

CD02-OWI-002
[REVISION F]
May 17, 2004

ORGANIZATIONAL WORK INSTRUCTION

PLANS AND SYSTEMS ANALYSIS OFFICE

WEEKLY REPORT/FTE

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		September 2, 1999	
Baseline		September 21, 1999	
Revision	A	January 24, 2000	General Revisions
Revision	B	June 30, 2000	General Revisions
Revision	C	September 20, 2000	General Revisions
Revision	D	May 23, 2002	General Revisions
Revision	E	May 14, 2003	General Revisions
Revision	F	May 17, 2004	Revised the location of records

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1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office (CD02) that relate to the weekly MSFC Workforce Reports. This instruction extends information from the Marshall Management System (MMS) as defined by 1280.1 Marshall Management Manual (MMM). The purpose of this instruction is to document the process to by which the Plans and Systems Analysis Office conducts business.

2. APPLICABILITY

This OWI applies to MSFC Personnel in the Plans and Systems Analysis Office.

3. APPLICABLE DOCUMENTS

(All use is current Revision unless there is overriding authority)

MPD 1280.1 Marshall Management Manual

3.1 REFERENCE DOCUMENT LIST

(All use is current Revision unless there is overriding authority)

MPG 1410.1	Document And Data Control for Organizational Issuances
MPG 1440.2	MSFC Records Management Program
NPR 1441.1	NASA Records Retention Schedules
MWI 1382.1	Protection of Privacy Act Information at MSFC

4. DEFINITIONS

OWI – Organizational Work Instruction

OJT – On the Job Training

BJS – Batch Job Scheduler

NPPS – NASA Personnel Payroll System

FTE – Full Time Equivalent

MMS – Marshall Management System

NA405 – Full Time Equivalent Report

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5. INSTRUCTIONS

Management Responsibility - CD02 Chief will ensure adequacy of the OWI, assure overall implementation of the OWI, may appoint personnel to serve on various MMS panels, and will, as a minimum, conduct semi—annual management reviews to ensure the continuing suitability and effectiveness of the CD02 quality system in satisfying applicable elements of the Marshall Management System and objectives specified in MMM.

1st Week of the Pay Period – Each Thursday afternoon execute the PERWEEK job from the site unique BJS in NPPS. In Impromptu print the separations, gains, summary and strength reports. Log onto the ADOSS system and print the NA405 report, which produces the current FTE count for MSFC. Update the FTE spread sheet for the current FY using the NA405. Update the Center Directors Report. Make copies for distribution. File copy for the office.

2nd Week of the Pay Period – Each Thursday afternoon execute the PERWEEK job from the site unique BJS in NPPS. In Impromptu print the separations, gains, summary and strength reports. Update the Center Directors Report. Make copies for distribution. File copy for the office.

6. NOTES – None

7. SAFETY PRECAUTIONS AND WARNING NOTES – None

8. APPENDICES, DATA, REPORTS, AND FORMS – None

9. RECORDS –

Record Type: Weekly Center Director’s Report

Responsible Party: Carolyn Plank, OPR for document

Location: 4200, Room 204B

Retention schedule: Based on NPR 1441.1, NASA records retention schedule. Minimum retention is 5 years.

10. TOOLS, EQUIPMENT, AND MATERIALS – None

11. PERSONNEL TRAINING AND CERTIFICATION – On the Job Training (OJT)

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12. FLOW DIAGRAM – See Figure 1

Figure 1

