

**REQUEST FOR INFORMATION
REGARDING THE WEEKLY NOTES OF DR. WERNHER VON BRAUN**

REFERENCE NUMBER: NNH09CAO002L

**RESPONSES DUE
August 31, 2009**

**Issued: June 25, 2009
Updated July 1, 2009**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
SPACE OPERATIONS MISSION DIRECTORATE**

THIS IS NOT A REQUEST FOR PROPOSAL, QUOTATION, OR INVITATION TO BID NOTICE.

The National Aeronautics and Space Administration (NASA) has a full collection of Dr. Wernher von Braun's "Weekly Notes," written during the 1960s and 1970s. Dr. Von Braun was the first director of the Marshall Space Flight Center (MSFC), and is considered a key figure in the development of the Saturn V rocket and NASA's Apollo program. These notes were used to track programmatic and institutional issues at MSFC, and are considered by many historians to be a valuable source of historical data. During the Saturn era, Marshall line managers solicited weekly notes from each of their subordinate organizations. As the notes passed through the chain of command at Marshall, additions or deletions were made based upon the importance of the issue. Each Monday, von Braun reviewed the notes and made his own notations in the margins. The notes, with von Braun's comments, were then filtered back to the organization deemed responsible for responding to von Braun's inquiry. NASA has a fully scanned set of these documents, numbering around 15,000 pages. These scans may not be adequate for automated text-recognition purposes, and some of the documents may need to be re-typed from the original. The original documents are currently located at the National Archives Southeastern Region in Morrow, Georgia.

Please see samples of the Weekly Notes enclosed in appendix 1. Additional samples are available at http://history.msfc.nasa.gov/vonbraun/vb_weekly_notes.html.

NASA is issuing a request for information (RFI) to seek comments from the public, academia, and industry to address aspects or concepts on how NASA should proceed to analyze and catalog these notes into an electronic, searchable database or other medium. NASA is looking for concepts to provide an innovative resource for researchers in academia and industry. This database or resource should provide a tool for NASA engineers and scientists to access lessons learned and data from these notes.

NASA will not issue paper copies of this RFI. Material submitted in response to this RFI will not be returned.

I. GENERAL INFORMATION

Points of Contact:

If you have any questions concerning this opportunity please contact:

Jacob Keaton
Program Analyst
Telephone: 202-358-1507
Email: jacob.keaton@nasa.gov

Jason Crusan
Program Executive
Telephone: 202-358-0635
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Submission Instructions: All responses under this RFI must be emailed to jacob.keaton@nasa.gov. Responses may be submitted at any time before the response date. You are encouraged to submit as early as practicable during this time period.

Award: There will be no award associated with this announcement.

II. APPROACH TO CONCEPTS

Respondents are requested to provide information that addresses how NASA should proceed with all or any subset of the following:

1. How should NASA catalogue the Weekly Notes? Do you have specific ideas on how to implement the approach or strategy?
2. What format(s) should the Weekly Notes be available in?
3. How should the Weekly Notes be indexed?
4. What timeframe do you expect this work to require?
5. What other strategies or approaches do you recommend that NASA pursue that would contribute to successful cooperation between NASA and other entities to create a successful and useful product from the Weekly Notes? Could these notes form the basis for understanding management best practices? Could engineering design and operational considerations be derived from these notes? Could these notes form the basis for formal classroom training?

III. RESPONSE INSTRUCTIONS

Page Limitations

Response Cover Page – 1 Page

Points of Contact – 1 Page

Response Summary – 750 Words

Response Detail – 10 Pages

A page is defined as one (1) sheet 8 ½ x 11 inches using a minimum of 12-point font size for text and 8-point for graphs.

Response Cover Page: Response – title of announcement with notice of restriction on use and disclosure of response information, if any.

Points of Contact: List contact information for Sponsorship point of contact and technical point of contact (if applicable). Provide:

- a. Name
- b. Title
- c. Address
- d. Phone and Fax
- e. Email

Response Summary: Executive summary describing the prominent and distinguishing features of approach or concept.

Response Detail: Provide details on the strategy or approach that you recommend or information that NASA should consider when proceeding to make this information available.