

MWI 1050.1

BASELINE

EFFECTIVE DATE: May 14, 1999

EXPIRATION DATE: May 14, 2004

MARSHALL WORK INSTRUCTION

BC01

PREPARATION OF INTERNAL TASK AGREEMENTS

CHECK THE MASTER LIST at
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P03.1-C01 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.

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1. PURPOSE

1.1 Scope. The scope of this Marshall Work Instruction (MWI) extends to all MSFC internal agreements between a Project Office and another participating Organizational Element, to do work within the scope of MPD 1280.1, "Marshall Management Manual."

1.2 Purpose. The purpose of this MWI is to establish the process and mechanisms by which MSFC Organizational Elements define, delineate, and revise internal task agreements in support of Project Offices.

2. APPLICABILITY

This MWI applies to the in-scope activities of all elements of MSFC involving a total Center resource requirement in excess of 5 full-time equivalents (FTE's) per fiscal year (FY) or \$1 million total run-out costs, as follows: This instruction will be applied to all "new work" tasks, as defined in MPG 7100.3, which are identified subsequent February 23, 1998, and to all tasks approved subsequent to February 23, 1998, by MSFC management to commence or continue in FY99 and thereafter (see Note 7.3). Tasks which are underway prior to February 23, 1998, may continue according to the direction of the performing organization's management, until October 1, 1998.

3. APPLICABLE DOCUMENTS

- a. MPD 1280.1, "Marshall Management Manual"
- b. MPG 1441.1, "Control of Quality Records"
- c. MPG 7100.3, "MSFC New Work Acceptance and Approval Process"

4. REFERENCES

None

5. DEFINITIONS

5.1 Chief Engineer or Project Engineer. The representative, from the MSFC Science and Engineering Directorate, responsible to the Project Manager for assuring engineering adequacy (including technical cognizance of contractor engineering) and that S&E technical commitments are met.

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5.2 Contract Review. For Internal Task Agreements, represents the systematic activities carried out by the provider and recipient before signing the agreement to ensure that all requirements are adequately defined, free from ambiguity, documented, and can be realized by both the provider and recipient.

5.3 Delegated Representative. One who serves as an agent to the Project Manager, or other supplying-element authority.

5.4 Organizational Elements. Organizational Elements are the selected level of the MSFC structure identified as recipient or provider of internal services. Recipients typically are Project Offices identified by the Program Management Council (PMC). Providers typically are basic organizations reporting to the Center Director or to the Director of Science and Engineering (S&E).

5.5 Program Management Council (PMC). A management and technical advisory group chaired by the Center Director. Membership consists of selected Center Management delineated in MM 1150.1.

5.6 Project Manager. The manager of the MSFC lead organization, identified in MPG 7100.3 specified process, who has or delegates the approval signature authority for the Project's portion of the Task Agreement form (MSFC Form 4305 or substantial equivalent).

5.7 Project Office. The MSFC lead organization, identified in the MPG 7100.3 specified process, following PMC approval of the activity. An S&E Laboratory, or other Organizational Element, may be so identified.

5.8 Provider. The organization that provides a product or service to the recipient. For this MWI, the provider organizations are typically the Safety and Mission Assurance Office, the Procurement Office, the Science and Engineering Directorate (or any of its Laboratories) or any other directorate (or any of its offices).

5.9 Recipient. Recipient of a product (or service) provided by the provider.

5.10 Task Agreement or Internal Task Agreement (ITA). The signed agreement, MSFC Form 4305 (or substantial equivalent). This form is signed between the MSFC Project Office and the provider. Verbal agreements have no standing; only a completed

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Form 4305 (or substantial equivalent) constitutes a Task Agreement.

6. INSTRUCTIONS

6.1 The sole mechanism for documentation and maintenance of Task Agreements is MSFC Form 4305 (or substantial equivalent). This document defines the work to be performed by one party in support of an effort managed or stewarded by the other. The first step in initiating a Task Agreement is approval of a work package through the PMC. The process for bid and proposal activities leading to the PMC presentation is identified in MPG 7100.3 and is outside the scope of this MWI.

6.2 When tasks are required, but following approval by the PMC, the Project Office shall request the initiation of Task Agreement activity. MSFC Form 4305 (or substantial equivalent) shall be negotiated between the recipient and each provider organization. This negotiation process for the formal Task Agreement is limited to delineating agreements between Organizational Elements. The recipient and each provider organization shall identify a delegated representative to act as point of contact for the generation of the Task Agreement. Within-organizational element processes and techniques, deemed most effective for organizational communication and control, are outside the scope of this MWI.

6.3 Formalization of the Task Agreements (MSFC Form 4305 or substantial equivalent).

6.3.1 Signatory Authority for MSFC Form 4305 (or substantial equivalent). For Task Agreements with other than S&E organizations, the Project Manager is the sole signer for the recipient organization. For Task Agreements within the S&E Organization, the Chief Engineer, as the Manager responsible and accountable for all the technical aspects of the product, shall be a required co-signer (along with the Project Manager and the provider organizational manager) of the Task Agreement form and all subsequent revisions. Although the Project Manager and Chief Engineer are clearly together in stewarding the Project's technical activities, the Project Manager shall sign a task agreement with the Chief Engineer for the specific activities of that S&E Office. Additionally, the Project Manager shall assure that the resources and accounting data approved via the MSFC Form 4305 (or substantial equivalent) are consistent with accounting data otherwise provided to the Chief Financial Officer (BC01).

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6.3.2 Mandatory Versus Optional Data Blocks in MSFC Form 4305 (or substantial equivalent). The MSFC Form 4305 (or substantial equivalent) is designed to delineate all mandatory information required for effective programmatic stewardship, but be flexible enough to enable additional information documentation and use should the negotiating parties find it appropriate. The mandatory blocks shall include a level of definition such that specific functions and products are identified for each of the provider organizations. Discipline experts may aid in the development of the task agreements through their delegated representative--the Point of Contact function identified on the Task Agreement. The delegated representative shall ensure that product definition, as well as schedule and resource allocations are adequate, appropriately delineated, and supportable prior to finalization of the Task Agreement. The level of definition of these Task Agreements shall be such that specified elements of work, and associated products, shall be delineable and traceable. Near-term (next FY) milestones, resources, and products shall be consistent with required Project reporting and tracking levels. In addition, the provider organization may determine that use of the available optional fields, independent of the formal agreement, is appropriate. These optional fields shall not become part of the formal agreement. This MWI controls the generation of MSFC Form 4305 (or substantial equivalent) with both mandatory and optional fields. The MWI-mandated usage of MSFC Form 4305 (or substantial equivalent) includes only those fields defined within the Form as "mandatory."

6.3.3 Quality Record Maintenance for MSFC Form 4305 (or substantial equivalent). The Project Office shall be responsible for maintaining a quality record of the latest revision of each of the Task Agreements for their Project. The Provider organizations may keep a file or electronic copy of their Task Agreement and may modify this copy through use of the optional electronic fields, but the official copy and quality record resides exclusively with the Project Office or assigned designee.

6.4 Agreements on work not associated with a Project Office but having a Lead Organization, such as Center Director's Discretionary Fund (CDDF) projects, Research and Technology Operating Plans (RTOP's), Small Business and Innovative Research (SBIR), and lab-to-lab agreements representing a total of less than a 5 FTE Centerwide commitment for each, are outside the scope of this MWI. It is recognized that these types of agreements may be made, and that the Organizational Elements are responsible for maintaining an appropriate process, consistent with MPD 1280.1, for these activities; but the MSFC Task

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Agreement Form (or substantial equivalent), or specific negotiated modification, is not required.

6.5 It is recognized that Project-specific tasks and activities may be required during the period of time required for task agreement development. During this period the following delineate the approval authority for Project specific work:

a. The designated representative named by the Organizational Element will negotiate the Task Agreement. For a period limited to 60 days following PMC approval and Project request for Task Agreement generation, the Organizational Element Director shall authorize and document the assignment of the designated representative, along with approval to proceed on the identified task(s) and associated activities and shall specify the sponsoring Project cost code. This authorization and approval is a quality record.

b. Following the first **60** days, if no task agreement has been approved, the documented approval of EA01, CR01, GP01, or AA01 (as required for subtier Organizational Element tasks) shall formally document an approval for an additional 30 days of the task(s). This process may be continued until a total of 3 months has elapsed since the PMC process initiated Task Agreement generation. Following this 3-month period, documented approval by DA01, or delegated authority, is required. This is a quality record.

6.6 Following signature of the Task Agreement, the participating Organization Elements will each maintain an up-to-date copy. The Task Agreements shall be reviewed every 6 months, but may, at the request of either recipient or provider, be reviewed more frequently. Updates shall be required, following each review and shall, as a minimum, be documented by a change to the "Status" block date on MSFC Form 4305 (or substantial equivalent). Approval of updates that entail significant resource changes (> 2 FTE's per Organizational Element or change of > 10% of resource funding allotments per year without consequent change in task scope or schedule) requires approval of the Organizational Element Director or designee.

7. NOTES

7.1 The use of MSFC Form 4305 (or substantial equivalent) replaces the obsolete MSFC Form 512 and the MSFC "Customer Agreement Form" (no numeric identifier exists).

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7.2 Additional sheets may be attached to the MSFC Form 4305 (or substantial equivalent) to provide continuation of text fields.

7.3 The release of this instruction (baseline and subsequent versions) enables MSFC organizations to utilize the process and mechanisms established herein, with FY98 as a transition year for incremental implementation (i.e., the MSFC Workforce Review began in the 2nd quarter of FY98 and continues, via ITA refinements, through 3rd and 4th quarters of FY98).

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

Quality records are identified above. It is the responsibility of the organization leading the activity to define retention in accordance with MPG 1441.1.

FORMS

MSFC Form 4305 Task Agreement

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PROJECT OFC: AUTOMATIC

TASK AGREEMENT

Labor Code	<input type="text" value="MANDATORY"/>	CDR	<input type="text" value="AUTO"/>	Procurement Code	<input type="text" value="AUTO/OR"/>
Project	<input type="text" value="AUTOMATIC"/>				
Task	<input type="text" value="AUTOMATIC (IF APPLICABLE) OR CAN BE FILLED IN"/>				
Task Status	<input type="text" value="Multiple Choice"/>	Task Date	<input type="text"/>	Rev.	<input type="text" value="AUTO"/>
				Rev. Date	<input type="text" value="AUTO"/>

Requesting Organization	Performing Organization
POC <input type="text" value="MANDATORY"/>	POC <input type="text" value="MANDATORY"/>
Org Code <input type="text" value="MANDATORY"/>	Org Code <input type="text" value="MANDATORY"/>
E-mail <input type="text"/>	E-mail <input type="text"/>
Fax <input type="text"/>	Fax <input type="text"/>
Phone <input type="text"/>	Phone <input type="text"/>

Assumptions:	Task Content
	<input type="text" value="MANDATORY"/>
Task Descriptions:	
S U B 1	<input type="text" value="MANDATORY"/>
S U B 2	<input type="text"/>
S U B 3	<input type="text"/>
S U B 4	<input type="text"/>
S U B 5	<input type="text"/>
S U B 6	<input type="text"/>

MSFC FORM 4305 (NOV 97)

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TASK AGREEMENT

Milestones	Date	<u>Actual</u> Date
MANDATORY	Mandatory	Optional

Deliverables	Responsibility	Date	<u>Actual</u> Date
MANDATORY	MANDATORY	Mandatory	Optional

<u>LABOR/COST SUMMARY</u>	FY98	FY99	FY00	FY01	Total
Civil Service WY's	<input type="checkbox"/> Mandatory				
Program Funded Contractor WY's	<input type="checkbox"/> Mandatory				
Inst. Funded Contractor WY's	<input type="checkbox"/> Optional				
Total Support Contractor WY's	<input type="checkbox"/> Automatic				
Civil Service Labor	<input type="checkbox"/> Mandatory				
Program Sup Contractor Labor \$K	<input type="checkbox"/> Mandatory				
Other Direct Cost \$K	<input type="checkbox"/> Mandatory				
Total Prog Cost \$K	<input type="checkbox"/> Automatic				
Civil Service Travel # Trips	<input type="checkbox"/> Optional				
Civil Service Travel \$K	<input type="checkbox"/> Optional				

Comments:

Requesting Organization: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Authority: _____ Date Approved: _____	Performing Organization: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Authority: _____ Date Approved: _____	Concurring Organization: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved Authority: _____ Date Approved: _____
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10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

None

12. CANCELLATION

None

Original Signed by

A. G. Stephenson
Director