

P, I, PLAN, DOI:	Title:			Document Number:	
Instruction	FSEU CONFIGURATION CONTROL BOARD PLAN (DRD-048)			ENG-CCB-0001	
Unit Issuing:	Approved by:	Initial Issue:	Page 1 of 18	Revision: 1	
ENG	Baseline Management	03-Feb 2020		Effective Date: 01-Jan-2023	

SUBJECT

FACILITIES, SYSTEMS, EQUIPMENT AND UTILITIES CONFIGURATION CONTROL BOARD PLAN (DRD 048)

PURPOSE

The National Aeronautics and Space Administration (NASA)/Base Operations Support and Services (BOSS) contract Configuration Control Board (CCB) is the controlling authority for any design changes to Facilities, Systems, Equipment, and Utilities (FSEU) in the BOSS Configuration Baseline (BOSS Performance Work Statement); Operations, Maintenance, Engineering, and User (OMEU); Configuration Management Data System (CMDS) and associated documents/drawings. FSEU CCB will provide oversight and approval for all proposed changes that affect/impact the Form/Fit/Function of all Configured or Operationally Essential line items.

This Plan defines the BOSS FSEU CCB process for satisfying the Kennedy NASA Procedural Requirements ([KNPR 8040.1](#)), and Configuration Management Requirements as defined in the Data Requirement Description (DRD) 048, defined in the BOSS Performance Work Statement (PWS).

This Plan provides the process and format for submission of documentation to the FSEU or OMEU CCB, verification of change, and documentation closure.

For any records or processes associated with this procedure, see the Configuration Management of Facilities/Systems/Equipment/Utilities (FSEU) ([ENG-P-0002](#)). The FSEU and OMEU CCB meetings are combined, with the first half focused on the FSEU CCB Agenda and the second half focused on the OMEU CCB Agenda. There is one set of minutes.

SCOPE AND APPLICABILITY

Applicable BOSS FSEU is defined as configured in CMDS and presented in the OMEU Matrix. The degree of configuration management necessary to control and assure each system's physical and/or functional configuration shall be maintained and shall be commensurate with the quality, safety, and environmental applicable codes requirements. When listed as configured in the OMEU, the entire system is under configuration control. Configuration Identification Document (CID) may be prepared for any CMDS/OMEU baseline or group of baselines. The CID defines the level of configuration control required to maintain the design intent, especially in regard to form, fit, and/or function of the FSEU. The CID contains a narrative description of the configuration control requirements and may include sketches or reference to drawings to clarify which portions of the system/equipment are under configuration control and which portions are excluded (refer to [TDC-P-0001](#)). CIDs are published in TechDoc per [ENG-I-CM03](#).

These provisions are also applicable at the BOSS component facilities where BOSS has sustaining engineering responsibility. The application of this Plan to the various BOSS activities is summarized as follows:

Activity	CM Requirements
BOSS contract design of Ground Support Equipment (GSE), institutional facilities, and information technology at Kennedy Space Center (KSC) and its component facilities	KNPR 8040.1/ this Plan*
Non-program-controlled operations in institutional facilities at KSC and its component facilities interfacing with real property under another organizations control	KNPR 8040.1/ this Plan*

PROCESS

1. BOSS CONFIGURATION MANAGEMENT PROGRAM

1.1. General

For defined BOSS FSEU, Configuration Management (CM) as part of the Activation Configuration & Asset Management (ACAM) group, is required for developing, removing (e.g., demolishing, abandoning, decommissioning, transferring to others), modifying, storing, operating and maintaining, or interfacing with facilities, facilities systems and equipment, ground and flight support equipment, the interfaces that they share, and other design controlled equipment in support of the Center's Mission.

Projects and programs that Provide Aerospace Products And Capabilities (PAPAC) implement their CM programs in accordance with NASA Policy Directive ([NPD 7120.4](#), NASA Engineering and Program/Project Management Policy, [NPR 7120.5](#), NASA Space Flight Program and Project Management Requirements and [NPR 7123.1](#), NASA Systems Engineering Processes and Requirements, as well as any other contractual requirements. Non-PAPAC projects, functions and tasks may use the aforementioned documents as a guide.

NASA CM policy and requirements are provided and controlled by the responsible NASA organization and are applicable as specified in the BOSS contract. Typically, BOSS implements the CM activities (planning, identification, control, accounting, and verification), with the responsible NASA organization conducting oversight of the activity. CM details for the programs and projects are described in [ENG-P-0002](#) and [ENG-P-0005](#).

Interfaces that affect multiple organizations are handled using contractual interface control documents (ICD). These ICDs shall only be modified using the approved configuration control process. ICDs may be drawings, Memoranda of Understanding (MOUs), Associate Contractor Agreements (ACAs), or other similar documents. Interface/demarcation agreements/areas are identified on maintained drawings and referenced in the PMN remarks.

BOSS FSEU responsibilities are documented in the Center's OMEU Database, which is available online at <http://omeu.ksc.nasa.gov/> link.

1.2. Program and Project Requirements

The BOSS contract defines their CM program and requirements per this Plan and further details are provided in the "Configuration Management of FSEU and OMEU" procedure [ENG-P-0002](#). Operations and projects perform configured systems modifications per BOSS CM requirements.

1.3. Institutional Requirements

The BOSS contract requirements for configuration control are established by this plan and implemented by the NASA/BOSS FSEU OMEU CCB which addresses the process for review, disposition, and approval of:

- Proposed Contractor-implemented modifications or work by others resulting in changes to BOSS assigned configured documentation including related software. OMEU lists maintained documents and software for configured systems along with active/non-maintained documents that have been released via TechDoc.
- Changes to FSEU classifications, such as configured or OE, as recommended by the Systems Engineering System Health and Readiness Program (SHARP) and approved by the CCB.
- Additions and deletions to the configuration baseline to include facility status changes as indicated in the OMEU and latest document released via TechDoc.
- Changes that impact assets that are under configuration control and asset is tracked in Maximo.
- Any other configuration-related issues that warrant a CCB review.

The process and format for submission of documentation to the FSEU or OMEU CCB, verification of change, and documentation closure is described in Figure 1 and specific

implementation details are identified in [ENG-P-0002](#). The Engineering Services Division Manager may elect to establish various CCB sub-boards such as a SHARP team to facilitate technical review and or approval prior to or in lieu of the formal NASA/BOSS FSEU or OMEU CCB review.

2. CONFIGURATION MANAGEMENT REQUIREMENTS

CM is a management process for establishing and maintaining consistency of a product's performance, functional, and physical attributes with its requirements, and operational information throughout its life. CM principles provide for the order establishment, documentation, and maintenance of a product's functional performance and physical attributes, managing changes to those attributes and furnishing accurate information is essential to the product's use, reproduction, maintenance and re-procurement, and eventual disposal.

The following elements of CM will be applied: Configuration Management Planning Configuration Identification, Configuration Control, Configuration Status Accounting (CSA), and Configuration Verification and Audits in support of the project life cycle. Note: Formal audits are not performed by BOSS. BOSS performs a level of Configuration Verification and Validation by ensuring the product configuration for end item(s) adequately meets the original design intent, configuration control documentation, and accurately describes the physical configuration. This is accomplished by a comparison of the as-built configuration to the as-designed requirements and identifying and resolving any differences and updating the applicable maintained drawing(s) at the document closure phase. This can be accomplished via field walk downs or during the performance of scheduled maintenance or acceptance test procedures. BOSS supports NASA conducted audits on configured systems by providing research on drawing revision updates and correcting findings. These topics are discussed in the following sections.

2.1. Configuration Management Planning

CM planning and management over the life cycle of a product are essential to achieve effective, predictable, and repeatable CM processes. When CM is integrated throughout an organization it becomes part of its culture. Configuration management must envision future phases and determine what information in the current and follow-on phase must be captured to meet the needs of future phases. Computer-aided tools and methodologies are part of the planning process. Continuous CM planning and management enables tailoring CM functions to the product needs. These include:

- Selection and application of the appropriate level of CM functions throughout the product lifecycle.
- Integration of the organization's product configuration information processes.
- Planning for life cycle management and preservation of data.

CM planning and management for BOSS CM processes detailed in [ENG-P-0002](#) include:

- Assignment of organizational responsibilities for CM functions and placement of procedures and processes.
- Training of CM personnel and for those who provide CM support or who have CM responsibilities.
- Recognition and application of adequate resources and facilities for process implementation.
- Measurements as a basis for reporting and continuous improvement.
- Protection of the intellectual capital of the organization.

The BOSS Configuration Management Office (CMO) establishes and maintains all configurations of the product throughout the product life cycle, including concept, implementation, operations/maintenance, sustainment, and disposal.

The planning and implementation activities include the following:

- Define and establish Organizations
- Roles and Responsibilities (including internal and external interactions)
- Representatives (stakeholders)
- Training requirements/plans
- Conflict resolution authorities

Relevant documentation processes are described in [TDC-P-0001](#), Technical Documentation Control, and NASA/BOSS FSEU CCB responsibilities are described in Section 4 of this document.

2.2. Configuration Identification

Configuration identification is the process of defining product structure, describing the configuration items, their interfaces and associated documentation. BOSS develops and maintains a hierarchical data structure for all assigned FSEU. The data structure starts at the highest level and logically flows down to the equipment-level or to component-level, where warranted. Systems and associated equipment are designated as Configured and OE in OMEU.

BOSS configuration identification is the ongoing process of uniquely identifying and documenting functional and physical configurations of FSEU to include their respective interfaces and related documentation. Configuration identification will be applied to systems and their subordinate components from initial selection through design, development, fabrication, test, delivery, operation, and disposal. Any aggregate of hardware, firmware, software, drawings, specifications, or any of its discrete portions that satisfy an end-use function may be designated for configuration management. At a minimum, configuration identification will address:

- The level of detail (form, fit and function) necessary for describing the configuration items, and their interfaces.

- Unique identification for configuration items, their parts and assemblies, documents, interfaces, deviations, waivers, and changes.
- Establishment of configuration baselines for configuration items at formally agreed upon points in the product development cycle.
- Documentation describing disposition of released drawings and documentation.

2.3. Configuration Control

Configuration control is the process of controlling changes to a Configuration Item (CI) after its baseline documents have been formally established. Configuration control begins with the establishment of initial configuration baseline and continues throughout the program and/or project life cycle. Proposed changes are identified, evaluated for impact, documented, and processed to the current configuration baseline, associated configured systems, and documentation. Changes are reviewed / approved by the NASA/BOSS FSEU or OMEU CCB as applicable, tracked and finally closed upon verification of implementation. No configuration change(s) is permitted to the current configuration baseline without authorization per [ENG-P-0002](#).

The CCB process provides the forum for review, approval, disapproval, prioritization, and disposition of proposed changes, waivers, and deviations from approved configurations. The CCB is responsible for voting/approving or otherwise recommending the disposition of proposed changes.

As shown in Figure 1, CM Change Control is an FSEU life cycle process, encompasses the following:

- Change Initiation
- Screening
- CCB Review Package Preparation
- CCB Review/Approval for Implementation
- Implementation
- Field Changes
- Removal
- New Construction
- New Technology

2.4. Configuration Accounting

The objective of configuration accounting is to record and report the status of evolving hardware, software, and documentation throughout a project's life cycle, once assigned a baseline. Status accounting provides traceability of changes to requirements, specifications, design, software, hardware, and associated documentation. The CMO uses CMDS/OMEU as the primary tool for tracking; however, other relational databases may be used as well.

Configuration accounting programs as a minimum document the following:

- All configuration items and their status.
- Proposed configuration changes, and their implementation status.
- Deviations and Waivers and their disposition rationale.
- Configuration verifications.
- Traceability of all changes from initial baseline through current configuration.

2.5. Configuration Verification

Configuration verification is the technical reviews and audits necessary to verify the configuration of systems and CIs follow Configuration Identification Documentation (CID) and other CM procedures and plans. Typically, there are two types of configuration audits:

1. Physical configuration audit: A formal evaluation of the "as-built" configuration of a CI to verify that it conforms to the configuration documentation.
2. Functional configuration audit: A formal evaluation of a CI to verify that it meets the functional or performance characteristics described in the configuration documentation.

Configuration Verification shall as a minimum describe the audit process, types of audits to be performed (physical vs. functional) and provide an audit schedule for verifying CIs.

BOSS performs verification and validation activities including:

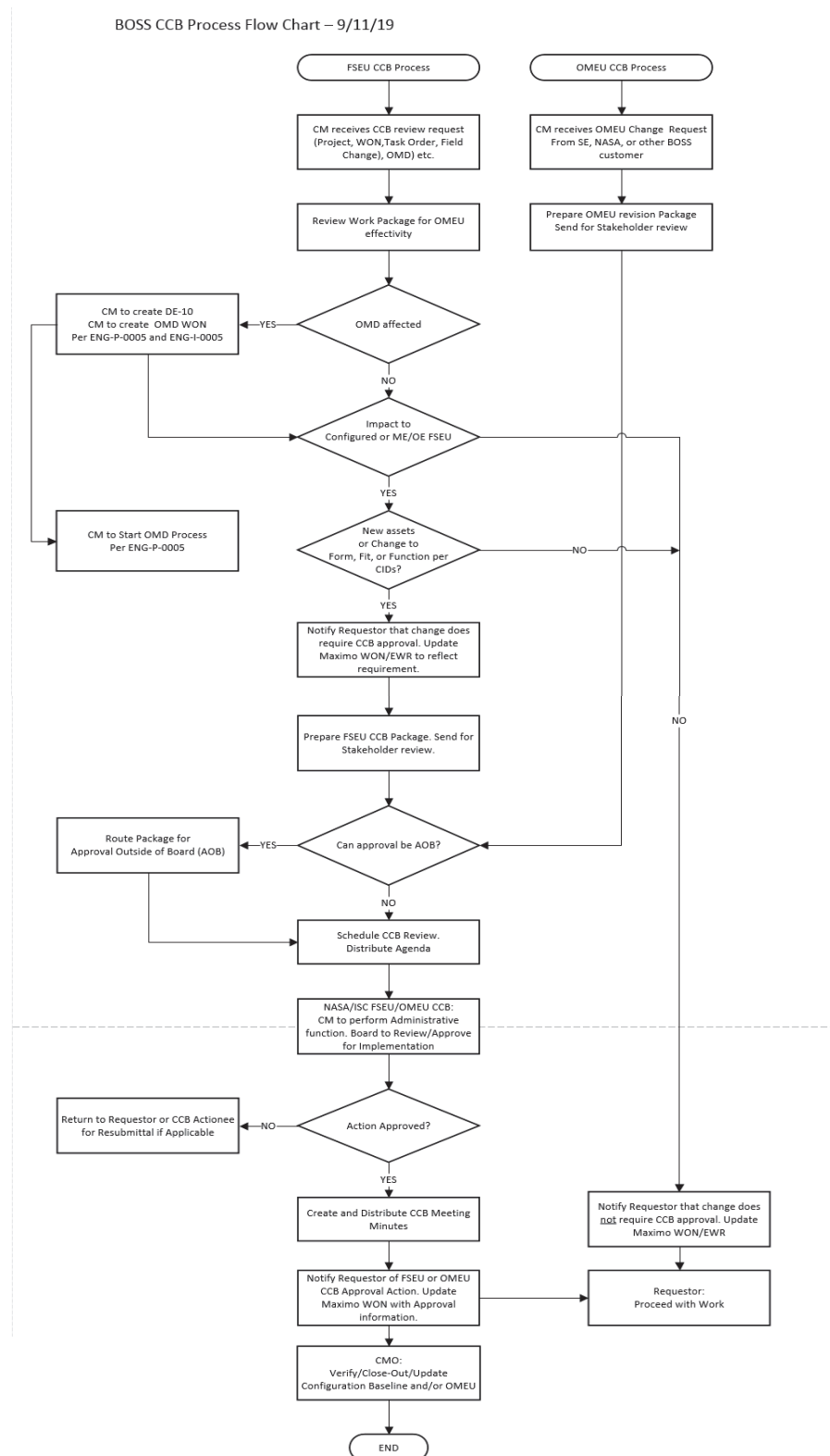
- Project Document Closure (Figure 1)
- FSEU Life Cycle Validation (Figure 1)
- Technical Anomaly Process
- ERB/MRB Evaluation
- Acceptance Test Procedures

NOTE: Formal Configuration Management Audits are not required of the BOSS Contract. However, BOSS still performs a level of Configuration Verification and Validation by ensuring the product configuration for end item(s) adequately meets the original design intent, configuration control documentation, and accurately describes the physical configuration. This is accomplished by a comparison of the as-built configuration to the as-designed requirements and identifying and resolving any differences and updating the applicable maintained drawing(s) at the Document Closure phase. This can be accomplished via field walk downs or during the performance of scheduled maintenance or acceptance test procedures. In addition, any technical anomaly issues are handled in accordance with the "Technical Anomaly Event Disposition" procedure [ENG-P-0027](#) and may require a formal presentation to and approval of the Engineering Review Board (ERB) or Material Review Board (MRB). ERB and MRB processes are identified per procedures [ENG-P-0019](#) and [ENG-P-0039](#) respectively.

3. INTERFACES BETWEEN PROGRAMS, PROJECTS AND INSTITUTIONAL ORGANIZATIONS

At KSC, NASA/BOSS facility interfaces between institutional (facilities), and programs and projects are documented in the OMEU database which is available online to NASA, BOSS, and other participating organizations. Others can request access by contacting the NASA Facilities Division representatives. These identifications are supplemented by ICDs and CIDs which provide additional interface details. The OMEU database is defined below:

The OMEU database is a web-based database listing of facilities, systems, equipment, utilities (FSEU) at Kennedy Space Center (KSC) and Cape Canaveral Space Force Station (CCSFS). Configuration related data that is derived from CMDS and includes for each FSEU end item a configured designation, OE designation, Program Model Number, Work Unit Code (WUC) and reference to applicable baseline. Also provided is the means to reference applicable top-level drawings and other reference documents such as MOU/ACAs which define interfaces and CIDs which define in detail inclusions and exclusions from configuration control for applicable FSEU.

**FIGURE 1: CONFIGURATION MANAGEMENT PROCESS FLOW CHART**

4. CONFIGURATION CONTROL BOARD (CCB) MEETINGS CHARTER

The CCB will review and approve FSEU changes to assigned configured systems and associated technical documentation, i.e., Operations and Maintenance Documentation (OMD), as listed in the CMDS/OMEU. Changes to the OMEU, will be reviewed and approved at the OMEU portion of the CCB.

The CCB provides an open forum for discussion to address technical, configuration and contract issues associated with BOSS contract managed FSEU and associated assets.

The FSEU CCB is the controlling authority for any changes to the BOSS Configuration Baseline of assigned FSEU and associated documentation suite as reflected in OMEU. The FSEU CCB is chartered to review all changes to the baseline and approve these changes.

The OMEU CCB is the controlling authority for any changes to the BOSS Baseline of the OMEU/CMDS values of the OMEU fields, configured, and OE fields, the status of the line item, asset changes and the history involved in the changes to the baseline adds and deletes to the BOSS contract. Partial and Final Turnovers to BOSS, Transitions, Retirements and Facility Demolitions are presented to the OMEU CCB. Reference Activation & Turnover Instruction, [ENG-I-0005](#) for more information regarding turnovers.

The CCB process provides the forum for review, approval, disapproval, and disposition of proposed changes to approved configurations. The CCB membership is responsible for voting or otherwise recommending the disposition of proposed changes.

This charter applies to all BOSS Contract personnel, Team Members or Contractors involved in the design of or working on configured FSEU. All personnel responsible for engineering or maintenance on configured systems, for the BOSS contract shall be responsible for the implementation of this charter.

4.1. CCB Meeting Frequency

CM to administrate monthly meetings to disposition agenda items. Note: Frequency can change based on higher priority topics.

Throughout a given month, projects are continuously submitted for CCB review/approval via email. When a project is approved prior to the CCB meeting, it is referred to as Approved Outside the Board (AOB). CCB is scheduled to meet once a month on the 4th Thursday, as needed, for projects not AOB or for the review of projects with high visibility/significance. If all projects for the month are AOB, then the meeting may be cancelled with concurrence of BOSS and NASA CCB Co-Chairs.

4.2. CCB Authority

- Authorize configuration and asset changes to assigned FSEU.
- Track board directed actions through closure in close loop tracking system such as Project and Configuration Management System (PCMS) or SharePoint.
- Provide Authority to Proceed on FSEU and OMEU CCB approved items.
- Provide for review and AOB to accommodate timely processing such as field changes that need to be done real time, schedule constraints, launch support Reference [ENG-F-TD02](#) for instructions on how to document field changes.
- Provide for review and concurrence of routine type work by the SHARP teams and applicable stakeholders as listed in ENG-P-0002.

4.3. CCB Members

Organization	Q/V	
	FSEU	OMEU
BOSS Chief Engineer (Co-Chair)	Q	Q
NASA SI (Co-Chair)	Q	Q
NASA SA (Office of S&MA) (SA-E1/2)	Q	N/A
NASA SA (Office of S&MA) (SA-E1)	Q	N/A
BOSS ACAM (provides Administrator and Facilitator)	Q	Q
BOSS Engineering Services	Q	Q
BOSS Logistics	Q	Q
BOSS Quality, Safety & Environmental Services	Q	N/A

Designations:

Q: Quorum – Has voting rights and necessary for quorum.

V: Voting – Has voting rights but not required for quorum, are invited, and may attend if interested in or presenting on a particular agenda item.

4.4. Voting Requirements:

At formal meetings, as each agenda item is summarized usually detailing the scope of the project, work to be done, and/or review of the documentation impacts, a motion to approve is presented and one of the voting members motions to approve and another seconds the motion and the item becomes approved. If there are any issues with an agenda item, the Board may choose to approve with noted changes, defer until further information is gathered or additional review\approvals\signatures are obtained or defer pending receipt of additional paperwork or documentation completion. The voting results will be recorded by the Administrator in the meeting minutes. Deferred items may be brought back to future meetings for official review again if applicable. Approved pending items will remain on the agenda.

The BOSS and NASA Co-Chairs make the final voting decision. Quorum members or their Representative must be present either physically or via online to be counted present. If full Quorum is not possible, all voting decisions which affect systems\functions for which they are responsible are pending the missing quorum members review and concurrence; the

CCB Administrator coordinates this review with the missing member(s). Only one member is required to vote from each of the organizations that represent the Quorum even though more members may be in attendance.

4.5. Meeting Agenda/Minutes Requirements:

If all projects have been AOB, a formal CCB meeting is not held. If a formal meeting is held, an email is sent to all relevant parties with the link to the agenda, maintained in SharePoint. The CCB agenda includes the CCB Master Member list, the agenda containing projects that still require approval for the month, the prior month's CCB meeting minutes, CCB Board directed actions, and supporting documentation.

CCB meeting minutes are initiated after each meeting. The CCB meeting minutes additionally include all projects for the month, approved or otherwise, and any new CCB Board directed actions. CCB meeting minutes, presentations and documentation are stored in TechDoc for historical record and ProjectWise. The CCB Administrator provides email notification to all relevant parties when the meeting minutes are available in TechDoc.

RECORDS

Record	Responsible Organization
CCB Meeting Minutes	BOSS ACAM

AFFECTED DIVISIONS/OFFICES

Engineering Services
FSEU and OM&E
Information Technology
Logistics
Program Management
Quality, Safety & Environmental Services

ROLES AND RESPONSIBILITIES

BOSS Program Manager: Ensures BOSS compliance to the requirements stated in this procedure. Reviews and approves or disapproves waiver requests written against this standard.

Division Director, Engineering: Ensures compliance within the Division to the requirements stated in this procedure.

Department Supervisor: Ensures compliance at the department level to the requirements stated in this procedure.

BOSS Chief Engineering: Co-Chairman of the NASA/BOSS FSEU OMEU Configuration Control Board (see Charter in Section 4).

NASA SI Branch Chief: Co-Chairman of the NASA/BOSS FSEU OMEU Configuration Control Board (see Charter in Section 4).

Configuration Management: As part of ACAM, the Configuration Management Office (CMO) has overall responsibility for the BOSS FSEU OMEU Configuration Management Plan, provides CCB administrator role and serves as the point of contact for all configuration management activities. When proposed or as-built changes impact FSEU/SW under configuration control, proposed impacts are forwarded through CMO to the appropriate office/organization for review and disposition. A summary review of the configuration management process flow is shown in Figure 1, Configuration Management Process Flowchart. Relevant documentation processes are described in [TDC-P-0001](#), Technical Documentation Control.

Baseline Managers: Are assigned to each configured baseline (from DE, CM, Logistics, SE, and NASA) and assure the integrity of both the configured item and requisite OMD. They are accountable for identifying specific configuration management requirements and successfully maintaining configuration control within their area of responsibility.

Quality, Safety & Environmental Services: Has responsibility for providing guidance in the execution of the CMO's independent assessments and/or verifications of project implementation. These independent assessments shall evaluate the effectiveness of the BOSS Configuration Program and validate conformance to policy, standards, and processes. Additionally, per the BOSS Quality Plan ([QMS-QP](#)), the SMA will oversee ISO audits of all BOSS work processes including configuration management. Additionally, the SMA will oversee Deviations and Waivers and their disposition rationale per [QAL-P-0021](#).

Systems Engineering: Provide input into CM decisions, review, and sign CCB determinations, provide SHARP team input into OMEU changes, provide update to CIDs.

FSEU and OMEU Board Members: Representatives from various areas that make up the Quorum and voting entity that are responsible for dispositioning agenda items.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
ENG-F-DE10	Project Summary and Documentation Planning Form
ENG-F-TD02	Field Change Checklist
ENG-I-CM03	Configuration Identification Document (CID) Instruction
ENG-P-0002	Configuration Management of Facilities/System/Equipment/Utilities (FSEU) and OMEU
ENG-I-0005	Activation & Turnover Instruction
ENG-P-0005	Activation, Configuration & Asset Management (ACAM) Procedure
ENG-P-0019	BOSS Engineering Review Board (ERB)
ENG-P-0027	Technical Anomaly Event Disposition Process
ENG-P-0039	Material Review (MR) and Material Review Board (MRB)
KNPR 8040.1	KSC Configuration Management Procedural Requirements
80KSC018C0017	Base Operations and Spaceport Services Contract Performance Work Statement 4.2.1
NPD 7120.4	NASA Engineering and Program/Project Management Policy
NPR 7120.5	NASA Space Flight Program and Project Management Requirements
NPR 7123	NASA Systems Engineering Processes and Requirements
QAL-P-0021	Deviations, Waiver and Request for Relief
QMS-QP	Quality Plan
TDC-P-0001	Control of Engineering Documentation

ACRONYMS

ACA	Associate Contractor Agreement
ACAM	Activation, Configuration & Asset Management
AOB	Approved Outside the Board
BOSS	Base Operations & Spaceport Services
CCB	Configuration Control Board
CI	Configuration Item
CID	Configuration Identification Documents
CM	Configuration Management
CMDS	Configuration Management Data System
CMO	Configuration Management Office
CMP	Configuration Management Plan
CSA	Configuration Status Accounting
DRD	Data Requirement Description
ERB	Engineering Review Board
FCC	Field Change Checklist
FSEU	Facilities, Systems, Equipment, Utilities
GSE	Ground Support Equipment
ICD	Interface Control Document (e.g., ACAs/MOUs)
KNPR	Kennedy NASA Procedural Requirements
KSC	Kennedy Space Center
LCC	Life-Cycle Cost
ME	Mission Essential (USAF)
MEE	CMDS Field label
MOU	Memorandum of Understanding
MRB	Material Review Board
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OE	Operationally Essential (NASA)
OMD	Operations and Maintenance Documentation
OMEU	Operations, Maintenance, Engineering, and User
PAPAC	Provide Aerospace Products and Capabilities
PCMS	Project and Configuration Management System
PWS	Performance Work Statement
QSE	BOSS Quality, Safety & Environmental Services
SHARP	System Health and Readiness Program
SW	Software
WUC	Work Unit Code

DEFINITIONS

Configuration Control: The process of controlling changes to a configuration item after its baseline documents have been formally established.

Configuration Management: A management discipline applied over the product's life cycle to provide visibility and to control performance and functional and physical characteristics.

Fit: The ability of an item to physically interface or interconnect with or become an integral part of another item.

Form: The shape, size, dimensions, mass, weight, and other visual parameters which uniquely characterize an item. For software, form denotes the language and media.

Function: The action or actions which an item is designed to perform.

Insight: A process that uses performance requirements and performance metrics to ensure capability, quality, and effectiveness.

Mission Essential (ME): FSEU is designated AF Mission Essential if overall system function is required for mission and/or improper performance of system function could result in a loss, deferment, or unrecoverable delay of a mission. Note: Systems designated as ME may include configured and/or non-configured.

MEE Field (CMD5): Field in CMD5/OMEU where USAF ME and NASA OE designations are recorded. Any CMD5 MEE field changes must be documented per [ENG-P-0002](#) with the Project Summary and Documentation Planning Form, [ENG-F-DE10](#) and approved by the OMEU CCB.

Operationally Essential (OE): A classification for BOSS assigned FSEU that requires elevated visibility and reporting requirements on availability and maintenance above assigned FSEU that is classified as Non-Critical and/or Non-Essential. OE FSEU are designated with an "E" in the OMEU MEE field. OE FSEU are tied to the following requirements in the BOSS Contract:

- Problem Reporting via [ENG-P-0027](#)
- Mission Readiness Assessment System
- Status at readiness weekly meetings
- NASA Approval for changes in CMD5/OMEU
- NASA approval for Maximo PM deferrals and/or changes to PM Job Plans and OMI requirements
- On-site standby coverage as applicable for mission processing activities
- FERB
- IRA/IDCR
- Performance standard 2.00.00-07a – Scheduled Maintenance Activities

- Unscheduled power outages that affect operationally essential systems- treat as ETCs

Oversight: An intrusive process where contractor data is gathered through on-site, in-line involvement in the process.

Program: A major activity within an Enterprise having defined goals, objectives, requirements, and funding levels, and consisting of one or more projects.

Project: An activity, designated by a program, characterized as having defined goals, products, objectives, requirements, a Life-Cycle Cost (LCC), a beginning, and an end.

Provide Aerospace Products and Capabilities (PAPAC): Programs and projects that provide flight and ground systems technologies, and operations for space and aeronautics. Projects, tasks, facilities, and systems, which do not interface directly with flight and ground systems for space and aeronautics operations or technologies, are not considered PAPAC. For example, the KSC Headquarters Building and the Operations Support Building (administrative type buildings) are not considered PAPAC, while the Launch Control Center and the Space Station Processing Facility are PAPAC. Anticipated to have limited or no applicability to BOSS.

Real Property: Land and rights in land, buildings and other structures, utility distribution systems, and ground improvements and appurtenances thereto, permanently annexed to land.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial BOSS Release. Supersedes ENG-DRD4.2.1.5-1	02/03/20
1	Procedure review/update	01/04/23

DOCUMENT APPROVALS

Expired certificate

X

Pamela Krueger

Pam Krueger

Division Director, Engineering

Signed by: Pamela Krueger (affiliate)



Expired certificate

X

Daniel Silva

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Department Supv, ACAM

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