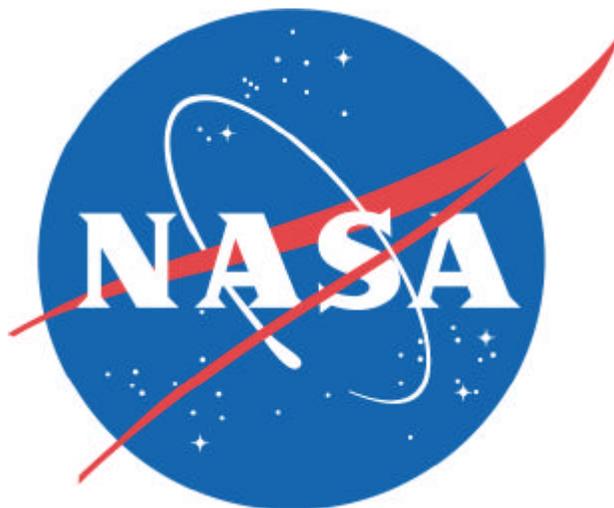


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Administration and Resources Management Division (Code SP)

Subject: Budget Implementation – Cost Phasing Plan



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

Budget Implementation – Cost Phasing Plan

Approved by: (Original signed by Dr. Earle K. Huckins) Date: (11/16/1999)
Dr. Earle K. Huckins
Deputy Associate Administrator for Space Science

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	<ul style="list-style-type: none"> Initial "baseline" version of the OWI.
Revision	A	05/10/1999	<ul style="list-style-type: none"> 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.
Revision	B	11/16/1999	<ul style="list-style-type: none"> Corrects functional title of "Owner" in table of quality records in Section 7. Incorporates recent terminology and format standardization.

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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. Administration and Resources Management Division of the Office of Space Science.

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

3.3 POP. Program Operating Plan (i.e., the NASA Budget Plan).

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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 |
| 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 |

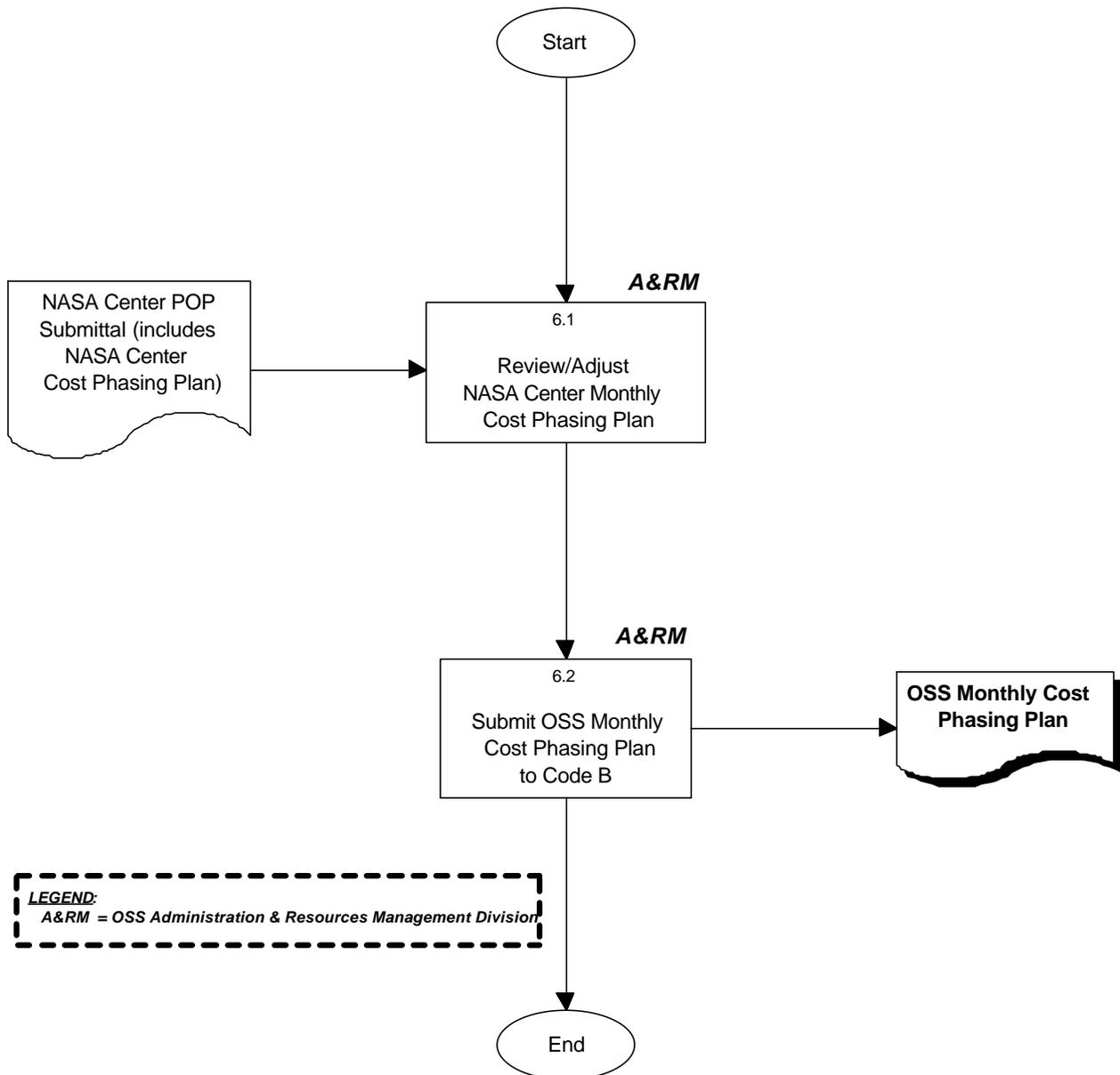
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5. FLOWCHART

[NOTE #1: "Quality records" are identified via shadowing of their ANSI symbols.]

[NOTE #2: Process steps are numbered in accordance with their corresponding paragraph numbers in Section 6.]



Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]
Administration and Resources Management Division (Code SP)**Subject: Budget Implementation – Cost Phasing Plan****6. PROCEDURE**

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
6.1	A&RM	Review and adjust the NASA Center monthly Cost Phasing Plan. Assess the NASA Center plan input and present information to the Associate Administrator for Space Science.
6.2	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	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
OSS Monthly Cost Phasing Plan	A&RM Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via shadowing of their ANSI symbols.]

[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.]