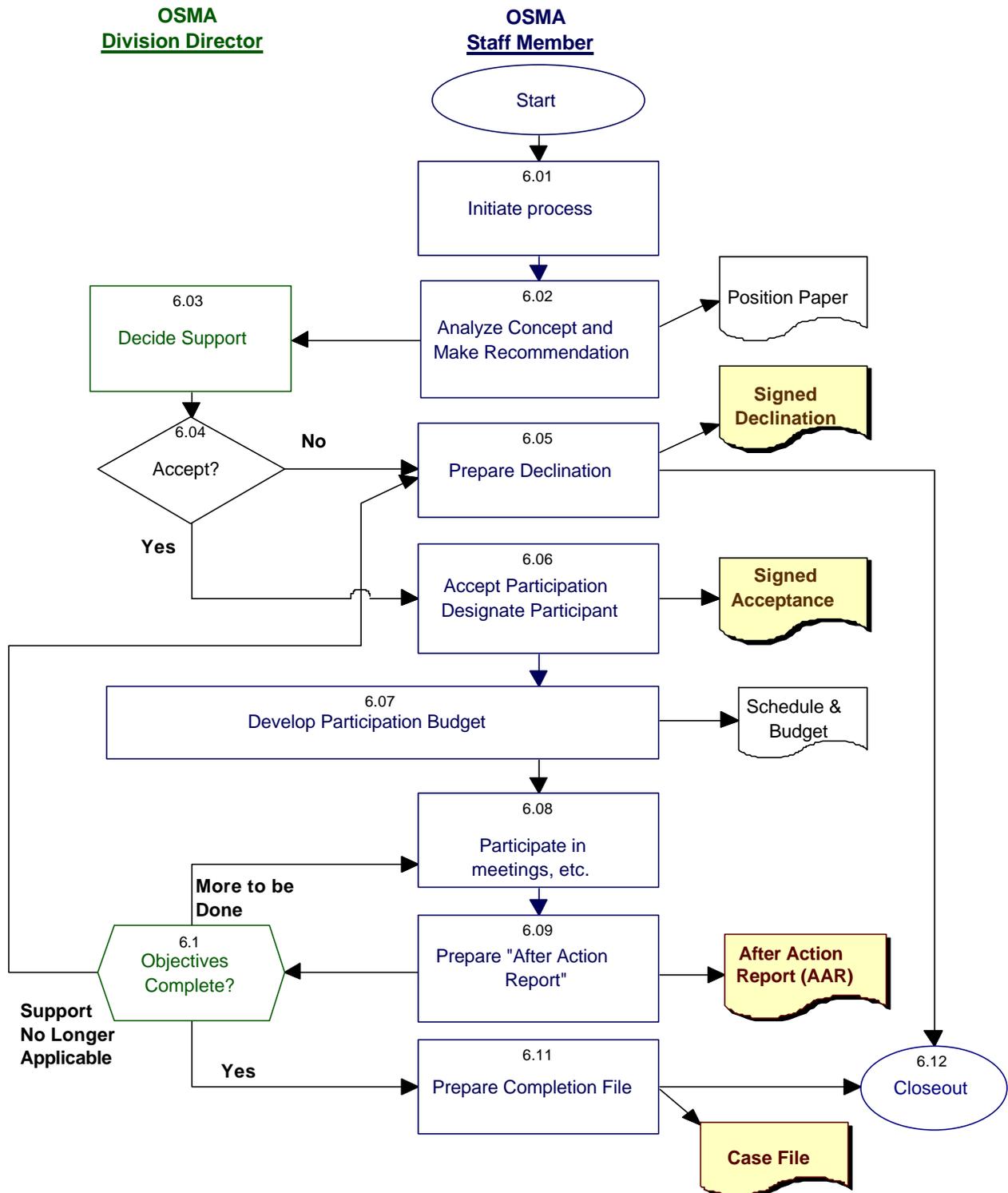
- 3.1. AAR: After Action Report
- 3.2. Action Officer (AO): OSMA Staff member with the lead for supporting activity.
- 3.3. DD: Division Director
- 3.4. Interagency Working Groups: Committees/boards/groups assembled to develop solutions to problems of mutual concern.
- 3.5. Outreach: Affirmative efforts to share NASA knowledge/experience with other public and private organizations in pursuit of NASA's overall goals and mission.
- 3.6. Participation: Recurring or continuous involvement in pursuit of the objectives of the working group. One time visits for such purposes as information sharing or familiarization are not considered "participation."

4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

No additional references are provided.

5. Flowchart



6. Procedure

6.01 OSMA Staff Member Initiate Process:

Any OSMA Staff member determines that NASA may/should participate on an Interagency or other type of external Working Group. Determination may be via an invitation, participation in a related group to one OSMA is already supporting, or via an affirmative outreach search. The proposed participation is passed to the OSMA Staff Member who should be most interested in participating.

6.02 Action Officer (AO) Analyze Concept and Make Recommendation:

The Staff Member who will potentially be supporting the Working Group becomes the Action Officer (AO). The AO assesses the value, appropriateness, and benefits to NASA and to the other Agencies that result from participation. This includes obligatory participation (such as interactions with other Federal Agencies directed by law or Presidential Direction) or outreach to share innovations and successes that may of value to the other participants. These benefits will become the justification for participation. Also, the AO quantifies approximate cost of any travel, staff time, or other resources that will be required to participate. Using this justification, the AO prepares a position paper recommending for or against participation. The AO then submits the position paper to the Division Director (DD) for decision/approval. The position paper is usually a collection of notes vice a formal presentation.

6.03 Division Director (DD) Decide Support:

The DD reviews the request and decides what level of support will be provided to meet the request. The decision is based on the Director's knowledge of SMA policy and current OSMA staffing and workload.

6.04 DD Accept?

If accepted, go to step 6.06, if not accepted, go to step 6.05.

6.05 AO Prepare Declination:

If there was an external request for involvement and the DD disapproves participation, the AO prepares a letter declining the invitation and arranges for signature at the proper level the request (DD or AA/SMA). A response is forwarded to the group convening the Interagency Working Group that NASA/OSMA will not participate and filed as a Quality Record.

If there was not an external request for involvement and the DD disapproves participation, then the AO is informed verbally.

6.06 AO Accept Participation, Designate Participant:

If approved, the DD directs a staff member (or arranges for an OSMA participant from outside the Division) to participate. The DD makes a formal assignment of leading the participation in the activity to the Action Officer (AO). This assignment can be via E-mail or letter. If there is an external request for involvement and the DD approves participation, the AO prepares a letter accepting the invitation and filed as a Quality Record.

6.07 AO with DD Develop Participation Budget:

Note: Not all Interagency Working Group participation will require a budget change.

The AO develops an estimated cost requirement and initiates a budget change per HOWI 7410-Q032. For all approved working groups, the AO provides the DD with an adjustment in the Division's travel budget estimates and posts meeting times and dates on the Division calendar.

6.08 AO Participate in Meetings, etc:

The AO participates in working group activities.

6.09 AO Prepare "After Action Report":

After each working group activity, the AO prepares an After Action Report (AAR). The AAR summarizes the accomplishments of group, describes future activities, assesses how well the group is doing in accomplishing its goals, and recommends whether or not to continue participation. The AO sends the AAR to the DD. The AAR may be an E-mail, handwritten or a typed note and filed as a Quality Record.

Note: Published meeting minutes are considered as after action reports.

6.10 DD Objectives Complete?

The DD reviews the AAR report and decides if participation should continue. If so, the AO continues to participate until the group's objectives are met. If the DD has questions about the value of continued involvement, the DD requests that the AO reevaluate the need and benefits of participation, and make recommendations for or against further participation. The process continues looping based on this analysis. If the objectives for OSMA participation have been met or have become 'overcome by events', then the AO is directed to wrap-up participation and close out the files on the involvement.

6.11 AO Prepare Completion File:

At the end of the group participation, the AO prepares a file of the important materials from the group. The case file should contain the history of participation and any outputs of the group pertinent to NASA, and is stored as a Quality Record.

6.12 AO Closeout:

The AO ensures that all Quality Records filed and then closes out the process.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Signed Declination	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.A.1	Retire to FRC when 2 years old then transfer to NARA when 20 years old.
Signed Acceptance	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.A.1	Retire to FRC 2 years after participation ends then transfer to NARA when 20 years old.
After Action Report (AAR)	AO's Division	QE or QS Division Files	Hardcopy	Schedule: 1 Item: 14.B.3	Keep 1 year beyond disestablishment of the working group or end of membership then destroy
Case File	AO's Division	QE or QS Division Files	Hard copy	Schedule: 1 Item: 14.B.3	Keep 1 year beyond disestablishment of the working group or end of membership then destroy