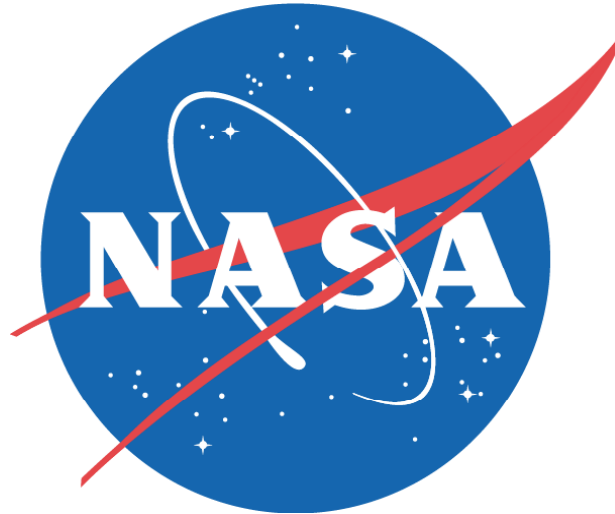


Responsible Office: Code AS/Office of the NASA Chief Scientist
Subject: Develop and Integrate NASA Cross Enterprise Science Activities



Office of the NASA Chief Scientist

Office Work Instruction

**Develop and Integrate NASA Cross Enterprise
Science Activities**

Original Approved by: _____
Kathie L. Olsen, Ph.D.
NASA Chief Scientist

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DOCUMENT HISTORY LOG

<u>Status (Baseline/ Revision/ Canceled)</u>	<u>Document Revision</u>	<u>Effective Date</u>	<u>Description</u>
Baseline		1/10/00	

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1.0 Purpose

The purpose of this procedure is to document the process used by the Office of the NASA Chief Scientist (Code AS) to develop and integrate cross-enterprise science activities for the Agency.

2.0 Scope and Applicability

This Office Work Instruction (OWI) covers the cross-enterprise science activities for which the Code AS is responsible. These activities are science issues and future projects that involve more than one strategic enterprise.

3.0 Definitions

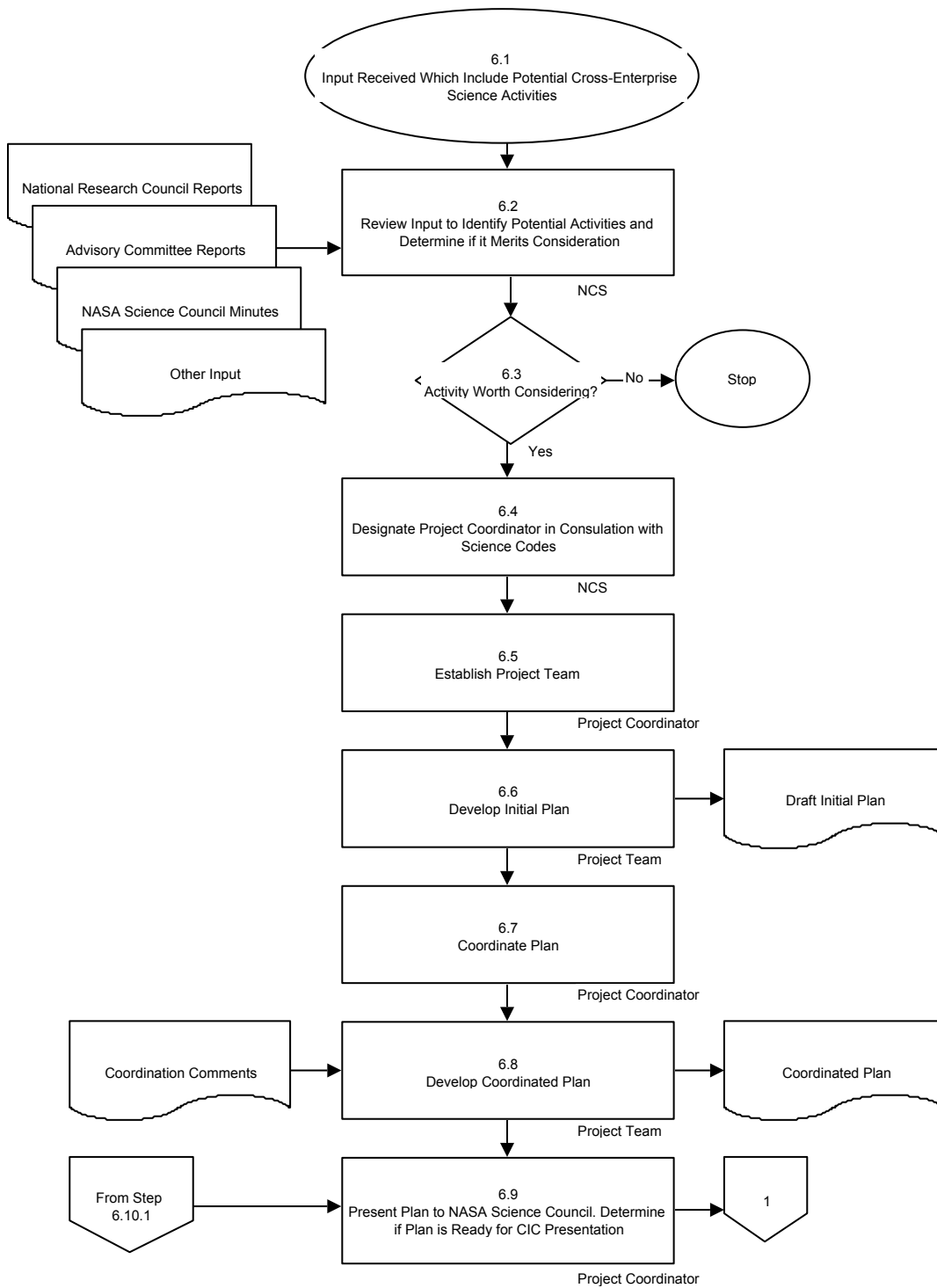
- 3.1 Science Council (NSC). The NSC is a forum for discussion of the Agency policies, practices, and issues from the viewpoint of the science disciplines. The NSC Charter is published in NPG 1000.X, The NASA Organization.
- 3.2 Capital Investment Council (CIC). The CIC is the principal advisory group to the NASA Administrator in resolving issues, prioritizing activities, and balancing resources among Strategic Enterprises.

4.0 References

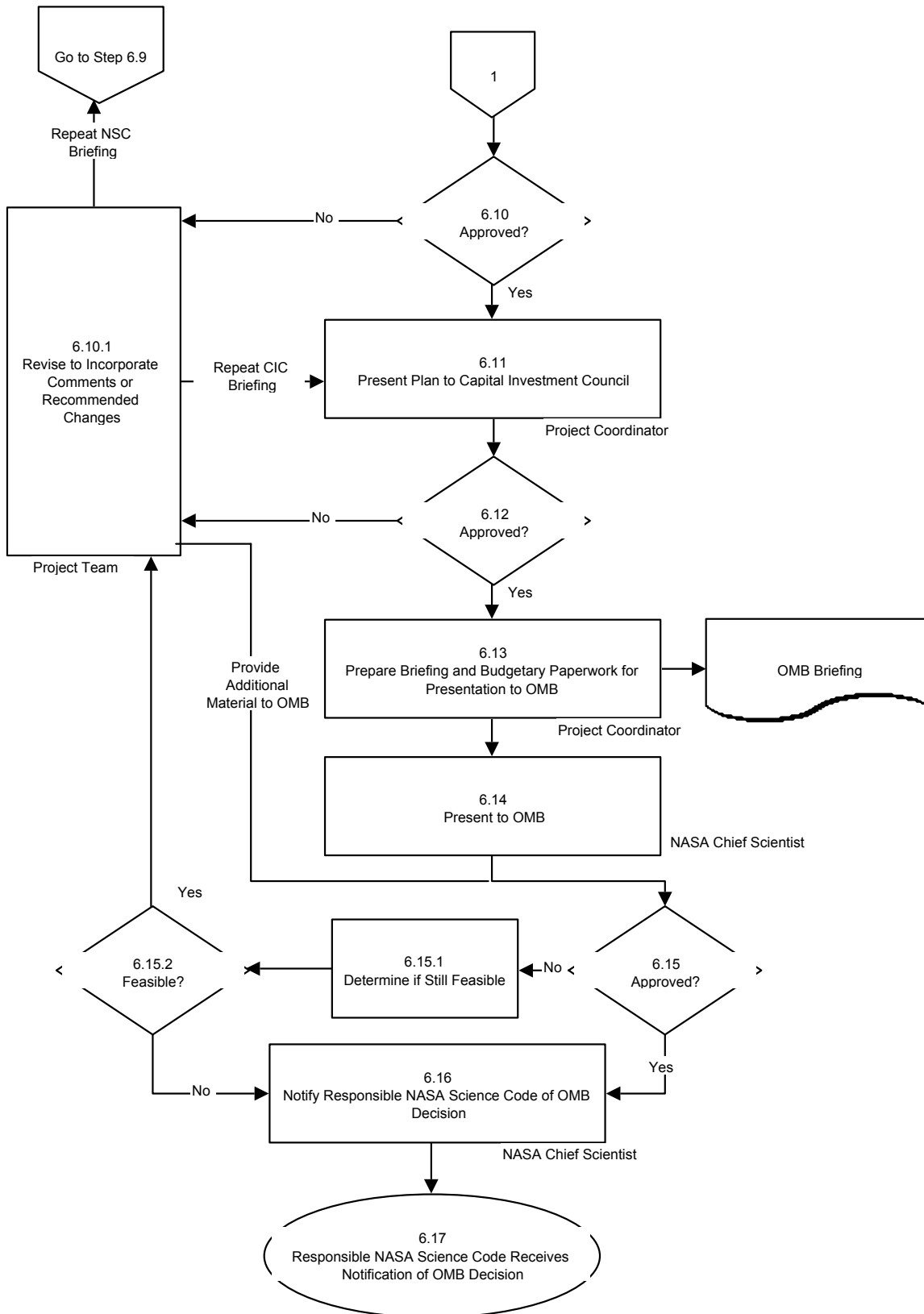
- 4.1 NPG 1000.2 NASA Strategic Management Handbook
- 4.2 NPG 1000.X The NASA Organization
- 4.3 NPG 7120.5 NASA Program and Project Management Processes and Requirements

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5.0 Flowchart



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CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
 TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		A input (meeting minutes, report, memorandum, letter, etc.) which may identify or recommend a potential cross-NASA Enterprise science project or program. An input may be received from the NASA Science Council, Advisory Committees, the National Research Council, or other venue, such as Congress, the White House, or a private citizen.
6.2	NASA Chief Scientist (NCS)	The NASA Chief Scientist reviews the input and confers with the Science Codes Associate Administrators to discuss viability of pursuing the activity and to determine if it is worth further consideration.
6.3	NCS	If determined that activity is worth further consideration, go to Step 6.4. If determined that it is not worth consideration the process stops.
6.4	NCS	Consult with Science Code AAs in identifying and designating an individual that will act as focal point for the coordination. The individual should be very informed of the project and connected with the scientific community. The project coordinator will be identified by the organization with the largest potential role in the proposed project. The project coordinator will report to the NCS in performing his or her work under this OWI.
6.5	Project Coordinator	Establish a project team to assist in developing documentation to define and present the proposed activity for approval. The project team members will be designated by the participating NASA Headquarters Science Codes. Science Codes may also designate representatives from NASA Field Centers to serve on the Project Team.
6.6	Project Team	Develop initial plan (per NPG 7120, Program Formulation section). The Project Coordinator is responsible for compiling the Initial Plan. The Project Team will meet to review and revise the Plan.
6.7	Project Coordinator	Coordinate Draft Initial Plan with other Federal Agencies, scientific community, industry, or international partners, if any of these are affected by the project and want to participate.
6.8	Project Team	Based on comments received, produce a Coordinated Plan. This plan must be consistent with the Agency and Enterprises Strategic plans. In addition, a strategic roadmap shall begin to be developed as part of the coordinated plan at this time, if appropriate. The Project Coordinator is responsible for compiling the Coordinated Plan. The Project Team will meet to review the Plan and to resolve issues identified during the coordination process in Step 6.7.
6.9	Project Coordinator NASA Science Council	Present the Coordinated Plan to the NASA Science Council. NSC determines if plan is ready to be presented to the Capital Investment Council. The Council will determine the Agency scientific priority of the project relative to other Agency projects before forwarding to CIC. Criteria applied include budget feasibility, consistency with Agency and Enterprise Strategic Plans and consistency of Plan with original input.
6.10	Project Coordinator	If the Plan is approved, go to Step 6.11. If the Plan is not approved, go to Step 6.10.1.
6.10.1	Project Team	Revise Coordinated Plan to incorporate comments from Steps 6.9, 6.11 or 6.14.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
		Refer to meeting minutes for documentation of comments from NASA councils. For OMB comments refer to meeting documentation from NCS and Project Coordinator. The Project Coordinator is responsible for revising the Coordinated Plan. The Project Team will meet to review the Plan and to resolve issues identified by reviewing organizations.
6.11	Project Coordinator	Present the Coordinated Plan to the Capital Investment Council (CIC) for approval. CIC determines if project may request funding from the Office of Management and Budget (OMB) as new a initiative or if costs will be absorbed by the Agency's budget. The CIC may also choose to ask teams to rework plan. These discussions are captured in the CIC meeting minutes.
6.12	Project Coordinator	If the Plan is approved, go to Step 6.13. If the Plan is not approved, go to Step 6.10.1.
6.13	Project Coordinator NCS Secretary	Prepare final presentation of plan for OMB. The OMB Briefing is a detailed summary of the Coordinated Plan. Final presentation will include budgetary paperwork which is prepared in consultation with the Office of the Comptroller and Enterprise budget analysts. The OMB Briefing is a quality record a copy. File copy of OMB Briefing, along with copies of minutes of the CIC and NSC meetings during which the Coordinated Plan was approved.
6.14	NCS	Present OMB Briefing to the Office of Management and Budget. The Science Code AAs or their representatives may participate in the final presentation.
6.15	NCS, Project Coordinator	If OMB approves, go to Step 6.16. If not approved go to Step 6.15.1
6.15.1	NCS, Project Coordinator	In consultation with Science Code AAs and Budget representatives, review OMB comments/position and determine if the project is still feasible.
6.15.2	NCS, Project Coordinator	If not feasible, go to Step 6.16. If feasible, go to Step 6.10.1 to generate additional materials and information for OMB.
6.16	NCS	Notify responsible NASA Science Code of OMB decision.
6.17		Responsible NASA Science Code receives notification from the NCS of OMB decision. If approved, Science Code assumes responsibility for implementation. If not approved, Science Code retains idea for future consideration.

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7.0 Quality Records

Record ID	Owner	Location	Record Media	NPG 1441.1 Schedule and Item Number	Retention/Disposition
OMB Briefing (with copies of NCS and CIC minutes)	NASA Chief Scientist	Code AS	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old., whichever is sooner