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SUBJECT

SHARP TEAM DEVELOPMENT INSTRUCTION

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PURPOSE

To define the responsibilities, processes and functions for the System Health and Readiness Program (SHARP) Teams to analyze and report on the health and readiness of the Base Operations Support and Services (BOSS) assigned Facilities, Systems, Equipment and Utilities (FSEU); recommend corrective actions to preserve and enhance system performance; and review and approve projects and changes in maintenance requirements for assigned systems. This Process is a contract requirement per BOSS Performance Work Statement (PWS) 4.1.1.5

SCOPE AND APPLICABILITY

This procedure applies to BOSS SHARP teams and how they interact across all BOSS FSEU. The diagram in Figure 1 depicts how the condition assessment data sources serve as the basis for the SHARP team analyses. These analyses lead to identification of requirements for projects, maintenance adjustments, or engineer/shop actions to ensure the FSEU continues to meet performance expectations.

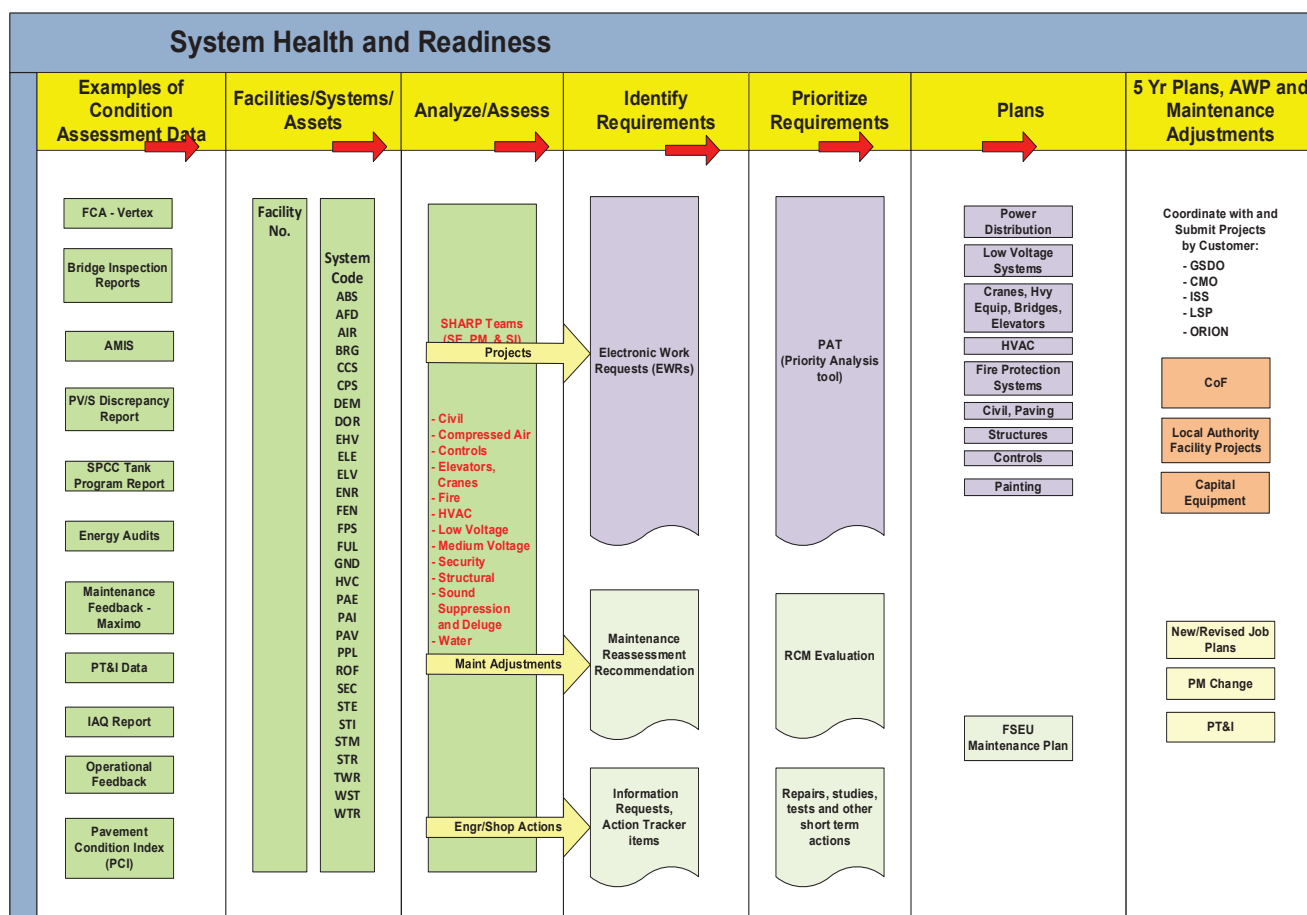


FIGURE 1: SYSTEM HEALTH AND READINESS OVERVIEW

PROCESS

SHARP Teams analyze and report on the health and readiness of the BOSS assigned Facilities, Systems, Equipment and Utilities (FSEU). Process outputs include a system health and readiness metric (if applicable), and project and maintenance recommendations. Figure 2 shows the SHARP, Systems, and equipment hierarchy approach.

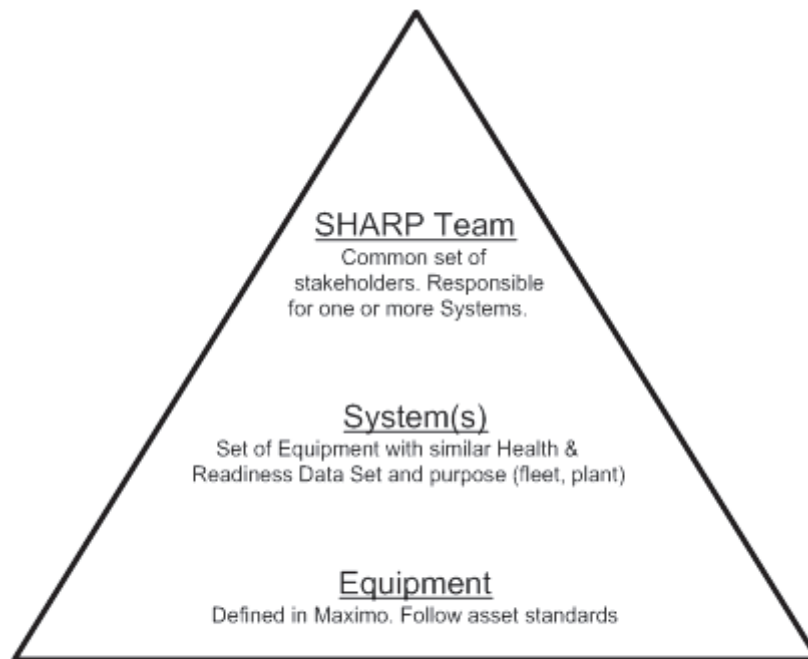


FIGURE 2: SHARP, SYSTEM AND EQUIPMENT HIERARCHY

Each team is to assess and report on the health of their systems; determine, assign, and track project improvements; maintain a list of prioritized system projects, as well as perform other studies and analyses to understand system health and readiness; and identify priority improvements to systems and equipment. Improvement projects shall be assessed for scope and priority and shall be routed to the appropriate project team for implementation or further study.

Figure 3 shows how SHARP Teams integrate into existing processes and stakeholder relationships, how information is to be gathered by SHARP, and how output is implemented into the system

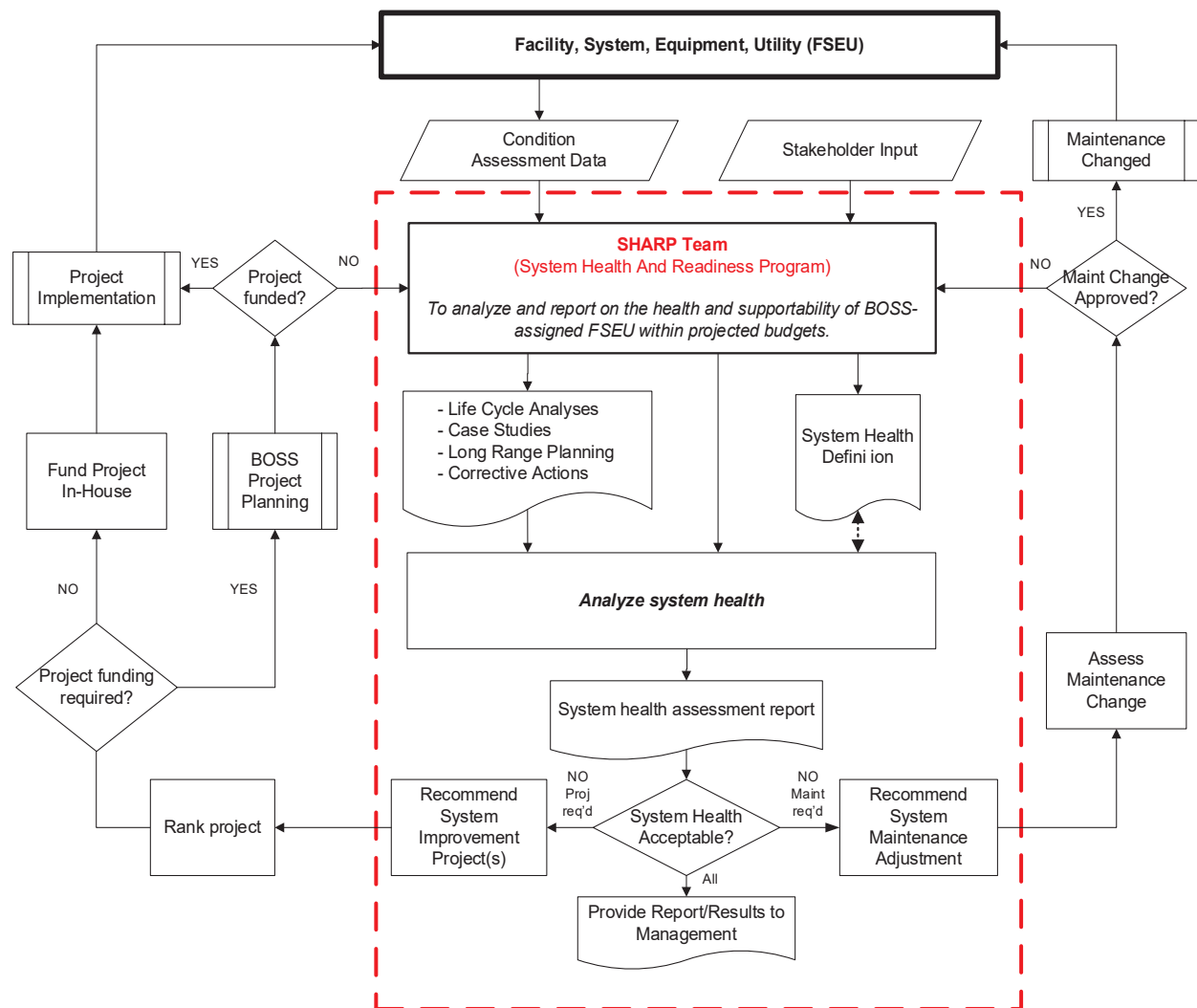


FIGURE 3: SHARP PROCESS LOOP

1. THE SHARP TEAM

1.1. SHARP Team Membership

The SHARP Teams consist of the following core members:

- *SE Chair:* BOSS System Engineer Lead – serves as SHARP team chair
- *NASA SI:* NASA SI System Counterpart
- *SE:* BOSS Systems Engineer(s) – as required
-

The SHARP Teams may request support from one or more of the following organizations, as specific agenda items warrant:

- *ACAM* Activation, Configuration, and Asset Management
- *DE* Design Engineering
- *PM* Project Management
- *QSE* Quality Safety and Environmental
- *Customer* System Manager or user
- *CE* Chief Engineer
- *FSEU* Shop Supervisor

1.2. SHARP Team Roles and Responsibilities

Each SHARP Team member provides expertise from their respective discipline. Member Roles and Responsibilities are defined toward the end of this document.

1.3. Sharp Team Systems Breakdown

The organizational structure of the SHARP Teams is based on FSEU assignments as identified in the BOSS contract Performance Work Statement (PWS). The current Team System Breakdown along with the respective BOSS SE Lead, SE, and NASA SI members is shown in [ENG-REF-0026](#). Further team breakouts or consolidations may be implemented by each major working team as deemed appropriate.

1.4. SHARP Team Reporting

Each SHARP Team is responsible to coordinate and report activities to the BOSS and NASA Technical Managers. Both are responsible for helping identify SHARP Team sub-structure and the priority for assessing the Health and Readiness of their assigned FSEU.

2. SHARP TEAM ACTIONS

2.1. Initial SHARP team formative Actions

SHARP Teams shall assemble per Section 1.1 for core members and supporting member to define the teams roles and responsibilities. Initial recommended Team agenda follows. The development agenda is to be used with new SHARP teams until the team is able to transition into the working agenda where each team has their system Health and Readiness process defined (if applicable) and is able to process, review, and assign actions.

Team Development Agenda

- 1) Define SHARP team System (What is the team responsible for)
- 2) Define Health and Readiness Factors or Workbook(s)
- 3) Define Data Sources for Health score determination and what data to periodically review
- 4) Select Health and Readiness analysis formula and determine output format
- 5) Perform trials runs and revise process
- 6) Set up agenda of Team monthly meetings

2.2 The SHARP team working agenda is as follows:

The SHARP teams are required to discuss the following topics at each meeting. A quick reference guide, ENG-REF-0026A has been generated to assist team leads planning their meeting agenda.

- ✓ Approval of Previous Meeting Minutes
- ✓ Maximo Condition code 1 and 2 Updates
- ✓ TAL 2 Item Discussion
- ✓ TAL 3 Item Discussion
- ✓ SHARP Team Action Tracker (STAT) items
- ✓ Health and Readiness Workbook updates
- ✓ Develop list of prioritized projects
- ✓ New and Emerging Business
- ✓ Review New Significant EWRs for Technical Concurrence
- ✓ Reliability Centered Maintenance (RCM) recommendations
- ✓ DE-10SS review process

The SHARP teams will also be responsible to discuss/review the following topics as they are presented to the teams from outside organizations:

- ✓ Long Range Planning (LRP) Priorities
- ✓ New OMEU Activity for approval at CCB
- ✓ Maximo Maintenance Plan changes
- ✓ Review Facility Condition Assessment (FCA)
- ✓ Vertex Data review
- ✓ Deferred Maintenance review per DRD032
- ✓ PT&I Findings and requirements

- ✓ Energy Office ECMs
- ✓ SPCC findings
- ✓ PVS Certifications
- ✓ Inspections

Review and recommend as required below:

- a) Review newly submitted significant EWRs and provide technical concurrence/nonconcurrence based on an engineering evaluation of the scope of work.
- b) Review all DE-10SS approval forms for Operations and Maintenance Document (OMD) labor requirements per [ENG-P-0002](#) and [ENG-F-DE10SS](#).
- c) Review RCM activities that have occurred during the previous month including any PT&I finds, analyses of Preventive Maintenance/Programmed Maintenance (PGM) activities, and data trends. Perform engineering assessments and evaluations of repair findings that indicate potential degrading reliability and maintainability trends, and safety hazards. Recommend changes/improvements to the current recurring maintenance program so as to resolve operational deficiencies, improve performance, and increase reliability.
- d) Review and update Operations and Maintenance (O&M) procedures, practices, and prioritizations in order to improve energy and water efficiency in buildings and utility plants, and to minimize facilities life-cycle costs. Prioritizations shall consider life cycle costs by having a unique and quantified adjustment factor for approval as it relates to the ability to reduce ongoing energy and water costs.
- e) Review the disposition of assets with an Asset Condition Code of 1 or 2, and verify that EWRs are submitted when required per PWS 4.1.1.5 (d). Engineering Services will generate and send to all SHARP teams, via a Maximo BIRT report, a monthly listing of all Condition 1 and 2 maintenance assessment codes. These codes may also be found in Tech Docs as a monthly release as FAM-REF-2001. See Appendix A for SHARP this team review process.
- f) Review Long Range plans per customer to reprioritize as needed to emphasize to the customer the current high priority funding requirements. Ensure that the projects clearly define the scope and risk to ensure they understand the priority of the work requested.
- g) Provide technical direction and expertise to the Work Control & Spaceport Integration Center (WCSIC) to assist in development of Data Requirements.
- h) Descriptions (DRD) 032, *Deferred Maintenance Report*, and in development of Requirements Definition Agreements (RDAs) for task plans for assigned FSEU.

- i) Identify future work requirements, in support of planning activities in PWS 2.1.1.4 *Planning and Integration*, to resolve findings from maintenance activities, Facility Condition Assessments (FCAs), Facility Comprehensive Evaluations (FCEs), or to provide operational and reliability improvements and submit an EWR as required.
- j) Review, validate and prioritize the existing list of deferred maintenance within 30 calendar days of contract effective date.
- k) Provide technical guidance to shop personnel to assist in the development and maintenance of the corrosion prevention and control plan; the facility interior paint plan; and the facility exterior painting, coating and resurfacing plan in accordance with PWS 3.2.11.5, Documentation and Reporting.

2.3 System Health Definition

Each SHARP Team shall define their system's health metric utilizing SE expertise at the system level rather than at the program level. The system level is usually a logical way of breaking down or subdividing disciplines such as power, HVAC, water, heavy equipment, structures, etc into definable, trackable systems. Each Sharp team should define those subsystems to track system health such as health of UPS systems for power, Boiler systems for HVAC, VESDA systems for Fire Alarms, etc... This makes it less confusing trying to define health of Boiler systems to Chiller systems or VESDA systems to Sprinkler systems.

The health definition outlines a method to provide a health metric score for each system similar to the asset condition code defined in procedure [FAM-I-2005](#). The minimum standard health report is to include the age and condition code characteristics of the system. This health definition may consider:

- Age Distribution Histogram
- Condition Code Breakdown Histogram
- FCA's as applicable
- Operator/Technician Assessments reported in Maximo
- Trend Data from Problem Reports
- Reliability Centered Maintenance Analysis
- Other operating data as deemed applicable

This process required the development of a Health and Readiness workbook in Microsoft Excel or Access.

Some examples:

Asset	Description	Manuf Key	Model Key	Health	Readiness	SHARP team ranking	PARTIAL DIE	OUT of SERV	LOSS of COM	Obsolete	Parts still avail	RTF/DECOM	AGE	SE Modifier	Location
A6FFAC001	FACP, C2-1060			2	3		1	1		1		1	1	1	KSCC2-1060A KSCC2-1060A
N4FFAC001	FACP, SIMPLEX 4100	Simplex	4100	5	5									0	KSCC2-1305
F6-2375APSYFA	BLDG. F6-2375A PSY FIRE ALARM SUBSYSTEMS	FCI		1	1	XXX		2		1			1	-1	KSCF6-2375A
F6-2375APSYFA															KSCF6-2375A
DZFSCC001	FACP, SIMPLEX 4001ES, Aerosol Releasing Panel w/ SHUNT TRIP	Simplex	4100ES	5	5									0	KSCJ5-0341
K1FFACPN40	FACP, SIMPLEX 4100U	Simplex	4100U	4	3	XXX	1								KSCJ6-1924
RTF41001	FACP, SIMPLEX 4004	Simplex	4004	5	5										KSCJ6-2327
FPFFAC001	FACP, SIMPLEX 4100U	Simplex	4100U	3	5					1				-1	KSCJ6-2370

Fire Alarms

UTILITY ANNEX CHILLER PLANT (UA)														
SPID #	Description	Location	Age	Year	Serial #	Model	Additional Information	Oil Type	Reservoir Capacity Gals	Assets	Asset Category	Component Health Breakdown	Component Readiness	Additional Comments
		K6-0947					UTILITY ANNEX				Compressors-Air-Reciprocating			11/18/2019 10:59
302322	AIR COMPRESSOR, RECIP, KELLOGG / 150 HP		31	1988	H031/1089	VM750	COMPRESS #1	TEXACO N68 / crankcase	13 GALS	UAACA163	tagged out of service	1	1	FERRORGRAPHY / VIBRATION
302323	AIR COMPRESSOR, RECIP, KELLOGG / 150 HP		31	1988	H031/1090	VM750	COMPRESS #2	TEXACO N68 / crankcase	13 GALS	UAACA164	declining condition	3	5	FERRORGRAPHY / VIBRATION
302324	AIR COMPRESSOR, RECIP, KELLOGG / 150 HP		31	1988	H031/1086	VM750	COMPRESS #3	TEXACO N68 / crankcase	13 GALS	UAACA170	declining condition	2	3	FERRORGRAPHY / VIBRATION
	AGE	OIL ANALYSIS	VIBRATION ANALYSIS FINDINGS	PERFORM / EFFICIENCY	VISUAL	SE / SHARP MODIFIER	SE COMMENT	COMPONENT HEALTH			READINESS			
	3	0	0	0	0	0	SE requesting abandoned in place / NIOS		1					1
SHARP HISTORY DATA														
7/16/2012							SE unit knocking / trouble-shooting / vib mod drive-end bearing		2					3
8/23/2012							repair completed / apr normal		4					5
11/15/2012							SHARP mgt / passed info to SSE		3					3

Compressed Air

USS	LOCATION	Age	Enclosure condition	Circuit breaker condition	Parts Available	Controls condition	SME Modifier	Heath Score	Readiness Score	SHARP Priority
1127 SS 1127 A&B	OSB, K6-1096	4	0	-1	-1	-1	0	1	4	1
1128 SS 1128 A&B	OSB, K6-1096	4	0	-1	-1	-1	0	1	4	1
1129 SS 1129	K6-0947, UA MAINT LTG									
1130 SS 1130	K6-0947, U/A MEZ									
1131 SS 1131	RANGER STATION H6-1557									
1132 SS 1132	PCC, K6-1094	4	0	0	0	0	0	4	5	
1133 SS 1133 A&B	PCC, K6-1094	4	0	0	0	0	0	4	5	

LV SWGR

The system Health metric shall be a score 1 to 5 and is to be roughly defined as follows. These health scores are intended to help the SHARP team prioritize work for management and the shops as well as give the customer a ranking of what is the highest priority needs when it comes to budgetary funding of projects.

5 – Excellent	New or no outstanding repairs required. No repetitive history of failures. Good for at least 5 years.
4 – Good	No outstanding repairs required. No repetitive history of failures. Age is becoming a factor for sustainability. Good for at least 5 years.
3 – Fair	Minor repetitive repairs required. Age is becoming a factor for sustainability. At or near end of life. Parts are becoming Obsolete. Corrosion becoming factor. May need replacement within 5 years.
2 – Poor	Difficult to sustain due to numerous repairs/concerns. Parts obsolete. Past end of life. Significant corrosion. Significant repairs or replacement required within 1 to 2 years.
1 – Bad	Difficult or unable to sustain due to numerous repairs. Work-arounds being implemented. Parts obsolete. Past end of life. Replacement required immediately.

2.4 System Readiness Definition

In assessing system health, it is also deemed necessary to determine the Readiness of a particular system. System Readiness is defined as the capability of a system or systems to perform their intended function at required times or intervals given appropriate maintenance and sustainment. Like system Health, Readiness is defined at the SHARP team level and may consider:

- Operating history
- Trend data
- Manufacturer's data
- Operator/Technician assessments
- Other operating data as deemed applicable

The System Readiness metric is to be a score 1,3 or 5 and shall be defined as:

5 – Excellent	Fully Operational or Mission Capable system
3 – Concerns	Fully Operational or Mission Capable system with workarounds in place as required due to Heath Score limitations
1 – Inoperative	Out of Service or not Mission Capable system

2.5 SHARP Team System Inputs

Figure 1 shows the SHARP Team and how it is to be integrated with the system, the various inputs feeding the team, and the Health assessment and project ranking products the team shall produce. Any information, data, event, or request can be deemed input to the Teams. Some of the different inputs considered are:

- Changing Requirements
- Incident Reports
- System Sustainment
- Trend Analysis
- Reliability Centered Maintenance Analysis
- Obsolescence
- New or revised codes and Technology
- New Regulations
- Facility Condition Assessment Data
- Asset Condition Code
- OMEU Information
- ECMs – Energy Conservation Measures

Appendix A depicts the process to review Asset Condition Code provided by Performance Management.

2.6 SHARP Team Meetings

SHARP team meetings shall be held a minimum of monthly for a scheduled duration of at least one and one half hours. The Chair shall develop an agenda based Section 2.2 and ENG-REF-0026A. An agenda shall be created and sent to the team members either in the meeting invite or no later than 24 hours prior to the scheduled meeting. Links to review data shall be included in the agenda.

Additional meetings should be scheduled as working agenda dictates. Particular short term requests or real time issues can be deliberated & decided on by the Core team via email.

Meetings will be posted to the BOSS Engineering Calendar as scheduled. Mail to: [BOSS Engineering Calendar](#)

Meeting minutes shall be produced for each meeting and shall include a summary of meeting accomplishments. Meeting minutes shall be given a unique document number (EX: SHARP-ELV-051012), indicating the system and the date of the meeting and stored on applicable SHARP SharePoint site for no more than 3 months and concurrently released to NASA Tech Docs after the meeting minutes have been approved. A link to the site shall be provided to the meeting attendees in the agenda.

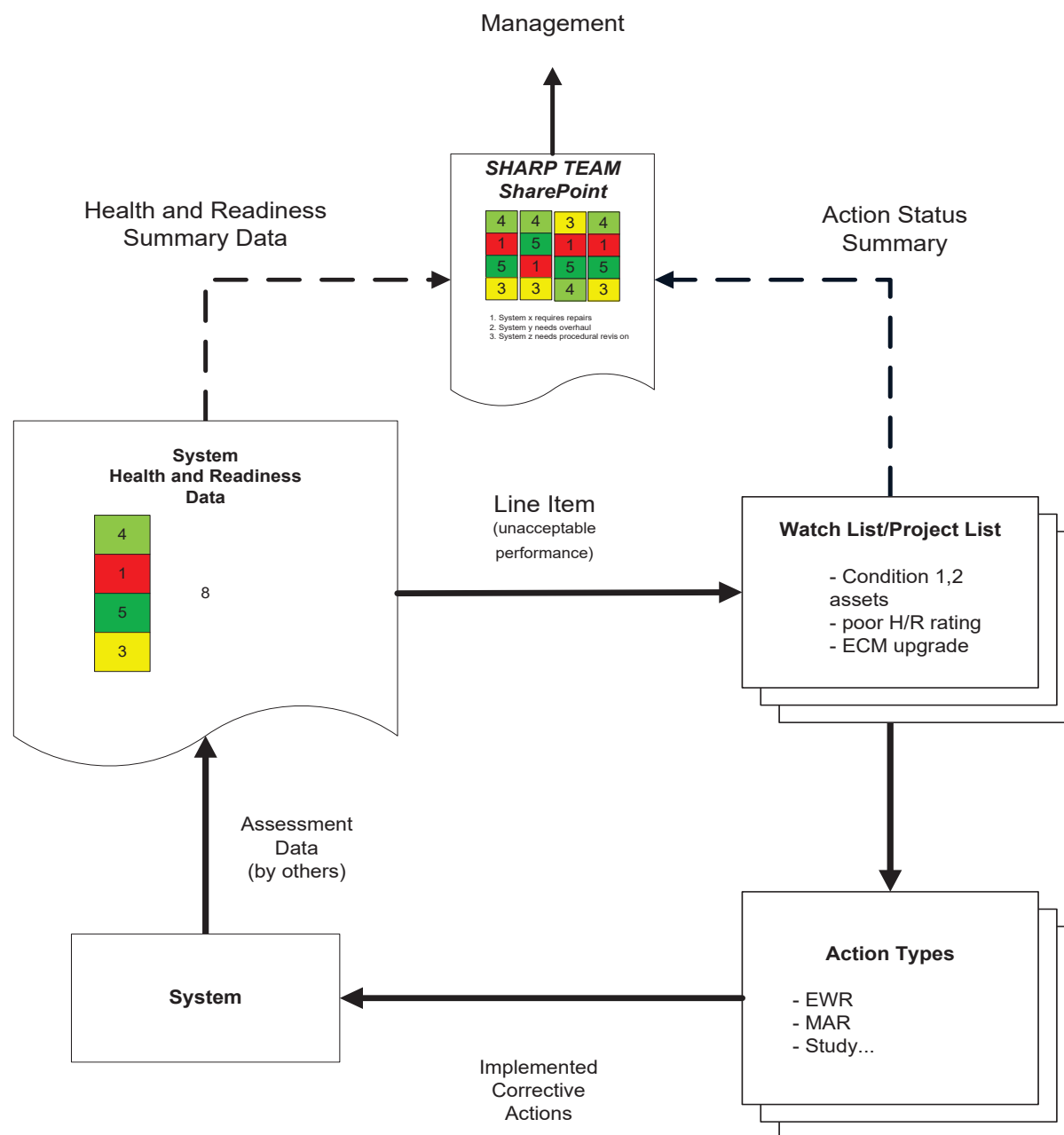
2.7 SHARP Team Assessment Reporting Process

The SHARP Team utilizes all data necessary to produce an assessment of their respective system(s). These assessments shall contain a top-level system health and readiness summary.

Figure 5 depicts a typical reporting process:

1. The System Health and Readiness data is compiled by each SHARP team to come up with a health and readiness score
2. Unacceptable scores (under-performing or over-performing) are analyzed to determine the appropriate corrective action.
3. Corrective actions can be projects, shop repairs, maintenance changes, procedural changes, studies or other actions deemed necessary.
4. Actions are implemented and the system is re-assessed.

It is important to note that low scoring systems or assets are not to be the only items of interest. Over-performing systems may have cost-saving or process improvement opportunities that shall not be overlooked when assessing system health and readiness. Note: The specific reporting format is to be developed by individual SHARP Teams based on their data and needs, with a long term goal of providing the information in the SHARP SharePoint.

**FIGURE 5: SHARP REPORTING PROCESS**

3 SYSTEM RECOMMENDATIONS

Each team may produce various action items, from minor documentation updates up to recommendations for complete system overhauls or procurement.

3.1 Project Development

For any system improvement or desired project a EWR shall be initiated, then the SHARP Team shall gauge the project's scope, funding, and priority to determine what implementation path to follow.

SHARP Teams shall provide technical direction and expertise to BOSS Project Planning to establish an anual BOSS-ranked project list. The bases of the project rankings shall be the Priority Assesment Tool (PAT) score but will be adjusted per recomendations of the Team. SHARP Team project priority recommendations are required to have the concurrence of the core team members prior to submitting to Planning. SHARP Team Leads will present the finalized system plans to the BOSS and NASA Technical Managers in accordance [ENG-P-PP01](#) and per BOSS Project Planning schedule.

SHARP Teams shall participate in the NASA Headquarters annual Deferred Maintenance (DM) Assessment of all facilities. They shall attend individual kick-off and closing meetings and support the assessment teams through a interview process for each SHARP team.

3.2 Maintenance Recommendation

Maintenance adjustments may be a SHARP Team system recommendation in response to an observed condition or information. The SHARP Team is to analyze maintenance observations brought to their attention, consider maintenance options, and make recommendations. Any maintenance plan updates shall be approved by the applicable SHARP Team. In addition, the SHARP Teams shall submit maintenance recommendations/changes using the Maintenance Action Request (MAR) process. MARs are approved by BOSS and NASA technical authorities. MARs which change Preventive Maintenance counts are additionally approved by the Configuration Control Board (CCB).

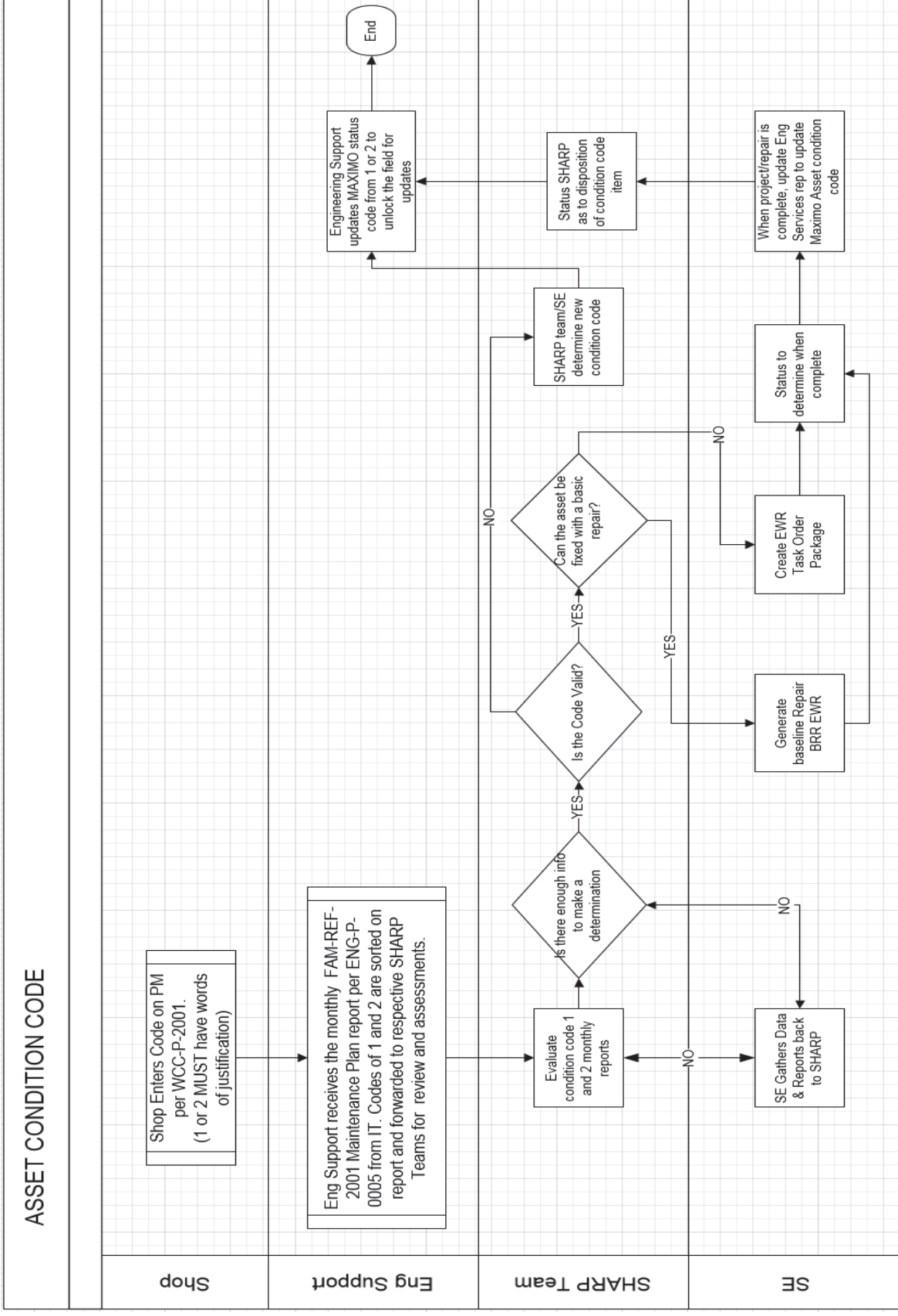
3.3 OMEU/FSEU Changes

The SHARP team will recommend changes to all Facilities, Systems, Equipment and Utilities (FSEU) and Operations, Maintenance, Engineering and User (OMEU) categories for Maintenance, Configuration and NASA Operationally Essential (OE) status changes prior to being brought to the FSEU/OMEUConfiguration Control Board (CCB).

3.4 ECM recommendations

The SHARP team will evaluate all Energy Conservation Measure (ECM) Projects for energy savings, cost payback and wether a facility is on the demolition list as per the NASA Authoritative list.

APPENDIX A: ASSET CONDITION CODE



RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
SHARP Meeting Minutes	Engineering

AFFECTED DIVISIONS/OFFICES

Engineering Services
FSEU and OM&E
Logistics

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.

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

FUNCTIONAL ROLES AND RESPONSIBILITIES

DE	Provides input and experience from a design/engineering services perspective. Represents design and sustaining engineering.
Engineering Management Team (EMT)	Establishes SHARP Team priorities and area of focus. SHARP teams report their system Health and Readiness on a coordinated schedule to the EMT.
PM	Provides budgetary estimates for system projects
NASA SI	Provides input and experience from an overall KSC operations, maintenance and engineering perspective.
PM	Provides status and management for system projects.
QSE	Provides quality insight for system projects and issues. Provides environmental insight for system projects and issues. Provides safety insight for system projects and issues.
SE	Provides input and experience from an operations and maintenance perspective. Responsible for the condition of their assigned systems and equipment.
SE Chair	Sets the agenda, chairs working meetings. Ensures working teams deliver objectives

Customer	Provides insight on the system health, readiness and function.
CE	Assures integration across disciplines and organizations, assists in objective development
ACAM	Provides Configuration Control and Asset Management
Eng Services	Track and provide Asset condition codes for FSEU

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
ENG-F-DE10SS	DE10 Supplemental Spreadsheet
ENG-P-PP01	Long Range Planning Procedure
ENG-P-0002	Configuration Management of FSEU CM
FAM-I-2005	Preventive Maintenance Asset Condition Code
NPR 8831.2	NASA Facilities Maintenance Management
ENG-REF-0026	SHARP Team Systems Breakdown
FAM-REF-2001	Maintenance Plan Spreadsheet

ACRONYMS

ACAM	Activation, Configuration, and Asset Management
BOSS	Base Operations Support and Services
CCB	Configuration Control Board
CoF	Construction of Facilities
DE	Design Engineering
DM	Deferred Maintenance
DRD	Data Requirements Descriptions
EA	Environmental Assurance
ECM	Energy Conservation Measure
EMT	Engineering Management Team
ES	Engineering Services
EWR	Electronic Work Request
FCA	Facility Condition Assessment
FCE	Facility Comprehensive Evaluation
FSEU	Facilities, Systems, Equipment and Utilities
IAQ	Indoor Air Quality
LRP	Long Range Planning
MAR	Maintenance Action Request
NASA	National Aeronautics and Space Administration
O&M	Operations and Maintenance
OE	Operationally Essential
OMEU	Operations, Maintenance, Engineering and User
PAT	Priority Analysis Tool
PCI	Pavement Condition Index

PE	Project Engineer (PIO)
PEM	Performance Management
PGM	Programmed Maintenance
PIO	Project Integration Office
PM	Project Management Representative
PT&I	Predictive Testing & Inspection
PWS	Performance Work Statement
QE	Quality Engineering
RCM	Reliability Centered Maintenance
ROM	Rough Order of Magnitude
SHARP	Systems Health and Readiness Program
SE	Systems Engineer
SPCC	Spill Prevention, Control & Countermeasure
SSE	System Safety Engineering
SR	Support Request
SS	System Safety
TA	Technical Authority
WCSIC	Work Control & Spaceport Integration Center

DEFINITIONS

Baseline: Work requests that fall below the local authority facility project funding thresholds (See [ENG-P-PP01](#)).

Condition Assessment Code: An assigned number from 1 thru 5 consistent with NPR 8831.2, NASA Facilities Maintenance Management, which identifies the present state of FSEU.

Construction of Facilities (CoF): A congressional appropriation for NASA which provides contractual services for the repair, rehabilitation, and modification of existing facilities; the construction of new facilities; the acquisition of related collateral equipment; environmental compliance and restoration activities; the design of facilities projects; and advance planning related to future facility needs. Typically applies to real property projects of \$1,000,000 or more.

Facility Condition Assessment: An asset/system inspection and engineering analysis of the level of maintenance including history, failure trends, root cause analyses, and work requirements to be accomplished in order to establish the physical and mechanical condition of an asset.

Local Authority Facility Project: A work order funded by NASA that meets contractually stipulated scope and/or ROM that is planned, managed and/or implemented by BOSS.

Long Range Plan (LRP): Five year recommended implementation plan for backlog of CoF projects, facility project work orders or certain baseline maintenance work orders.

Obsolescence: Outmoded in style, design or construction. No longer in use or no longer supported by manufacturer.

Priority Analysis Tool: A web-based work order scoring tool as part of the EWR submittal process.

Project Planning: Responsible for the validation of the scope, ROM cost, and priority of NASA facility project work orders and planning those requirements against anticipated funds (see [ENG-P-PP01](#)).

Rough Order of Magnitude (ROM): Preliminary cost estimate developed for work orders and projects prior to design and before all details of work are known.

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	03/21/12
1	Minor revisions to include the use of SharePoint with SHARP Meeting Minutes and the RAT form	2/26/13
2	Revisions to eliminate STAR, RAT, and STAT – added scope to reflect new PWS requirements, edited for nomenclature changes to work process	10/08/15
3	Update to BOSS	12/24/19

DOCUMENT APPROVALS

X

Ellen Feeney
Manager, Engineering

X

Mark Weller
BOSS Chief Engineer