

Office Work Instruction (OWI)

HOWI7410-S017A
05/10/1999

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Administration and Resources Management Division (Code SP)

Subject: Budget Implementation – Cost Phasing Plan

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.
Revision	A	05/10/1999	This revision incorporates modifications responsive to NCRs #279, #293, #296, #300, #302, #311, #312, #315, #316, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.

CHECK THE MASTER LIST AT <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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1. PURPOSE The purpose of this Office Work Instruction (OWI) is to define the process for establishing the Cost Phasing Plan for implementing the Office of Space Science (OSS) budget.

2. SCOPE AND APPLICABILITY

2.1 The OSS Cost Phasing Plan encompasses the planned level of work expected to be completed by each OSS program/project. It is established at the beginning of each fiscal year.

2.2 The scope of this OWI is confined to the description of the OSS Cost Phasing Plan development activities.

3. DEFINITIONS

3.1 A&RM. The Administration and Resources Management Division of the Office of Space Science.

3.2 Code B. The NASA Headquarters Office of the Chief Financial Officer (CFO).

3.3 POP. The Program Operating Plan (i.e., the NASA budget plan).

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4. REFERENCES

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|------|--------------------------|--|
| 4.1 | ANSI/ISO/ASQC Q9001-1994 | American National Standard, Quality Systems -- Model for Quality Assurance in Design, Development, Production, Installation, and Servicing |
| 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 8730.3 | NASA Quality Management System Policy (ISO 9000) |
| 4.11 | NPG 1000.2 | NASA Strategic Management Handbook |
| 4.12 | NPG 1441.1 | NASA Records Retention Schedules (NRRS) |
| 4.13 | | NASA Budget Administration Manual |

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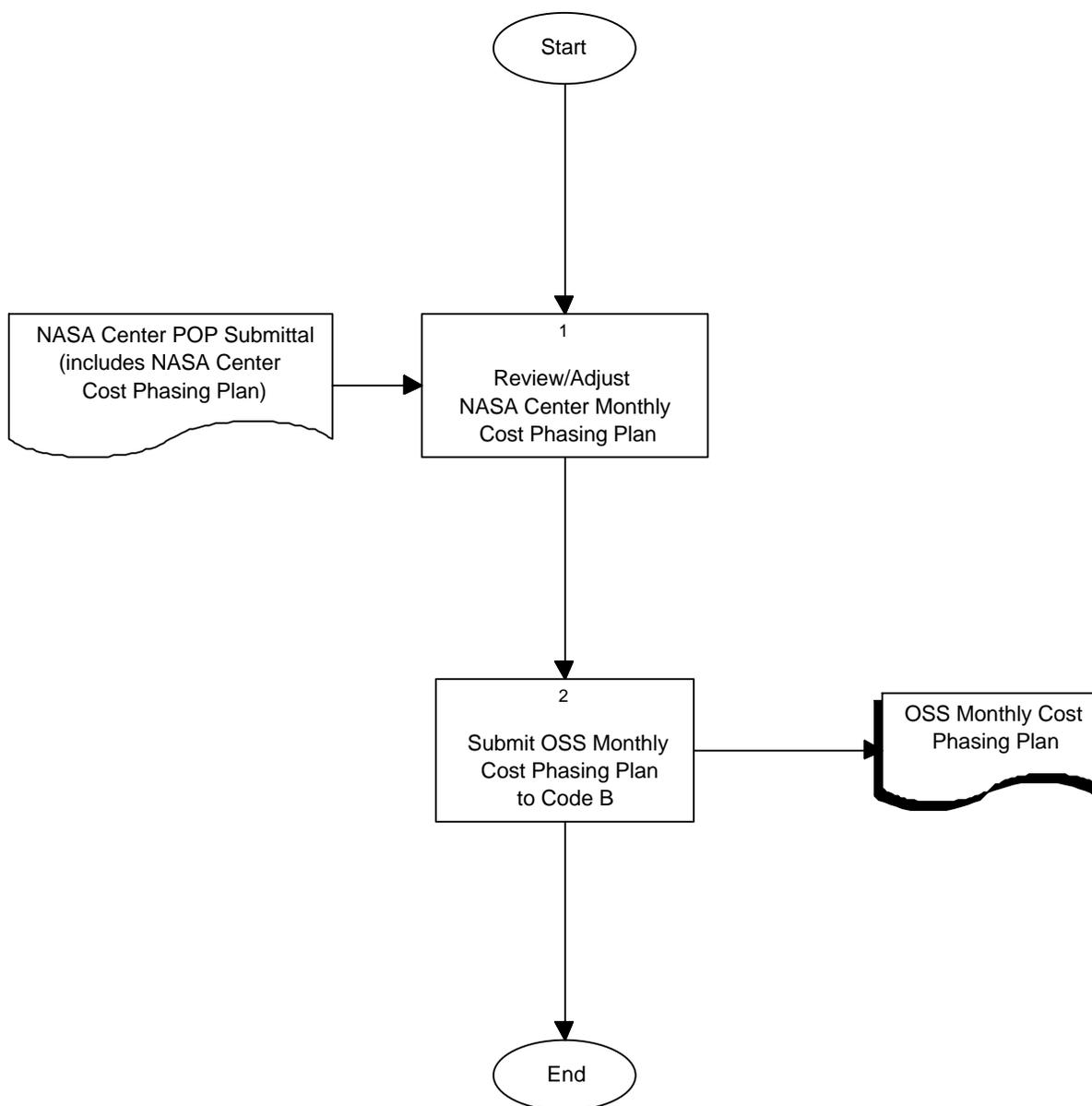
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5. FLOWCHART

[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	A&RM	Review/adjust the NASA Center monthly Cost Phasing Plan. Assess the NASA Center plan input and present information to the OSS AA.
2	A&RM	Submit the OSS monthly Cost Phasing Plan to Code B for incorporation into the NASA Plan.

7. QUALITY RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
OSS Monthly Cost Phasing Plan	A&RM Integration Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.

[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.]