



NASA Headquarters
Washington, DC 20546

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HQOWI8680 - M011
REVISION B
March 16, 2000

CODE M SHUTTLE PAYLOAD MANIFEST PROCESS

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Approved and signed by

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-14-1998	
Revision	A	04-16-1999	Changes resulting from DNV Pre-registration audit. Section 7 revised to conform to NPG 1441.1B.
Revision	B	3-16-2000	Changes resulting from internal audit. Sections 5, 6, and 7 revised to better describe the process.

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1.0 PURPOSE

The purpose of this OWI for the Shuttle Payload Manifest Process is to document the activities associated with the receipt and processing of requests for space transportation services and for managing the development and maintenance of the Space Shuttle Manifest.

2.0 SCOPE

This OWI applies to NASA Headquarters, Code M personnel who are responsible for processing the NASA Form 1628, establishing consolidated payload priorities and baselining the Space Shuttle Manifest.

3.0 DEFINITIONS

The following definitions provide assistance in understanding the process documented in this OWI.

3.1 *Payload*

A specific complement of instruments, space equipment, and support hardware carried into space to accomplish a mission or a discrete activity in space.

3.2 *Flight Assignment Working Group (FAWG) Planning Manifest*

A working schedule of payloads planned for flight on Space Shuttle missions.

3.3 *Baseline Manifest*

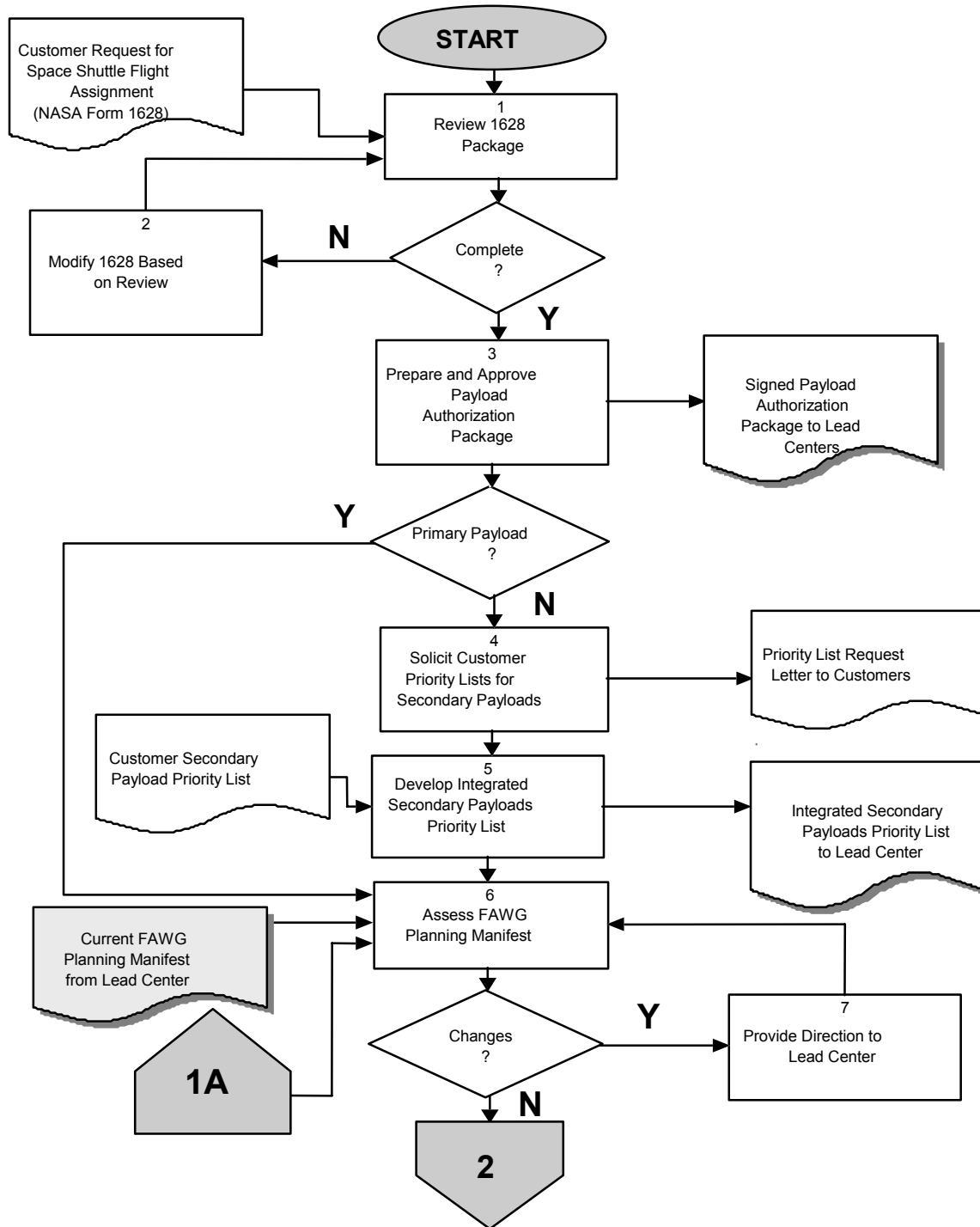
An approved schedule of payloads assigned for flight on Space Shuttle missions.

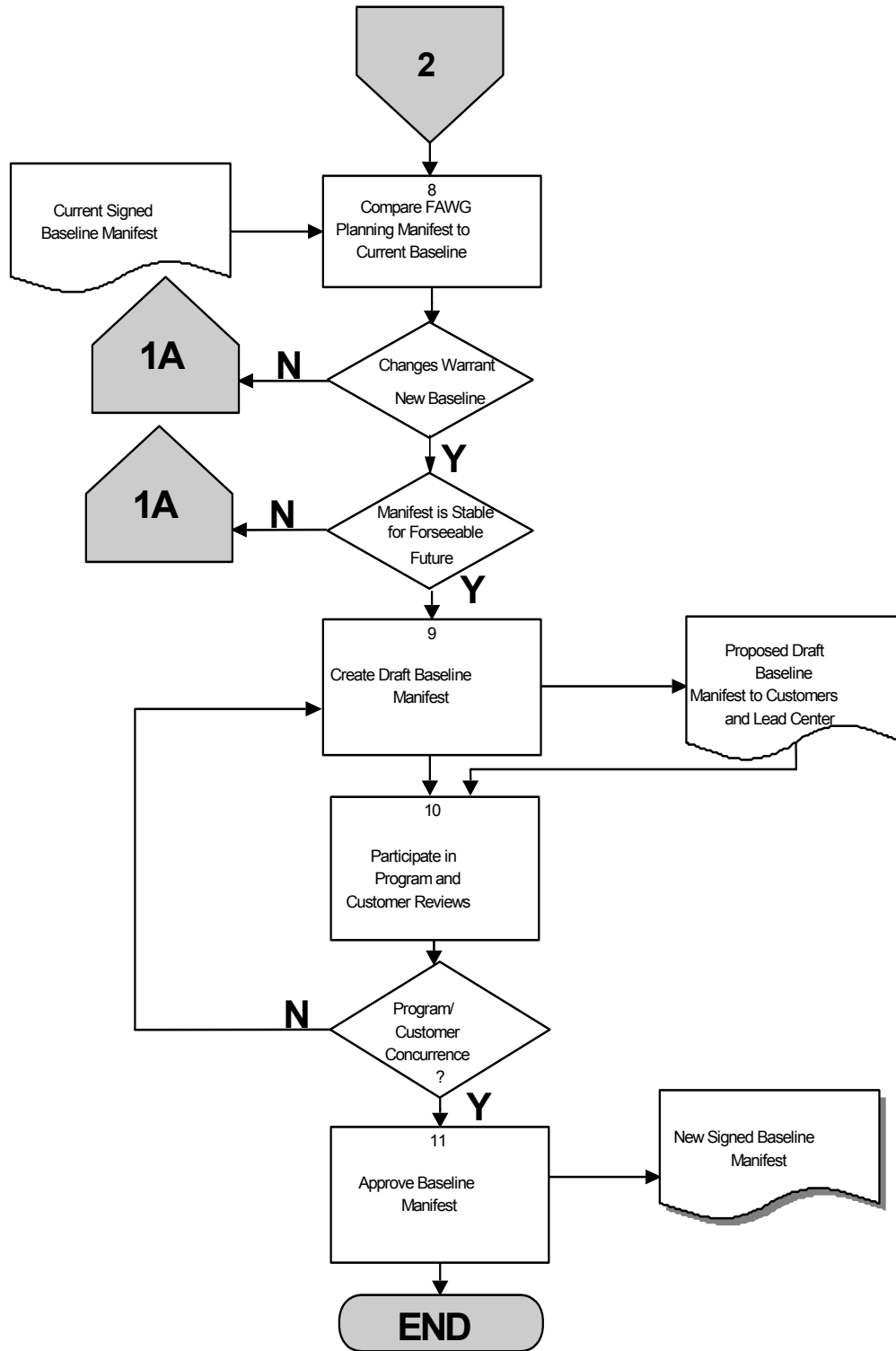
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

NPD 8610.12D	Office of Space Flight (OSF) Space Shuttle Services for NASA and NASA-Sponsored Payloads
NASA Form 1628	Request for Space Shuttle Flight Assignment
HQSM 1200.A.1	Headquarters Quality System Manual

5.0 FLOWCHART





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6.0 SHUTTLE PAYLOAD MANIFEST PROCESS STEPS

NPD 8610.12D establishes the policy for obtaining Office of Space Flight (OSF) provided/arranged space transportation services. These services include all aspects of scheduling and flying a payload on the Space Shuttle.

The procedure begins with the receipt of the Request for Space Shuttle Flight Assignment (NASA Form 1628) from a customer. The form is reviewed and if it meets the appropriate criteria, the payload is authorized for flight assignment. Once approved and prioritized, the payload is placed in the queue for manifesting on a future flight. At any point in time there is a working FAWG Planning Manifest and an official Baseline Manifest. This process prescribes the steps for these activities.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
MO	1	Receive request for Space Shuttle Flight Assignment. Review form for completeness, conformance to policy and to Shuttle capabilities.
MO	2	If the form is not acceptable, it may be returned to the originator for modification, or modifications may be made by MO in consultation with the originator. Once the form is complete, conforms to policy and is determined to be suitable, the process continues.
MO	3	Prepare Authorization Memo, and obtain Deputy AA for Space Operations signature. Assemble, process and distribute the approved Payload Authorization Package. The package consists of the NASA Form 1628, the cover letter that accompanied the form, and the signed authorization memo. Update hardcopy files.

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If the authorized payload is a primary payload, it will be directly assigned a flight on the FAWG Planning Manifest. If the payload is a secondary payload, then its relative priority to other secondary payloads will be established.

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| MO | 4 | Solicit customer priorities for payload manifesting. This is done approximately on an annual basis. |
| MO | 5 | Develop an Integrated Secondary Payloads Priority List using the Priority Lists received from each customer. The final Integrated Secondary Payloads Priority List is sent to the Lead Center. On-going insertions in the priority list may result from a request for a new payload. |
| MO | 6 | Assess FAWG Planning Manifest. This activity occurs on a biweekly basis. If there are changes, provide direction to the Lead Center (Process Step 7). If there are no changes, continue with the comparison of the FAWG Planning Manifest and the current Baseline Manifest (Process Step 8). |
| MO | 7 | Provide direction to the Lead Center, as a result of the FAWG Planning Manifest assessment. |
| MO | 8 | Compare FAWG Planning Manifest to the current Baseline Manifest. If there is little difference between the Planning Manifest and the Baseline Manifest, or if the Planning Manifest appears unstable (in that changes are actively occurring), biweekly planning assessments will continue. |

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| MO | 9 | <p>Create a draft Baseline Manifest. This activity is undertaken when the FAWG Planning Manifest appears to be stable and when the changes to the planning manifest relative to the Baseline Manifest are significant.</p> |
| MO | 10 | <p>Participate in program and customer reviews of the proposed Baseline Manifest. The purpose of this activity is to gain concurrence on the proposed new Baseline. If there is nonconcurrence, the draft Baseline is reworked to resolve issues. When concurrence is obtained, processing continues.</p> |
| MO | 11 | <p>Approve Baseline Manifest. This activity results in the publication of a new Baseline Manifest, replacing the previous version. The new Baseline remains the official manifest, until replaced.</p> |

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7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
Payload Authorization Package consisting of: -Form 1628 -Cover Letter accompanying 1628 -Signed Authorization Memo.	MO	MO	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession.
Integrated Secondary Payloads Priority List	MO	MO	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession.
Signed Baseline Manifest	MO	MO	Hardcopy	Schedule 7 Item 4,A	Permanent. Retire to FRC 5 yrs after Supersession.
JSC-FAWG Planning Manifest	JSC	JSC FAWG Homepage	Electronic		Temporary. Dispose when no longer needed