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PURPOSE

The purpose of this Instruction is to identify primary responsibilities and establish standardized preparation and processing of turnovers by the Engineering Division, Activation, Configuration and Asset Management (ACAM) Office on Kennedy Space Center/Base Operations Spaceport Services Contract (KSC/BOSS), processing of changes in facility status, handling of warranties, identification of responsibilities associated with Trade Assessments or other unique activities and identification of projects which may require an Interim Readiness Assessment (IRA) (ENG-F-DE59), IRA Extension (IRA-E) (ENG-F-DE59e) and/or an Institutional Design Certification Review (IDCR) (ENG-F-DE42). This instruction/desk guide (guide) ensures that activities which affect specified new or modified facilities, systems, fixed equipment and/or utilities (FSEU) constructed or installed on government property are coordinated with all appropriate organizations; the actual work is reviewed for maintainability; and the addition or modification is accepted for Operations & Maintenance (O&M) and/or Engineering responsibility of the BOSS contract.

This guide also includes information necessary in the identification of project documentation required to be complete at the end of construction and prior to turnover to BOSS. It will be a guide to ACAM in meeting the Performance Standards identified for Partial-Final Turnover/Final Turnover and implementing their responsibilities per **BOSS Contract NNK18619079R, PWS 4.4.4**, Activation, Configuration and Asset Management (ACAM) Procedure **(**ENG-P-0005) and KNPR 8040.1, KSC Configuration Management Procedural Requirements.

SCOPE AND APPLICABILITY

This guide will be used by ACAM for all activities that build or modify fixed FSEU constructed or installed on government property where the BOSS will be or has been assigned O&M and/or engineering responsibility, as well as changes to the Operations, Maintenance, Engineering and User (OMEU) matrix driven by other contractual undertakings, i.e. Trade Assessments or Facility Realignments. The responsibility assignment will then be reflected in the OMEU and/or any associated Technical Exhibits (TE).

This guide specifically addresses externally-designed projects. Similar activities/support is provided for internal projects.

PROCESS

1. IDENTIFICATION OF PROJECTS

ACAM performs turnovers for projects which meet certain criteria, as identified below. Some activities including, but not limited to, demolitions and other changes in facility status, facility realignments and trade assessments, and the processing of warranties require special handling. For an overall view of a typical project turnover showing the interaction between the Activation & Turnover (A&T) within ACAM and other organizations, see ENG-S-0005, CoF Project Life Cycle.

1.1. Projects Which Shall Require Turnover

This guide shall be followed for the following types of activities associated with FSEU on KSC and/or National Aeronautics and Space Administration (NASA) owned facilities on Cape Canaveral Air Force Station (CCAFS):

- Additions of new FSEU not currently listed in the OMEU, which will be the responsibility of BOSS.
- Modifications to FSEU currently included in the OMEU for BOSS, when system(s) mods are complete and ready for BOSS to initiate or resume O&M activities.
- Modifications of system(s) that interface with BOSS-maintained Controls systems.
- Projects that affect Configured and Operationally Essential (OE) as well as Configured and Mission Essential (ME) (USAF owned) systems.
- Projects concerning environmental regulatory compliance for BOSS-maintained FSEU.

1.2. Project Which Shall Not Require Turnover

Projects that shall not require a formal turnover include, but are not limited to, the following:

- Projects that do not change the form, fit or function of specific FSEU that is already the responsibility of BOSS, e.g. Move/Mods which do not introduce any environmental and/or regulatory risk.
- Projects modifying FSEU that is not and will not become the responsibility of BOSS Replacement-in-kind of facility elements, e.g., repair of minor hurricane damage, repaving, repainting, corrosion control.
- Projects that modify/upgrade interior or exterior finishes on facilities.
- Procured mobile or portable equipment which is not listed in the OMEU.

1.3. Projects Which May Require Special Handling

Projects/Activities that will not proceed through the standard turnover process, but will require a special or abbreviated flow for Approval Outside of Board (AOB) include, but are not limited to the following:

- FSEU whose status has been downgraded from Active to Inactive, including Standby, Mothballed, Abandoned and/or Demolished, which is to be deleted/down scoped from the BOSS contract. This FSEU will be processed by ACAM through the OMEU Configuration Control Board (CCB), following the flow as defined in ENG-I-0005A, Facility Change in Status Instruction.
- FSEU which has been upgraded from Inactive to Active, which is to be the responsibility of BOSS or NASA. This FSEU will be processed by ACAM through the OMEU CCB, following the flow as defined in ENG-I-0005A.
- Facility Realignment and/or Trade Assessment related tasks. This FSEU will follow an abbreviated flow identified herein.
- ACAM is responsible for obtaining any warranty information that has been identified in the project specification. See Warranty Processing **(**ENG-I-0024**)** for a thorough description of warranty activities.
- See ENG-P-0002, Configuration Management of Facilities / Systems / Equipment / Utilities (FSEU) for additional information.

1.4. Projects Which May Require an IRA, IRA-E and/or IDCR

See ENG-P-0021 for IRA/IRA-E/IDCR identification and preparation. These activities include, but are not limited to:

- Projects which affect an OE/ME system for which BOSS has O&M responsibility.
- High visibility projects which have been identified by the Customer and/or BOSS management.

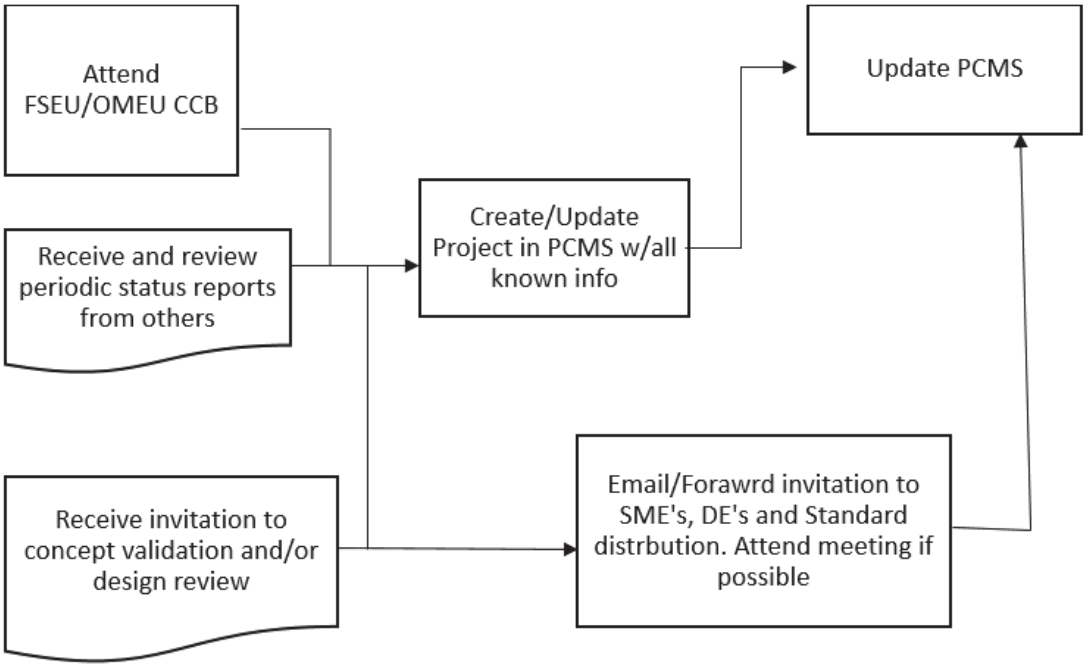
2. PROJECT PROCESSING

2.1. Activities/Tasks Performed During Study/Design

- If project does not meet requirements identified in “Scope and Applicability” section, so indicate in the Notes section of the project record and assign “No Turnover Req” as the Project Status.
- Receive design drawings and specifications
- Examine design drawings and specifications for system identification and preliminary warranty information
- Identify System Engineers (SEs) and Design Engineers (DE) based on systems identified
- Coordinate BOSS activities during the study/design phase of the project, i.e. participation in meetings/reviews (NOTE: for internal studies/designs, ACAM reviews the distribution on the meeting notices and confirms the appropriate ISC personnel are included, forwarding the notice, if necessary)
- Support (via attendance) the FSEU portion of the FSEU/OMEU CCB.

- Review monthly minutes of the FSEU portion of the CCB for potential turnovers of in-house projects. For those determined to require a turnover, enter a line item on the ENG-F-DE10 indicating that that project will require turnover processing.
- Review drawings and specifications for warranty item identification. See ENG-I-0024 for detailed warranty activities.
- Distribute Design Review notices to BOSS SEs, DEs and others on standard distribution list and request that maintainability comments be generated and sent to the project designer/engineer. Distribution lists are developed based on activities and likely stakeholders.
- Create Project Folder if project meets requirements identified in “Scope and Applicability” section
- Create/Update database record in A&T module of the Project and Configuration Management System (PCMS)
- Validate any project information already in the record (entered or downloaded by others)
- Enter facility(ies) and system(s) identified during the examination of drawings and specifications
- Update project information from status reports received from others

FIGURE 1: ACAM ACTIVITIES DURING STUDY/DESIGN PHASE OF A PROJECT

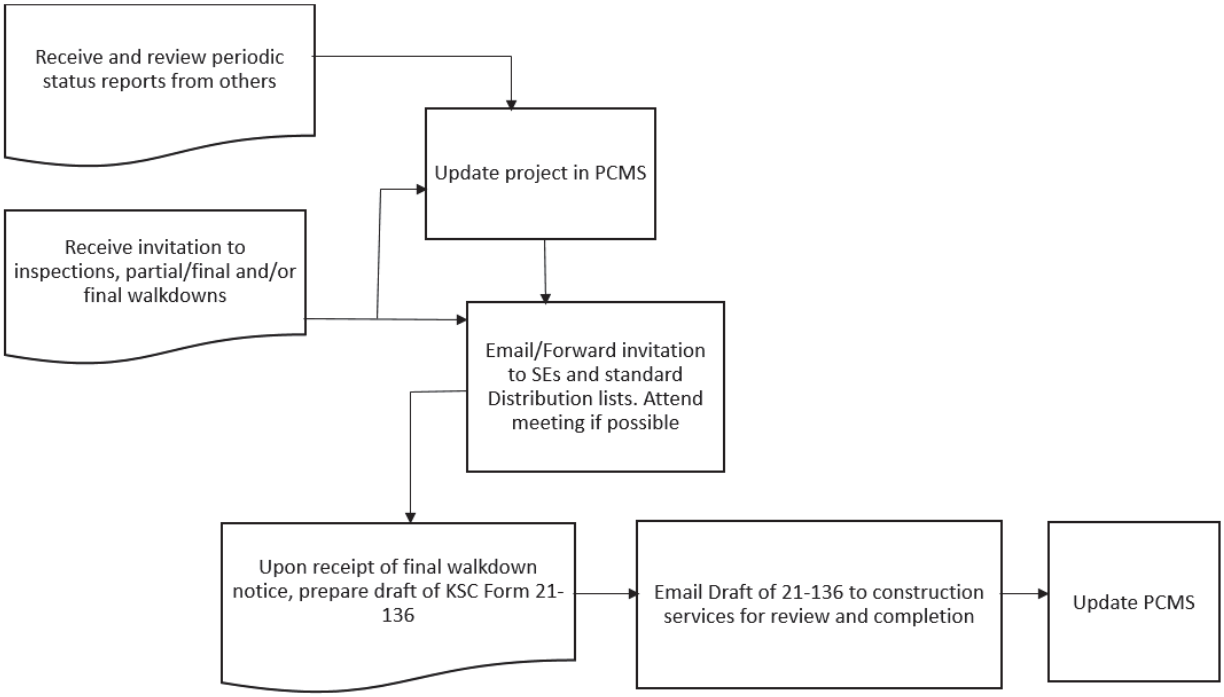


2.2. Activities/Tasks Performed During Construction

- If project does not meet requirements identified above in “Scope and Applicability” section, so indicate in the Notes section of the project record and assign “No Turnover Req” as the Project Status
- Revalidate systems affected by project, based on status reports received from others
- Create Project Folder (if one was not created during Design Phase) if project meets requirements identified in “Scope and Applicability” section
- Create/Update database record in A&T module of PCMS and validate all project information in the record
- Review monthly minutes of the FSEU portion of the CCB for potential turnovers of in-house projects. For those determined to require a turnover, ensure that a line item has been entered on the ENG-F-DE10 indicating that that project will require turnover processing.
- For demolition projects, upon receipt of Prework Notice from NASA Contracting Officer’s Technical Representative (COTR), begin processing of demolished facility (ies). See ENG-I-0005A for detailed activities.
- Attend Construction Status meetings, as appropriate, focusing on projects which may affect OE/ME system(s).
- Coordinate BOSS activities during the construction phase of the project, i.e. participation in status meetings and final tests and walk downs
- Distribute Construction Status Meeting notices to BOSS SEs, DEs and others on standard distribution list for comments
- Monitor status reports from others to identify projects which may require formal turnover, IRA, IRA-E and/or IDCR preparation
- Validate facility(ies) and system(s) identified during the examination of drawings and specifications
- Update project information from status reports received from others
- Identify open OMD (as related to IRA/IRA-E/IDCR preparation)
- Support SI/BOSS Risks and Issues Weekly Meeting with updated project status charts
- Distribute Final Walk down notices to BOSS SEs, DEs and others on standard distribution list for their attendance
- At the request of the Customer and upon receipt of the KSC Form 21-136, transmit Partial-Final Turnover(s) to the OMEU CCB for approval (See Appendix B)
- Annotate any Partial-Final Turnover(s) and systems in the Notes section

- Update database with “Notice of Acceptance” for Partial turnover(s), if applicable, when email from OMEU CCB secretariat is received
- Upon receipt of Notice of Final Walk down, prepare draft of KSC Form 21-136, “Turnover of O&M and/or Engineering Responsibility for KSC/Spaceport Facilities, Systems, Equipment and Utilities (FSEU)” and email it to the BOSS Construction Services Representative to verify the systems and complete the form
- Facilitate/Support resolution of project walk down comments, issues, and non-acceptance
- Forward any received project documentation to Configuration Management for review and release into EDC
- Warranty activities, as identified in ENG-I-0024

FIGURE 2: ACAM ACTIVITIES DURING CONSTRUCTION PHASE OF A PROJECT

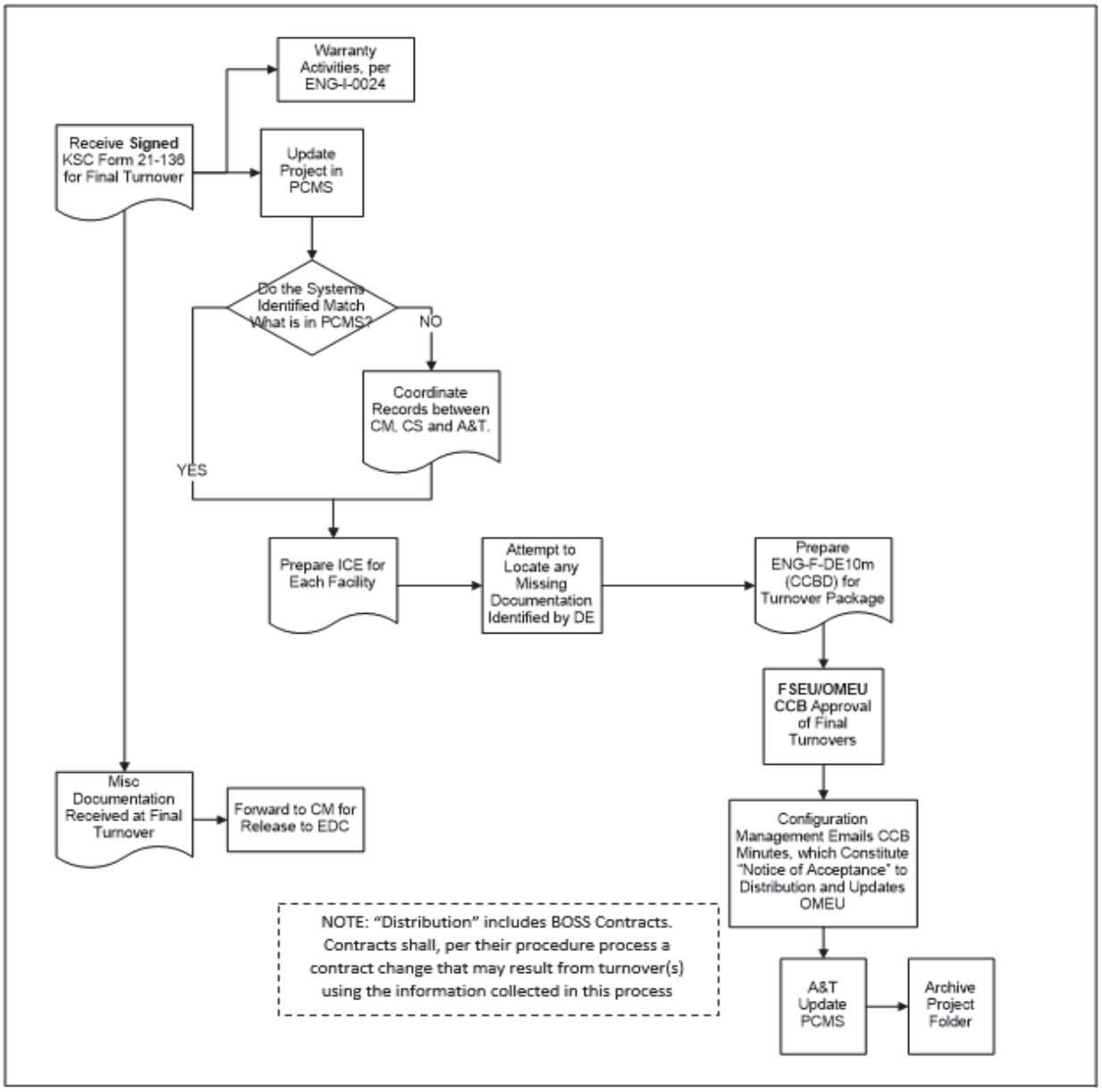


2.3. Activities/Tasks Performed During Project Turnover/Closeout

- At the request of the Customer and upon receipt of the signed 21-136, process Final Turnover(s) to the OMEU CCB for approval.
- Upon receipt of signed 21-136 and supporting documents for Final Turnover, forward any original DD Forms 1354 or NASA Forms 1046 received to Real Property for processing. Keep copy in ACAM file for possible reference. Forward any other supporting documentation to Configuration Management (CM) for recording, processing, and/or distribution, per their procedure(s).

- For in-house projects, if “turnover processing” has been deemed necessary by ACAM, it will be the action of the Project Manager (or designee) to contact ACAM at the end of project implementation.
- Turnover processing for in-house projects requires the completion of an ENG-F-DE10 and presentation at the OMEU portion of the FSEU/OMEU CCB.
- Forward the signed 21-136 Turnover document to Configuration Management to process facility and system status changes through OMEU CCB. Attach any backup documentation/research for OMEU CCB review/use. See ENG-I-0005A for additional information.
- Perform warranty activities as described in ENG-I-0024.
- Interface with SEs, DEs, Logistics, Safety and others, as appropriate.
- Support the OMEU CCB during final review and approval of turnovers to BOSS, special cases can be processed AOB per ENG-P-0002.
- Archive project folder when all turnover activities have been completed.
- Annotate Final Turnover and systems in the Project Notes section of PCMS.
- Update Database with “Notice of Acceptance”, as applicable, when email from OMEU CCB secretariat is received. Also, update project status to “Turnover Complete”.

FIGURE 3: ACAM ACTIVITIES DURING TURNOVER PHASE OF A PROJECT

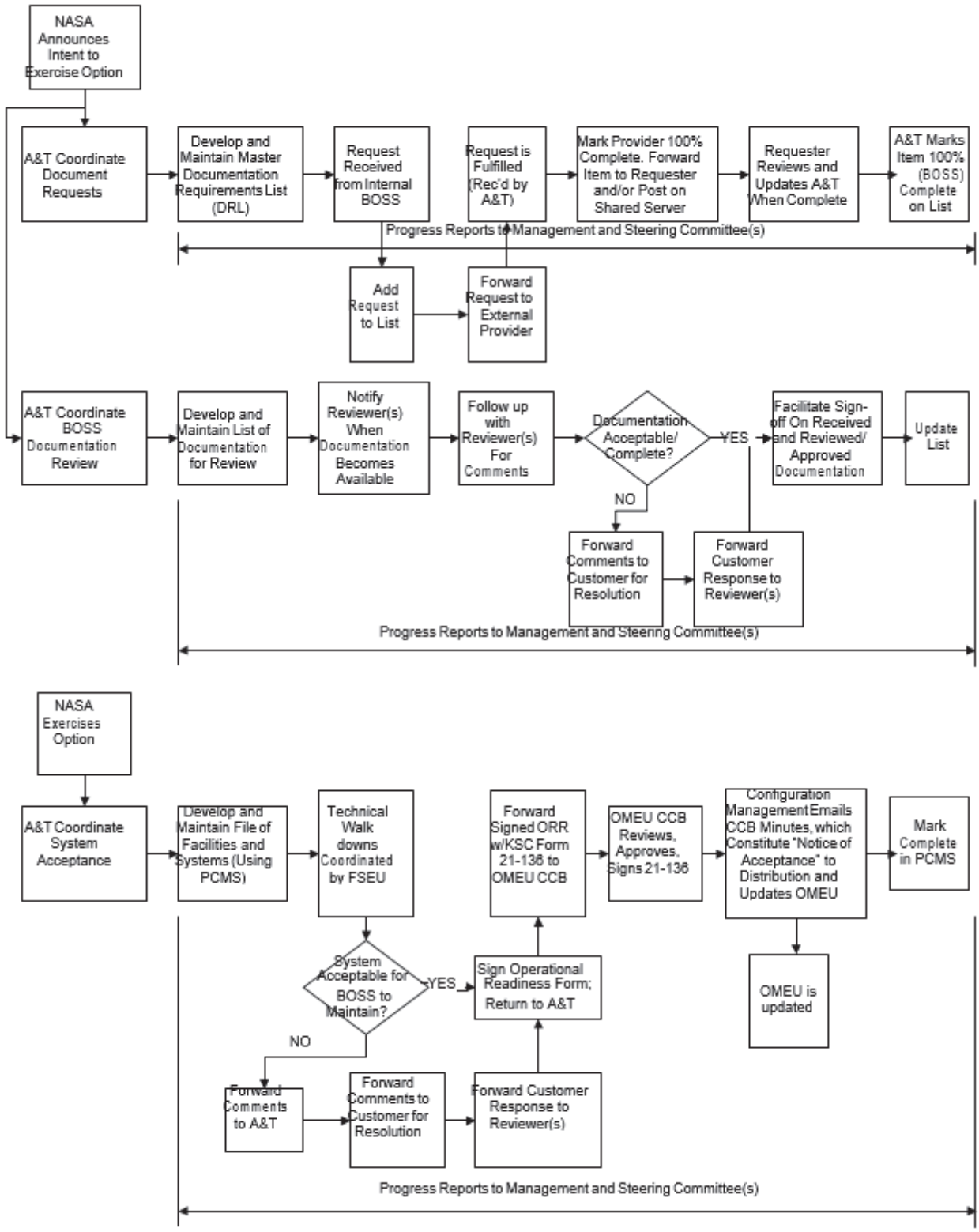


2.4. Activities/Tasks Performed During Facility Realignment/Transition

- Create and maintain the Documentation Requirements List (DRL) for the identified event, as required.
  - All areas/divisions of BOSS will identify documentation requirements to facilitate the gathering and transfer of necessary information/documentation.
  - As documents are received, ACAM will so indicate on the DRL and distribute, as appropriate.

  - Requirements will be tracked to completion/resolution. Once the item has been received and reviewed by BOSS Point of Contact (POC), that person shall report completion to ACAM, at which time the item will be moved to the Completed/Resolved tab.
  - The DRL will be emailed to a broad distribution weekly with clearly-understood statuses.
- Coordinate the preparation and signing of the 21-136(s) for Facility Realignments and Transition and Retirement (T&R) activities, where required.
- Prepare the Facility List and Information Requirements (FLAIR) Spreadsheet and submit to SE and DE for cost and system information.
- Receive a Shuttle T&R Facility Group Technical Assessment Report, FAM-F-2015 for each system to be incorporated into the OMEU CCB presentation package.
- Present the T&R Facility Group package for acceptance of the facilities/systems at the OMEU CCB.
- Prepare the Impact Cost Estimate (ICE).
- Process approved OMEU CCB T&R Facility Group package to EDC, includes the EDDR (KSC 7-657V2 NS) for determination of Export Control and Sensitive But Unclassified (SBU) status.
- Use the PCMS to track Realignment and Transition activities.
- The PCMS will contain the FSEU identified by the Customer.

FIGURE 4: ACAM ACTIVITIES DURING FACILITY REALIGNMENT/TRANSITION



RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
For any records associated with this instruction, see the Activation and Turnover, Configuration and Asset Management (ACAM) Procedure (ENG-P-0005)	BOSS Engineering

AFFECTED DIVISIONS/OFFICES

Engineering Services
FSEU
Logistics
Quality, Safety & Environmental Services

MANAGEMENT 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 Manager: Ensures compliance within the Division to the requirements stated in this procedure.

Branch Manager: Ensures compliance at the branch level to the requirements stated in this procedure.

FUNCTIONAL ROLES AND RESPONSIBILITIES

Engineering Division – Activation & Turnover: Primary Point of Contact (POC) for receipt and dissemination of project information, tracking projects, collecting and processing warranty information, processing turnovers and demolitions and preparing and processing IRAs/IRA-Es/IDCRs. Duties include, but are not limited to, the following:

- Facilitate consistent project information input and output.
- Process changes in facility status (upgrades) through OMEU CCB.
- Attend FSEU/OMEU Configuration Control Board (CCB) meetings to obtain input/updates on projects, support approval of turnover packages and respond to inquiries associated with turnovers and demolitions.
- Monitor in-house-designed and shop-implemented projects for possible turnover and/or IRA/IRA-E/IDCR action. See ENG-P-0021.
- Maintain and update the module of the Project and Configuration Management System (PCMS).
- Advise all entities to route their turnovers affecting BOSS-maintained FSEU through their appropriate NASA counterpart prior to being sent to ACAM for processing.

- Provide reports to upper management, as requested.
- Support miscellaneous meetings, committees and teams, as requested by management.
- Process changes in facility status (downgrades) through OMEU CCB. See ENG-I-0005A.
- Collect and track warranties. See ENG-I-0024.
- IRA, IRA-E and IDCR activities, as required. Refer to ENG-P-0021 for process and preparation instructions.
- Strive for continuous improvement of processes and procedures.
- Other activities as detailed in the “Process” section.
- For additional information regarding the Roles and Responsibilities of other less-involved organizations, refer to ENG-P-0005.

Engineering Division – Configuration Management (CM): Baseline Managers (BLMs) provide input to the PCMS. Their input populates the ENG-F-DE10 used at the FSEU/OMEU CCB.

Engineering Division – Construction Services (CS): Provide input to ACAM by way of periodic reports. Inspectors work with ACAM personnel to identify/confirm the systems affected by the project. Inspectors review KSC Form 21-136 (or 21-136S) for accuracy and obtain the customer’s signature. CS forwards warranty documentation to ACAM for examination and entry into Maximo.

Engineering Division – Engineering: Engineering includes System Engineering (SE), Design Engineering (DE) and Project Management (PM), all of which include ACAM in Design Reviews and periodic reports of ongoing projects. All provide input to the PCMS.

Logistics: Logistics personnel forward warranty documentation to ACAM for examination, entry into Maximo and release into EDC.

Program Management – Contracts: Approve/Sign KSC Form 21-136 post-turnover and obtain contract value (outside of the ACAM turnover process) for facilities/systems not currently on the BOSS Technical Exhibit.

Systems Safety (SS) SS provides input to IRAs/IRA-Es/IDCRs. See ENG-P-0021 for more information on IRAs/IRA-Es/IDCRs.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
DD Form 1354	Transfer and Acceptance of DoD Real Property
ENG-F-DE10	Project Summary and Documentation Planning Form
ENG-F-DE42	Institutional Design Certification Review
ENG-F-DE59	Interim Readiness Assessment (IRA) Form
ENG-F-DE59E	Interim Readiness Assessment (IRA) Extension
ENG-I-0005A	Facility Change in Status Instruction
ENG-I-0024	Warranty Processing
ENG-P-0002	Configuration Management of Facilities / Systems / Equipment/ Utilities (FSEU)
ENG-P-0005	Activation, Configuration & Asset Management Procedure
ENG-P-0021	Interim Readiness Assessment (IRA), IRA Extension (IRA-E) and Institutional Design Certification Review (IDCR) Procedure
ENG-S-0005	CoF Project Life Cycle Flowchart
KNPR 8040.1	KSC Configuration Management Procedural Requirements
KSC Form 21-136	Turnover of O&M and/or Sustaining Engineering Responsibility for KSC Facilities, Systems and Equipment
KSC Form 21-136S	Turnover of O&M and/or Sustaining Engineering Responsibility for Spaceport Facilities, Systems and Equipment
KSC Form 21-68	Document Release Authorization
KSC Form 7-657V2	NASA KSC Export Control Office (ECO) Export/SBU Determination Record (EDDR)
NASA Form 1046	Transfer and/or Notification of Acceptance of Accountability of Real Property
NNK18619079R	Base Operations and Spaceport Services Contract

ACRONYMS

A&T - BOSS Activation and Turnover
ACAM-Activation, Configuration and Asset Management
AOB – Approval Outside of Board
BLM - Baseline Manager
BOSS-Base Operations & Spaceport Services
CCB - Configuration Control Board
CCAFS - Cape Canaveral Air Force Station
CM - Configuration Management
CoF - Construction of Facility
COTR - Contracting Officer's Technical Representative
CS – Construction Services
DE – Design Engineering
DE10 - Project Summary and Documentation Planning Form (ENG-F-DE10)
DNPS – Delaware North Park Services
DRA - Document Release Authorization (KSC Form 21-68)
DRL - Documentation Requirements List
EDC - Engineering Documentation Center
EDDR – Export/SBU Determination Record
FLAIR – Facility List and Information Requirements
FSEU - Facilities, Systems, Equipment, Utilities
IDCR - Institutional Design Certification Review
IRA - Interim Readiness Assessment
IRA-E - Interim Readiness Assessment Extension
KSC - Kennedy Space Center
ME or MEE – Mission Essential
NASA - National Aeronautics and Space Administration
NIC – Not-in-Contract
O&M - Operations and Maintenance
OE – Operationally Essential
OMEU - Operations, Maintenance, Engineering and User
OMI – Operational Maintenance Instruction
PCMS - Project and Configuration Management System
PM – Project Management
PMI – Preventive Maintenance Instructions
POC - Point of Contact
SBU – Sensitive But Unclassified
SE – System Engineer
SS – Systems Safety
T&R – Transition and Retirement
TE - Technical Exhibit/Tech Exhibit

DEFINITIONS

Acceptance Documents: Documentation required for completion of the Final Turnover process: KSC Form 21-136 or KSC Form 21-136S and CCBD.

Activation & Turnover Module of PCMS: The module of the database that retains the pertinent information necessary for tracking/monitoring turnover activity by project number, including, but not limited to, Project Number (PCN or WON), project title, contract number, customer, scope of work, affected facility(ies), affected system(s), turnover status and significant dates during the project completion and ultimate turnover. This database auto-generates forms, reports and correspondence used during the turnover process and feeds information to reports and tables used by other BOSS groups. IRAs, IRA-Es and IDCRs are not necessarily part of the Turnover process, but information contained within this module of the PCMS is used to support their preparation. Notes regarding these documents are entered into this module of the PCMS.

Activation, Configuration and Asset Management (ACAM): The combined group of Activation &Turnover, Configuration Management and Asset Management. NOTE: Some functions are specific to one section or another; some functions are shared.

EDC: Engineering Documentation Center provides a central repository for engineering documentation. Includes both hardcopy and electronic media.

Facility Change in Status: The change/downgrading of a facility's status from Active to Inactive (includes Mothballed, Standby and Abandoned/Demolished). This downgrade often results in a reduction of O, M and E services which is identified by BOSS SE and approved by the Customer at the FSEU/OMEU CCB.

Final Turnover: The full transfer of O&M, and/or Engineering responsibility to the BOSS for all new or modified FSEU associated with a specific project. Attributes unique to a Final Turnover are:

- Contractor may still be onsite but does not retain responsibility for the specified system(s), except for punch list items which do not affect system operability.
- All facility-associated systems are complete and operating as designed.
- No activity is performed that would void the manufacturer's or contractor's warranty.
- OMEU responsibilities are updated in the PCMS.
- Any necessary updates to Maximo are performed and any further PMIs/OMIs, not created during Partial-Final (if applicable) are created.
- If not already initiated through a Partial-Final Turnover, scheduled preventive maintenance is performed once Final Turnover has been completed and approved by the FSEU/OMEU CCB.
- 100% completion of O&M turnover documentation within 30 calendar days of the Government submitting completed KSC Form 21-136, per PWS 4.4.1-3.

- Upon release of the as-built drawings, BOSS finalizes/releases the required OMD, if properly funded. NOTE: Initiation/Development of OMD products occurred during construction.
- Final turnover of O&M responsibilities requires that all applicable contract documentation has been submitted; reviewed and approved, and all final inspection punch list items have been completed and closed out or adequately dispositioned.

Final Walk down: The phase of a project in which the contractor or subcontractor conducts final inspections/walk downs to demonstrate that all work has been performed in compliance with the drawings, specifications, applicable codes and regulations. Punch lists are generated at these events to document items requiring resolution prior to final acceptance by the BOSS. A list of Not-in-Contract (NIC) items is generated for final resolution by the Customer.

FSEU/OMEU CCB: BOSS FSEU/OMEU Configuration Control Board. The FSEU portion of this combined meeting evaluates projects affecting configured system(s) currently under the BOSS or identified by the customer as future BOSS responsibility for impact, documentation and proper processing to the current configuration baseline. Changes are dispositioned by the CCB and closed out upon verification of implementation. Potential IRA, IRA-E and IDCR candidates are identified by ACAM. The OMEU portion of this meeting evaluates and approves funding and/or O&M activities for projects affecting system(s) currently under the BOSS or identified by the customer as future BOSS responsibility. Changes to the OMEU are dispositioned at the OMEU portion of the CCB.

Institutional Design Certification Review (IDCR), ENG-F-DE42: Document completed for construction projects that modify systems which are Operationally Essential (or ME for USAF) for which the configuration has changed from the preferred configuration. An IDCR is processed once all construction, testing and documentation has been completed. See ENG-P-0021 for procedure and preparation instructions.

Interim Readiness Assessment (IRA), ENG-F-DE59: Ongoing construction and/or shop projects that modify systems which are identified as OE (or ME for USAF) prior to an Event, as described in the procedure. See ENG-P-0021 for procedure and preparation instructions.

Interim Readiness Assessment Extension (IRA-E), ENG-F-DE59e: Ongoing or completed construction projects for which an IRA was created, where the configuration has not changed since the IRA and open documentation still exists, require an IRA-E be processed prior to an Event, as described in the procedure. See ENG-P-0021 for procedure and preparation instructions.

KSC Form 21-136, Turnover of O&M and/or Sustaining Engineering Responsibility for KSC Facilities, Systems and Equipment and KSC Form 21-136SVX Turnover of O&M and/or Sustaining Engineering Responsibility for Spaceport Facilities, Systems and Equipment (21-136): Form required for turnover of maintenance/operations and/or engineering responsibility for FSEU between Government Directorate(s) and the BOSS. Note: VX denotes the version number of the form, where “V” stands for “version” and “X” is the version numeral. KSC Form 21-136S is interchangeable with KSC Form 21-136,

and may be used for facilities on KSC and CCAFS. The KSC Form 21-136S is typically prepared by BOSS personnel; the KSC Form 21-136 is typically prepared by others. Either form can be processed by ACAM; however KSC Form 21-136S has been modified to include additional information of value to BOSS, i.e. checkboxes, information regarding regulatory permits which may exist, etc. Whichever version is utilized, they are all generically referred to as “21-136”. Typically, a separate 21-136 shall be required for each facility and/or utility.

Maximo: The computerized maintenance management system. ACAM uses Maximo for research purposes and in the future, ACAM will attach scanned warranty certifications to loaded assets which can then be utilized by O&M personnel.

Mission Essential (ME): A classification for USAF-owned 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. ME FSEU are designated with an “A” in the OMEU MEE field. ME FSEU are tied to USAF requirements.

OMEU: OMEU is a matrix report listing facilities, systems, equipment, utilities (FSEU) at KSC and CCAFS. Operations, Maintenance, Engineering, and User (OMEU) responsibilities are listed for each FSEU line item. The OMEU report is available on the BOSS home page under “OMEU Reporting”.

Operationally Essential: 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 requirements in the BOSS Contract.

Operations and Maintenance (O&M) Support: Project support by the BOSS O&M systems disciplines during and after the design, construction and/or turnover phases of the project.

Partial-Final Turnover: The full transfer of O&M, and/or Sustaining Engineering responsibility to the BOSS for one or more (but not *all*) new or modified FSEU associated with a specific project. Attributes unique to a Partial-Final Turnover are:

- Contractor may be still onsite but does not retain responsibility for the specified system(s), except for punch list items which do not affect system operability.
- Any material discrepancies or deficiencies affecting the operability or full functionality of the affected system(s) which are still the responsibility of the contractor, have been identified via preliminary walk down (punch list) or resolved.
- Specified FSEU to be included in Partial-Final turnover are complete and operating as designed.
- No activity is performed that would void the manufacturer's or contractor's warranty.
- OMEU responsibilities are updated and “Partial Turnover” is noted in Comments section.

- Maximo is updated per the appropriate Maintenance Action Request (MAR) and the necessary PMIs/OMIs are developed and scheduled.
- 100% completion of O&M partial final turnover documentation with 24 calendar days of request, per PWS 4.4.1-3.
- Partial-Final turnover of O&M responsibilities requires that all contract documentation necessary to perform O&M on the affected system(s) has been submitted, reviewed and approved.
- Scheduled preventive maintenance is performed once Partial-Final Turnover has been completed, approved by the FSEU/OMEU CCB and properly funded.

Project Summary and Documentation Planning Form (ENG-F-DE10): Database-generated form developed and updated by the CM BLM which is approved at the FSEU/OMEU CCB. ACAM uses this form for information purposes only in the preparation of IRAs/IRA-Es/IDCRs; it is not retained or maintained by ACAM.

Project and Configuration Management System (PCMS): The database used by ACAM (and others) to track projects. See Activation & Turnover Module of the database.

Project Folders: Collection of electronic copy documentation placed within the folder held and maintained in ACAM.

System Engineering (SE): Engineering necessary to ensure FSEU fulfills the original and evolving design intent. SE includes design, analysis, modeling, commissioning, life-cycle planning, optimization, renovation, functional assessment, configuration control, and decommissioning.

Technical Exhibits/Tech Exhibits: Appendices to the BOSS Contract that provide detailed contractual information, usually supplemental to that contained in the Contract Statement of Work.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	The initial release of this instruction was a wall chart entitled “Project Life Cycle for OMD Activities. This wall chart is being revised and will be released as ENG-S-0005 (Basic) with a new title.	03/07/2008
1	Complete revision to incorporate improvements, delete CCSMO references and update from JBOSC references to ISC references.	08/15/2009
2	Incorporate changes/improvements to several areas within the A&T responsibility.	06/17/2010
3	Minor Revisions – Update Records Table. No Formal Review Required per Quality Office.	08/10/2011
4	General Revision – Retirement of Shuttle, process streamlining, new and retired forms/reports.	07/03/2012
5	General Revisions – Update Turnover Requirements, add information on CA&M group and delete Notification of Impending Turnover (NoIT)	09/13/2013
6	General Revisions-Update contract language from ISC to BOSS	03/14/2020

DOCUMENT APPROVALS

X

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X

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