



Procedures and Guidelines (PG)

DIRECTIVE NO. 800-PG-1060.1.1H
EFFECTIVE DATE: April 6, 2015
EXPIRATION DATE: April 6, 2020

APPROVED BY Signature: Original Signed by
NAME: William A. Wrobel
TITLE: Director, Suborbital & Special Orbital Projects

COMPLIANCE IS MANDATORY

Responsible Office: 800/Suborbital and Special Orbital Projects Directorate

Title: Suborbital and Special Orbital Projects Directorate Organizations

PREFACE

P.1 PURPOSE

The purpose of this procedure is to document the organization and functional responsibilities of the Suborbital and Special Orbital Projects Directorate (SSOPD).

P.2 APPLICABILITY

This procedure is applicable to the SSOPD and all of the offices within the SSOPD.

P.3 AUTHORITY

GPR 1060.3, The Goddard Governance System

P.4 REFERENCES

Goddard Organizational Manual (Office of Human Capital)
Research and Technology Program Commitment Agreement (PCA) Suborbital Research Program
Suborbital Research Program Plan
NPR 7900.3, Aircraft Operations Manual
800-PG-1060.2.1, Suborbital and Special Orbital Projects Directorate Reviews

P.5 CANCELLATION

800-PG-1060.1.1G, Suborbital and Special Orbital Projects Directorate Organizations

P.6 SAFETY

N/A

P.7 TRAINING

N/A

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P.8 RECORDS

Record Title	Record Custodian	Retention
Appointment Letters	SSOPD Record Custodian	NRRS 1/14A(2) Destroy 2 years after termination or dissolution of committee

* NRRS 1441.1– NASA Records Retention Schedule

P.9 MEASUREMENT/VERIFICATION

N/A

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.”

800/SUBORBITAL AND SPECIAL ORBITAL PROJECTS DIRECTORATE (SSOPD)

The Suborbital Research Program is implemented as part of the NASA Headquarters (HQ) Program Commitment Agreement (PCA) and consists of a set of uncoupled research and technology projects (which are referred to as programs for historical reasons) each with a separate funding and management structure.

The SSOPD manages and directs the Suborbital Research Program and provides suborbital and special orbital research carrier platforms, such as piloted and unmanned aircraft systems (UAS), sounding rockets, scientific balloons, small-sats and small International Space Station (ISS) payloads, to enable frequent flight opportunities for science, technology, and educational investigations in support of the Science Mission Directorate (SMD).

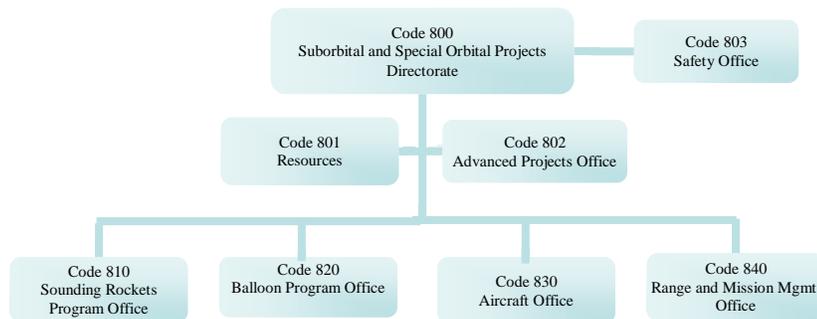
It also manages and directs the Wallops Research Range Services Program on behalf of SMD and conducts mission launch operations both locally to Wallops Flight Facility (WFF) and worldwide. The SSOPD provides project and mission management services for NASA mission directorates, branches of the Department of Defense (DoD), other government agencies, and commercial and foreign entities.

The SSOPD provides payload design, development, fabrication and testing; experiment management support; launch operations; coordination of tracking and data acquisition; engineering and operational support, and technical skills to conduct aerospace and other project operations at WFF and at other locations around the world. The SSOPD maintains and operates research facilities at WFF which include integration and test facilities, a launch range, and a research airport. The SSOPD manages the Columbia Scientific Balloon Facility (CSBF), a government-owned, contractor-operated facility located in

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Palestine, Texas, and Ft. Sumner, New Mexico. The SSOPD is responsible for the planning, management, implementation, and evaluation of the WFF's space launch commercialization programs. The SSOPD provides opportunities to train the next generation of scientists and engineers, and to promote science, technology, engineering and mathematics (STEM) through providing hands-on educational training activities, and implementation of educational and outreach programs to share knowledge of WFF programs with colleges, universities, high schools, middle schools, elementary schools, informal education organizations and the general public.

The following chart shows the organizational structure of the SSOPD:



1. ORGANIZATIONS OF THE SSOPD

1.1 800/Office of the Director

1.1.1 The Director of the SSOPD is responsible for managing and directing the safe and efficient operation of the WFF elements of the SMD's Suborbital Research Program and the Wallops Research Range Services Program and for all special projects, initiatives, and activities which leverage SSOPD's technical and programmatic capabilities. He provides direction, guidance, and supervision to the Office Chiefs, and through the Resources Management Office and the Safety Office, ensures the various office projects are executed safely and within budget constraints.

The Director of SSOPD is also the Director of WFF. This authority is delegated by the GSFC Center Director. The Director of WFF is responsible for the implementation of range safety and institutional safety policies for the GSFC/WFF, its programs/projects, and subordinate facilities. The WFF Director provides strategic leadership and operational support of the GSFC's engineering, science and information technology (IT) directorate organizations at WFF, and has the responsibility for the direction and management of programs and projects assigned to WFF. The WFF Director is responsible for the management and coordination of programs and projects assigned to WFF, for the health and well-being of the facility, and coordination with the various government and non-government partners, including tenants on or adjacent to WFF. The WFF Director serves as the chairman for the Wallops Board of Directors (BOD).

The WFF Director shall assure the implementation of safety and mission assurance (SMA) policy for WFF, its programs/projects, and subordinate facilities. SMA Technical Authority has been delegated to the WFF

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Director (by the Center's SMA Director) for activities managed by or occurring at WFF. The WFF Director is responsible for communicating SMA concerns and making required SMA notifications to GSFC's center management.

The WFF Director is the WFF Range Commander and is responsible for the protection of the public during operations on the WFF Research Range and a shared responsibility for WFF launch campaign operations with the hosting range during campaigns involving WFF carrier systems. The Range Commander may delegate operational duties but retains responsibility for all aspects of safe operation of the WFF Research Range.

In the absence of the Director of SSOPD, the Deputy Director (DD) shall fulfill all the responsibilities of the Director.

1.1.2 The Deputy Director (DD) of SSOPD also serves as the WFF Deputy Director and shall fulfill all the responsibilities of the Director in his absence or when delegated by the Director. The DD works under the general direction of the WFF Director and shares the full range of responsibilities with special emphasis on general management, day-to-day program and institutional evaluation and direction, general oversight of WFF management, including interfacing with senior NASA management on program and facility operating issues and problems, interface activities with industry, and supporting the WFF Director with presenting WFF to GSFC, NASA Headquarters (HQ) and other external entities.

1.1.3 The Deputy Director for Strategic Integration and Development (DDSID) reports directly to the SSOPD/WFF Director and coordinates and represents integrated SSOPD and WFF plans and policies within NASA and to key NASA stakeholders, as follows:

- a. The DDSI is responsible for oversight of WFF participation in GSFC's science and technology, and new business development processes.
- b. In partnership with the other WFF Offices, the DDSI supports the SSOPD/WFF Director by providing integrated guidance, strategy, and focus advocacy for WFF.
- c. In the absence of the Director and Deputy Director, the DDSI may fulfill delegated responsibilities of the Director and/or the Deputy Director.

1.1.4 The Technical Director of SSOPD reports directly to the SSOPD/WFF Director and also serves as the WFF Technical Director and as delegated by the WFF Director, the WFF Technical Director represents WFF in scientific and technical venues, except for personnel supervision and personnel management. In addition, the Technical Director serves as assistant and senior technical advisor to the WFF Director on all matters of the WFF technical program, as follows:

- a. Provides direction and review of technical issues associated with the programs and projects assigned to WFF.
- b. Executes special studies and reviews. Serves on or chairs Standing Review Boards (SRB), technical reviews, design reviews, and peer reviews.
- c. Serves as the SSOPD lead for WFF facility requirement reviews and master planning reviews.
- d. In the absence of the Director and Deputy Director, the Technical Director may fulfill delegated responsibilities of the Director and/or the Deputy Director.

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1.1.5 The Deputy Director of Business (DDB) reports directly to the SSOPD/WFF Director and serves as senior advisor to the SSOPD/WFF Director, as follows:

- a. Provides direction and review on budget policy, workforce planning and utilization, and administrative matters.
- b. Provides oversight of WFF budget development and execution functions.
- c. Serves as the SSOPD lead responsible for a broad array of personnel and related administrative functions, including workforce planning and execution, recruiting, diversity and inclusion, and labor relations.
- d. Represents SSOPD on the GSFC Institutional Operations Committee.
- e. Oversees SSOPD's non-technical activities including the Resources Management Office.
- f. In the absence of the Director or the Deputy Director, the DDB may fulfill delegated responsibilities of the Director and/or the Deputy Director.

1.1.6 The Senior Advisor for Education and Leadership Development reports directly to the SSOPD/WFF Director and serves as senior advisor to the SSOPD/WFF Director, as follows:

- a. Provides leadership and strategic planning for education and development of the workforce for WFF.
- b. Utilizes WFF expertise and experience in scientific and educational projects involving suborbital and special orbital payloads including sounding rockets, high altitude balloons and aircraft.
- c. Serves as the SSOPD lead responsible for the strategic initiatives, evaluation and analysis of WFF education activities, both formal and informal, which are aligned with NASA's education and workforce objectives, outcomes and performance goals.
- d. Guides the efforts and resources of the WFF to enhance and establish educator and student flight opportunities using various platforms with principal focus on real-world experiences, national educational standards and incorporating NASA technology efforts.
- e. In the absence of the Director or the Deputy Director, the Senior Advisor for Education and Leadership Development may fulfill delegated responsibilities of the Director and/or the Deputy Director.

1.2 **801/Resources Management Office**

The Resources Management Office (RMO) addresses SSOPD's budget function, which includes development, advocacy, execution, and evaluation of SSOPD's annual budget. The Resources Management Office is responsible for the following:

- a. Provides overall management guidance and supervision for resources for the Directorate.
- b. Develops and executes Directorate resources policies, plans, and procedures.
- c. Develops and coordinates resources budgeting requirements.
- d. Direct activities for implementing and executing the SSOPD budget, including resource management guidance and supervision. This includes the preparation of NASA "Planning, Programming, Budgeting, and Execution" (PPBE) submittals, ensuring that the SSOPD project budgets comply with legislative controls, and managing the distribution of funding to SSOPD projects.
- e. Manages the allocations and review of resources, budgets, and workforce.
- f. Develops and manages budget operating plans.
- g. Develops an accountability/productivity process for tracking and monitoring of Directorate and project-related work.

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- h. Directs the business management activities carried out in the areas of financial analysis, pricing, scheduling, procurement, and general business.
- i. Coordinates with appropriate functional managers to ensure compliance with policies and regulations, applications of new techniques, and effective utilization of resources.
- j. Provides support to SSOPD Offices to assure proper management of allocated resources.
- k. Evaluates the financial performance of SSOPD projects including funds utilization, staffing, and the analysis of variances to established plans.
- l. Serve as principal liaison between SSOPD and the GSFC Chief Financial Officer on budget policies, systems, procedures, and issues.

1.3 802/Advanced Projects Office

The Advanced Projects Office (APO) addresses SSOPD's policy and new business function, which includes strategic business development, strategic planning, proposal and agreements management, project formulation and Directorate performance evaluation. The Advanced Projects Office is responsible for the following:

- a. Provides high-level management interface between the Directorate, and other NASA organizations, other government agencies, tenants, and commercial entities using or seeking use of WFF facilities or capabilities.
- b. Facilitates use of WFF for meeting national needs by proactively identifying matches between Directorate capabilities and the needs of emerging programs, both government and commercial, and plays a leadership role in fostering the use of WFF in meeting these needs.
- c. Leads the technical and management activities associated with the formulation phase of new projects. Also, on an occasional basis, responsible for the implementation phase project management of selected activities.
- d. Maintains sufficient insight into WFF activities to provide technical assistance to the Director of, through review and evaluation of programs, resource allocations, management practices, safety issues, business practices, and customer satisfaction.
- e. In collaboration with the Deputy Director for Strategic Integration and Development participates in Directorate strategic planning and activities which cross Directorate Office boundaries, including such areas as education, outreach, and facility planning and local community relations.
- f. Provides guidance and leadership to ensure that Directorate policies and activities comply with federal statutes, executive orders, Agency and GSFC directives, and strategic plans.
- g. Maintains for the Directorate a comprehensive knowledge of strategic and routine business opportunities, project support requests and commitments, and customer feedback.
- h. Participates in the establishment and execution of business development and management practices and procedures.

1.4 803 Safety Office

The Wallops Safety Office plans, develops, and implements delegated SSOPD's safety function, which includes the WFF range safety, the Wallops-wide occupational safety and health programs including fire protection, emergency preparedness, and WFF projects' mission assurance. The Wallops Safety

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Office enacts Safety and Mission Assurance functions for WFF projects, as required, and independently ensures projects compliance with Agency safety policies and directives. The Wallops Safety Office is responsible for the following:

- a. Plans, develops, and provides functional management of policies, procedures, and technical requirements for ground and flight safety for all WFF projects and missions.
- b. Provides the Ground Safety Officer and Mission Range Safety Officer for all WFF launches, both locally and at remote locations. In addition, systems safety and engineering analysis of ground and flight safety systems, environmental conditions, and operational activities are performed to identify risk and assure safety, reliability, and flight worthiness.
- c. Establishes and approves safety precautions for protection of personnel, property, and the public from hazards generated by ground and flight systems. These services are provided for all WFF management projects, both locally and at remote locations around the world.
- d. Provides safety management of payloads for small payload carrier systems, including both internally and externally developed payloads.
- e. Serves as GSFC's Range Safety Technical Authority
- f. Serves as GSFC's Explosive Safety Officer for explosives, propellant, and pyrotechnic operations.
- g. Provides WFF's Authority Having Jurisdiction (AHJ) for Fire Protection
- h. Implements the WFF occupational safety and health program including non-ionizing radiation protection, explosive safety, fire protection, and emergency preparedness.
- i. Supports the Executive Health and Safety Committee, the Employee Safety Committee, and the Contractor Safety Council, and provides management of the WFF fire department.
- j. Provides safety engineering and mission assurance support when applicable, to WFF projects and safety engineering guidance to WFF support organizations

1.5 810/Sounding Rockets Program Office

The Sounding Rockets Program Office (SRPO) enables fundamental scientific, technological, and educational investigations, and is characterized by frequent flight opportunities utilizing sounding rockets. The SRPO is responsible for the following:

- a. Provides planning, organization, and management of the NASA Sounding Rockets Program Office in support of scientific investigations sponsored by NASA, as well as, by other reimbursable government, commercial, and international agencies or organizations.
- b. Provides program interface with NASA HQ, other government agencies, universities, private industry, and international agencies or organizations.
- c. Provides Technical Management of the NASA Sounding Rocket Operations Contract (NSROC). Manages payload design and fabrication, vehicle engineering, analytical studies of rocket and payload performance, attitude control systems, payload recovery systems, mission management, and overall systems safety and reliability.
- d. Provides technical management for research and development efforts and new technology efforts including feasibility studies, design studies, carrier and systems development, test and evaluation, and data analysis and reporting.

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- e. Manages the NASA Sounding Rockets Program activities at the White Sands Missile Range, New Mexico; and the Poker Flat Research Range, Alaska.
- f. Proactively seeks new sounding rocket mission opportunities and provides suborbital services including consultation, vehicles, hardware, payload services, and launch operations to other government agencies, industry, etc.
- g. Works to established procedures to support payload/carrier integration with mission assurance limited testing.
- h. Manages the NASA university grants and contracts for assigned principal investigators.
- i. Ensures International Agreements, Contracts, Memorandums of Understanding, and Joint Project Implementation Plans are in place to accomplish sounding rocket missions at domestic and foreign locations.
- j. Provides payload and mission management for student flight projects.
- k. Participates in the Sounding Rocket Working Group.
- l. Manages and supports mishap, failure, and anomaly investigations.
- m. Leads efforts to improve sounding rocket system technologies that could improve capabilities, increase safety, and/or lower mission costs.

1.6 820/Balloon Program Office

The Balloon Program Office (BPO) enables fundamental scientific, technological, and educational investigations, and is characterized by frequent flight opportunities utilizing scientific balloons. The BPO is responsible for the following:

- a. Provides planning, organization, and management of the NASA Balloon Program Office in support of scientific investigations sponsored by NASA, as well as, by other reimbursable government, commercial, and international agencies or organizations.
- b. Provides program interface with NASA HQ, other government agencies, universities, private industry, and international agencies or organizations.
- c. Provides Technical Management of the NASA Balloon Operations Contract (NBOC), and the Columbia Scientific Balloon Facility (CSBF). Manages balloon material, design and fabrication, vehicle and flight support system engineering, analytical studies of vehicle performance, payload recovery systems, mission management, and overall systems safety and reliability.
- d. Provides technical management for research and development efforts and new technology efforts including feasibility studies, design studies, Lighter-Than-Air, inflatable vehicles/structures and systems development, test and evaluation, and data analysis and reporting.
- e. Manages the NASA Balloon Program activities at the CSBF, Palestine, Texas; Ft. Sumner, New Mexico, and McMurdo Station, Antarctica.
- f. Works to established procedures to support payload/carrier integration with mission assurance limited testing.
- g. Manages the NASA university grants for assigned principal investigators.
- h. Ensures International Agreements, Contracts, Memorandums of Understanding, and Joint Project Implementation Plans are in place to accomplish balloon missions at domestic and foreign locations.
- i. Provides payload and mission management for student flight projects.
- j. Participates in the Balloon Working Group.

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- k. Manages and supports mishap, failure, and anomaly investigations.
- l. Leads efforts to improve balloon system technologies that could improve capabilities, increase safety, and/or lower mission cost.

1.7 830/Aircraft Office

The Aircraft Office enables Earth science investigations utilizing both NASA and non-NASA aircraft, including both piloted and Unmanned Aerial Systems (UAS), provides payload integration and flight operations in support of the NASA scientific and technology community from locations around the world. The Aircraft Office is responsible for the following:

- a. Provides for the operational, maintenance, airworthiness, and mission support activities for assigned NASA GSFC and non-NASA aircraft and Unmanned Aerial Systems (UAS).
- b. Plans, organizes, and directs aircraft support activities responsive to NASA science needs.
- c. Investigates new areas of aircraft/UAS support and plans for capabilities/upgrades to accommodate customer needs.
- d. Develops and implements rules and procedures that are required to ensure the safe and effective management and operations of aircraft/UAS flight activities.
- e. Implements requirements of NPR 7900.3, *Aircraft Operations Manual* for all aircraft at WFF and provides quality assurance oversight of all assigned aircraft/UAS functions or as requested from external organizations.
- f. Provides aircraft/UAS services in support of airborne science, Wallops Research Range requirements, aircraft mission management, administrative aircraft services, and other customer needs.
- g. Provides aircraft/UAS scheduling services.
- h. Assures that overall budgetary requirements for safe operation of assigned aircraft and UASs are adequately provided.
- i. Provides for visiting aircraft/UAS line service support.
- j. Technically monitors and evaluates aircraft/UAS support service contracts that service suborbital science requirements on both NASA and contractor-owned (catalog) aircraft.

The GSFC Aviation Safety Officer is assigned to the Aircraft Office and manages the GSFC aviation safety program which provides safety oversight of all NASA GSFC missions utilizing NASA and non-NASA aircraft/UAS.

1.8 840/Range and Mission Management Office

The Range and Mission Management Office (RMMO) is responsible for the overall management of the Wallops Research Range and also has responsibility for providing project management support for other SSOPD's projects and operations (i.e., special projects). Additionally the RMMO is responsible for the following:

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- a. Plans, organizes, and manages the Research Range Services Program and provides management, leadership, oversight and direction of the WFF research range budget, assigned workforce, operations, schedule, and technical capabilities.
- b. Provides program interface to NASA HQ, other government agencies, universities, private industry, and international agencies, and other organizations for the purpose of communicating range capability, schedule, and feasibility of project use.
- c. Provides technical management of the Range Operations Contract (ROC) and all services provided.
- d. Initiates, champions, and oversees development of new range technologies, systems, procedures, and processes which facilitate safe and efficient operation of the Wallops Research Range capabilities.
- e. Develops and maintains agreements, contracts, memorandums of understanding, and other joint documents required to ensure accomplishment of RMMO's missions and goals.
- f. Develops and maintains the Wallops Research Range strategy and cultivates new customers and partnerships consistent with the range capabilities and future direction.
- g. Provides project management support for the Directorate's flight projects and operations as assigned.
- h. Responsible for the overall management of the research range and the management of mobile campaigns as assigned, including scheduling of resources and coordination with external agencies such as other government agencies, commercial entities, and international organizations; maintains agreements as necessary for such coordination.
- i. Responsible for implementing individual projects safely, successfully, within assigned schedules and budgets, and managing project support personnel.
- j. Responsible for project planning and evaluations, personnel management, configuration management, systems integration, test and reliability, mission assurance, schedule management, budgeting and financial planning, and contract monitoring and reporting.
- k. Coordinates all Radio Frequency (RF) and laser radiation at WFF.
- l. Provides overall definition, direction, and coordination of instrumentation and support services to acquire launch vehicle trajectory; payload, spacecraft, and other data from WFF and remote locations throughout the world.
- m. Provides coordination with engineering, technical, institutional, and other supporting organizations to obtain skills necessary to plan, manage, and conduct aerospace and other project operations at WFF and other locations.
- n. Plans and coordinates with others, as necessary to maintain and operate research facilities including the launch range and research airport.

2.0 SUPPORT TO THE SSOPD

The Statement of Work (SOW) process is the mechanism by which organizations requesting workforce support and those tasked with providing the support, reach consensus as to how much support and what kind will be provided. This process starts in February of the year before the support is desired. A call for support-request-inputs goes out center-wide. The requesting organization responds with a SOW and an identified workforce requirement. This request is directed to the organization from which the support is requested (usually through the requesting organization's Resources Office) via the Integrated Workforce and Personnel Planning (iWAPP). Requests are negotiated between the requestor and supplier of the support. After resolution is reached, the supplier inputs his/her planned support in the WISP. The requestor is notified as to the planned support that can be expected during the coming year.

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All support requests and responses are associated with a financial Work Breakdown Structure (WBS) which identifies the project or organization requesting the support.

- a. The SSOPD obtains technical support (engineering and technician skills) from the Applied Engineering and Technology Directorate (AETD/Code 500). This support is obtained through the (SOW) process.
- b. The SSOPD obtains payload safety and quality assurance support from the Office of System Safety and Mission Assurance (OSSMA) and/or Code 300 when required. This support is obtained via the SOW process.
- c. The SSOPD obtains various administrative and management operations services from Codes 100 and 200.

3.0 SSOPD APPOINTMENTS

Letters/memorandums from the Director of WFF/SSOPD or his designee appointing SSOPD employees to various working groups, teams, panels, etc. (excluding review panels as cited in 800-PG-1060.2.1) shall become Code 800 Directorate office records.

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Appendix A – Definitions

N/A

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Appendix B – Acronyms

AETD	Applied Engineering and Technology Directorate
APO	Advanced Projects Office
BOD	Board of Directors
BPO	Balloon Program Office
CSBF	Columbia Scientific Balloon Facility
DD	Deputy Director
DDB	Deputy Director of Business
DDSI	Deputy Director for Strategic Integration
DoD	Department of Defense
GSFC	Goddard Space Flight Center
HQ	Headquarters
ISS	International Space Station
IT	Information Technology
iWAPP	Integrated Workforce and Personnel Planning
NBOC	NASA Balloon Operations Contract
NSROC	NASA Sounding Rocket Operations Contract
OSSMA	Office of System Safety and Mission Assurance
PCA	Program Commitment Agreement
PPBE	Planning, Programming, Budgeting, and Execution
RF	Radio Frequency
RMMO	Range and Mission Management Office
RMO	Resource Management Office
ROC	Range Operations Contract
SOW	Statement of Work
SMD	Science Mission Directorate
SRB	Standing Review Board
SRPO	Sounding Rocket Program Office
SSOPD	Suborbital and Special Orbital Projects Directorate
STEM	Science, Technology, Engineering and Mathematics
UAS	Unmanned Aerial System
WBS	Work Breakdown Structure
WFF	Wallops Flight Facility

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	April 28, 1999	Initial Release
A	February 22, 2000	Organizational name change
B	August 9, 2000	P7. Added Appointment Letters as quality records Implementation: 2. Defined SOW process Implementation: 3. Added section about appointments
C	December 5, 2000	Organizational change (inclusion of Code 804 office to SSOPD)
D	August 1, 2003	Revised format in accordance with latest revision of GPG 1410.1 Removed references to the SPARTAN Projects Office P.4: Added 800-PG-1060.2.1
E	November 3, 2005	Added compliance and rules review statement. Updated the following paragraphs: 800/SSPOD (removal of SSPO), 803/Safety Office (rewrite and removal of Cal Lab functions), 870 (organization name change and update of function statement), 802 (organization name change). Updated organizational structure chart. Removal of 804 and 850 organizations.
F	September 28, 2006	Updated to reflect the removal of the Code 870 organization and the re-organization of Code 803. Updated Section 1.2, 802/Advanced Projects Office. Section 1.5 updated to reflect name change of the "National" Scientific Balloon Facility to the "Columbia" Scientific Balloon Facility. Change in second paragraph of 800/SSOPD to reflect that the Director of SSOPD is also the Director of WFF.
	September 29, 2011	Administratively Extended for three months (no changes)
	October 23, 2012	Administratively Extended no changes
G	May 2, 2014	Administratively Extended no changes
H	April 6, 2015	Revised format in accordance with latest revision of GPR 1410.1. Updated all sections. Added a section for the Directorate Office.

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