

TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL

NASA/GODDARD SPACE FLIGHT CENTER

P. 1 of 6

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR:	CONTRACT NO./TASK NO.	JOB ORDER NUMBER	APPROV. FY
QSS Group, Inc.	NASS- 99124 TASK NO. 304 AMENDMENT	422-226-11-15-89	00

TASK TITLE: (NTE 80 characters; include Project name)

EOS PM Operations Development

APPROVALS: (Type or print name and sign)

ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)	DATE	ORG CODE	MAIL CODE	PHONE
Carolyn P. Dent <i>[Signature]</i>	6/13/2000	581	422	301-286-6801
BRANCH HEAD	DATE	CODE	PHONE	
George Morrow <i>[Signature]</i>	6/13/00	422	301-286-6820	
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)	DATE	CODE	PHONE	
Robert S. Lebair, Jr. <i>[Signature]</i>	6/15/00	560	301-286-6382	

FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE? <small>(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)</small>	CONTRACTING OFFICER'S QUALITY REP.	DESIGNATED FAM:
<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)
C.O. Requested Quote on:
Date: JUN 16 2000

Contractor will develop specification or statement of work under this task for a future procurement. No YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. No YES N/A

Government Furnished Property/Facilities: No YES - SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: NO YES If yes: TOTAL Partial
If partial, indicate onsite work in SOW by asterisk (*)

Surveillance Plan Attached: No YES

Highlighted Contract Clauses: *(to be completed by Contracting Officer)*

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 7/1/00.

INCENTIVE FEE STRUCTURE (check one)
(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<input type="checkbox"/> No. 1	<input type="checkbox"/> No. 2	<input type="checkbox"/> No. 3	<input checked="" type="checkbox"/> No. 4	<input type="checkbox"/> No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 966,310.

The target fee of this task order is \$ 34,941.

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 1,001,251.

The maximum fee is \$ 51,067

The minimum fee is \$0.

AUTHORIZED SIGNATURE:

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

[Signature] 7/19/2000 **STEVEN R. LLOYD**
SIGNATURE OF CONTRACTING OFFICER DATE **CONTRACTING OFFICER**

TYPED NAME OF CONTRACTING OFFICER

CONTRACTOR'S ACCEPTANCE:

AUTHORIZED SIGNATURE _____
DATE

REQUEST FOR TASK PLAN / TASK ORDER

CONTRACTOR		CONTRACT NO./TASK NO.		
QSS Group, Inc.		NASS- 99124	TASK NO. 304	AMENDMENT

Applicable paragraphs from contract Statement of Work: Function 2 B, C and Function 5 A

STATEMENT OF WORK:

See page 3.

This is a follow-on to Task 113 under this contract; uninterrupted transition is required.

PERFORMANCE SPECIFICATIONS:

See page 5.

APPLICABLE DOCUMENTS:

None.

TASK END DATE: 3/31/01

MILESTONES/DELIVERABLES AND DATES:

See page 4.

PERFORMANCE STANDARDS:

Schedule: On-time delivery of documents specified in the deliverables list

Technical: Meets mission support requirements, as determined by the ATR

FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):

Carolyn Dent, Building 16, Room 141

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Contract NAS5-99124

Task #: **304**

6/13/00

EOS AQUA OPERATIONS DEVELOPMENT**STATEMENT OF WORK:**

The contractor shall apply experienced expertise to assist in accomplishing the objectives of the EOS AQUA Mission Manager (MM) position for the EOS AQUA Project. The contractor shall assist the MM in his/her responsibilities for development of the plans, procedures and processes of the AQUA Flight Team. The Flight Team is comprised of project and spacecraft engineers, instrument teams, the Flight Operations Team, and other supporting centers of expertise. The contractor is expected to develop expert knowledge of observatory systems and make significant progress toward development of space and ground system operations plans and procedures. Further, the contractor shall take an active role in relating observatory systems knowledge to the Flight Team, assist the FOT in preparing for the mission, and serve as a training resource for all of the Flight Team. The contractor shall also assist the MM in establishing an efficient Flight Team organization and in developing operations methodologies for use by the team. The work specified in this task is intended to assist the Flight Team in preparing for the launch of the EOS AQUA observatory; currently planned for December 21, 2000.

The contractor shall function under the guidance of the AQUA Mission Manager (MM), who shall resolve conflicts, establish due dates, and allocate responsibilities as required. Travel will be required, as directed by the MM, to support technical meetings and reviews, and to interact with members of the AQUA Flight Team.

Specific areas requiring action of the contractor are:

- Assurance of operations readiness by analysis and critique of all operations plans and procedures, ground system capabilities, and overall end-to-end system operations planning.
- Implementation and maintenance of an EOS AQUA Launch Management Plan to establish the mission management chain-of-command and document the decision flows and contingency process.
- Development, preparation, and replication of presentation materials to be used in the EOS AQUA management and formal mission reviews such as the Flight Operations Review (FOR). This will also include organizing the entire process to ensure that the proper agenda is developed and the right emphasis is placed on the content of the materials to be presented.
- Management of the Mission Rehearsal (MR) effort by providing the coordination and facilitation of the MR Working Group, generation of meeting minutes, tracking of action items, and providing a summary report at the conclusion of MR activity.
- Support for the planning and execution of FOT simulation and training exercises and the end-to-end S/C to ground system tests. This will include the coordination of meetings for planned maneuvers.
- Provide Launch and Early Orbit (LEO) support for meeting coordination and assistance in project anomaly reviews.

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- Coordination and required support for the transfer of X-Band recorded data from the S/C vendor to the LZPF at GSFC for ground system testing. Provide any requested support and status reporting for the LZPF and DAAC science data processing tests.
- Continue the Integrated Mission Timeline (IMT) generation and update as required. This includes the planning, coordination, and presentation at scheduled project reviews.
- Develop procedures for post launch IMT updates and provide updates as required. In addition, provide on-line support during the LEO period.
- Generate a Launch Handbook with baseline delivery date of 9 Sept. 00 and final delivery on 15 Dec. 00.
- Support the development of the Launch Commit Criteria and Mission Rules documents
- Management of the EOS AQUA Mission Operations Working Group (MOWG) including development and maintenance of the MOWG action item database.
- Support the development of instrument operations activities as members of the EOS AQUA Instrument Planning Group (IPG).
- Support special task functions as assigned by the EOS AQUA MM, such as providing technical expertise with regard to clock correlation.
- Maintenance of the EOS AQUA Mission Operations schedule.
- Maintenance of the EOS AQUA Operations web page.

OTHER RESOURCES:

Travel to several US cities and Japan shall be considered within the scope of this task. The instrument teams are located at the JPL, Pasadena, CA; NASA Langley, Langley, VA; Mitsubishi Electric Co., Kamakura, Japan; and NASA Goddard Space Flight Center, Greenbelt, MD. At least four trips to each remote instrument team location should be planned. Travel to the spacecraft manufacturer [TRW, Inc., Redondo Beach, CA] is also expected. At least 6 trips should be planned for status reviews and other operations engineering meetings. A nearly continuous presence at the manufacturer should also be planned to monitor spacecraft vendor integration and test activities. Daily travel to the GSFC to attend meetings and coordinate activities should also be planned. Other travel is expected but cannot be specified in this work statement. Reimbursement for travel cost shall be in accordance with FAR 31.205-46 [Travel Costs] with further limitations as follows: air transportation shall be reimbursed at coach fare and automobile transportation mileage shall be reimbursed at the current rate authorized for Government employees.

PERIOD OF PERFORMANCE:

The performance of this task is expected to continue through March 31, 2001.

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DELIVERABLES/MILESTONES AND DATES:

1. The contractor shall organize, edit, and reproduce the presentation materials necessary to complete the AQUA project management and formal reviews. The planned date for the Flight Operations Review is September 29, 2000.
2. Maintain the Operations Working Group action items database. Provide the AQUA MM with a status of the database monthly.
3. Develop and maintain an Operations Issues Database. Devise an associated risk assessment/mitigation reporting system. Provide the AQUA MM with a status of the database monthly.
4. Maintain a schedule of Operations Key Events/Milestones for the mission.
5. Develop and document the Launch Management Plan.
6. Provide a monthly status report on the 15th of the month detailing work progress, problems, and items requiring AQUA project attention.
7. Develop and maintain a debriefing report system. The report will summarize the simulation, capturing problems and/or deficiencies observed. Actions, resolving problems and/or deficiencies, shall be added to the Operations Issues Database. Debriefing reports shall be generated at the conclusion of each simulation event.
8. Develop and maintain the Integrated Mission Timeline (IMT). The IMT shall be available for the first mission simulations and will require constant maintenance as lessons are learned during the pre-launch time frame. A draft timeline is required by September 19, 2000.

PERFORMANCE SPECIFICATIONS:

- Autonomy and professionalism of the contractor's work: Acceptable performance is that the Mission Manager is satisfied that the contractor is completing the work with minimal direction and oversight.
- Analysis and planning of operations: Acceptable performance is that execution of plans and procedures occur without anomalies attributable to flaws in the plans or procedures.
- Operations readiness of the Flight Team: Acceptable performance is that the team executes operations plans and interfaces without anomalies attributable to the plans.
- Preparation of formal review materials: Acceptable performance is that upon finalization the materials are current, accurately reflect operations plans, and errors are minimal.
- Management of the Operations Working Group: Acceptable performance is that the group transaction history contains minimal errors and that transaction histories are disseminated to the group without lapses in distribution.
- Support of mission readiness testing: Acceptable performance is that the MM believes that significant lapses in planning and requirements testing have been identified and reported to the Mission Readiness Test Team.
- Support of mission simulations: Acceptable performance is that the simulations were conducted according to the planned schedule and conduct of simulations occurs without anomalies attributable to the planning and management of the events by the contractor.

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- Flight Team training on control center systems: Acceptable performance is that training materials, containing minimal errors, are provided to the Flight Team. Also, that training activities are managed in a manner that provides team members with ample opportunities to receive training, and that adequate direct support in use of control center systems is provided to team members during training, simulations, and operations.
- Identification and tracking of issues: Acceptable performance is that the MM believes he is being kept informed and that issues are captured with minimal errors.
- Maintenance of Integrated Mission Timeline: Acceptable performance is that a relevant and accurate timeline is available for mission simulations and testing.
- Development of the Launch Management Plan: Acceptable performance is that the plan is kept current, accurately reflects operations plans and contains minimal errors.
- Monthly status report: Acceptable performance is that the MM is satisfied that he/she is being kept informed of the status of work performed and of issues requiring project attention.
- Flight Team training materials: Acceptable performance is that the materials are current, accurately represent systems operations, and contains minimal errors.
- Configuration management process: Acceptable performance is that the process is accurately represented in the document and contains minimal errors.
- Flight Operations Plan: Acceptable performance is that, upon finalization, the plan accurately represents operations plans, mission requirements, and contains minimal errors.