1968
7

BOEING

CONTRACTOR PROGRAM PROCEDURE
NAS8-5608 DRL 087 L I 23

Date ---------- Doc. No. --------

V. 1

SPACE DIVISION LAUNCH SYSTEMS BRANCH

CONTRACTOR PROGRAM PROCEDURE
NAS8-5608 DRL 087 L I 23

C O P Y

BD 137.3	R	Request for Alterations to Government Owned Equipment	4-18-68
BD 137.4	R	Commitment of Facility Resources in Support of Programs	4-29-68
BD 422.24	N	Preliminary Technical Coordination on Potential Engineering Changes	3-4-68
BD 500.12	R	Launch Systems Branch Cost Improvement Program	4-29-68
BD 500.21	R	Development & Control of Branch Management Report System	5-10-68
BD 710.3	N	Minuteman Launch Readiness Board	5-21-68
MD 503.1	R	Long Distance Telephone Service - Michoud	4-26-68
MD 503.2	R	Communications Equipment & Services - Michoud	5-24-68
OP 190.16	R	Control of Gas Cylinders Having a Demurrage Charge	5-9-68
OP 320.4	R	Ship Loose, Ship Separate, Ship Short (Transfers and Deliveries)	4-24-68
OP 370.9	R	Items Damaged or Lost in Shipment - Replacing & Accounting for	4-25-68
OP 500.7	R	Launch Systems Branch Group Management Information System	5-10-68
OP 500.10	R	Launch Systems Branch Weekly Activity Report	5-10-68
OP 500.11	R	Launch Systems Branch Management Status Report	5-10-68
OP 500.26	N	Launch Systems Branch - Daily Report	5-10-68
OP 502.2	C	Obtaining Photographic Support within Operations	5-6-68
OP 505.3	R	Rental of Data Processing and Computing Equipment	4-29-68
OP 514.6	R	Mechanized Data System - Request for Authorization and Cost Visibility	5-23-68
OP 605.12	R	Discrepancy	5-29-68
OP 605.6	C	NASA - Michoud Discrepancy Report and Rejection Tags	5-11-68
OP 730.10	R	Acceptance Summary	3-5-68
OP 812.7	R	Parts List Page - Parts List Supplement	3-22-68
OP 812.18	N	Event Index Log - Event Index Log Supplement	3-27-68
OP 840.1	R	Manufacturing or Testing Process & Inspection Record	3-27-68

N - New R - Revised C- Cancelled

SUBJECT: REQUESTS FOR ALTERATIONS TO GOVERNMENT-OWNED EQUIPMENT

April 18, 1968

(Supersedes issue dated September 27, 1963)

LOCATIONS AFFECTED

Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

I. GENERAL

A number of plant equipment items used by the Launch Systems Branch have been obtained on a loan from government agencies through NASA Headquarters. The loan agreements require us to return the equipment in its received condition except for normal wear. The Facilities organizations of the Operating Arms are the custodians of this equipment. Any alterations to the equipment must have the approval of Facilities.

All modifications to the terms of the loan agreement also must be processed in this manner.

II. RESPONSIBILITIES

A. Using Organization Managers will:

1. Insure that equipment assigned to their organization is used properly and receives adequate maintenance.

2. Authorize action memo requests to Facilities for equipment alterations.

3. Authorize action memo requests to Facilities for modification to the loan agreements.

B. Facilities will:

1. Evaluate requests for equipment alterations and modifications to the loan agreements.

2. Provide maintenance for the equipment.

3. Provide a letter to Contracts requesting alterations to equipment or modifications to the loan agreements.

4. Advise the requesting organization that the change is authorized, or disallowed.

C. Each Operating Arm Contracts Organization will be the final authoritative source of information to be included in the change request to NASA and will transmit NASA replies to Facilities.

SUBJECT: COMMITMENT OF FACILITY RESOURCES IN SUPPORT OF PROGRAMS

April 29, 1968

(Supersedes issue dated May 21, 1965)

LOCATIONS AFFECTED:

Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

REFERENCE:

(a) Corporate Policy 7A1, "Acquisition of Facility Resources"

(b) Corporate Policy 7B2, "Company Real Property - Acquisition and Disposition"

(c) Branch Directive 115.1, "Capital Asset Budgets - Administration and Control"

I. PURPOSE AND SCOPE

The assignment or commitment of facilities resources to support authorized and anticipated business, new business proposals, changes to existing contracts and contract extensions are controlled by the referenced policies. This directive implements those policies for the Branch and assigns responsibilities to assure appropriate control.

II. RESPONSIBILITIES

A. Branch General Manager

The referenced policies specify the activity required to pre-identify planned facilities resources support to new business. The Branch General Manager will review, approve, and/or obtain approval of all commitments of facilities resources on a prior basis using established Business Plans as a guide. All deviations from the current approved plan must be received by the Branch General Manager's office in sufficient time to allow reasonable review and evaluation before being committed to any requirement.

R

B. Each Operating Arm Manager will ensure the:

1. Development, submittal and negotiation of long and short range facilities resource plans.

2. Recommendation, to the Branch General Manager, of the facility resources required to efficiently perform authorized and anticipated business and the appropriate method of acquisition.

II. B. (Continued)

3. Preparation of requests for funds to acquire additional facilities resources.

4. Acquisition of the Branch General Manager's approval prior to commitment or assignment of Company facilities resources to proposal and/or change activity.

5. Development of suitable documentation and identification of all business resource requirements on a pre-planning basis to ensure the most economic resources utilization.

March 4, 1968

SUBJECT: PRELIMINARY TECHNICAL COORDINATION ON POTENTIAL ENGINEERING CHANGES

FROM: R. H. NELSON
GENERAL MANAGER

I. PURPOSE

This directive provides for inter-schedule review and concurrence on engineering change action within the Launch Systems Branch.

II. SCOPE

A. This directive applies to Class I engineering changes that are proposed for Saturn Program hardware for which the Launch Systems Branch Engineering Organizations have design configuration responsibility.

B. This directive becomes effective with those changes that have as a first effectivity that hardware identified with the AS-503 mission.

III. DIRECTION

A. The Chief Engineer of the originating Engineering Organization will provide copies of Engineering Change Memos (ECM's) on potential Engineering Change Proposals (ECP's) to the other Launch Systems Branch Engineering Organizations.

B. The Chief Engineer will transmit by letter each week copies of the ECM's on which he has endorsed the proposed change for engineering action.

C. The ECM will contain information on the following items as a minimum:

1. The origination of the requirement for change including the necessary background information leading up to the change.

2. The reason for the change and the consequences if the change is not incorporated.

3. The identifying title and summary description of the change including the major hardware that is affected.

D. The Engineering Organization receiving the notification of the proposed change will review the ECM to identify the following:

1. Potential effect on other equipment or existing software.

2. Consistency of the classification of the change in terms of need and consequences if not incorporated.

3. Additional technical coordination as may be determined necessary.

E. The Engineering Organization receiving notification of the proposed change will provide their concurrence or non-concurrence on the intent and need for change by memo to the originating organization within one week of receipt.

F. It is not intended that this directive will delay or interfere with established change processing procedures.

April 29, 1968

(Supersedes issue dated September 25, 1964)

SUBJECT: LAUNCH SYSTEMS BRANCH
COST IMPROVEMENT PROGRAM

LOCATIONS AFFECTED:

Michoud
Huntsville
BATC

REFERENCE: Aerospace Group Directive ASG-1003, "Cost Improvement Program"

FROM: R. H. NELSON
GENERAL MANAGER

I. PURPOSE AND SCOPE

The purpose of this directive is to emphasize the authority and responsibility of all managers to accomplish their assigned objectives at minimum cost. The requirements of this directive apply to all activities of the Launch Systems Branch.

II. DIRECTIVE

The Launch Systems Branch will develop, implement, and operate to a Branch Cost Improvement Program Plan designed to achieve contract commitments at minimum cost.

III. RESPONSIBILITIES

A. The Launch Systems Branch Cost Improvement Manager will:

1. Direct the development of the plan.

2. Integrate the Cost Improvement Program into all activities.

3. Direct the Cost Improvement activities consistent with the referenced directive.

SUBJECT: DEVELOPMENT AND CONTROL OF BRANCH MANAGEMENT REPORT SYSTEM

May 10, 1968

(Supersedes issue dated November 30, 1967)

AFFECTED LOCATIONS:

Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

REFERENCE:
a) Branch Directive 500.20, Supplement No. 1, "Launch Systems Branch Finance Services"
b) Branch Directive 500.20, Supplement No. 2, "Launch Systems Branch Industrial Relations Services"

I. INTRODUCTION

The Launch Systems Branch Management Report System will provide management visibility of the Branch's performance compared with established goals and objectives for all aspects of the Branch's operations.

II. SCOPE

The report system includes but is not limited to the Management Status Report, Group Management Information System (GMIS) Report, Space Division Management Information Center (DMIC) Charts, Activity Reports, Branch Daily Report, and the Cost Performance Reviews. The Branch Planning and Reporting Staff will be responsible for the development and integration of a compatible management reporting system for the Launch Systems Branch.

III. REPORT SYSTEM AND RESPONSIBILITIES

A. Management Status Report

This report (weekly and/or monthly) provides Branch management with status on resources, schedule and technical performance of all Branch contracts, and covers significant administration and management items for current operations and new business activities. The report will consist of seven sections: (1) Launch Systems Branch Summary, (2) Michoud Organization, (3) Michoud Activities, (4) Huntsville Organization, (5) Huntsville Activities, (6) New Business Program and (7) Boeing Atlantic Test Center. Assigned responsibilities include:

III. A. (Continued)

1. Branch Planning and Reporting will be responsible for specifying the content of the Summary Section and establishing its distribution. Michoud Program Planning and Reporting (PP&R) in support of the reporting system, will develop, maintain and distribute the Summary Section.

2. Michoud Program Planning and Reporting (PP&R) will develop, maintain, and distribute sections of the subject report applicable to the Michoud Operating Arm.

3. Huntsville Program Management, Planning and Reporting (PMP&R) will develop, maintain, and distribute sections of the subject report applicable to the Huntsville Operating Arm.

4. BATC Planning and Management Information (P&MI) will develop, maintain, and distribute the section of the subject report dealing with Boeing Atlantic Test Center.

5. Branch Planning and Reporting will summarize new business activities as reported by the Huntsville, Michoud and BATC Operating Arms and other sources, and maintain and distribute the New Business Section of the report.

B. Group Management Information System (GMIS) Report

The GMIS Report fulfills a monthly requirement from the Space Division General Manager. The report will provide a condensed summation of Branch activity, management problems, performance against program milestones, and items of special interest. The report will consist of a narrative section and a chart section. The chart section will provide graphic aids and supporting data to facilitate comprehension of the narrative section.

1. The Michoud Manager, Huntsville Manager, and BATC Director will each provide to the Branch General Manager and the Space Division General Manager a complete and final report on his respective geographical area activities.

2. The Branch Planning and Reporting Staff will be responsible for preparing a Branch Summary GMIS Report and transmitting it to Space Division Headquarters. This GMIS Report will be concerned with those matters considered to be of interest to the Group Vice-President - Aerospace.

C. Weekly Activity Reports

1. The Michoud Manager, Huntsville Manager and BATC Director will each submit a weekly activity report which will be forwarded simultaneously to the Space Division General Manager and to the LSB General Manager.

III. C. (Continued)

2. Branch Planning and Reporting will prepare the Branch General Manager's weekly activity report containing information concerning the Launch Systems Branch as a whole. Michoud Industrial Relations will prepare the Launch Systems Branch Personnel Resources Summary which is attached to the Branch General Manager's weekly activity report.

D. Cost Performance Reviews

The Michoud, Huntsville and BATC Finance organizations will prepare and conduct monthly organization and program cost performance reviews for Operating Arm and organization management, respective to their assigned tasks and/or functions. These reports will be documented and retained.

E. Launch Systems Branch Daily Report

Each operating arm will, on a daily basis, submit information of interest or concern to the Branch General Manager and other operating arm managers. These inputs will be forwarded to Branch Planning and Reporting (at Michoud) toward the close of each business day. Branch Planning and Reporting (at Michoud) will prepare and distribute the Daily Report.

IV. ADDITIONAL RESPONSIBILITIES

In addition to the responsibilities described above, the report system requires:

A. Finance organizations to support the reporting system in accordance with reference a), with Michoud Finance responsible for collecting and summarizing overall Branch financial planning and data.

B. Industrial Relations organizations to support the reporting system in accordance with reference b), with Michoud Industrial Relations responsible for collecting and summarizing overall Branch manpower information and statistics.

May 20, 1968

SUBJECT: MINUTEMAN LAUNCH READINESS BOARD

REFERENCE: Space Division Committee Description, "Minuteman Launch Readiness Board," Current Date

FROM: R. H. NELSON
GENERAL MANAGER

I. PURPOSE AND SCOPE

The Minuteman Launch Readiness Board was established to examine the activities of The Boeing Company leading to the preparation of a successful launch of each Minuteman mission. The Board will initiate corrective action where necessary to assure the maximum effectiveness of Boeing's overall participation in the Minuteman Launch Program.

II. MEMBERSHIP

The permanent members of the Minuteman Launch Readiness Board are as follows:

BATC Director - Chairman
BATC Minuteman Program Manager
M&ISD - Minuteman Program Manager's Representative
Launch Readiness Assurance Manager (Also serves as Board Secretary)

Additional attendance may be required to support consideration of a particular subject.

III. RESPONSIBILITIES

A. The Board Secretary will have the responsibility to schedule, organize, and report on activities of the Board.

III. B. The Board will monitor the status of those activities that must be completed prior to a launch readiness commitment and will initiate corrective action through the members where the data reviewed indicates such action to be necessary.

C. The Board will review launch preparation and flight results to assure that necessary improvements have been made in equipment capability and test operations prior to each subsequent launch commitment.

D. The Board will review the mission objectives for each Minuteman vehicle and assure that all technical constraints are considered and that the mission will be expected to provide the necessary prerequisite for the following launch missions.

E. The Board will establish as a consensus the company position with respect to the readiness of each Minuteman mission. This consensus will be reported to the Division General Manager and the Launch Systems Branch General Manager and will also provide the basis for member support to the normal Customer readiness reviews.

F. The Board Secretary will document the deliberations of the Board and determine whether all actions assigned are closed out by reports from the members. A summary report of each meeting will be provided to the Division General Manager and the Launch Systems Branch General Manager.

IV. USAF AND ASSOCIATE CONTRACTOR RELATIONSHIP

The Minuteman Launch Readiness Board will interface with the USAF and Associate Contractor in the existing Test Working Group (T.W.G.).

April 26, 1968

SUBJECT: LONG DISTANCE TELEPHONE SERVICE - MICHOUD

(Supersedes issue dated May 20, 1966)

REFERENCE: (a) Administrative Procedure 430, "Travel by Employees"

(b) Administrative Procedure 580, "Administration of Discipline"

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

I. PURPOSE

To provide direction for Michoud personnel in the proper use of long distance telephone service and to establish a system for certification of all long distance telephone toll calls.

II. DESCRIPTION OF SERVICES AND AUTHORIZATION REQUIREMENTS

A. Calls Not Requiring A "Telephone Toll Call Authorization," LSB Form 1339

1. Federal Telecommunications System (FTS)

A

A long distance telephone system provided by the Government. Only Government telephones can be used to place FTS calls. All such calls require prior supervisory approval. All long distance calls made during the normal work day will be placed over the FTS system whenever possible.

NOTE: Difficulties in reaching an FTS number or a persistent busy signal should be reported to the Michoud Operator, (Dial "0").

2. Leased Lines

Telephone circuits leased by the Government on a monthly basis giving point-to-point service.

3. Company Communication Services Administration (CCSA)

A

The CCSA system, a Boeing-leased network, is not available at Michoud and is NOT authorized for use by Michoud employees on travel status under any circumstances.

B. Calls Which Require Completion Of A "Telephone Toll Call Authorization" Form 1339

1. Long Distance Commercial Toll Call

A call placed over commercial toll circuits to any point outside the Michoud local exchange area. These calls are charged on a per minute basis. Commercial toll service

II. B. 1. (Continued)

A will be used only when other less expensive long distance services cannot be used, and will require prior supervisory approval. All commercial toll calls will be placed through the Mason-Rust switchboard. Direct distance dialing and direct contact with the New Orleans long distance operators are NOT authorized.

2. Conference Call

A call placed to speak to more than one telephone at another location. These calls, when placed commercially, are charged on a per-minute basis, even though the other numbers called may all be within the local toll-free area. In order to avoid charges, and the completion of the Form 1339, conference calls to local toll-free areas must be placed through the Michoud switchboard.

3. Incoming Collect Call

A toll call received at Michoud and accepted with the understanding that charges will be billed to the receiving number. The "Telephone Toll Call Authorization" form must be completed by the person receiving the call.

4. Third Number Billing

A A toll call placed from one telephone number to another and billed to a third number. The employee placing such a call is responsible for completion of the Form 1339. Third number billing calls must not be used by a traveling employee to call his home.

A III. GENERAL TOLL CALL INSTRUCTIONS AND RESTRICTIONS

A. All long distance calls made during a normal work day will be placed over the FTS system whenever possible. Outside normal working hours and on weekends and holidays, long distance calls outside the State of Louisiana will be made via FTS by calling the FTS operator in Washington, D. C., 8-202-967-1221. Calls within Louisiana must be placed over the commercial toll system during off-duty hours.

B. Employees on official business trips will report all toll charges on their "Travel Expense Report," Form LSB 1358, when making long distance calls from their motel/hotel rooms or from pay stations. Travelling employees must NOT use the CCSA system.

C. All calls reporting changes of itinerary to the traveler's home will be placed on his "Travel Expense Report."

D. Toll calls to an employee's home to notify his family of pending overtime work are NOT authorized.

III. E. Collect calls by employees to report absence due to sickness are NOT authorized.

IV. RESPONSIBILITIES

ALL SUPERVISORS	1.	Instruct employees in the proper use of all telephone services. (Refer in part to the instructions in the Michoud Assembly Facility Telephone Directory.)
	2.	Approve all long distance telephone calls prior to their being placed.
	3.	Insure that a "Telephone Toll Call Authorization," Form LSB 1339, is completed on each toll call approved and that the form is IMMEDIATELY sent to PP&R - Communications.
R	4.	Instruct traveling employees in the proper utilization of long distance toll calls. (See reference (a).)
	5.	Insure that employees do not report absenteeism or sickness by calling in collect.
	6.	Take the necessary disciplinary action required to eliminate the use of official telephones for personal long distance calls. (See reference (b).)
PP&R - Communications	7.	Match telephone bills and authorization forms and certify.
	8.	Maintain required records and submit required data to NASA via the Support Services Contractor.
A	9.	Investigate unauthorized calls and forward a written report of unverified personal calls to the responsible supervisors, with copies to Industrial Relations - Security.

May 24, 1968

SUBJECT: COMMUNICATIONS EQUIPMENT AND SERVICES - MICHOUD

(Supersedes issue dated May 20, 1966) Complete Revision

REFERENCE: Administrative Procedure 150 "Government Furnished Support Services for Michoud Operations - Administration"

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

I. INTRODUCTION

The Program Planning and Reporting organization is responsible for all administrative communications systems at Michoud and Michoud Computer Operations Office. This directive provides direction for requesting and using communications services to all organizations, and establishes standards for telephone communications.

II. SCOPE

This directive applies to any communications service which utilizes electrical or electronic transmission media, including but not limited to telephone, data facsimile, teletype, radio, data transmission, television, intercommunication systems, etc.

III. DIRECTION

A. All organizations:

1. Request communications services through Program Planning and Reporting.

2. Ensure compliance with instructions, criteria and standards covering communications equipment, systems and services.

B. Program Planning and Reporting:

1. Evaluate and approve requests for communications services.

2. Conduct reviews of equipment and systems in use to verify current requirements.

3. Establish formats and schedules for forecasts.

4. Provide technical assistance to all organizations.

5. Coordinate communications requirements with NASA and Support Services Contractor.

IV. TELEPHONE EQUIPMENT STANDARDS

The following standards are to be used to develop dollar values to be applied as a control at the organizational level. The standard may be applied as a guide for designing and installing new telephone systems for organizations at a minimum cost.

IV. A. Office User (Private) Standard

1. Coverage - applies to all personnel assigned to a private office. (Note: Organization Managers reporting to the Michoud Manager are excluded from these standards.)

2. The standard assumes that on the average, one secretary answers the telephone for two office holders. (Office holders below organization manager.)

3. The standard provides the following equipment and accessories for two private office holders and one secretary.

   a. Three lines rotary and three key sets with lights, hold button and two way signalling to the secretary. Standard allows one line for incoming and outgoing calls when the other two lines are being utilized.

B. Office Area Personnel Standard

1. Coverage - applies to all first shift office area personnel (not in private offices) performing office type tasks. These personnel use the telephone to conduct part of their job and vary from non-users to heavy users. No distinction is made between supervisory, professional, technical or general office employees.

2. The standard requires that management judgment be applied in placement of telephones near high users and that controllable layout (floor plan) problems be eliminated prior to equipment installation.

3. The standard allows one line, one instrument for every three first shift office area personnel. Also, one line, one instrument is allowed for each remote area with fewer than three employees.

4. An increase of up to fifteen percent of the basic standard for office area personnel will be allowed first shift personnel generally assigned to a specific area for the purpose of receiving and/or making telephone calls as their basic job. Standards for these functions will be developed on a case by case basis by the Communications Coordinator.

C. Factory Areas

1. Coverage - Generally applies to all shop areas where employees are operating machines or equipment and/or performing other fabrication or assembly functions not requiring telephone usage.

2. The standard allows one line and one instrument for each first shift supervisor and one line and one instrument for each 6,000 square feet of shop space.

SUBJECT: CONTROL OF GAS CYLINDERS HAVING A DEMURRAGE CHARGE

May 9. 1968

(Supersedes issue dated December 16, 1966)
COMPLETE REVISION

AFFECTED ORGANIZATIONS:

All Organizations

REFERENCE: Operating Procedure 190.2, "Handling and Accounting of Supplier Furnished Returnable Containers"

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

FORMS PROCESSED BY THIS PROCEDURE:

LSB 1854 - Tag - Demurrage Notice
S-370-15-3 - Shipping Authorization

I. PURPOSE AND SCOPE

This procedure establishes the system for the handling and accounting of gas cylinders having demurrage charges. Containers subject to refundable deposits are covered by the referenced procedure.

II. DEFINITION

Demurrage is a fee assessed by the supplier for retention of his property beyond a specific period. The longer the property is kept the greater the fee.

III. RESPONSIBILITIES

A. Materiel

1. Provides separate item coverage in purchase orders for returnable gas cylinders, indicating in the description area the time limits that cylinders may be retained at Boeing and the demurrage rate (if any) if cylinders are retained beyond these limits.

2. Receives gas cylinders and attaches a dated three part demurrage tag (LSB 1854) to each cylinder, indicating (in waterproof ink) the demurrage date and purchase order number.

3. When a cylinder is issued, storekeeper will:

   a. Detach "issued to" portion of tag and fill in the required information.

   b. File in Demurrage Tag file according to date and start a tickler file to notify user of impending charges.

4. When empty cylinder is returned, the storekeeper will:

III. A. 4. (Continued)

a. Detach the "bottle returned" portion of the tag and fill in the required information.

b. Match with "issued to" portion of the tag and route to stores supervisor for following action.

5. When containers are returned to the supplier, Stores initiates a pre-numbered shipping form (S-370-15-3) and processes through Manufacturing-Shipping. The shipper references the purchase order number and price when available.

6. Maintains accountability of shipping forms and routes copy to buyer.

7. Verifies number of days demurrage is applicable and approves supplier invoices for payment if demurrage invoiced is correct and authorized.

B. Affected Organizations

1. Assure that the purchase requisition for gas cylinders states that the containers are to be routed through Materiel-Stores.

2. Assure that cylinders are used on a first-in, first-out basis as determined by the demurrage tag on the cylinders. The date on the tag is the date by which cylinders must be returned to avoid demurrage charges. Return empty cylinders with demurrage tag intact to Materiel-Stores two days prior to this date.

3. Identify empty cylinders by printing "MT" on the demurrage tag with crayon.

4. Arrange for the return of empty or surplus cylinders to Materiel-Stores. Assure that cylinder accessories (valves, nuts, caps, etc.) are returned with cylinders.

C. Finance

1. Files copy of shipping forms in applicable purchase order folders.

2. Routes supplier invoices, when demurrage is authorized on the purchase order and is invoiced, to the Procurement Supervisor for payment approval.

3. Returns incorrect invoices to the supplier. (The supplier's invoice should reference the purchase order number.)

SUBJECT: SHIP LOOSE, SHIP SEPARATE, SHIP SHORT (TRANSFERS AND DELIVERIES)

April 24, 1968

(Supersedes issue dated November 10, 1967)

AFFECTED ORGANIZATIONS

Michoud Contracts
S-IC Operations
S-IC Quality and Reliability Assurance
S-IC Program Executive
S-IC Systems Test
Michoud Program Planning and Reporting

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

I. PURPOSE

To define the division of responsibilities between organizations with respect to hardware and accountability for ship loose, ship separate and ship short items.

II. SCOPE

This procedure includes all ship short, ship loose and ship separate items and their points of transfer or delivery, but does not include shipment of Mod Retrofit Kits released from Engineering commitments. Scheduling requirements will be established by the End Item Delivery Committee and included as milestones in applicable program letters.

III. DEFINITIONS

A. Ship Separate Item - Those planned conditions existing in end items where components of the end item are not delivered from the same location and/or delivered at the same time as the remainder of the end item. Separate shipment may be planned as a convenience for the Government or because of different source locations.

B. Ship Loose Item - Those planned conditions existing in end items where components of the end item are not assembled as a part of the end item, either as a convenience for shipping purposes or to facilitiate the accomplishment of post delivery work effort. Ship loose components accompany shipment of the end item and are listed as component parts thereof on the shipper for the end item.

C. Ship Short Item - Those unplanned conditions existing in contractor furnished end items where required components of the end item are not available for delivery with the remainder of the end items.

IV. RESPONSIBILITIES

A. Transfer of Stage to Post Manufacturing Checkout (PMC)

OPERATIONS - Manufacturing	1.	Provide to Q&RA, Michoud Contracts, and S-IC Systems Test a list of all part shortages and unaccomplished work and a plan of completion.
OPERATIONS - Manufacturing	2.	Provide parts and effort to establish and complete IV., A., 1.
R Q&RA	3.	Prepare Booster Summary Document as pertaining to all hardware not installed at time of transfer to S-IC Systems Test.

B. Transfer of the Stage to Static Test site.

OPERATIONS - Manufacturing	1.	Provide Form 370's or 57's to pick and package ship loose parts that are "V" or "F" configuration code.
SYSTEMS TEST	2.	Provide Form 370's or 57's to pick and package all ship loose "G" configuration parts. Identify "G" configuration ship separate parts.
OPERATIONS - Manufacturing	3.	Provide list of all ship short parts to Q&RA and Systems Test.
	4.	Provide parts and effort to establish and complete IV., B., 3., for Operations commitments.
PP&R	5.	Provide a listing of all major turnaround equipment included in the shipment to be returned to Michoud for use on the other stages to Systems Test and Q&RA
OPERATIONS - Manufacturing	6.	Package and identify by container all hardware.
	7.	Prepare shipping plan.
Q&RA	8.	Complete Booster Summary Document as pertained to all hardware not installed at time of transfer to Static Test.
OPERATIONS - Manufacturing	9.	Negotiate schedule and effort to complete any "V" or "F" configuration ship short items.
	10.	Provide parts and labor to support IV., B., 9.

C. Transfer of Stage from Static Test to Refurbishment Location.

SYSTEMS TEST	1.	Provide MorTP's for ship loose, ship separate items to Q&RA.
Q&RA	2.	Prepare shipping forms.

C. (Continued)

R	SYSTEMS TEST	3. Package and identify by container all hardware.
R		4. Prepare shipping plan.
R	Q&RA	5. Update Booster Summary Document as pertains to all hardware not installed at time of transfer to Refurbishment.
	SYSTEMS TEST	6. Return loose parts to Refurbishment location.
		a. Retain configuration responsibility of ship loose and ship separate items for delivery to Kennedy Space Center.
		b. Return to Operations reusable items no longer required, and provide their end item configuration.
	OPERATIONS - Manufacturing	7. Assume configuration responsibility for items in IV., C., 6., b.

D. Delivery of Stage to Kennedy Space Center (KSC)

	OPERATIONS - Manufacturing	1. Provide MorTP&IR to pick and package all "J" ship loose, ship separate and ship short hardware and identify to Contracts and Q&RA.
R	SYSTEMS TEST	2. Provide MorTP&IR to pick and package all "GJ" and "HJ" ship loose, ship separate, and ship short hardware and identify to Contracts, Q&RA and Operations.
	OPERATIONS - Manufacturing	3. Prepare list of all change commitments to be accomplished after delivery and the ship separate items required for their completion.
		4. Provide parts and effort to establish and complete IV., D., 3.
	PP&R	5. Provide a listing of all major turnaround equipment included in the shipment that are to be returned to Michoud.
	MICHOUD CONTRACTS	6. Prepare shipping forms.
R	OPERATIONS - Manufacturing	7. Package and identify by container all hardware.
R		8. Prepare shipping plan.
	Q&RA	9. Prepare Acceptance Data Package.

SUBJECT: ITEMS DAMAGED OR LOST IN SHIPMENT - REPLACEMENT AND ACCOUNTING FOR

April 25, 1968

(Supersedes issue dated August 10, 1964)
Complete Revision

AFFECTED ORGANIZATIONS:

Michoud Facilities
Michoud Finance
S-IC Operations - Materiel
S-IC Quality & Reliability Assurance

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

REFERENCE: Operating Procedure 605.4, "Non-Conformance Control - Supplier Furnished Items"

I. PURPOSE

This procedure outlines the system for fixing responsibility for items damaged or lost in shipment, preparation of claims, collection of damages, and disposition of damaged property.

II. SCOPE

This procedure covers all property moved by common or contract carrier, except General Service Administration (GSA) shipments and employee household goods and furniture shipments.

III. GENERAL

Materiel - Traffic will prepare claims against the carrier on Boeing-owned material or will furnish NASA with sufficient information for processing claims on NASA-owned material when inspection indicates carrier responsibility. On Boeing-owned material, claims will be filed when loss exceeds $10.00 or damage amounts to $25.00 or more. On NASA-owned material, Reports of Survey will be initiated when loss or damage amounts to $10.00 or more.

IV. RESPONSIBILITIES

A. Operations - Materiel

1. Receiving will:

a. Upon receipt of damaged shipments:

1) Note a brief description of the damage and obtain the driver's signature on all copies of the carrier's freight bill.

2) Identify the damaged shipment by affixing a Carrier Damage Control Tag, Form U3 4290 1000, to each damaged item or carton.

IV. A. 1. a. (Continued)

3) Prepare Form U3 4263 7000, Discrepancy Report.

b. When concealed damage is detected after receipt on-dock, perform steps IV., A., 1., a., 2) and 3) above.

2. Traffic will:

a. When carrier responsibility is indicated, and the damage estimate exceeds the amount listed in III. above, prepare all necessary exhibits for claim or Report of Survey and file with the carrier or NASA respectively.

b. Initiate SF 361, Report of Damaged or Improper Shipment, and forward copies to Quality and Reliability Assurance, Facilities (for plant equipment only) and Finance - Treasury and Property Control.

c. Enter exception to conditions of shipment on Government Bill of Lading.

d. Notify Quality and Reliability Assurance to prepare Unplanned Event Record for damaged or non-conforming stage hardware, ground support equipment or Government furnished property and route to Central Discrepancy Control Area.

e. Notify Facilities for damaged facilities-type items for instructions on disposition. If item is to be returned prepare Shipping Authorization (S-370-15-03).

f. Notify Finance of any rework to be accomplished and request accounting charge number. Furnish type of bill of lading, Purchase Order Number and Unplanned Event Record number.

g. Ensure that the accounting charge number is entered on the Unplanned Event Record.

h. File claim against carrier on Loss and Damage Report, Form U3 4042 2000, or submit Report of Survey to NASA, as applicable. Furnish copies of either claim or report to Finance.

i. Furnish Finance with a monthly summary of damage transactions completed during the period. List claims or Reports of Survey submitted. In addition, furnish monthly the serial numbers of Unplanned Event Records issued because of carrier damage which does not involve a claim or survey.

j. Arrange for photographs of all damage due to handling in shipment.

IV. A. (Continued)

3. Procurement will:

a. Enter dispositions and/or instruction on Unplanned Event Record before rework or final routing to Quality and Reliability Assurance. Receive instructions from Facilities for disposition of damaged facilities-type items.

b. Contact the requesting orgnization concerning the need for replacing lost and irreparable items. Purchase Orders will be written to replace lost items upon receipt of authorization from Traffic or Facilities (for plant equipment), as applicable. Use charge number on original release. Irreparable items will be reordered upon receipt of Unplanned Event Record. Use charge number of Unplanned Event Record.

c. Initiate Purchase Order for repairs to be accomplished by outside contractors as authorized by Materiel - Traffic or Facilities (for plant equipment). Use accounting charge number from the Unplanned Event Record.

B. Quality and Reliability Assurance

1. Process damaged items, except plant equipment, and prepare Unplanned Event Record, Form LSB 1016, in accordance with the referenced procedure.

2. Furnish Materiel - Traffic with two copies of the Unplanned Event Record.

C. Facilities

1. Process damaged plant equipment items and prepare Unplanned Event Record (UER) Form LSB 1016, in accordance with referenced procedure.

2. Obtain appropriate accounting charge number from Finance and enter on UER.

3. Furnish Materiel - Traffic with two copies of the UER.

4. Furnish Materiel - Traffic in writing the cost of repair work accomplished at The Boeing Company facility covering carrier-responsibility damage.

D. Finance

1. Establish accounting charge numbers for the repair of items damaged in shipment in accordance with the following criteria:

a. Assign overhead charge number for Boeing-owned property

IV. D. 1. a. (Continued)

and government property moved on commercial bill of lading.

b. Assign appropriate charge numbers for Industrial Facilities, Contract NAS8-5606(F), when shipment is on Government Bill of Lading (GBL).

c. Assign the production charge number for repair of carrier damaged property on Contract NAS8-5608 or other applicable Production Contracts when shipment is on Government Bill of Lading (GBL).

2. Furnish Materiel - Traffic, in writing, the cost of repair work accomplished at The Boeing Company facility covering carrier-responsibility damages.

3. Prepare journal entries to transfer costs used in repairing carrier damaged property to the appropriate Accounts Receivable upon receipt of a copy of the claim against the carrier.

4. Take action to collect freight damage claims from the carrier when claim covers Company property or Government property shipped on commercial Bill of Lading.

May 10, 1968

SUBJECT: LAUNCH SYSTEMS BRANCH - GROUP MANAGEMENT INFORMATION SYSTEM

(Supersedes issue dated November 30, 1967)

AFFECTED ORGANIZATIONS:

Branch Staff
Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

REFERENCE:
a) Group Planning and Operations Evaluation Directive GP&OE-1004, "Group Management Information System"
b) Branch Directive 500.21, "Development and Control of Branch Management Report Systems"

I. PURPOSE

This procedure establishes guidelines for content and delineates organizational responsibility for the preparation, approval, and distribution of the monthly Launch Systems Branch Group Management Information System (GMIS) Report to Space Division Management and to the Launch Systems Branch General Manager. Provision is made for supplemental charts to support the Space Division Management Information Center (DMIC). The reports are identified as "LIMITED" information (see Administrative Procedure 133, "Limited Information," for an explanation of proper handling).

II. GENERAL

A. The LSB GMIS Report will consist of a Launch Systems Branch summary from the Branch General Manager to the Space Division General Manager, supported by a separate report from each of the LSB Operating Arms addressed jointly to the Branch General Manager and the Space Division General Manager.

B. The Branch Summary GMIS Report will include information of a total Branch nature as well as selected information from the Operating Arm GMIS Reports. This report will be concerned with those matters considered to be of interest to the Group Vice-President - Aerospace.

III. RESPONSIBILITIES

A. Michoud Manager, Huntsville Manager, and BATC Director will:

III. A. (Continued)

1. Prepare an Operating Arm GMIS Report to the Space Division General Manager and Branch General Manager with copies to Branch Planning and Reporting on assigned activities which shall cover the following topics:

   a. Program activities

   b. Items of Management Interest

   c. Technical Problems

   d. New Business

   e. Business Summary (cost summary, incentive earnings, backlog, business acquisition, contracts management)

   f. Resources Management

   g. General Interest

   Discussion on new business should include customer trends, assigned program activities, presentations, business opportunities and strategy planning. Such discussions shall be limited to those activities specifically assigned to the Operating Arm. Reports on new business contract awards and proposal activities should not be included in the Operating Arm GMIS reports.

   The Operating Arm GMIS reports should exclude total Branch Summary charts. Headcount data, if provided, must be compatible with the Personnel Resources Summary attached to the Launch Systems Branch General Manager's Weekly Activity Report.

2. Provide charts and explanatory facing pages on program schedules, active minor contracts, contract cost performance and other special charts as required in accordance with specific instructions from Branch Planning and Reporting. In addition, Operating Arm Managers may include such charts as they deem advisable to illustrate, clarify or amplify the narrative section.

3. Provide to Branch Planning and Reporting copies of each of the charts selected from the GMIS report, and such additional charts as designated by Branch P&R in support of the DMIC. In addition to the monthly cycle, intermediate updating of certain DMIC charts may be required to reflect significant changes in the Branch position.

B. Michoud Program Planning and Reporting will provide audio visual and reproduction support to Branch Planning and Reporting as required for preparation and distribution of the Branch GMIS report.

III. (Continued)

C. Michoud Finance will provide finance information for the LSB Summary GMIS charts, explanatory facing pages and data for DMIC.

D. Michoud Industrial Relations will provide Industrial Relations control data for overall Branch management purposes.

E. Manager - Cost Improvement, Zero Defects, New Technology Utilization will provide data in support of the LSB Summary GMIS report.

F. Other Branch Staff functions will contribute narrative inputs for the LSB Summary GMIS report as required.

G. Branch Planning and Reporting will:

1. Prepare the Launch Systems Branch Summary GMIS Report comprising a brief narrative report not to exceed five pages in length; an appendix covering New Business contract awards, proposal activity, and expenditures on Company-sponsored New Business programs; and a series of charts summarizing LSB planning, activities and performance. The narrative report shall be based on the Operating Arm reports, Branch Staff inputs, and other significant events.

2. Prepare selected charts in support of the Space Division Management Information Center (DMIC). These charts will be submitted with the LSB Summary GMIS Report.

3. Provide detailed instructions, schedules and administrative guidance to all Branch organizations participating in the GMIS cycle.

4. Present the Branch Summary GMIS Report to the Branch General Manager and obtain his approval.

5. Provide for distribution of the Branch Summary GMIS report.

SUBJECT: LAUNCH SYSTEMS BRANCH - WEEKLY ACTIVITY REPORTS

May 10, 1968

(Supersedes issue dated April 14, 1967)

AFFECTED ORGANIZATIONS:

Branch Staff
Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

REFERENCE: Branch Directive 500.21, "Development and Control of Branch Management Report Systems"

I. PURPOSE

This procedure establishes the system for preparing and distributing the Weekly Activity Reports.

II. GENERAL

A. The Michoud Manager, Huntsville Manager, and BATC Director will each forward a Weekly Activity Report simultaneously to the Launch Systems Branch General Manager and the Space Division General Manager to inform them of current program status and assessment of progress toward accomplishment of objectives.

B. Branch Planning and Reporting (at Michoud) will prepare a Weekly Activity Report for the Branch General Manager to the Space Division General Manager.

C. These reports cover technical and physical accomplishments, operating problems and solutions, significant meetings, customer relationships relative to currently contracted business, funding status and trends, staffing, facilities, major contract modifications, etc. The reports are identified as "LIMITED" information.

D. Reports cover the period Friday through Thursday preceding the Monday on which they are submitted.

III. RESPONSIBILITIES

A. The Manager of each Operating Arm comprising the Launch Systems Branch (Michoud, Huntsville, and BATC) will:

1. Submit a signed report simultaneously to the Branch General Manager and Space Division General Manager. The report to the Space Division General Manager will be transmitted by Long Distance Xerography (LDX) (or Datafax if LDX is not available) in time to reach Seattle, Washington, by 1:00 P.M., Monday PST or PDT. The copy of the report to the Branch General Manager will be transmitted by the same means

III. A. 1. (Continued)

(or hand-carried) simultaneously to whichever office he is occupying (Michoud, Huntsville or BATC).

2. Provide to Michoud Industrial Relations each Friday a breakdown of headcount by program within his geographical area for the week ending the previous day (Thursday).

B. Michoud Industrial Relations will provide Branch Planning and Reporting with the Branch Personnel Resources Summary section of the weekly activity report in accordance with format direction from Branch Planning and Reporting.

C. Branch Staff personnel will report significant events to Branch Planning and Reporting (at Michoud) by 9:00 A.M. each Monday.

D. Branch Planning and Reporting (at Michoud) will:

1. Prepare a Weekly Activity Report of selected significant matters to be reported by the Branch General Manager to the Division General Manager and include the Branch Personnel Resources Summary.

2. Obtain the Branch General Manager's approval and forward the report to Space Division Headquarters by 3:00 P.M. CST or CDT each Monday.

3. Make Branch distribution.

SUBJECT: LAUNCH SYSTEMS BRANCH MANAGEMENT STATUS REPORT

May 10, 1968

(Supersedes issue dated April 15, 1966)

AFFECTED ORGANIZATIONS

Branch Staff
Michoud
Huntsville
BATC

REFERENCE: Branch Directive 500.21, "Development and Control of Branch Management Report Systems"

FROM: R. H. NELSON
GENERAL MANAGER

I. PURPOSE

This procedure establishes the method and organizational responsibilities for the preparation, approval and distribution of the Launch Systems Branch Management Status Report (monthly and/or weekly). It provides guidelines for preparation of the Management Status Report and establishes format requirements.

II. GENERAL

A. The Management Status Report is identified as "LIMITED" information.

B. The Management Status Report is composed of seven major sections as follows:

SECTION 1: Summary - Launch Systems Branch

This section provides a summation of Total Branch resources and activities as reported in detail in the other report sections. It portrays status relative to business forecast, business performance, program funding, Branch resources and a minimum amount of pertinent statistical data.

SECTION 2: Michoud Organization and Michoud New Business Activities

This section provides detailed status information relative to overall Michoud resources (e.g., manpower, facilities and space requirements). It also describes activities directed toward introducing manufacturing work (outside the scope of current major obligations) into the Michoud Assembly Facility with the goal of full utilization and development of its human and physical resources.

SECTION 3: Michoud Activities

This section provides detailed status information which specifically relates to the Michoud portion of the Branch product charter. It includes the following subjects: (1) Statement of Work, (2) Program Funding, (3) Task Responsibilities, (4) Manpower by Major Task, (5) Program Phasing and (6) Program Schedules.

SECTION 4: Huntsville Organization

This section provides detailed status information relative to overall Huntsville resources (e.g., manpower, facilities and space requirements).

SECTION 5: Huntsville Activities

This section provides detailed status information which specifically relates to the Huntsville portion of the Branch product charter. It includes the following subjects: (1) Summary, (2) Task Schedules and Status, and (3) Contract and Funding Status.

SECTION 6: New Business Program

This section provides detailed status on all new business activity, research contracts, Company-sponsored programs, and long range projection and forecast data.

SECTION 7: Boeing Atlantic Test Center (BATC) Organization and Activities

This section provides detailed status information on matters such as the following: Sales forecast and personnel requirements forecasts by program and business category; Sales, profits and headcount by program; Status of schedules, contracts and funding by program; Status of resources (e.g., manpower, facilities, and space requirements).

IV. RESPONSIBILITIES

A. Branch Planning and Reporting will:

1. Determine the format, general arrangement of data and report sequencing for all sections of the report.

2. Specify the contents of Section 1 and determine the revision frequency.

3. Establish the list of recipients for Section 1.

B. Michoud Program Planning and Reporting will:

1. Develop the content of Section 1.

2. Develop the specific contents of Sections 2 and 3 and determine the revision frequency.

3. Establish the list of recipients for Sections 2 and 3 and advise Branch Planning and Reporting of any changes.

4. Designate specific distribution dates and make distribution of Sections 1, 2, and 3.

C. Huntsville Program Management, Planning and Reporting will:

1. Develop the specific contents of Sections 4, 5, and 6 and determine the revision frequency.

2. Establish the list of recipients for Sections 4, 5, and 6 and advise Branch Planning and Reporting of any changes.

3. Designate specific distribution dates and make distribution of Sections 4, 5, and 6.

D. BATC Planning Management and Information will:

1. Develop the specific contents of Section 7 and determine the revision frequency.

2. Establish the list of recipients for Section 7 and advise Branch Planning and Reporting of any changes.

3. Designate specific distribution dates and make distribution of Section 7.

SUBJECT: LAUNCH SYSTEMS BRANCH - DAILY REPORT

May 10, 1968

AFFECTED ORGANIZATIONS:

Branch Staff
Michoud
Huntsville
BATC

FROM: R. H. NELSON
GENERAL MANAGER

REFERENCE: Branch Directive 500.21, "Development and Control of Branch Management Report Systems"

I. PURPOSE

This procedure establishes the requirement for a Launch Systems Branch Daily Report and provides guidelines for the types of information of concern to the Branch General Manager and the Operating Arm Managers to be reported therein. It delineates organization responsibilities and sets forth precise timing for submittal of information. Timeliness and accuracy are essential in the Daily Report.

II. GENERAL

A. The information in the Daily Report will satisfy the following criteria:

1. It will be valid as of the close of business of the working day before the report is issued.

2. The input from each Operating Arm should not exceed one standard page (8½" x 11") and must be capable of being summarized in one half of an 8½" x 11" sheet.

B. Information required:

1. General

a. Significant customer contacts

b. Incentive billings and payments

c. Major contract activities

d. Funding problems

e. Major new business awards

f. Significant Branch pending meeting dates and/or summary meeting highlights.

II. B. (Continued)

2. Specific Areas of Interest

a. Michoud

(1) Stage and GSE status and highlights - (limit to near-term stages and GSE)

(2) Major problems affecting deliveries - technical, facilities, etc.

b. Huntsville

(1) Saturn systems activity highlights and problems

(2) Minor contracts highlights and problems

c. BATC

Schedule of significant launch or other activities, status and problem areas.

C. Submittal and Preparation Schedule:

Operating Arms:

Written Operating Arm Inputs Due to Branch Planning and Reporting (at Michoud)	Prior to 3:45 CST (or CDT) of day prior to report
Updates (as required by phone)	8:00 A.M. to 8:15 A.M. CST (or CDT) of report day

Branch Planning and Reporting (at Michoud):

Preparation (writing, editing, typing)	8:00 A.M. to 8:30 A.M. CST (or CDT) of report day
Reproduction	8:30 A.M. to 8:45 A.M. CST (or CDT) of report day
Distribution	8:45 A.M. to 9:00 A.M. CST (or CDT) of report day

D. The LSB Daily Report and inputs thereto are identified as "LIMITED" information.

III. RESPONSIBILITIES

A. Launch Systems Branch organizations at Michoud, Huntsville and BATC will provide information as indicated in Section II. B. to the following respective organizations: Michoud Program Planning

III. A. (Continued)

and Reporting; Huntsville Program Management, Planning and Reporting; BATC Planning and Management Information.

B. Michoud Program Planning and Reporting; Huntsville Program Management, Planning and Reporting; and BATC Planning and Management Information will:

1. Upon receipt of inputs from their respective organizations, select the information considered most meaningful to the LSB General Manager and to the other Operating Arm Managers and condense the information to fit a sheet 8½" x 11".

2. Provide the information by Long Distance Xerography (LDX) or Datafax to Branch Planning and Reporting (at Michoud).

3. Provide any updated information by telephone to Branch Planning and Reporting (at Michoud).

C. Branch Planning and Reporting (at Michoud) will:

1. Upon receipt of inputs from the organizations mentioned in III. B. above, edit to provide information of Branch-level interest.

2. Prepare and sign the final report.

3. Distribute the Daily Report to the LSB General Manager and the Space Division General Manager by the fastest means of communication (hand-carry, LDX, or Datafax).

4. Make other required distribution.

SUBJECT: RENTAL OF DATA PROCESSING AND COMPUTING EQUIPMENT

April 29, 1968

(Supersedes issue dated June 22, 1965)
COMPLETE REVISION

AFFECTED ORGANIZATIONS:

All Organizations

REFERENCE:
(a) Operating Procedure 190.3, "Accountability for Company and Government Property"
(b) Office Instruction 506, "Purchase Requisitions"
(c) Document D5-11030, "Signature Authorizations"

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

I. PURPOSE

This procedure establishes the system for requesting and controlling the rental of Data Processing and Computing Equipment for all Michoud organizations.

II. DEFINITIONS

A. Letter of Inquiry - is a letter to a supplier inquiring into the availability of equipment at some future date. It is used to assure the earliest possible availability of equipment with long delivery time requirement, while final decisions to acquire or not to acquire are made. This letter does not authorize delivery or commit the Company to procurement of the equipment.

B. Lease Purchase Order (S-250-60-1) - is initiated by Materiel upon receiving a written request or a Purchase Requisition by Computer Sciences Applications for both minor and major installation of equipment.

C. Purchase Requisition (S-372-75-04) - is initiated by the using organization or Computer Sciences Applications for requesting Materiel to procure lease of equipment from a supplier. It is used for Materiel requests and for any change from the Purchase Order.

D. Purchase Order Change (S-250-60-1) - is used by Materiel for instructing the supplier to install, cancel, discontinue or revise equipment as necessary if different from the original Purchase Order sent.

E. Data Processing and Computing Equipment - is any electronic equipment which is used for processing, recording and/or storing data in punch card, magnetic tape or by some other electronic media, and excludes equipment whose principal function is not used for these purposes.

III. SIGNATURE AUTHORITY

Authorized signatures are required on Letters of Inquiry, Lease Purchase Orders, Purchase Requisitions, Invoices, etc., for rental of Data Processing and Computing Equipment.

IV. GENERAL

A. The only authority for intiating Materiel procurement action for equipment installation is a properly authorized and adequately documented Purchase Requisition.

B. Normal flow time shall be 30 days from release of the Purchase Requisition to receipt of the order by the supplier. Emergency situations will be handled more rapidly.

V. RESPONSIBILITIES

A. Operations - Materiel:

1. Apply authorized signature to Letters of Inquiry from Computer Sciences Applications and forward it to the supplier. Follow up as necessary for quotation of delivery date of equipment.

2. Upon the receipt of an authorized Purchase Requisition, issue Purchase Orders or Purchase Order Changes for each supplier covering rentals for the desired periods. The Federal Supply Schedule Price List shall be referenced in the Purchase Orders and Purchase Order Changes.

3. On Purchase Order Changes provide for the recapture of rental fees if the property or equipment is to be purchased.

4. Secure and administer subcontracts, lease agreements, and purchase orders as necessary to fulfill Company requirements. Provide legal service and interpretation of agreements and orders as required.

5. Secure Customer Contracting Officer approval before release of the order to the supplier.

6. Coordinate with the affected organization when additional documentation is required.

7. Monitor all requirements for equipment, including price, delivery, transfer and termination activity. Assure supplier's compliance to the provisions of the order.

8. Provide copies of purchase orders, purchase order changes and other information as requested by Computer Sciences Applications.

9. Arrange supplier/user meetings and presentations as necessary to discuss:

V. A. 9. (Continued)

a. Contracts terms, conditions and costs.

b. New source development or potential source selection.

10. Request the supplier's representative to furnish:

a. An installation report for each item of equipment installed, certifying the starting rental date.

b. An installation report showing both old and new machine numbers when machines are replaced by suppliers on their own initiative.

11. Prepare shipping memo to effect the return of equipment when notified by Computer Sciences Applications.

12. Prepare a monthly list of equipment rented, leased and on-loan, and send it to Computer Sciences Applications.

B. Computer Sciences Applications:

1. Initiate Letters of Inquiry for all anticipated requirements of long lead-time equipment and forward them to Materiel for their authorized signature.

2. Prepare and submit a "Facilities Requirements Form" (LSB 1807) to Facilities for providing them with details of supporting facilities requirements, including utilities, space and equipment moves.

3. Prepare and document Purchase Requisitions as required, for installation, cancellation, discontinuance or revision of equipment and forward them to Materiel.

4. Approve invoices and special listings submitted for payment and return to Finance. Coordinate disapproved charges as required with Materiel and Finance - Accounts Payable.

5. Maintain equipment records, accumulate data and coordinate with using organization in order to:

a. Publish a monthly prime and extra shift usage report (machine listings will be grouped to conform to individual purchase order requirements).

b. Verify accuracy of invoicing.

c. Review for recapture clause, with option to purchase, prior to accumulated rental fees exceeding original purchase price.

V. A. 9. (Continued)

a. Contracts terms, conditions and costs.

b. New source development or potential source selection.

10. Request the supplier's representative to furnish:

a. An installation report for each item of equipment installed, certifying the starting rental date.

b. An installation report showing both old and new machine numbers when machines are replaced by suppliers on their own initiative.

11. Prepare shipping memo to effect the return of equipment when notified by Computer Sciences Applications.

12. Prepare a monthly list of equipment rented, leased and on-loan, and send it to Computer Sciences Applications.

B. Computer Sciences Applications:

1. Initiate Letters of Inquiry for all anticipated requirements of long lead-time equipment and forward them to Materiel for their authorized signature.

2. Prepare and submit a "Facilities Requirements Form" (LSB 1807) to Facilities for providing them with details of supporting facilities requirements, including utilities, space and equipment moves.

3. Prepare and document Purchase Requisitions as required, for installation, cancellation, discontinuance or revision of equipment and forward them to Materiel.

4. Approve invoices and special listings submitted for payment and return to Finance. Coordinate disapproved charges as required with Materiel and Finance - Accounts Payable.

5. Maintain equipment records, accumulate data and coordinate with using organization in order to:

a. Publish a monthly prime and extra shift usage report (machine listings will be grouped to conform to individual purchase order requirements).

b. Verify accuracy of invoicing.

c. Review for recapture clause, with option to purchase, prior to accumulated rental fees exceeding original purchase price.

V. B. (Continued)

6. Maintain adequate systems, records and procedures for property accountability as detailed in reference (a).

7. Notify Materiel and Finance at least 40 days prior to the return of equipment.

C. Finance:

1. Treasury and Property Control will:

Ascertain through periodic surveillance the adequancy of systems, records, and procedures developed to maintain property accountability as called out in paragraph V., B., 6., of this procedure.

2. Accounts Payable will:

a. Receive and route suppliers' invoices to Computer Sciences Applications.

b. Pay approved invoices after verification that invoice data and signatures are in compliance with the Purchase Order.

D. Using Organizations:

1. Secure an authorized signature on the Installation Report acknowleding receipt of equipment and its satisfactory installation.

2. Complete a monthly report on equipment utilization and forward to Computer Sciences Applications for monthly verification of invoices (see paragraph V., B., 5.).

3. Coordinate equipment requirements with Computer Sciences Applications.

4. Continually review equipment usage to make sure that machines, special devices, and accessories are retained only as long as required.

E. Facilities:

Complete facilities support requirements based on the data submitted on a Facilities Requirements Form and notify Computer Sciences Applications upon completion of work.

May 22, 1968
Complete Revision

(Supersedes issue dated March 12, 1965)

SUBJECT: MECHANIZED DATA SYSTEM - REQUEST FOR, AUTHORIZATION, AND COST VISIBILITY

AFFECTED ORGANIZATIONS
All Organizations

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

FORMS REQUIRED BY THIS PROCEDURE:

LSB 1720 - Requests for Data Processing Service (RFDPS)
LSB 1202 - Data Service Authorization (DSA)

REFERENCE: LSB Operating Procedure 500.6, "Cost Improvement Program - Reporting, Processing, Validation"

I. PURPOSE

This procedure outlines the method for requesting, approving and processing mechanized data systems and identifies the organization within Computer Sciences Applications responsible for assisting requesting organizations in identifying and fulfilling requirements for these systems.

II. SCOPE

The provisions of this procedure are applicable to all mechanized data systems developed and operated by Computer Sciences Applications.

III. DEFINITIONS

A. Mechanized Data System

A mechanized data system is a collection of activities and functions performed through the use of data processing and its related equipment in support of business and/or scientific information processing.

B. System Classifications

1. Contract/Legal Directed System: A system which is required or implied by contract or by Government procedures or regulations.

2. Company-Directed: A system which is necessary to meet the requirements of Division, Group or Corporate Management.

3. Management-Directed System: A system which is necessary to provide management with the information required to execute management action.

4. Cost-Effective System: A net-savings system (as compared with the existing system) for which the tangible savings are sufficient to permit the recovery of developmental costs in a reasonable period of time (normally, one year.) These savings may also include "cost-avoidance" savings based on projections of increased expenditures

III. DEFINITIONS (continued)

which can be reduced or eliminated by use of mechanized data systems (refer to LSB Operating Procedure 500.6 for definition of cost avoidance.)

C. System Terms

1. Systems Development: The establishment of a new mechanized data system.

2. Systems Modification: A change in requirement for an operational system.

3. Systems Maintenance: Those activities required to maintain an operational system in a current status, without a change in requirements.

4. Special Requests: Those non-recurring activities which are performed without a permanent revision to or development of a mechanized data system. Operational programs currently scheduled as "on request" are not considered special requests, but will be provided per document agreements.

IV. PROCEDURE

A. Request for Data Processing Service (RFDPS)

1. All requests for mechanized data systems (development, modification, maintenance, special requests) shall be initiated by an RFDPS, LSB Form 1720, and forwarded to Michoud Computer Sciences Applications organization. Request for Cancellation of System shall also be made via LSB Form 1720.

2. All Requests for Data Processing Service shall require the signature of the Michoud Operating Arm Manager, or a Manager reporting directly to the Michoud Operating Arm Manager, or an individual(s) authorized in writing to Computer Sciences Applications by either of the above to approve all or specific categories of RFDPS. Individuals so authorized may not sub-delegate this responsibility. No request for service will be processed unless so authorized.

3. Computer Sciences Applications shall review the RFDPS and conduct a feasibility study. A reply shall be returned to the requester within fourteen calendar days of receipt stating the action to be taken by CSA, i.e., system will be implemented, system will not be implemented and reason therefor, further study is required, etc.

B. Data Service Authorization (DSA)

1. Upon determination by Computer Sciences Applications of the feasibility of complying with an RFDPS, a Data Service Authorization, LSB Form 1202, shall be prepared if the RFDPS will result in systems development or significant systems modification. Computer Sciences

IV. PROCEDURE (continued)

Applications shall decide on significance of modification. This authorizing document displays the statement of work, costs and installation schedules.

2. All DSA's will be approved by the Manager, Computer Sciences Applications, and by the same approval authorization detailed in IV.A.2. For mechanized data systems classified as contractual/ legal, Company directed, or management directed, the approval only of the Manager, Computer Sciences Applications, shall be sufficient to initiate work. The approval of the requester will be obtained as confirmation of the requirement for the system. For cost effective systems, the joint approval of the Manager, Computer Sciences Applications, and appropriate requester will be obtained prior to initiation of work. This is necessary to assure that the requester is cognizant of the net cost saving to be achieved.

C. Systems Evaluation: Continued review of all operating mechanized data systems will be conducted by Computer Sciences Applications to assure satisfaction of stated requirements and reaffirm need at stated costs.

D. Cost Visibility

1. Mechanized data system cost shall be collected and published by Computer Sciences Applications. The costs displayed are a composite of equipment, labor, overhead and supplies. These cost reports will be issued monthly to provide visibility of mechanized systems cost attributed to each Branch Organization Manager. Based on the monthly cost reports, a quarterly review with each Branch Organization Manager will highlight cost trends and necessary adjustments.

2. Computer Sciences Applications will be budgeted for the following:

a. All data processing equipment leased to Michoud Operating Arm.

b. Mechanized data systems operations which have been certified for continuance during the budget year.

c. A level of maintenance for operational systems.

d. Development and modification of contractual/legal, company-directed, management-directed, and cost-effective systems.

e. Activities in support of special requests.

f. Effort required to sustain a position in the state-of-the-art consistent with major competitors and to implement changes or revisions in methods, languages and equipment which are cost effective.

3. Computer Sciences Applications budgets will not include the cost of Government-furnished data processing services.

V. RESPONSIBILITIES

A. Requesting Organization shall:

1. Prepare RFDPS (LSB Form 1720) which will include, as a minimum, the following information:

   a. Intended purpose of output data.

   b. Intended users of output data.

   c. Input data and format.

   d. Required output data.

   e. Suggested format of output data.

   f. Frequency of system input/output (daily, weekly, etc.) and output distribution.

   g. If related to existing system, identify system.

   h. System Classification: (a) State whether contractually required, company-directed or management-directed and cite the authority that generated the requirement, such as, a memorandum number, telephone conversation, etc. (b) If system is cost effective, include an explanation of the cost savings or cost avoidance.

   i. Requested start date of system production and reason for same.

   NOTE: Questions concerning preparation of Form 1720 shall be referred to the CSA - Computer System Requirements Supervisor.

2. Obtain authorization per IV.A.2.

3. Submit RFDPS to Michoud Computer Sciences Applications Organization.

4. Assist Computer Sciences Applications as necessary in the preparation, completion and authorization of the DSA.

5. Review monthly data processing expenditure reports furnished by CSA to ensure that benefits realized are commensurate with the costs of data processing services.

6. Review and approve operational systems to assure satisfaction of stated objectives and reaffirm need at stated cost.

7. Review and approve system requirements and user guide documentation prepared by CSA.

V. RESPONSIBILITIES (continued)

B. Computer Sciences Applications Organization shall:

1. Assist requesting organization as necessary in preparation of RFDPS and definition of mechanized data system requirements.

2. Review all RFDPS and determine feasibility. Some of the criteria for this determination are:

   a. Information systems feasibility.

   b. Current technological capability.

   c. Available hardware.

   d. Cost effectiveness.

   e. Manpower availability

   f. Schedule constraints

3. Notify requesting organization of status of requests.

4. Prepare Data Service Authorization (LSB Form 1202)

5. Provide the technical and mechanical resources necessary to satisfy the mechanized data system requirements of the Launch Systems Branch.

6. Design, develop, implement, operate, maintain and document authorized mechanized data systems.

7. In conjunction with using organizations, periodically evaluate technical objectives, specifications and costs of installed systems versus user requirements.

8. Furnish monthly cost reports to "user" organizations.

9. Provide system requirements and user guide documentation to user organizations for approval.

SUBJECT: DISCREPANCY CHECK

May 29, 1968

AFFECTED ORGANIZATIONS

(Supersedes issue dated March 20, 1968)

Contracts
S-IC Engineering
S-IC Operations
Manufacturing
S-IC Quality & Reliability Assurance
S-IC Systems Test

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

I. INTRODUCTION

R This procedure establishes the "Discrepancy Check" (Form LSB 1557) as the form for describing removal, replacement, retest, or reinspection of certain stage or GSE/MSE hardware suspected of being discrepant. The "Discrepancy Check" (DC) is used for certain "installed" hardware while the "Reinspection Request" (see OP 605.8) is normally used for hardware not installed.

R It is used to describe the method by which the presence of a discrepancy may be determined. The DC is normally used only when requested by the customer, when schedule slides are involved or when necessary to record extensive test data. An Unplanned Event Pickup (UEP), Unplanned Event Record (UER), or Unsatisfactory Condition Report (UCR) is initiated when necessary to obtain correction. The DC does not directly authorize removals, although it may stipulate parts to be removed to allow inspection. If removals are necessary, either for investigation or correction, a Removal and Reinstallation Record (Form S-812-65-23) shall be used as a record of this action. Rework MorTP's may be required because of the complexity or criticality of the inspection or investigation.

The Discrepancy Check satisfies a contractual requirement in accordance with Contract Document IN-I-V-S-IC-65-13, "Implementation of NPC 200-2 Under the Incentive Contract, Section 14, Paragraph 14.3, Page 42.

II. GENERAL

A. A request for a Discrepancy Check (DC) may be initiated by Quality and Reliability Assurance, Engineering, Operations or Systems Test (use Form LSB 1721) and forwarded to Q&RA - Hardware Product Analysis at Michoud.

B. BATC Saturn Quality Control or Configuration Management may report discrepancies and need for DC by telecon to LSB Quality and Reliability Assurance - Hardware Product Analysis.

C. Customer, MSFC and NASA/Michoud - All requests for DC's from the Customer must be endorsed by I-V-S-IC, Huntsville, local I-MICH office or D-G2, KSC.

D. Quality and Reliability Assurance will make an evaluation using information from S-IC functional organizations and the Customer to determine <u>if</u> and <u>when</u> a Discrepancy Check should be issued. Resolving the "if" question involves checking with the affected

II. D. (Continued)

organizations which may have information concerning the need for a DC.

In deciding the "when" question, the affected organization should be notified of an impending DC as far in advance as possible so schedule adjustments can be made.

E. The DC, when completed, will be returned to Quality & Reliability Assurance for correlation and dissemination of data to affected organizations.

F. When completed DC's have been satisfactorily closed out, they will be sent to Quality & Reliability Assurance Records Retention.

III. RESPONSIBILITIES

S-IC Engineering, Operations, Systems Test, Quality and Reliability Assurance	1. Initiates requests for a Discrepancy Check and forwards to Quality & Reliability Assurance (use form LSB 1721).
	NOTE: When requesting a DC, the maximum stage effectivity should, when possible, be given in the first request. This reduces time consuming Change Board recommendations, stage access problems and schedule delays.
S-IC Quality and Reliability Assurance	2. Prior to issuance of a Discrepancy Check, coordinate each request with Engineering, and the organization having custody of the hardware. Test requirements should be determined at this time.
	NOTE: If a decision not to issue a DC is reached, so inform the organizations concerned.
	3. Prepare the DC, assign DC number, and send it to Engineering for concurrence.
S-IC Engineering	4. Provide technical advice and indicate concurrence by signing the DC.
S-IC Quality and Reliability Assurance	5. Ensures the DC is signed by the manager of Quality and Reliability Assurance and the Engineering Manager, or their designees.
	6. Release the DC to the affected organizations (including the Change Board).

S-IC Quality and Reliability Assurance	7.	a. Prepare copies of each DC written against any S-IC stage or GSE/MSE in physical custody of KSC for transmittal by Contracts to the Customer.
Change Board		b. Prepare and issue a Change Board Commitment Record (CBCR) for each DC.
S-IC Engineering, Operations, Systems Test, Quality and Reliability Assurance		c. Supply completion milestones to CBCR.
S-IC Operations and Systems Test	8.	a. Release MorTP's for implementing each DC.
Change Board		b. Coordinate all DC's effective for KSC with BATC Change Board and supply schedule information for the CBCR.
		c. Follow-up to assure that all commitments are met or rescheduled.
S-IC Engineering, Operations, and Systems Test	9.	Provide information and assistance as required to support necessary research for conduct of DC's.
S-IC Quality and Reliability Assurance	10.	Applies charge numbers to the DC as obtained from Finance.
	11.	Conducts the DC with assistance provided by Operations and Systems Test.
	12.	Evaluate each DC for satisfactory completion.
	13.	Reports the status of DC's on a weekly basis to all organizations concerned.
S-IC Engineering, Operations and Systems Test	14.	Designate coordinators for DC coordination with Quality and Reliability Assurance.
S-IC Quality and Reliability Assurance	15.	Coordinates with Contracts whenever a DC is necessary on delivered hardware.

IV. ADDITIONAL RESPONSIBILITIES

The following additional ground rules will apply to a DC prepared against delivered GSE or Stage Hardware.

A. Delivered Hardware at KSC

Q&RA	1.	Coordinate DC with BATC prior to release.
Contracts	2.	Secure Customer concurrence on DC prior to implementation.
Change Board	3.	CBCR for DC will contain BATC commitment for concurrence and scheduled completion date.
	4.	Transmit information copies of DC and CBCR to BATC Schedule III Configuration Manager and Contracts.
	5.	Transmit information copies of DC and CBCR to NASA Saturn Systems Office.

B. Delivered Hardware at Michoud

Contracts	1.	Secure Customer concurrence on DC prior to implementation.

C. DC's Effective on Delivered Hardware

Contracts Configuration Management	1.	Transmit information copies on all DC's and their CBCR's to NASA S-IC Operations Office (I-MICH-OB) and the S-IC Stage Project Office (I-V-S-IC).

V. NOTES ON DISCREPANCY CHECKS

DC's are not to be used to :

A. Modify hardware.

B. Perform developmental tests.

March 5, 1968

SUBJECT: ACCEPTANCE SUMMARY

(Supersedes issue dated September, 1966)

AFFECTED ORGANIZATIONS

S-IC Engineering
Michoud Contracts
S-IC Operations
Manufacturing
Materiel
Quality & Reliability Assurance
S-IC Systems Test

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

REFERENCE:
(a) Document IN-I-V-S-IC-67-10, Line Item No. 49
(b) Document D5-13513, "S-IC Acceptance Summary"
(c) Operating Procedure 605.1, "Materials Review Board, S-IC Program"

I. PURPOSE

R The S-IC Acceptance Summary Document provides an authorized means to permit acceptance or delivery of end items which are not fully contract compliant but are suitable for their intended use or can be made compliant after delivery but prior to use.

II. SCOPE

This procedure applies to all S-IC Stage and other deliverable hardware. Nonconformance documentation will record the following conditions which exist in an end item at the time of delivery:

A. Contractor Nonconformance (NC)

B. Government Nonconformance (GNC)

C. Conditions Subject to Question (Q)

D. Contractor Shortages (S)

E. Government Shortages (GS)

F. Unaccomplished Effort and Tests (UET)

In addition, certain planned conditions may be documented on the Acceptance Summary pages as follows:

G. Ship Separate (SS)

H. Ship Loose (SL)

R III. DEFINITIONS

A. Contractor Nonconformances (NC) - Contractor Nonconformances are those conditions existing in Contractor Furnished End Items, as defined by Section 8.2, Paragraph A of IN-I-V-S-IC-65-13, or by failure to meet either the design requirements specified in the applicable Part I Contract End Item (CEI) Specification or those requirements which constitute the basis for formal acceptance, as identified in the applicable Part II CEI Specification (in the absence of the Part II Specification, Class I Engineering drawings shall serve as the configuration baseline requirements and the applicable End Item Test Plan (EITP) shall serve as the Contract Acceptance Test Requirements for acceptance test purposes).

B. Government Nonconformances (GNC) - Government furnished components of a Contractor end item which do not meet contract requirements or which prevent the satisfactory performance of the required function of the end item.

C. Conditions Subject to Question (Q) - Government or Contractor furnished end items or components upon which an agreement cannot be reached between the Government and the Contractor as to whether the conditions are or are not in conformance with applicable contract requirements.

D. Contractor Shortages (S) - Unplanned conditions existing in Contractor furnished end items where required components of the end item are not available for acceptance with the remainder of the end item.

E. Government Shortages (GS) - Unplanned conditions existing in Government furnished components in which the components, or parts thereof, are not available to support acceptance of a Contractor furnished end item.

F. Unaccomplished Effort and Tests (UET) - Contractor furnished end items for which fabrication or assembly efforts have not been completed or where required testing has not been completed prior to acceptance of the end item.

G. Ship Separate (SS) - Planned conditions existing in end items in which components of the end item are not accepted or delivered from the same location or are not accepted or delivered at the same time as the remainder of the end item. Separate shipments may be planned as a convenience for the Government or because of different source locations.

R H. Ship Loose Items (SL) - Planned conditions existing in end items where components of the end item are not assembled as a part of the end item either as a convenience for shipping purposes or to facilitate the accomplishment of post delivery work. Ship loose components accompany shipment of the end item and are listed as component parts thereof in a volume of the Acceptance Data Package (ADP) entitled, "Configuration Exception/Traveler."

I. Contract-to-Documentation Nonconformance - Those conditions where released engineering documentation and contractual requirements conflict. The conditions will be documented as NC's, GNC's, or Q's.

V. RESPONSIBILITIES

A. Operations/Manufacturing and Systems Test

1. For Stage

R a. Report Contractor or Government shortages, nonconforming conditions and unaccomplished effort and tests pertaining to those conditions for which each organization is responsible and that will affect the end item at time of acceptance. Transmit by memorandum to Q&RA for verification with a copy to Michoud Contracts. Include nomenclature, quantity needed and EOD's for shortages and UET's.

R b. Identify planned conditions (Ship Loose or Ship Separate) and transmit to Q&RA and Contracts by memorandum or draft Acceptance Summary page. Include the authority for the planned condition, the nomenclature, and the date shipped or the EOD date.

R c. Report recognized Contract-to-Documentation Nonconformance conditions by memorandum to Engineering Administration - Contract Management.

d. Report unresolved hardware discrepancies to Q&RA.

R e. Upon request of the Material Review Board (MRB), assist in determining if nonconformant conditions can be resolved prior to acceptance.

f. Insure completion of nonconforming and planned conditions (See Section V.G.4.).

2. For Ground Support Equipment (GSE)

R a. Report Contractor or Government shortages, nonconforming conditions, and unaccomplished effort and tests to

V. A. 2. a. (Continued)

Michoud Contracts by draft Acceptance Summary page.

b. Identify planned conditions (Ship Loose or Ship Separate) and transmit to Michoud Contracts by draft Acceptance Summary page. Include the authority for the planned condition.

R NOTE: A tender for acceptance or a delivery may be made on hardware containing planned conditions (SL or SS) without preparation of an Acceptance Summary Page, when there are no other non-conforming conditions. This may be done only when the planned condition has adequate coverage and authorization by Class I Documentation, a NASA approved change (ECP or CCP), or other contractual direction and when such authority is noted on the Form 71.

c. Report recognized Contract-to-Documentation nonconformances by memorandum to Engineering Administration-Contract Management.

d. Report unresolved hardware discrepancies to Q&RA.

R e. Upon the request of the Material Review Board (MRB) assist in determining if nonconformant conditions can be resolved prior to acceptance.

f. Insure completion of nonconforming and planned conditions (See V.G.4.).

B. Q&RA

1. Review and verify discrepancies and transmit the Unplanned Event Records (UER's) to MRB as required.

2. Verify unaccomplished efforts, tests, and shortages and notify Michoud Contracts by memorandum.

A 3. Identify the UER's for which accomplishment of the MRB fix is not possible prior to acceptance (open UER's) and notify Engineering - Contract Management by memorandum.

A 4. Assist in ensuring completion of nonconforming conditions (See V.G.4.).

V. C. Operations - Materiel

1. Upon notice of a discrepancy on vendor hardware, transmit technical nonconformances to Engineering Administration-Contract Management by memorandum, and nontechnical nonconformances or planned conditions to Michoud Contracts by memorandum.

2. Transmit a copy of the executed Acceptance Summary page to the vendor for attachment to the shipper. (Furnished by Michoud Contracts)

D. Material Review Board

R 1. The Engineering Liaison member of the MRB performs a technical evaluation of all discrepancies. If this evaluation indicates the possibility of a contract nonconformance, the item is sent to Engineering Administration - Contract Requirements for further technical review.

E. S-IC Engineering - Contract Management

1. Assist all organizations in determining technical impact on CEI Specifications or contract documents for the items involved.

2. Evaluate all memorandums received on Contract-to-Documentation nonconformances and all UER's covering possible nonconformances to determine the validity of the nonconformance.

3. Determine whether the potential nonconformance will exist in the end item at time of acceptance, and if so, notify Contracts and aid in determining the type of nonconformance (NC, GNC, or Q). Prepare the applicable nonconformance form (NC, GNC, or Q).

4. Determine the proposed corrective action, effect on the end item if not corrected, and include such action on the nonconformance form and transmit to Michoud Contracts by memorandum.

5. Conduct, and cooperate in, technical coordination with the Government where necessary.

6. Notify Michoud Contracts, Q&RA, and the initiating organizations by memorandum of conditions which upon evaluation fail to disclose a nonconformance.

V. F. Michoud Contracts

1. Evaluate all transmittals received from the organizations to verify the contractual validity of nonconformances, planned conditions and shortages. Ensure that all necessary information is provided.

2. Notify Q&RA and the initiating organizations by memorandum of conditions which upon evaluation fail to disclose a nonconformant condition.

R 3. Prepare the Acceptance Summary as outlined in D5-13513 and submit to the Government for technical concurrence and Contracting Officer approval.

R 4. Transmit to all affected organizations comments and approvals by the Government of the completed Acceptance Summary.

5. Prepare a Supplemental Closeout Record (SCR) to document corrected or resolved conditions and include the SCR in D5-13513.

6. Maintain Document D5-13513, Acceptance Summary.

G. All Affected Organizations

R 1. Information required for preparation of the Acceptance Summary must be received by Contracts in sufficient time to meet the submittal schedules in 2 and 3 below.

R 2. For Stage Acceptance, Contracts will submit an advance copy of the Acceptance Summary to the Contracting Officer for review at least 15 working days prior to acceptance. At least two working days prior to acceptance, a final updated copy of the Acceptance Summary shall be submitted by Contracts for authorization by the Contracting Officer.

R 3. For Ground Support Equipment, a final copy of the Acceptance Summary will be submitted at least two working days prior to delivery, for authorization by the Contracting Officer.

R 4. After NASA's authorization of the Acceptance Summary or after delivery of the end item, ensure resolution of nonconforming and planned conditions and transmit data to Michoud Contracts as soon as, and whenever, a nonconforming or planned condition has been corrected.

March 22, 1968

SUBJECT: PARTS LIST PAGE (PLP) -
PARTS LIST PAGE SUPPLEMENT (PLPS) (Supersedes issue dated February 1, 1967)

AFFECTED ORGANIZATIONS

Michoud Finance
S-IC Operations
Manufacturing
Quality and Reliability Assurance
S-IC Systems Test
Huntsville Operations

R. H. NELSON
GENERAL MANAGER

REFERENCE: (a) Boeing Document D5-11593, "Launch Systems Branch Record System"
(b) Branch Directive 812.1, "Launch Systems Branch Record System"

I. PURPOSE

This procedure establishes a uniform method for the initiation, release and maintenance of the Parts List Page (PLP) and the Parts List Page Supplement (PLPS).

II. GENERAL

R Each planned event packet shall include a PLP except testing and accountability orders which make no installations. The PLP is a listing of all material, components, or sub-assemblies required for fabrication, assembly or installation of an article and it provides the Configuration Accountability of each item listed (excluding standards). It is required for each production order release to:

A. Provide parts accountability and acceptance, and authorize the release of hardware from Stores.

B. Provide a means of configuration control and act as a permanent historical record.

C. Provide for the incorporation and acceptance of Engineering changes.

D. Provide a log of trace, lot and serial numbers.

Changes to basic part numbers require cancellation of the original PLP and issuance of a new one. Changes to components only (i.e., part substitution or replacement) are accomplished in the blocks provided. A line is drawn through deleted parts. A single line entry must be used for each serialized part. A single line entry must be used for lot numbered parts if operations are added to the Manufacturing or Test Process and Inspection Record (M or TP and IR) to assure that all parts issued come from the same lot numbered quantity.

II. GENERAL (Continued)

R When detailed parts or subassemblies are changed from one configuration to another in the course of processing of the planned event packet, the PLP shall list the total configuration of the part. Those EO(s) or Drawing Revision Letters which are MOA/MOI will be entered in parenthesis and denoted "(MOA-E.O.-1,2,3)" or "(MOA-Rev.A)" in the Rev. Block of the PLP.

R Combination forms, LSB 1076 and 1077 may be used when work to be performed is suited to the simplicity of the form.

III. RESPONSIBILITIES

S-IC Operations and Huntsville Operations - Manufacturing or S-IC Systems Test (Planners)	1. Originate a master Parts List Page (PLP) from new or revised Engineering Assembly Parts Lists (EAPL's) or other Engineering documentation.
	2. Maintain current reference file of all installation and/or assembly orders.
	3. Reproduce and distribute PLP's to affected organizations per reference (a).
	4. Make necessary revisions to the PLP's.
S-IC Operations and Huntsville Operations and Quality & Reliability Assurance	5. Review the PLP to assure that the configuration of all parts reflect the current engineering requirements and that the PLP has been completed in accordance with this Operating Procedure and Document D5-11593, "Launch Systems Branch Record System."
R	6. Obtain corrections to the PLP, as applicable.
	7. Indicate approval of the PLP and changes to the PLP.
R S-IC Operations and Huntsville Operations-Manufacturing or S-IC Systems Test	8. Issue parts in accordance with PLP configuration.
	9. Install parts as directed by the Manufacturing or Test Process and Inspection Record (M or TP and IR).
S-IC Operations and Huntsville Operations, Quality and Reliability Assurance	10. Indicate that the item has been fabricated, assembled, or installed to the engineering configuration.
All Affected Organizations	11. Support the requirements outlined in this procedure.

SUBJECT: EVENT INDEX LOG (EIL)
EVENT INDEX LOG SUPPLEMENT (EILS)

March 27, 1968

AFFECTED ORGANIZATIONS

S-IC Operations
Manufacturing
S-IC Systems Test
S-IC Quality & Reliability Assurance

FROM: H. D. Gunning
H. D. GUNNING
MICHOUD MANAGER

REFERENCE:
(a) Boeing Document D5-11593, "Launch Systems Branch Record System"
(b) Branch Directive 812.1, "Launch Systems Branch Record System Committee"
(c) Operating Procedure 812.13, "Planned Event Processing System"

I. PURPOSE

To establish a system of accounting for records within the Planned Event Packet.

II. SCOPE

A. This procedure applies to all planned event packets in the Launch Systems Branch Record System (LSBRS).

B. All EIL's and EILS's will be prepared in accordance with D5-11593, "Launch Systems Branch Record System."

III. GENERAL

A. An EIL (Form LSB 1142) is required for each planned event packet. All additions or deletions of planned event forms must be entered on the EIL. The EIL provides:

1. Continuous accountability of all planned event forms and engineering documentation.

2. Evidence of completion and acceptance of all planned event records.

B. The EILS (Form LSB 1073) is used to account for all unplanned event forms initiated against that planning packet.

IV. RESPONSIBILITIES

A. Operations - Manufacturing or S-IC Systems Test will prepare and maintain EIL and EILS in accordance with D5-11593, "Launch Systems Branch Record System" and the applicable engineering documentation.

B. Quality and Reliability Assurance:

1. Performs audit of EIL and EILS.

2. Stamps and dates "Date Insp." block of EIL when all required operations on the line entry are completed.

3. Logs unplanned event forms on EIL or EILS and indicates acceptance of same upon completion.

SUBJECT: MANUF/ ING OR G
PROC D INSPE
RECO orTP&IR)

AFFE ORGANIZ

S-IC rations -
Ma cturing
S-IC ality & Rel lity
Ass ance
S-IC ystems Test
Facilit
Industr l Relat

Ma h 2 1968

(Supers issue dated May 10, 1967)

FROM: D. Gunning
UNNING
MANAGER

REFERENCE: (a) 11593, " ch Systems
unch Rec System (
(b) -13629, " lication l - Lifti
ransportin nd Acces ures"
(c) OP 550.8, "A lication ol - Lifti
Transporting d Acces tures"

FORMS REQUIRED BY THIS PROCEDURE:

Manufacturing or Testing Process and Inspection Record, LSB 1074

I. PURPOSE

To establish a system for providing a planned and orderly sequence to ensure incorporation of engineering requirements, adherence to safety documentation, and customer acceptance of deliverable end items.

II. SCOPE

1. This procedure is limited to S-IC work.

2. All MorTP&IR's will be prepared in accordance with D5-11593, reference (a).

III. GENERAL

A. The MorTP&IR, form LSB 1074, is one of the forms used to control the translation of the design definition into end items. The MorTP&IR provides:

1. A sequence of fabricating, handling, assembling, transporting, cleaning, testing, and inspecting all operations in the manufacturing process.

2. The applicable engineering and safety documentation to be followed.

III. A. (Continued)

3. Approval of completed work.

4. A means of transmitting production information and hardware between organizations.

5. An historical record for the Acceptance Data Package, required for customer acceptance of deliverable end items.

B. The MorTP&IR may be used for a lot quantity of individual configuration items if:

1. Serialization of items is not required.

2. Recording of inspection or test data for individual units is not required.

3. Adequate instructions are included to meet traceability requirements.

R C. MorTP&IR's may be changed only by the organization originating the MorTP&IR or by mutual consent between concerned planning organizations.

All changes will be made in accordance with the following:

1. Items changed will have a single line drawn through the entry and a new entry must be made.

2. No changes will be made to operations after a buy-off stamp from line inspection.

R 3. The planner making the change will sign, or stamp, and date the change. He will update the Event Index Log and obtain Quality and Reliability Assurance's approval of the change as required.

IV. RESPONSIBILITIES

A. Operations-Manufacturing or S-IC Systems Test

R 1. Develops fabrication, assembly, and test plans from Engineering and tooling documentation.

R 2. Prepares MorTP&IR in accordance with D5-11593 and the applicable Engineering documentation. The MorTP&IR shall contain an orderly sequence of assembly and shall define and implement those documents controlling handling, transporting, access, cleaning, and safety.

B. Quality and Reliability Assurance

1. Performs audit of MorTP&IR.

IV. B. (Continued)

2. Stamps the "accepted operations" on the MorTP&IR and includes the completed MorTP&IR in the data package.

A C. Facilities

1. Performs the required operations for handling and transportation called out in the MorTP&IR per instructions in D5-13629 (as authorized by OP 550.8).

NOTE: Tooling MorTP&IR's (other than handling and transportation) will not call out Facilities. A tool tag will be used for those instances.

A D. Industrial Relations

Performs the Health and Safety operations called out in MorTP&IR's.