

ORGANIZATIONAL WORK INSTRUCTION

PLANS AND SYSTEMS ANALYSIS OFFICE

PROGRAM FUNCTIONAL MANAGER

**APPROVING
AUTHORITY**

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
_____	Chief, Plans & Systems	CD02	05/14/03

CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

David Jeffreys

Analysis Office

**CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

Organizational Work Instruction Plans and Systems Analysis Office		
Program Functional Manager	CD02-OWI-004	Revision: B
	Date: May 14, 2003	Page 2 of 6

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Draft		September 3, 1999	
Baseline		October 15, 1999	
Revision	A	June 30, 2000	General Revision
Revision	B	May 14, 2003	General Revision

Organizational Work Instruction Plans and Systems Analysis Office		
Program Functional Manager	CD02-OWI-004	Revision: B
	Date: May 14, 2003	Page 3 of 6

1. PURPOSE

This Organizational Work Instruction (OWI) establishes procedures and responsibilities for the Plans and Systems Analysis Office CD02 that relate to the Agency Personnel reporting requirements to the Office of Personnel Management (OPM). This instruction extends information from the Marshall Management System (MMS) as defined by MPD 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
NPG 1441.1	NASA Records Retention Schedules
MWI 1382.1	Protection of Privacy Act Information at MSFC
MPG 2800.1	Agency Information Technology Services
MPD 2800.1	Management of Information Technology Systems and Services at MSFC
PMP	Project Management Plan for Sustaining Engineering Support for Agencywide Systems

4. DEFINITIONS

N/A – Not Applicable

OWI – Office Work Instruction

OJT – On the Job Training

Organizational Work Instruction Plans and Systems Analysis Office		
Program Functional Manager	CD02-OWI-004	Revision: B
	Date: May 14, 2003	Page 4 of 6

FTE – Full Time Equivalent

MMS – Marshall Management System

CR – Change Request

DR – Discrepancy Report

PFM - Program Functional Manager

HR - Human Resources

CAPPS – Consolidated Agency Personnel/Payroll System

NPPS – NASA Personnel/Payroll System

OPM – Office of Personnel Management

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.

The Program Functional Managers (PFM) are responsible for planning, developing, administering, and managing the Agency automated HR systems. The PFM receives discrepancy reports or change requests from the functional users of the systems. The PFM may also initiate change requests and discrepancy reports for the systems based on known regulatory changes, problems, or system performance issues. The PFM evaluates the requests to determine if a change is necessary. The PFM categorizes the requested change as a Discrepancy Report (DR) or a Requirements Change (RC). The PFM determines the priority of the change requests and recommends the allocation of those changes to a software release. The PFM schedules the software release. The PFM coordinates the government testing of the software release. If further modifications are required, the software is re-tested. If testing is successful, the software is approved for release and is re-baselined.

6. NOTES – N/A

Organizational Work Instruction Plans and Systems Analysis Office		
Program Functional Manager	CD02-OWI-004	Revision: B
	Date: May 14, 2003	Page 5 of 6

7. SAFETY PRECAUTIONS AND WARNING NOTES – N/A

8. APPENDICES, DATA, REPORTS, AND FORMS – N/A

9. RECORDS – N/A

10. TOOLS, EQUIPMENT, AND MATERIALS – N/A

11. PERSONNEL TRAINING AND CERTIFICATION - OJT

12. FLOW DIAGRAM – See Figure 1

Figure 1

