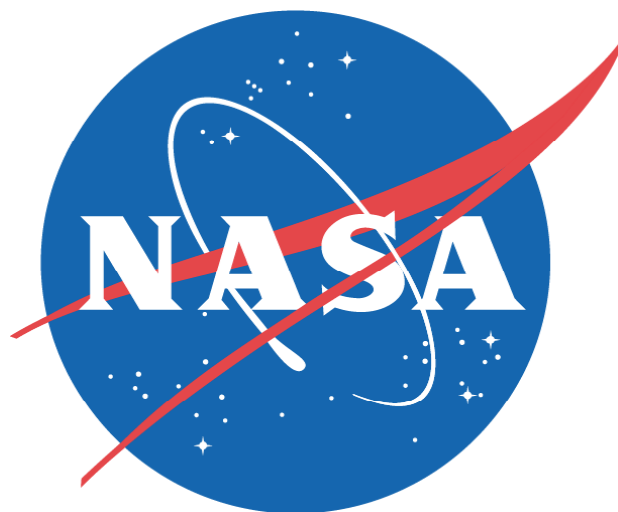


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code S]

**Subject: Budget Implementation – Operating Plan**

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

**Office Work Instruction**

# **Budget Implementation – Operating Plan**

Approved by: (Original signed by Christopher J. Scolese)      Date: (12/18/2001)  
Christopher J. Scolese  
Deputy Associate Administrator for Space Science

**Subject: Budget Implementation – Operating Plan****DOCUMENT HISTORY LOG**

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		02/01/1999	<ul style="list-style-type: none"> <li>Initial "baseline" version of the OWI.</li> </ul>
Revision	A	05/10/1999	<ul style="list-style-type: none"> <li>Incorporates modifications responsive to NCRs #279, #293, #296, #302, #311, #312, #315, #316, #317, and #321 from the NASA HQ ISO-9001 Pre-Assessment audit.</li> </ul>
Revision	B	11/16/1999	<ul style="list-style-type: none"> <li>Clarifies "concurrence" activities in Section 5 and Section 6.</li> <li>Deletes erroneous text "(see Sec. 7)" in Steps #6.3 &amp; #6.4 of Section 6.</li> <li>Corrects functional title of "Owner" in table of quality records in Section 7.</li> <li>Incorporates recent terminology and format standardization.</li> </ul>
Revision	C	08/16/2000	<ul style="list-style-type: none"> <li>Adds NPD 7000.3 to References cited in Section 4.</li> <li>Specifies Code SP functional positions responsible for each activity in Section 5 and Section 6.</li> </ul>
Revision	D	12/18/2001	<ul style="list-style-type: none"> <li>Incorporates impact of OSS reorganization (effective 07/01/2001).</li> <li>Incorporates url's for referenced documents into Section 4.</li> <li>Revises "footer" to indicate both "internal" and "external" web sites for NASA HQ ISO 9001 Documentation Master List.</li> </ul>

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**Subject: Budget Implementation – Operating Plan**

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**1. PURPOSE**

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

**2. SCOPE AND APPLICABILITY**

- 2.1 The annual OSS Operating Plan encompasses the total amount of New Obligational Authority appropriated by Congress. The OSS Operating Plan is established at the beginning of each fiscal year and is updated as required by major budget changes.
- 2.2 The scope of this OWI is confined to the description of the OSS Operating Plan development activities.

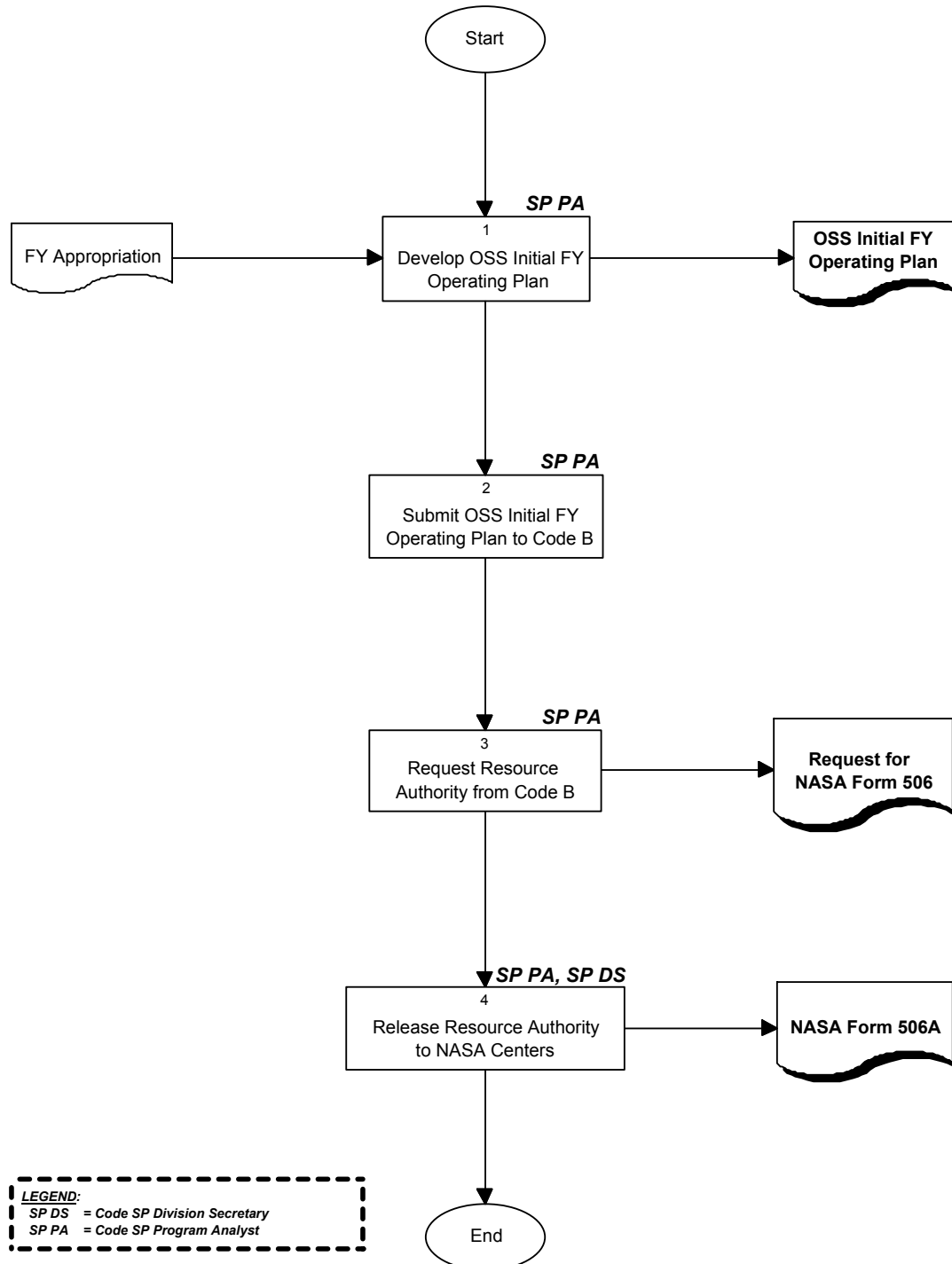
**3. DEFINITIONS**

- 3.1 Code B. NASA Headquarters Office of the Chief Financial Officer (CFO).
- 3.2 Code L. NASA Headquarters Office of Legislative Affairs.
- 3.3 Code SP. Resources Management Division of the Office of Space Science.
- 3.4 OSS. NASA Headquarters Office of Space Science.

**4. REFERENCES**

- 4.1 NPD 7000.3 Allocation and Control of Agency Resources  
[[http://nodis3.gsfc.nasa.gov/library/lib\\_docs.cfm?range=1\\_\\_\\_](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)]
- 4.2 NPG 1441.1 NASA Records Retention Schedules (NRRS)  
[[http://nodis3.gsfc.nasa.gov/library/lib\\_docs.cfm?range=1\\_\\_\\_](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)]
- 4.3 NASA Budget Administration Manual

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**Subject: Budget Implementation – Operating Plan****5. FLOWCHART***[NOTE #1: Process steps are numbered in accordance with their corresponding step numbers in Section 6.]**[NOTE #2: "Quality records" are identified via bold-text titles and shadowing of the border of their symbols.]*

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**Subject: Budget Implementation – Operating Plan****6. PROCEDURE**

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
1	Code SP Program Analyst	A Code SP Program Analyst develops the OSS Initial Fiscal Year Operating Plan and associated input for incorporation into the NASA Plan. Input includes data that establish the funding controls and specific amounts for each program/project and explain any difference between the President's budget and the Operating Plan.
2	Code SP Program Analyst	A Code SP Program Analyst submits the OSS Initial Fiscal Year Operating Plan to Code B. (Code B incorporates the input into the NASA Plan and coordinates resolution of issues with OSS and Code L.)
3	Code SP Program Analyst	A Code SP Program Analyst prepares a request asking Code B to release resource authority to the Associate Administrator for Space Science via NASA Form 506.
4	Code SP Program Analyst Code SP Division Secretary	Following the receipt of release authority from Code B, a Code SP Program Analyst and the Code SP Division Secretary release resource authority to the cognizant NASA Centers via NASA Form 506A.

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**Subject: Budget Implementation – Operating Plan****7. QUALITY RECORDS**

RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
OSS Initial Fiscal Year Operating Plan	Code SP Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
Request for NASA Form 506	Code SP Program Analyst	Code SP Division files	Hardcopy	Schedule 7, Item 21D1	Destroy 2 years after the close of the fiscal year.
NASA Form 506A	Code SP 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 bold-text titles and shadowing of the border of their 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.]