Automated Task Order Management System (ATOMS) User Manual

Application Access

Users are provided application access via the SMA Tools Application at
https://safety.msfc.nasa.gov/tools/ once their NAMS request has been approved. They can access
ATOMS by clicking "Launch."

User Roles and Responsibilities

Users are assigned roles on the basis of their approval level. There are five (5) levels that are defined for
applications users based on the actions they are required to take for ATOMS processes:

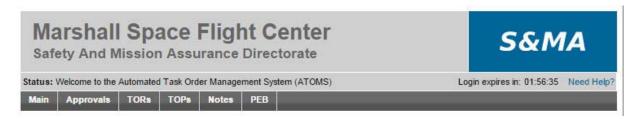| Role	Provides TOR Approval	Provides TOP Approval	Provides PEB Input
CO	Yes	Yes	No
COTR	Yes	Yes	Yes
BMO	No	Yes	Yes
CTOPM	Yes	Yes	Yes
PEB Evaluator	No	No	Yes

Task Order Request and Task Order Plan Approvals

On the home screen, users will find any items requiring immediate review and approval. After viewing the TOR or TOP and finding the results to be satisfactory, the user will edit the Review Documentation Signing Statement and click "Approve TOR" or "Approve TOP."

Marshall Space Flight Center
Safety And Mission Assurance Directorate
S&MA

Status: Welcome to the Automated Task Order Management System (ATOMS)   Login expires in: 01:56:35   Need Help?

| Main | Approvals | TORs | TOPs | Notes | PEB |

Items Requiring Action

Task Order Request Approvals

TOR #	TOR Name	View	Disapprove
TOR-SMAS- xxxxx		View TOR	Disapprove
Review Documentation I have reviewed this Task Order Request for technical acceptance and hereby provide CTOPM approval			Approve TOR

Task Order Plan Approvals

TOP #	TOP Name	View	Disapprove
TOR-SMAS-		View TOP	Disapprove
Review Documentation I have reviewed the attached Task Order Plan. The number of hours and skill mix are adequate and acceptable for the work that is to be performed for			Approve TOP

Task Order Request Review

CTOPMs, COTRs, and COs review the Task Order Request for Technical and Scope accuracy. The Task Order Request is the formal notification to the contractor for services to be provided for a particular project.

Task Order Request Mod
TOR-SMAS-XXXXX - Task Order Request Name Example
MSFC Contract # xxxx-xx
Sensitive But Unclassified

Name :	Task Order Name
Org Supported :	QD Organization requesting support
WBS :	QD Funding Code associated with the Task (from the SMA BMO)
TOR Initiator :	QD Personnel Requesting the Task
Dept Manager :	Filled in Based on QD Organization selected
COTR :	COTR
Unique ID :	TOR-SMAS-XXXXX

Description/Objectives:
Defines the work scope and disciplines that the contractor shall provide for the project under the supervision of the defined Dept Manager and TOR Initiator.
Example: The contractor shall provide PWS 3.0 System Safety Engineering for Task Order Name.

The Description/Objectives also defines the period of performance for the task.
Example: Period of Performance for this task shall be from October 1, 20XX through September 30, 20XX.

Deliverables/Milestones:
Defines any project deliverables and milestones that must be tracked to completion during the period of performance.
Example: The contractor shall provide a Safety Assessment of an element of Task Order Name by August 1,20XX.

Travel Requirements:
Defines any known travel required of the contractor for the project schedule.
Example: No Travel is expected during this period of performance.

Materials Required:
Defines any Materials the contractor shall be required to purchase and provide during the execution of the task for the period.
Example: Task Order Name requires 10 licenses of Specific COTS Software for completion of this task.

Benefiting Programs:
Defines the programs that will benefit from the completion of the Task Order Request.
Example: Task Order Name

Special Instructions:
Defines any Special considerations the contractor may need to take into account during the period of performance.
Example: Funding for this task shall be incremental with an expectation that surge funding will be coming as of June 20XX. If surge support is required, the recruitment and/or reassignment of resources may be required with additional discipline support being added as required.

Task Order Request Approval Dates

Date Created : Not Available	**CTOPM Approved :** Not Available
	CTOPM Approver : Determined by Org
OTR Approved : Not Available	**CO Approved :** Not Available
COTR Approver : Last, First	**CO Approver :** Current CO
MGT Received : Not Available	

Editing a Task Order Request

If something needs to be changed in the Task Order request, users can edit the Task Order Request using the provided form. Once editing is complete, the user selects the Ready for Issuance Option and clicks the "Request Services" button to send the reque t through the app ɔ al process.

Reviewing the Task Order Plan

The following is an example of the Task Order Plan that CTOPMs, BMOs, COTRs, and COs approve. This is the contractor generated response to the request provided by the government. It carries the same unique identifying number as its associated TOR.

Task Order Plan Mod.

(Mod only appears beyond Baseline)
TOP-SMAS-XXXXX - Task Order Request Name Example
MSFC Contract # xxxxxxx

Sensitive But Unclassified

Plan ID :	TOP-SMAS XXXXX
Name :	Task Order Plan Name
Org Supported :	QD Organization as defined in the TOR
Project Task Manager :	The contractor technical representative designated for this task.
Period of Performance :	October 1, 20XX through Septembe 30, 20XX

Modification Log (only appears beyond Baseline)

Any modification completed on the task is notated in the Modification log for anything other than the baseline.
Example: Added X.X WYE of PWS X.0 – Discipline from xx/xx/xxxx through xx/xx/xxxx
Example: Filled 1.0 WYE Vacancy of PWS X.0 – Discipline with E/P-X from xx/xx/xxxx through xx/xx/xxxx

Guidelines/Assumptions

The contractor provides acknowledgement of all shall statements provided in the Description/Objectives of the TOR.
Example: The contractor will provide PWS 3.0 System Safety Engineering for Task Order Name.

Skills Matrix

An itemized listing of the Disciplines to be provided for the task by Labor Category subcategorized as desired by the customer.

Discipline	Labor Cat	WBS	WYE
Task Order Name – System Safety Engineering			
X.X - System Safety Engineering	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Industrial Safety			
X.X - Industrial Safety	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Reliability & Maintainability Engineering			
X.X - Reliability & Maintainability Engineering	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Probabilistic Risk Assessment			
X.X – Probabilistic Risk Assessment	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Quality Engineering			
X.X - Quality Engineering	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Quality Assurance			
X.X - Quality Assurance	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Information Management			
X.X – Information Management	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Program/Project Assurance			
X.X - Program/Project Assurance	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Independent Assessment			
X.X - Independent Assessment	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Risk Management			
X.X – Risk Management	E/P-X	QDXX – WBS Code	X.XX
Task Order Name – Documentation and Report Support			
X.X – Documentation and Report Support	E/P-X	QDXX – WBS Code	X.XX
Labor Cost Totals			X.XX

Total Expected WYE by End of PoP: 0.00

Deliverables/Milestones

Acknowledgement of the Deliverables and Milestones as defined in the TOR as well as any additional Deliverables and Milestones that may have been omitted in the creation of the TOR.

Example: The contractor shall provide a Hazard Analysis of an element of Task Order Name by June 1,20XX.

Example: The contractor shall provide a Safety Assessment of an element of Task Order Name by August 1,20XX.

Resources Required

An itemized listing of all resources that are required to complete the task during the period of performance.

Resource Type	Description

Travel Required

An itemized listing of all travel required for the period of performance.

# of Trips	# of Days	Destination

Risk Assessment

An itemized listing of any known risks and an acknowledgment of Special Instructions.

Example: The contractor has assessed the risks associated with the completion of this task and identified no significant risks in the base task. Task surge support will be provided when required.

All travel, resources, and skills will be modified upon customer request and approval.

Task Order Plan Mod.

(Mod only appears beyond Baseline)
TOP-SMAS-XXXXX - Task Order Request Name Example
MSFC Contract # xxxxxxxxxxxxx

Sensitive But Unclassified

Labor Cost Summary Table

The following Cost Summary is Company Sensitive Information not subject to FOIA inquiries.

Discipline	Labor Cat	WBS	WYE	St	End	Rate	Total Hrs	Total Cost
Task Order Name – System Safety Engineering								
X.X - System Safety Engineering	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Industrial Safety								
X.X - Industrial Safety	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Reliability & Maintainability Engineering								
X.X - Reliability & Maintainability Engineering	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Probabilistic Risk Assessment								
X.X – Probabilistic Risk Assessment	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Quality Engineering								
X.X - Quality Engineering	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Quality Assurance								
X.X - Quality Assurance	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Information Management								
X.X – Information Management	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Program/Project Assurance								
X.X - Program/ Project Assurance	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Independent Assessment								
X.X – Independent Assessment	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Risk Management								
X.X – Risk Management	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Task Order Name – Documentation and Report Support								
X.X – Documentation and Report Support	E/P-X	QDXX – WBS Code	X.XX	XX/XX/XXXX	XX/XX/XXXX	$XX.XX	X,XXX.XX	$XXX,XXX.XX
Labor Cost Totals			X.XX				X,XXX.XX	$X,XXX,XXX.XX

Resource Breakdown

The following is a breakdown of the resources to complete the task for the period of performance.

Resource	Cost
Total Resource Breakdown	$0.00

Cost Summary Table

The following Cost Summary is Company Sensitive Information not subject to FOIA inquiries.

Labor Costs

Cost Type	WYE Prev	WYE Rev	WYE Diff	Hrs Prev	Hrs Rev	Hrs Delta	Previous	Revised	Change
Direct Labor Total	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00

Other Direct Costs (ODCs)

Cost Type	WYE Prev	WYE Rev	WYE Diff	Hrs Prev	Hrs Rev	Hrs Delta	Previous	Revised	Change
Consultants	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00
Travel							$0.00	$0.00	$0.00
Consultant Travel							$0.00	$0.00	$0.00
Training							$0.00	$0.00	$0.00
Equipment							$0.00	$0.00	$0.00
Software							$0.00	$0.00	$0.00
Miscs ODC (Sign-on, Relocation, Staffing Fees, etc.)							$0.00	$0.00	$0.00
Total ODC Cost							**$0.00**	**$0.00**	**$0.00**

Total Approved Cost

Cost Type	WYE Prev	WYE Rev	WYE Diff	Hrs Prev	Hrs Rev	Hrs Delta	Previous	Revised	Change
Cumulative	0.00	0.00	0.00	0.00	0.00	0.00	$0.00	$0.00	$0.00
					Program Management		$0.00	$0.00	$0.00
					Estimated Fee Amount		$0.00	$0.00	$0.00
					Total Estimated Cost		$0.00	$0.00	$0.00

Task Order Plan Approval Dates

Date Initiated : Not Available

Corporate Approved : Not Available

BMO Approved : Not Available

BMO Approver :

CO Approved : Not Available

CO Approver :

MGT Approved : Not Available

CTOPM Approved : Not Available

CTOPM Approver :

COTR Approved : Not Available

COTR Approver :
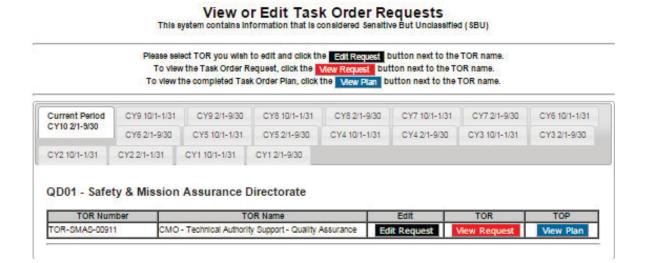
Task Order Plan Mod.

(Mod only appears beyond Baseline)
TOP-SMAS-XXXXX - Task Order Request Name Example
MSFC Contract #

Sensitive But Unclassified

Approver	Signing Statement	TOR Rev	TOP Rev	Date
TOR				
CTOPM	"I have reviewed this Task Order Request for technical acceptance and hereby provide CTOPM approval for Task Order Plan Example."	0	0	XX/XX/XXXX
COTR	"I have reviewed this Task Order Request for technical acceptance and hereby provide COTR approval for Task Order Plan Example.	0	0	XX/XX/XXXX
CO	"I have verified this Task Order Request for acceptance and hereby provide CO approval for Task Order Plan Example."	0	0	XX/XX/XXXX
TOP				
CTOPM	"I have reviewed the attached Task Order Plan. The number of hours and skill mix are adequate and acceptable for the work that is to be performed for Task Order Plan Example."	0	0	XX/XX/XXXX
BMO	"I have reviewed the attached Task Order Plan for the MSFC SMA Business Management Office and determined the funding is or will be available for the effort proposed for Task Order Plan Example."	0	0	XX/XX/XXXX
COTR	"The Technical Monitor and I have reviewed the attached Task Order Plan. The number of hours and skill mix are adequate and acceptable for the work that is to be performed for Task Order Plan Example."	0	0	XX/XX/XXXX
CO	"I have verified the Technical and Funding evaluations have been completed and hereby provide CO approval for Task Order Plan Example."	0	0	XX/XX/XXXX

Viewing Task Order Requests and Plans through the Contract history

The system stores all Task Order Requests and Plans for every period of performance on the contract. The user can navigate the performance periods by clicking on the tabs and clicking "View Request" or "View Plan." If it is the current period of performance, the user has the ability to edit the request by clicking on "Edit Request."

Performance Evaluation Board Inputs

Input of PEB Report items for inclusion in the COTRs evaluation

The following pages provide a view of the entry forms for the PEB report. Each time a user wishes to provide information, any may enter an input title it in the box, select the appropriate grade, select the appropriate AOE, and provide a paragraph for inclusion. Each evaluator is provided a word limit by the COTR that their input may not exceed. It is defined at the top of the page. Once users have entered their desired information, they can click any of the "Save PEB Inputs" buttons on the page.

PEB Report Inputs

You have been assigned a word count of 8000 words. Your entries in all entry boxes (excluding the Acronyms entry box) cannot exceed this limit or the information will not be saved.

Acronyms
Please define all not already defined acronyms used in your entries here
i.e. PEB - Performance Evaluation Board

AOE – Area of Emphasis
AR - Aerojet Rocketdyne
ATIS - Audit Tracking Information System
Bastion – Bastion Technologies, Inc.
CCP - Commercial Crew Program
CIL - Critical Items List

Predefined Acronyms
AOE – Area of Emphasis
AR - Aerojet Rocketdyne
Bastion – Bastion Technologies, Inc.
CIL - Critical Items List
COTR/PEBC – Contracting Officer's Technical Representative/Performance Evaluation Board Coordinator
CSO – Chief Safety Officer
ECLSS – Environmental Control and Life Support System
FMEA - Failure Mode and Effects Analysis
IS – Industrial Safety
ISS – International Space Station
LTIR – Lost Time Injury Rate
MSFC – Marshall Space Flight Center
MSG - Microgravity Science Glovebox
MSRR - Materials Science Research Rack
NDE – Non-Destructive Evaluation
PAC – Problem Assessment Center
PEB – Performance Evaluation Board
PEP – Performance Evaluation Plan
QA – Quality Assurance
QE – Quality Engineering
R&M – Reliability & Maintainability
RBA/ILA - Risk Based Assessment / In Line Assessment
RID - Review Item Discrepancy
RMO – Resident Management Office
SMA – Safety and Mission Assurance
SLS – Space Launch System
SSC – Stennis Space Center
SSE – System Safety Engineering
ULA - United Launch Alliance

A strength is an accomplishment that exceeds the standard. A significant strength is an accomplishment that greatly exceeds the standard.

Each performance criterion has two (2) new entry blocks available for your entries. If you need to add more entry blocks, fill in the 2 empty block and hit ANY Save Report button to add more entry blocks.

Please be as brief as possible (I always receive more input than I can use) and group together as many strengths/weaknesses as possible within a category/subcategory. Click Here to view a copy of the full AOE letter that went out for this period. Please note on the pulldown menu specifically by AOE letter on the attached letter when a significant strength, strength, significant weakness and weakness relates to an AOE. Observations are for AOE's where the contractor

II. Technical Performance

This crterion addressess the suitability of the product delivered or the services provided by the contractor. For the S&MA Mission Services contract, the product is information and the services are analyses and evaluations from an S&MA perpective.

The Contractor's technical performance will be measured against the accuracy and thoroughness of information (in oral, hard copy, or electronic media) provided in fulfillment of PWS tasks and data requirements. This information will be evaluated under the separate categories of Systems Safety Engineering Programs, Industrial Safety Program, Reliability and Maintainability Engineering, Quality Assurance, S&MA Management Information, Project Assurance Services, Independent Assurance Tasks and Risk Management. The adequacy of the contractor's skill mix in performing efforts in these categories will also be evaluated. In circumstances where the Contractor develops or recommends a position or conducts an independent analysis or evaluation, the technical validity of the product will also be considered in the evaluation of the Contractor's performance. The Contractor will be given credit for providing recommendations aimed at improving the efficiency with which the mission of the Safety and Mission Assurance Directorate is accomplished.

AOE : Please Select an AOE ▼

Title :

Grade :
- ◉ Observation
- ○ Sig Strength
- ○ Strength
- ○ Weakness
- ○ Sig Weakness

Grade Explanation :

AOE : Please Select an AOE ▼

Title :

Grade :
- ◉ Observation
- ○ Sig Strength
- ○ Strength
- ○ Weakness
- ○ Sig Weakness

Grade Explanation :

Save PEB Inputs