

Task Order 23-12 Rev. 2

1.0 TITLE OF EFFORT: CSO Support

2.0 TASK DESCRIPTION

Provide support to the Chief S&MA Officers (CSO)

2.1 SOW REFERENCE

SOW 5.0a-e, 7.1.2.a

2.2 REQUIREMENTS

2.2.1 Chief S&MA Officers Support

Provide support to the program-level Chief S&MA Officers (CSO) as follows: Assist each CSO in performing the tasks and responsibilities associated with the functions of the CSO. Assist each CSO to identify, evaluate and track concerns and issues related to the risks of the International Space Station and other spaceflight programs, including future NASA and commercial space program. Produce an integrated SMSR Topic list from among the CSOs, S&MA Directors and S&MA Divisions for submission to the NASA Headquarters SMSR Facilitator via the CSOs. Provide comprehensive technical, administrative and logistical support to CSO led SMSRs, risk evaluation panels and other similar forums led by the CSOs. Evaluate and follow assigned issues. Make recommendations to the CSO regarding the need for detailed assessments or analysis and work with the Assessments Manager to initiate required efforts. Develop presentations and support additional technical meetings and forums as designated by the CSO.

2.2.2 Multi-Purpose Crew Vehicle (MPCV) Administration

The contractor shall be responsible for the following:

- a. MPCV SR&QA Panel meeting logistics, to include forecasting, planning, coordination of presenters and presentation material, access control issues, recording and posting of minutes and the tracking of assigned action items.
- b. SR&QA Cross Program Integration Team (CPIT) meeting logistics.
- c. Assisting the MPCV SR&QA Book Managers with configuration management/data management duties, from document creation through document approval. This includes supporting the SR&QA Book Manager in coordination with the mandatory stakeholders, consolidation of stakeholder comments, meeting logistics, record of dispositions, and preparation of presentations.
- d. Supporting the MPCV SR&QA Manager in the coordination of MPCV change request reviews and Prime Contractor product deliveries.
- e. Managing the MPCV SR&QA Windchill Project and Wiki site, including site design, updating and access control.
- f. Maintaining MPCV SR&QA requirements traceability matrices.
- g. Integrating program requirements matrices to provide cross-program views of requirements implementation.

3.0 PERIOD OF PERFORMANCE: October 1, 2011 – September 30, 2012

4.0 ESTIMATED COSTS:

Contractor may provide travel, training, materials, and other non-labor resources as necessary to support task order requirements. Training may include selected professional discipline-based or spaceflight-based conferences with approval of the TMR.