



## Goddard Interim Directives (GID)

<b>DIRECTIVE NO.</b>	<u>GID 1410.1</u>	<b>APPROVED BY Signature:</b>	<u><i>Original Signed by</i> <i>M. Ryschkewitsch for</i></u>
<b>EFFECTIVE DATE:</b>	<u>May 3, 2007</u>	<b>NAME:</b>	<u>Edward J. Weiler</u>
<b>EXPIRATION DATE:</b>	<u>May 3, 2008</u>	<b>TITLE:</b>	<u>Director</u>

### COMPLIANCE IS MANDATORY

**Responsible Office:** 400 / Flight Projects Directorate

**Title:** High Priority Configuration Management Changes to GPR 1410.2C

## PREFACE

### P.1 PURPOSE

This GID expedites the implementation of the high-priority recommendations of the Goddard Space Flight Center (GSFC) Configuration Management (CM) Process Evaluation Team. These recommendations correct shortcomings in GSFC configuration management procedures and address the relevant CM factors cited in the Genesis Mishap Investigation Board Report.

### P.2 APPLICABILITY

This GID applies to all flight projects, suborbital projects, and supporting ground systems at all locations at GSFC.

### P.3 AUTHORITY

NPD 1280.1, NASA Management System Policy

### P.4 REFERENCES

- a. GPR 1410.1, Directives Management
- b. GPR 1410.2, Configuration Management
- c. GSFC-CM-001, GSFC Configuration Management Manual
- d. Genesis Mishap Investigation Board Report Vol. I, National Aeronautics and Space Administration, Nov 30, 2005.

### P.5 CANCELLATION

500-PG-8700.2.3, Issue and Management of GSFC Engineering Drawing Numbers

### P.6 SAFETY

None

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## P.7 TRAINING

Code 400 shall provide non-mandatory training for configuration managers on this GID, the GSFC CM Manual (see 1.2 below), and updates.

## P.8 RECORDS

Record requirements are as stated in GPR 1410.2 and in GSFC-CM-001, GSFC Configuration Management Manual.

## P.9 METRICS

None

## P.10 DEFINITIONS

- a. Controlled Document – a document designated as requiring formal document control before it may be changed.
- b. Formal document control – a process whereby changes to an approved document are properly identified, recorded, evaluated, approved or disapproved, and incorporated and verified as appropriate and necessary. Frequently, a subset of this process is used for the initial release of the document.

## P.11 ACRONYMS

AETD	Advanced Engineering and Technology Directorate
CM	Configuration Management
DDM	Directorate Directives Manager
GID	Goddard Interim Directive
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
PG	Procedures and Guidelines

## PROCEDURES

In this document, a requirement is identified by “shall,” a good practice by “should,” permission by “may” or “can,” expectation by “will,” and descriptive material by “is.”

### 1. GENERAL

1.1 All organizations responsible for space flight product, suborbital product, and associated ground support equipment shall implement these requirements immediately.

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1.2 Details of GSFC's configuration management requirements and processes shall be documented in a new GSFC Configuration Management Manual, GSFC-CM-001, which shall be available at <http://fpd.gsfc.nasa.gov/cm.html> . Code 400 shall be responsible for the content and control of GSFC-CM-001.

1.3 GPR 1410.2 shall be the Center's top-level directive for document control, and shall be revised to address control of all types of controlled documents (see P.10) except directives. The revision of GPR 1410.2 shall incorporate the requirements of this GID.

1.4 The Center's drawing standards shall be documented by the Advanced Engineering and Technology Directorate (AETD) (see section 2.5). These standards shall be used for all design drawings within the scope of this GID.

1.5 Directives shall continue to be governed by GPR 1410.1.

## **2. Changes to Existing Documentation**

2.1 Applicable organizations should adopt the procedures herein and in GSFC-CM-001 as supplemental to existing CM procedures, instead of revising existing procedures.

2.2 The above configuration management procedure requirements shall be added/included in GSFC contracts executed after the effective date of this directive, where contractor design of product within the scope of this directive is anticipated.

2.3 All new or revised organizational CM procedures issued at GSFC after the effective date of this GID shall incorporate the requirements herein.

2.4 All new or revised organizational CM procedures at GSFC shall be released as PGs and posted in the Goddard Directives Management System.

2.5 GSFC drawing standards are currently documented in 500-PG-8700.2.5 for Greenbelt, and in 500-WI-8700.2.1 for Wallops. AETD shall combine the drawing standards for the two sites into a single document that applies to all locations, which shall then be issued as a GSFC Technical Standard.

## **3. Responsibilities**

3.1 The Flight Projects Directorate shall:

- a. Maintain GPR 1410.2 and its revisions; and
- b. Maintain the GSFC Configuration Management Manual and its revisions.

3.2 AETD shall be responsible for preparing and maintaining all GSFC design drawing standards.

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#### **4. Change Procedures for GSFC Configuration Management Manual**

Code 400 shall chair a Configuration Control Board for the GSFC Configuration Management Manual. Standing members shall include, as a minimum, representative(s) from 200, 300, 400, 500, 600, 700, and 800.

Proposed changes shall be coordinated as follows:

- a. The CCB Chair, through the Center Directives Manager, shall use Directorate Directives Managers (DDMs) to coordinate a Center-wide review of proposed changes/revisions by CM leads. DDMs shall collect comments and send them to the CCB Chair.
- b. The CCB shall coordinate disposition of comments.
- c. The CCB shall review all changes for approval by the CCB Chair. The CCB Chair shall be the Director of Flight Projects or designee, and shall have final approval authority.
- d. Approved revisions shall be announced through the DDMs and posted at:  
<http://fpd.gsfc.nasa.gov/cm.html> .