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Safety and Mission Assurance

ATOMS

Operation Manual

Contents

General....2
Introduction and Purpose....2
Acronyms....2
System Overview....2
Application Description....2
Application Structure....2
Computing Environment....2
Backup and Recovery....3
Application Logs....3
Network Topology....3
Entity Diagram....4
Process Overview....5
TOR to TOP to TO Process and Application Flow....5
Remedial Action Process....6
Task Work Process and Application Flow....7
Bi-Weekly Notes Report Production....7
Quarterly Report Production....7
Task Closure Process and Application Flow....8
Sub-Element Closure Process....8
Task Order Closure Process....9

General

Introduction and Purpose

This document describes operational aspects of the ATOMS system. The information provided is limited to the functionality provided by ATOMS and does not include information provided in the contractor's proprietary financial and task management system.

Acronyms

Acronyms	Definition
ATOMS	Automated Task Order Management System
TO	Task Order
TOR	Task Order Request
TOP	Task Order Plan
SSWP	Supervisor Safety Web Page
TPS	The Portal System
NAMS	NASA Access Management System
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative (now known as the Contracting Officer's Representative)
MGT	Contract Management
CTOPM	Contract Task Order Performance Monitor
PEB	Performance Evaluation Board

System Overview

Application Description

ATOMS provides an interface for processing of Task Order Requests and Task Order Plans as well as a module that is restricted to civil service access for input and reporting of information supporting PEBs and associated reviews. ATOMS interfaces with the contractor's task and financial management system for associated financial and other information. ATOMS data is limited to the PEB data owned by NASA. All other data is maintained in and provided by the contractor's system(s).

Application Structure

Computing Environment

Software Used: PHP 5.2.12, jQuery 1.11.3

Database: MS Access

Interdependencies: SSWP: Data identifying personnel and email

NAMS - Access approval/Active Directory

TPS - Roles/privileges

External database for Task, Cost, Estimate, Schedule, and charge code information

Limitation: No access limitations from NASA approved desktops

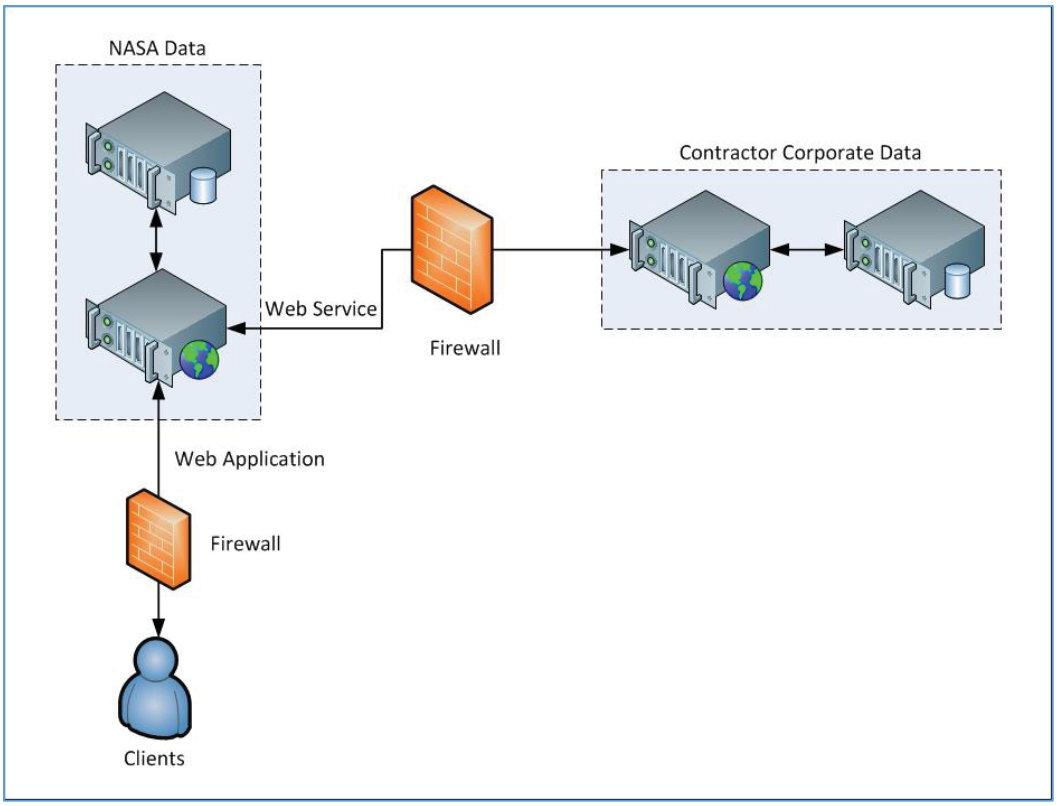
Backup and Recovery

Backup is provided per System Security Plan OA-0801-M-MSF-2707. Maximum data loss is less than 1 day's transactions. Backups are weekly for full and daily for differential. Backups are retained for 90 days.

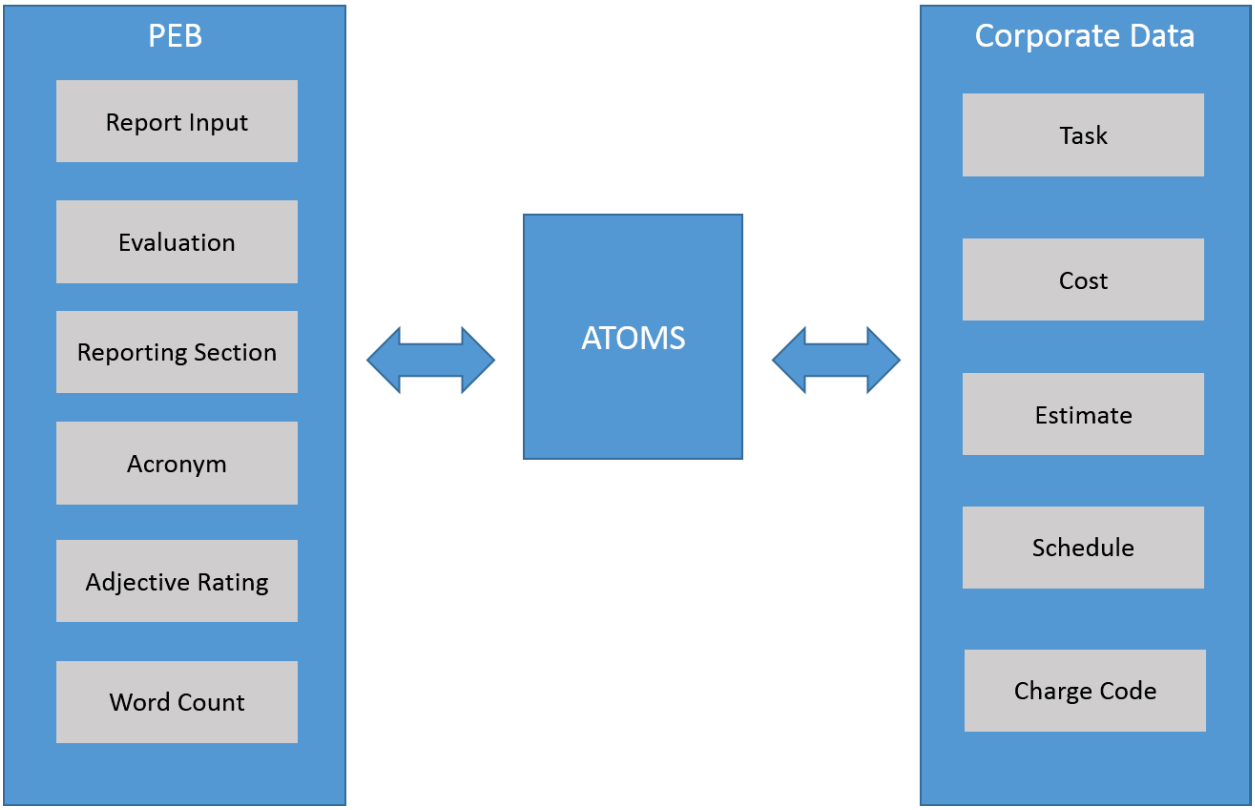
Application Logs

Standard client logging is implemented via the web server.

Network Topology

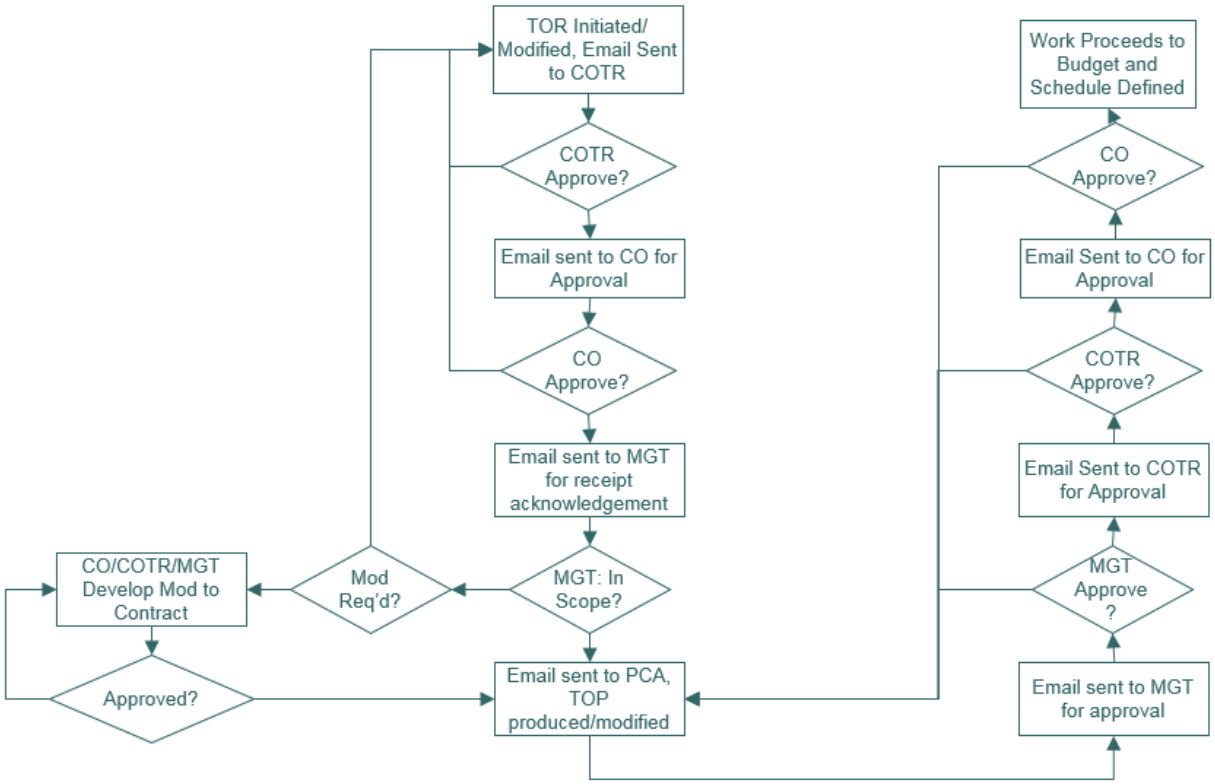


Entity Diagram

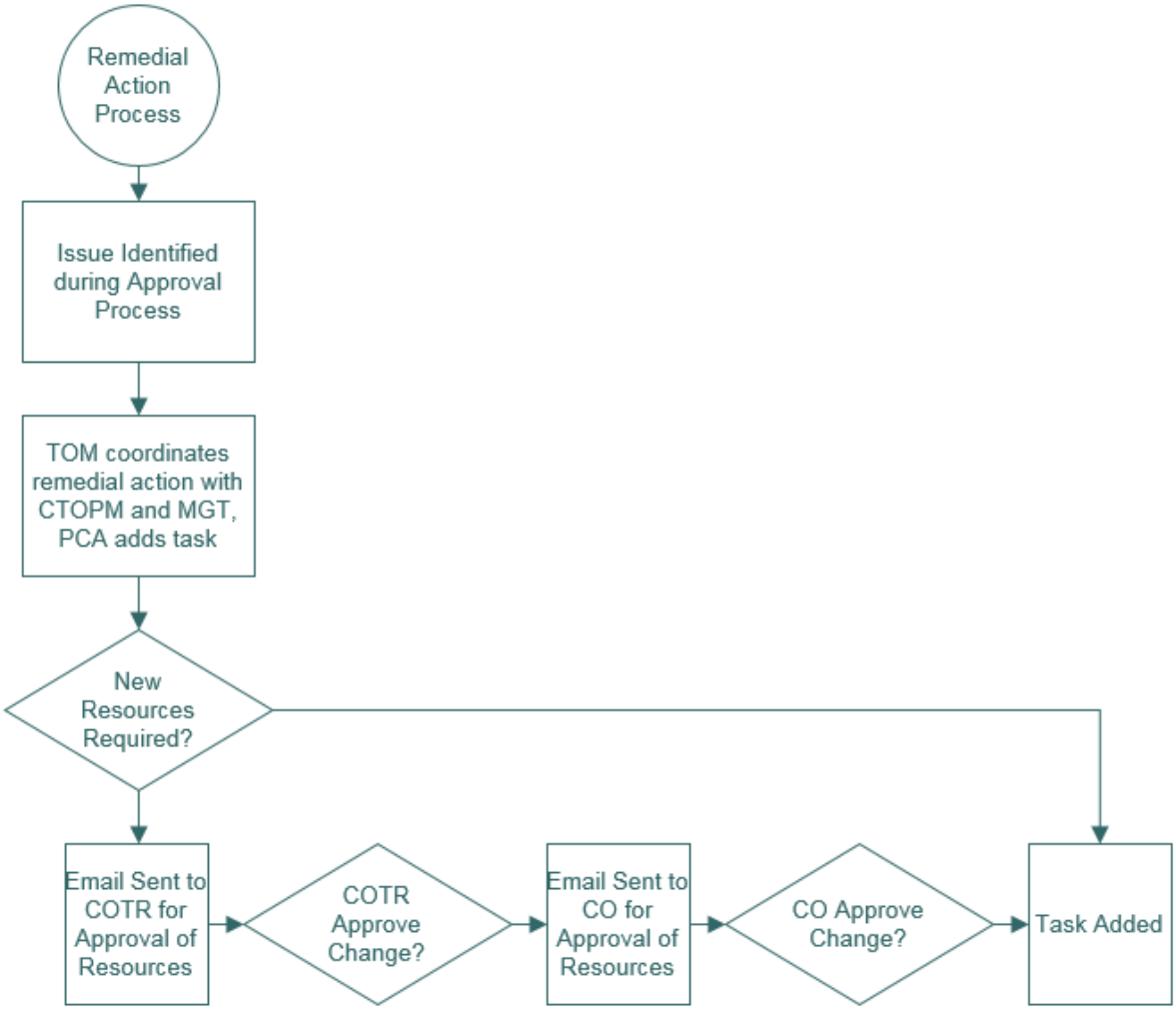


Process Overview

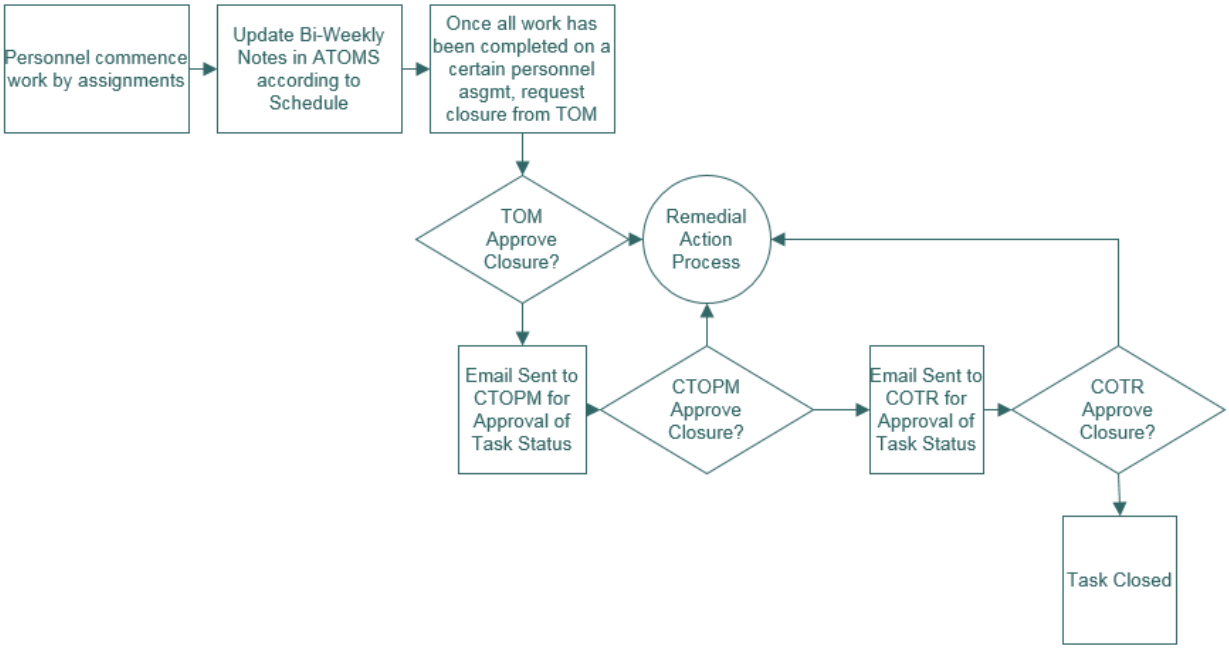
TOR to TOP to TO Process and Application Flow



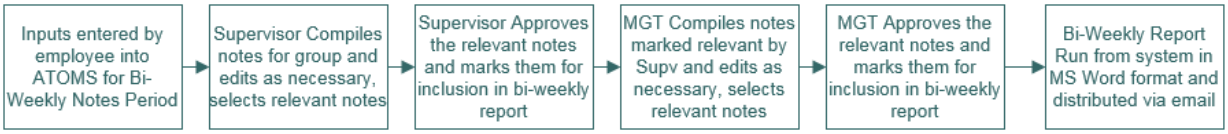
Remedial Action Process



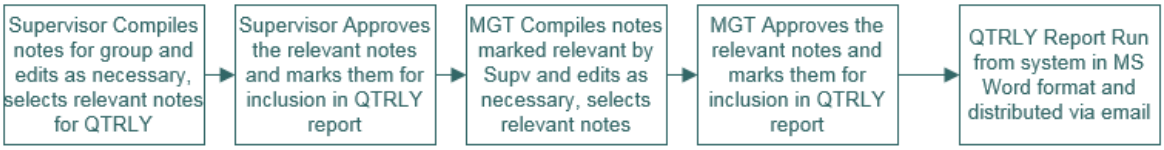
Task Work Process and Application Flow



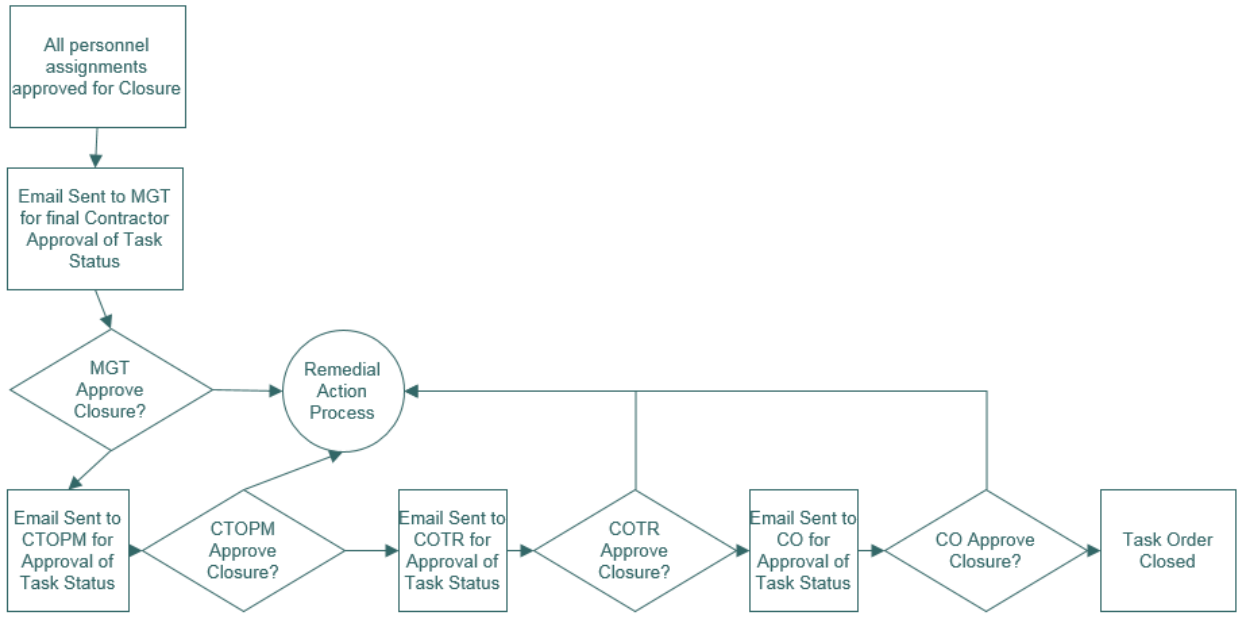
Bi-Weekly Notes Report Production



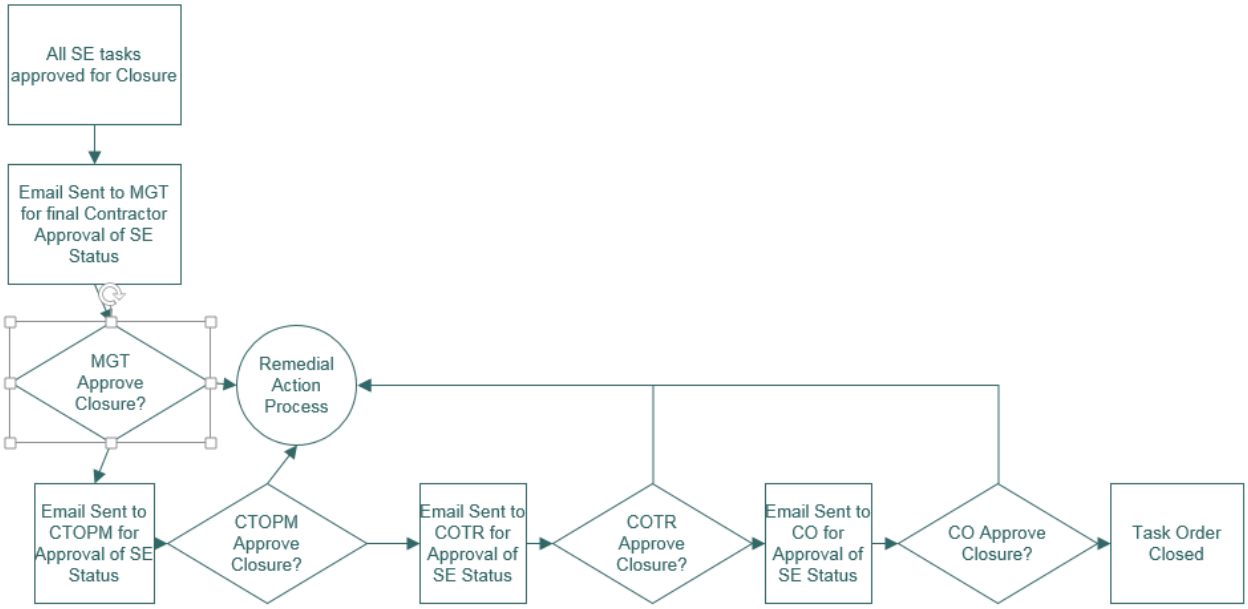
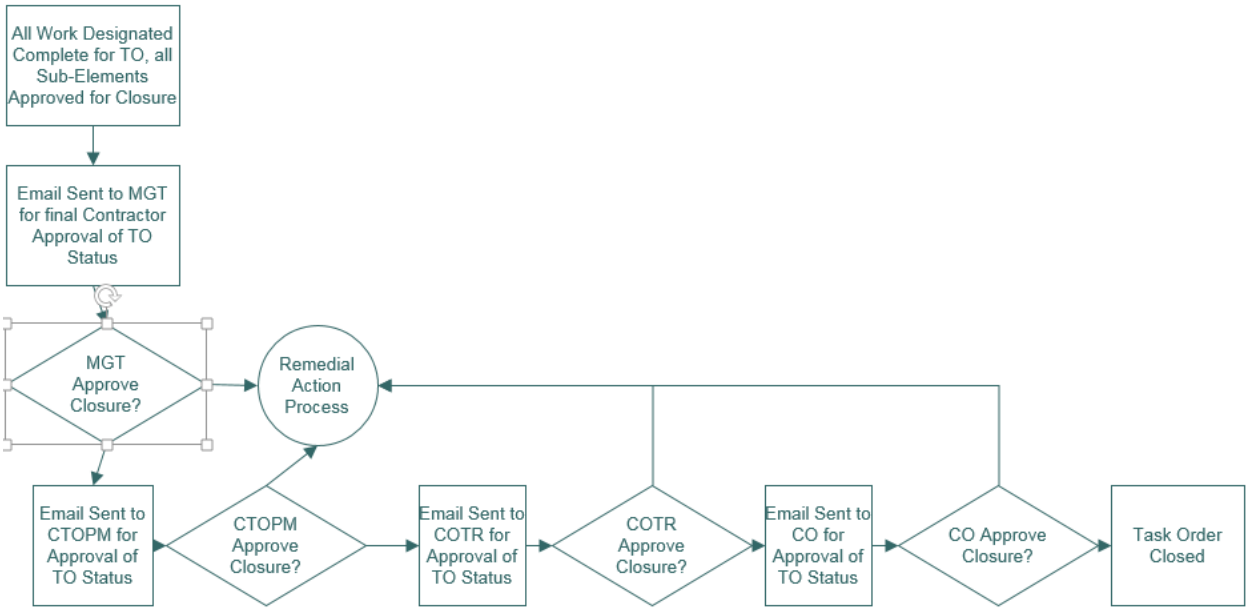
Quarterly Report Production



Task Closure Process and Application Flow



Sub-Element Closure Process



Task Order Closure Process