Budget Implementation – Cost Phasing Plan

Approved by:  (Original signed by Christopher J. Scolese)  Date:  2/20/04
Christopher J. Scolese  Deputy Associate Administrator for Space Science

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Subject: Budget Implementation – Cost Phasing Plan

DOCUMENT HISTORY LOG

<table>
<thead>
<tr>
<th>STATUS (BASELINE/REVISION/CANCELED)</th>
<th>DOCUMENT REVISION</th>
<th>EFFECTIVE DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>02/01/1999</td>
<td></td>
<td>Initial &quot;baseline&quot; version of the OWI.</td>
</tr>
<tr>
<td>Revision A</td>
<td>05/10/1999</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Incorporates recent terminology and format standardization.</td>
</tr>
<tr>
<td>Revision C</td>
<td>12/18/2001</td>
<td></td>
<td>Incorporates impact of OSS reorganization (effective 07/01/2001).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Incorporates url’s for referenced documents into Section 4.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Clarifies specific functional roles of Action Officers in Section 5 and Section 6.</td>
</tr>
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<td></td>
<td>Revises “footer” to indicate both “internal” and “external” web sites for NASA HQ ISO 9001 Documentation Master List.</td>
</tr>
<tr>
<td>Revision D</td>
<td>2/20/04</td>
<td></td>
<td>Adds to Section 2 a reference to the SSE Management Handbook Section on the budget process.</td>
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</tbody>
</table>
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. For more information, see the Space Science Enterprise Management Handbook, Section 5.2, “Budget Formulation, Approval, and Implementation.”

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

3. DEFINITIONS


3.2 Code SP. Resources Management Division of the Office of Space Science.

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

3.4 OSS. NASA Headquarters Office of Space Science.

4. REFERENCES

4.1 NPG 1441.1 NASA Records Retention Schedules (NRRS)
[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___]

4.2 NASA Budget Administration Manual
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.]

LEGEND:
SP PA = Code SP Program Analyst

NASA Center POP Submittal (includes NASA Center Cost Phasing Plan)

1. Review & Adjust NASA Center Monthly Cost Phasing Plan

2. Submit OSS Monthly Cost Phasing Plan to Code B

OSS Monthly Cost Phasing Plan

End

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6. PROCEDURE

<table>
<thead>
<tr>
<th>STEP #</th>
<th>ACTION</th>
<th>OFFICERS</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Code SP Program Analyst</td>
<td>The Code SP Program Analyst assesses the NASA Center plan input, adjusts the NASA Center monthly Cost Phasing Plan, and presents information to the Associate Administrator for Space Science regarding funds utilization with respect to the OSS Monthly Cost Phasing Plan.</td>
<td></td>
</tr>
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</table>

7. QUALITY RECORDS

<table>
<thead>
<tr>
<th>RECORD IDENTIFICATION</th>
<th>OWNER</th>
<th>LOCATION</th>
<th>MEDIA: ELECTRONIC OR HARDCOPY</th>
<th>NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER</th>
<th>RETENTION/DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSS Monthly Cost Phasing Plan</td>
<td>Code SP Program Analyst</td>
<td>Code SP Division files</td>
<td>Hardcopy</td>
<td>Schedule 7, Item 21D1</td>
<td>Destroy 2 years after the close of the fiscal year.</td>
</tr>
</tbody>
</table>

[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.]