

SIC Procedure	JSDY Test Conductor Operations			Number: MSO-P-0010	
Spaceport Integration Center	Approved by: MOSS	Initial Issue Date: 06/02/10	Page: 1 of 13	Revision: 9 Eff Date: 09/15/21	

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PURPOSE

To establish the procedures and responsibilities for the JSDY Test Conductors working in the Spaceport Integration Center (SIC) at the Kennedy Space Center (KSC).

SCOPE AND APPLICABILITY

This procedure applies to all JSDY Test Conductor personnel working in the SIC. Those employees represented by a Collective Bargaining Agreement (CBA) should refer to their CBA for provisions that may apply to their assigned classification. Should a conflict arise between this procedure and the appropriate CBA, the CBA shall prevail.

PROCESS

1. SPACEPORT INTEGRATION CENTER OPERATIONS

The SIC is a 24-hour a day, 7 day a week, 365 day a year operation and is the central information center for the Spaceport. The SIC responds to requests as small as installing an outlet or hanging or board to providing electrical support to major launch operations. The SIC will receive and provide information to feed the SIM's Schedule such as launch milestones, escorts, control burns, hazardous testing operations and public relations activities. SIC employees shall perform their job duties as required in accordance with all hyperlinked SIC Desk Instructions included in this procedure.

2. JSDY CONSOLE OPERATIONS RESPONSIBILITIES

All Test Conductors working as JSDY in the SIC shall perform their duties in accordance with SIC Desk Instruction MSO-DOI-01, "Console Operations Responsibilities."

[MSO-DOI-01, Console Operations Responsibilities](#)

3. DAILY HIGHLIGHTS REPORT

Daily Highlights Reports are to be prepared in accordance with SIC Desk Instruction MSO-DO1-10, "Daily Highlights Report"

[MSO-DO1-10, Daily Highlights Report](#)

4. KSC DAILY REPORT

KSC Daily Reports are to be prepared in accordance with SIC Desk Instruction MSO-DO1-25, "KSC Daily Report".

[MSO-DO1-25, KSC Daily Report](#)

5. CTC TURNOVER NOTES

CTC Notes are to be prepared in accordance with SIC Desk Instruction MSO-DO1-26, "CTC Notes".

[MSO-DO1-26, CTC Turnover Notes](#)

6. SHIFT TURNOVER NOTES

Shift Turnover Notes are to be prepared every work shift in accordance with SIC Desk Instruction MSO-DO1-27, "Shift Turnover Notes".

[MSO-DO1-27, Shift Turnover Notes](#)

7. MAXIMO WORK ORDERS

Maximo Work Orders shall be generated and processed in accordance with SIC Desk Instruction MSO-DO1-02, "Maximo Work Orders"

[MSO-DO1-02, Maximo Work Orders](#)

8. WRITING MAXIMO SERVICE REQUESTS

Maximo Service Requests shall be generated and processed in accordance with SIC Desk Instruction MSO-DO1-04, "Writing Maximo Service Requests."

[MSO-DO1-04, Writing Maximo Service Requests](#)

9. MAXIMO WORK ORDER PRIORITIES

All Maximo Work Orders shall have work order priorities assigned to them in accordance with SIC Desk Instruction MSO-DO1-03, "Maximo Work Order Priorities"

[MSO-DO1-03, Maximo Work Order Priorities](#)

10. DUMPSTER SERVICES

Requests to coordinate the removal or emptying of any dumpsters or for disposal of foreign or international garbage shall be handled in accordance with SIC Desk Instruction MSO-DOI-05, "Dumpster Services".

[MSO-DOI--5. Dumpster Services](#)

11. CONTROLLED BURN NOTIFICATIONS

Receipt, coordination and distribution of controlled burn information shall be in accordance with SIC Desk Instruction MSO-DOI-15, "Controlled Burn Notifications".

[MSO-DOI-15. Controlled Burn Notifications](#)

12. BURN PERMIT REQUEST

Receipt, coordination and distribution of Burn Permit information shall be in accordance with SIC Desk Instruction MSO-DOI-06, "Burn Permit Request".

[MSO-DOI-06. Burn Permit Request](#)

13. EVENT AND NEAR MISS REPORTING

Event and Near Miss Reports shall be processed in accordance with SIC Desk Instruction MSO-DOI-11, "Event and Near Miss Reporting"

[MSO-DOI-11. Event and Near Miss Reporting](#)

14. SPILL RESPONSE INSTRUCTIONS

Spill response actions shall be in accordance with SIC Desk Instruction MSO-DOI-12, "Spill Response Instructions".

[MSO-DOI-12. Spill Response Instructions](#)

15. JANITORIAL SUPPORT

Process requests for janitorial support in accordance with SIC Desk Instruction MSO-DOI-07, "Janitorial Support".

[MSO DOI-07. Janitorial Support](#)

16. FIRE OPERATIONS SUPPORT

Process requests for Fire Operations Support in accordance with SIC Desk Instruction MSO-DOI-13, "Fire Operations Support".

[MSO-DOI-13, Fire Operations Support](#)

17. SECURITY SUPPORT

Process all security escort or security support requests in accordance with SIC Desk Instruction MSO-DOI-14, "Security Support".

[MSO-DOI-14, Security Support](#)

18. PEST CONTROL

Process all pest control requests in accordance with SIC Desk Instruction MSO-DOI-16, "Pest Control".

[MSO-DOI-16, Pest Control](#)

19. DEAD ANIMALS

Process all dead animal notifications in accordance with SIC Desk Instruction MSO-DOI-17, "Dead Animals".

[MSO-DOI-17, Dead Animals](#)

20. GRASS CUTTING / TREE TRIMMING

Process all requests for grass cutting and tree trimming in accordance with SIC Desk Instruction MSO-DOI-18, "Grass Cutting / Tree Trimming".

[MSO-DOI-18, Grass Cutting / Tree Trimming](#)

21. LOCKSMITH SUPPORT

Process all requests for Locksmith support in accordance with SIC Desk Instruction MSO-DOI-19, "Locksmith Support".

[MSO-DOI-19, Locksmith Support](#)

22. FREEZE PLAN

Process all freeze plan announcements and warnings in accordance with SIC Desk Instruction MSL-DOI-32, "Freeze Plan".

[MSO-DOI-32, Freeze Plan](#)

23. ENVIRONMENTAL HEALTH SUPPORT

Process all requests for Environmental Health support in accordance with SIC Desk Instruction MSO-DOI-21, "Environmental Health Support".

[MSO-DOI-21, Environmental Health Support](#)

24. WEATHER ADVISORIES

Process all weather announcements and warnings in accordance with SIC Desk Instruction MSL-DOI-22, "Weather Advisories".

[MSO-DOI-22, Weather Advisories](#)

25. RADIOGRAPHY

Process all notifications from Radiographers working at KSC in accordance with SIC Desk Instruction MSO-DOI-23, "Radiography".

[MSO-DOI-23, Radiography](#)

26. FUEL REQUESTS

Process all Fuel Requests in accordance with SIC Desk Instruction MSO-DOI-24, "Fuel Requests".

[MSO-DOI-24, Fuel Requests](#)

27. OVERWEIGHT OR OVERSIZED LOADS

Process all notifications of overweight or oversized loads in accordance with SIC Desk Instruction MSO-DOI-08, "Movement of Overweight or Oversized Loads".

[MSO-DOI-08, Overweight / Oversize Loads](#)

28. OUTAGE STATUS / TRACKING

Track and report status of all BOSS outages in accordance with SIC Desk Instruction MSO-DOI-28, "Outage Status / Tracking".

[MSO-DOI-28, Outage Status / Tracking](#)

29. SOLUMINA USAGE

Use Solumina for Integrated Operations in accordance with SIC Desk Instruction MSO-DOI-29, "Solumina Usage".

[MSO-DOI-29, Solumina Usage](#)

30. C3PF HAZARDOUS FUELING OPERATIONS

Actions to take when notifications are made to the SIC regarding the initiation, extension, reschedule or completion of C3PF hazardous fueling operations shall be in accordance with SIC Desk Instruction MSO-DOI-09, "C3PF Hazardous Fueling Operations".

[MSO-DOI-09, C3PF Hazardous Fueling Operations](#)

31. PHSF LOW LEVEL SMOKE ALARMS

Actions to take when notifications are made from the fire console to the SIC regarding Alert (Level 1) or Action (Level 2) low level smoke alarms shall be in accordance with SIC Desk Instruction MSO-DOI-30, "PHSF Low Level Smoke Alarms".

[MSO-DOI-30, PHSF Low Level Smoke Alarms](#)

32. ANNOUNCEMENTS

Actions to take when Announcements need to be made for ODMS, TAWS, PAWS, Loud Venting, VCF Ammonia Leaks, and Fire Alarm testing shall be in accordance with SIC Desk Instruction MSO-DOI-31, "Announcements"

[MSO-DOI-31, Announcements](#)

33. BRIDGES

Actions to take when notified of any issues involving KSC Bridges shall be in accordance with SIC Desk Instruction MSO-DOI-33, "Bridges"

[MSO-DOI-33, Bridges](#)

34. ELEVATOR ISSUES

Response to notifications of personnel trapped in elevators or elevator issues shall be in accordance with SIC Desk Instruction MSO-DO1-34, "Elevator Issues"

[MSO-DOI-34, Elevator Issues](#)

35. KSC OPERATIONS PROCESSING FACILITIES QUICK LOOK STATUS REPORT

The KSC Operations Processing Facilities Quick Look Status report shall be prepared and distributed in accordance with SIC Desk Instruction MSO-DO1-36, "KSC Operations Quick Look Report"

[MSO-DOI-36, KSC Operations Quick Look Report](#)

36. ELECTRONIC WORK REQUESTS

Electronic Work Requests (EWR's) will be generated and processed in accordance with SIC Desk Instruction MSO-DO1-37, "Electronic Work Requests"

[MSO-DOI-37, Electronic Work Requests](#)

37. HEAT STRESS NOTIFICATIONS

Heat Stress Notifications will be made in accordance with SIC Desk Instruction MSO-DO1-38, "Heat Stress Notifications"

[MSO-DOI-38, Heat Stress](#)

38. EMERGENCY TROUBLE CALLS

Emergency Trouble Calls shall be generated and processed in accordance with SIC Desk Instruction MSO-DO1-39, "Emergency Trouble Calls"

[MSO-DOI-39, Emergency Trouble Calls](#)

39. EXCAVATION PERMIT REQUESTS

Excavation Permit Requests shall be processed in accordance with SIC Desk Instruction MSO-DO1-40, "Excavation Permit Requests"

[MSO-DOI-40, Excavation Permit Requests](#)

40. LAUNCH UPDATES

Launch Updates shall be processed and communicated in accordance with SIC Desk Instruction MSO-DO1-41, "Launch Updates"

[MSO-DOI-41, Launch Updates](#)

41. AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

Actions to take when issues are reported regarding Automated External Defibrillators (AED's) shall be in accordance with SIC Desk Instruction MSO-DO1-42, "Automated External Defibrillators"

[MSO-DOI-42, Automated External Defibrillators](#)

42. GAS LEAK / INCIDENT / SMELL RESPONSE

Actions to take when Natural Gas leaks, incidents or smell issues are reported shall be in accordance with SIC Desk Instruction MSO-DO1-43, "Gas Leak/Incident/Smell Response".

[MSO-DOI-43, Gas Leak/Incident/Smell Response](#)

43. UNSCHEDULED POWER OUTAGES

Actions to take when an Unscheduled Power Outage affecting multiple facilities at KSC shall be in accordance with SIC Desk Instruction MSO-DO1-44, "Unscheduled Power Outage".

[MSO-DOI-44, Unscheduled Power Outage](#)

44. UNSCHEDULED PSIN'S

Actions to take when notified that an Unscheduled Protective Services Impairment Notice (PSIN) has been initiated at KSC shall be in accordance with SIC Desk Instruction MSO-DO1-45, "Unscheduled PSIN's".

[MSO-DOI-45, Unscheduled PSIN's](#)

RECORDS

The following records are retained by the organizations listed below:

Record	Responsible Organization
Daily Highlights Report	SIC (JSDY/JSTC)
KSC Daily Report	SIC (JSDY/JSTC)
CTC Turnover Notes	SIC (JSDY/JSTC)
Shift Turnover Notes	SIC (JSDY/JSTC)
MCSS (E-Log) Database	KIAC
Maximo Work Orders	BOSS (IT)
Maximo Service Requests	BOSS (IT)
KSC Operations Quick Look Status Reports	SIC (JSDY/JSTC)
Solumina Work Orders	TOSC (IT)
Electronic Work Requests (EWR's)	BOSS (IT)
Transport Log	SIC (JSDY/JSTC)

ROLES AND RESPONSIBILITIES

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

Spaceport Integration Center Manager: Ensures compliance at the Spaceport Integration Center level to the requirements stated in this procedure.

Spaceport Integration Center Staff: Ensures performance of Spaceport Integration Center duties in accordance with this desk instruction.

REFERENCE DOCUMENTS

The following documents are referenced in this procedure:

Document Number	Title
MSO-DOI-01	Console Operations Responsibilities
MSO-DOI-02	Maximo Work Orders
MSO-DOI-03	Maximo Work Order Priorities
MSO-DOI-04	Maximo Service Requests
MSO-DOI-05	Dumpster Services

Document Number	Title
MSO-DOI-06	Burn Permit Requests
MSO-DOI-07	Janitorial Services
MSO-DOI-08	Overweight or Oversized Loads
MSO-DOI-09	C3PF Hazardous Fueling Operations
MSO-DOI-10	Daily Highlights Report
MSO-DOI-11	Event and Near Miss Reporting
MSO-DOI-12	Spill Response
MSO-DOI-13	Fire Operations Support
MSO-DOI-14	Security Support
MSO-DOI-15	Controlled Burn Notifications
MSO-DOI-16	Pest Control
MSO-DOI-17	Dead Animals
MSO-DOI-18	Grass Cutting / Tree Trimming
MSO-DOI-19	Locksmith Support
MSO-DOI-21	Environmental Health Support
MSO-DOI-22	Weather Warnings
MSO-DOI-23	Radiography
MSO-DOI-24	Fuel Requests
MSO-DOI-25	KSC Daily Report
MSO-DOI-26	CTC Notes
MSO-DOI-27	Shift Turnover Notes
MSO-DOI-28	Outage Status Tracking
MSO-DOI-29	Solumina Usage
MSO-DOI-30	PHSF Low Level Smoke Alarm
MSO-DOI-31	Announcements
MSO-DOI-32	Freeze Plan
MSO-DOI-33	Bridges
MSO-DOI-34	Elevator Issues
MSO-DOI-36	KSC Operations Quick Look Report
MSO-DOI-37	Electronic Work Requests
MSO-DOI-38	Heat Stress Notifications
MSO-DOI-39	Emergency Trouble Calls

Document Number	Title
MSO-DOI-40	Excavation Permit Requests
MSO-DOI-41	Launch Updates
MSO-DOI-42	Automated External Defibrillators
MSO-DOI-43	Gas Leak/Incident/Smell Response
MSO-DOI-44	Unscheduled Power Outages
MSO-DOI-45	Unscheduled PSIN's

ACRONYMS

BOSS – Base Operations Support Services Contract
C3PF - Commercial Crew and Cargo Processing Facility
CBA - Collective Bargaining Agreement
CCC- Complex Control Center
CTC – Chief Test Conductor
DOI - Duty Office Instruction
EWR – Electronic Work Request
IAW - In accordance with
JSDY – BOSS Duty Officer Call Sign
KIAC – Kennedy Information and Communication Contract
KSC - Kennedy Space Center
MCSS – Mission and Customer Support System
MOSS – Mission Operations & Support
NASA – National Aeronautical Space Administration
ODMS – Oxygen Deficiency Monitoring System
PAWS – Paging and Area Warning System
PHSF – Payload Hazardous Servicing Facility
PSIN – Protective Systems Impairment Notice
SIC – Spaceport Integration Center
SIM – Spaceport Integration Management
TAWS - Tornado Area Warning System

DEFINITIONS

E-log: The Mission and Customer Support System (MCSS) website located at the following web address: <https://mcss.ksc.nasa.gov/>

REVISION RECORD

The following revisions have been applied to this document:

Revision Number	Change Description	Date
0	Initial Release	06/02/10
1	Updated to Include Flow Charts	11/11/11
2	Trouble Call Revision (Complete Rewrite)	09/12/12
3	Work Order Process Change for Chem Lab & Wiltech Support	05/28/15
4	BOSS Transition Update	08/20/19
5	Major Revision to Entire Document With All New DOI's Added	01/30/20
6	Added Section 41. For Automated External Defibrillators	04/10/10
7	Added Section 42. For Gas Leak/Incident/Smell Response	06/03/20
8	Added Section 43. Unscheduled Power Outages	07/30/20
9	Added Section 44. Unscheduled PSIN's	09/15/21

DOCUMENT APPROVALS

10/12/2021

9/15/2021

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