

# Office Work Instruction (OWI)

HOWI7120-S006  
02/01/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]  
Mission and Payload Development Division (Code SD)

**Subject: Develop or Update Program Commitment Agreement (PCA)**

## DOCUMENT HISTORY LOG

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	This is the initial "baseline" version of the OWI.

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**1. PURPOSE** The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) develops and updates Program Commitment Agreements (PCA's).

### 2. SCOPE AND APPLICABILITY

2.1 Program Commitment Agreements (PCA's) are required for all programs. Baseline PCA's are prepared near the end of the formulation phase of the program life cycle, as defined in Section 2.1 of NPG 7120.5. The PCA approval process occurs during the program approval phase and is required for approving the program for implementation, as defined in Section 2.2 of NPG 7120.5. PCA's are subject to annual revision, review, and revalidation. Required PCA content is defined in Appendix E-2 of NPG 7120.5.

### 3. DEFINITIONS

3.1 Confirmation Review (CR). A program review conducted by the Enterprise Associate Administrator for the purpose of approving the program for implementation.

3.2 EAA. Enterprise Associate Administrator.

3.3 Governing Program Management Council (GPMC). Forums composed of NASA and/or Center Senior Management that assess program and project planning and implementation and provide oversight and direction as appropriate.

3.4 Non-Advocate Review (NAR). The analysis of a proposed program by a non-advocate team comprised of management, technical, and budget personnel that will not participate in the implementation of the proposed program.

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- 3.5 Program. An activity within an Enterprise having defined goals, objectives, requirements, and funding and consisting of one or more projects reporting to the NASA PMC, unless delegated to a GPMC.
- 3.6 Program Commitment Agreement (PCA). The contract between the NASA Administrator and the cognizant Enterprise Associate Administrator for the implementation of a program in terms of cost, schedule, and content.
- 3.7 Program Management Council (PMC). The Senior Management group, chaired by the NASA Deputy Administrator, responsible for reviewing and recommending approval of proposed programs and overseeing their implementation according to NASA commitments, priorities, and policies.
- 3.8 Program Operating Plan (POP). A document prepared annually by the Lead Center defining the content and schedule for program budget utilization, with associated costing schedules.
- 3.9 Program Plan. The document that establishes the overall baseline for implementation as well as the agreements among the Enterprise Associate Administrator, the Lead Center Delegation, the Implementing Center Director, and the Program Manager.

#### **4. REFERENCES**

- 4.1 ANSI/ISO/ASQC Q9001-1994  
American National Standard, Quality Systems --  
Model for Quality Assurance in Design,  
Development, Production, Installation, and  
Servicing

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4.2	HCP1280-2	Corrective and Preventive Action
4.3	HCP1280-3	Internal Quality Audits
4.4	HCP1400-1	Document and Data Control
4.5	HCP3410-4	Employee Training
4.6	HQPC1150.1	NASA Headquarters Quality Council Policy Charter
4.7	HQSM1200-1	NASA Headquarters Quality System Manual
4.8	NHB 1101.3	NASA Organization Handbook
4.9	NPD 1000.1	NASA Strategic Plan
4.10	NPD 7120.4	Program/Project Management
4.11	NPD 8730.3	NASA Quality Management System Policy (ISO 9000)
4.12	NPG 1000.2	NASA Strategic Management Handbook
4.13	NPG 7120.5	NASA Program and Project Management Processes and Requirements
4.14		Applicable Program Plan
4.15		Space Science Enterprise Management Handbook

# Office Work Instruction (OWI)

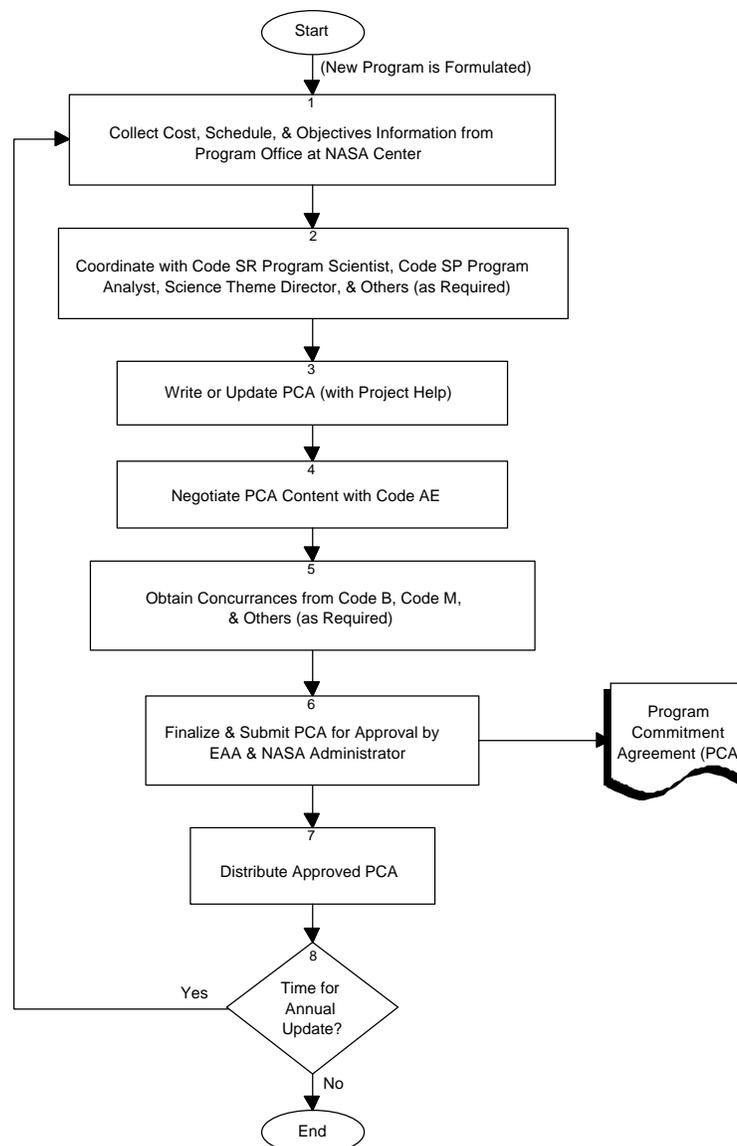
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### 5. FLOWCHART

[NOTE: "Quality record" output products are identified via shadowing of the standard ANSI document symbol.]



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#### 6. PROCEDURE

*[NOTE: The following sequence of process steps is numbered in accordance with the number assigned to each corresponding function block in the flowchart in Section 5.]*

<u>STEP #</u>	<u>AGENTS</u>	<u>DESCRIPTION</u>
1	Program Executive	The initial draft of the Program Commitment Agreement (PCA) is prepared during formulation, from cost, schedule, and program-objective information received from the Center. As the program approaches the approval milestone, a draft is generated as an input to the Non-Advocate Review (NAR) or Confirmation Review (CR) process. Responsibility for PCA finalization and approval is transferred to Code SD at the same time that Code SD takes responsibility for the program. The PCA resides in Code SD as a working draft until formally approved. The Program Operating Plan (POP), prepared annually by the Lead Center, and the Level 1 Requirements, as defined in the Appendix to the Program Plan, provide reference material for the PCA.
2	Program Executive	The Program Executive coordinates a review of the draft PCA among key elements within the Office of Space Science (e.g., the Program Scientist, the Program Analyst, the Science Theme Director, and others as appropriate).
3	Program Executive	The Program Executive, with input from the project at the Lead Center, modifies the PCA in accordance with comments and inputs received and ensures that the PCA format satisfies the requirements specified in Appendix E of NPG 7120.5.
4	Program Executive	The Office of Space Science submits the draft PCA to the Office of the Chief Engineer (Code AE), who responds with comments and requests for revision.

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|---|-------------------|--|
| 5 | Program Executive | The Program Executive negotiates PCA concurrence with the Office of the Chief Financial Officer (Code B), the Office of Space Flight (Code M), and others as required. |
| 6 | Program Executive | The PCA is finalized and submitted for approval by the Office of the Chief Engineer and the NASA Administrator.  |
| 7 | Program Executive | The approved PCA is distributed.   |
| 8 | Program Executive | The process is repeated on an annual basis until the program is concluded.   |

## 7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA (ELECTRONIC/HARDCOPY)	RETENTION	DISPOSITION
Approved Program Commitment Agreement (PCA)	SD Division	NASA HQ, Code SD Division files	Hardcopy	Permanent	Retire files to FRC upon program completion.  Transfer files to NARA when they are 25 years old.

[NOTE #1: These "quality record" output products are identified in Section 5 ("Flowchart") of this OWI via shadowing of the standard ANSI document symbol.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]

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