

Agency Space Shuttle Program Artifacts Working Group Terms of Reference (TOR)

Goal:

The overarching goals and objectives of the Agency Space Shuttle Program (SSP) Artifacts Working Group (hereafter referred to as the Working Group) are to support and effect efficient and expeditious disposition of Space Shuttle artifacts during Program closeout and planning for closeout, and to enable preservation of historically important Shuttle-related property in the national interest, including items that belong in the national collection. The Working Group's primary customers are the NASA-NASM Joint Artifacts Committee¹, the NASA Artifacts Committee², and the Infrastructure Transition Control Board (iTCB).

The Working Group is responsible for conducting routine work pertaining to SSP artifact disposition on a continuous basis, and developing policy, artifact placement and other recommendations for, and elevating issues to, the Working Group's primary customers noted above and other Agency-level bodies. This Working Group pertains exclusively to items and issues related to the disposition of space shuttle artifacts and shall sunset, either two years following the last flight of the Space Shuttle or when no longer deemed necessary by the iTCB. The group functions as a work team responsible to the NASA Infrastructure Transition Manager.

Specifically, the Working Group shall:

- a) Provide guidance to Centers to bring consistent approaches to SSP artifact management by creating and sustaining policy and execution continuity between Centers engaged in SSP Transition and Retirement.
- b) Determine which potential artifacts identified by the SSP should appropriately be designated and managed as artifacts or historically significant items at an Agency level.
- c) Maintain and update a consolidated "SSP Agency Artifacts" list to capture items so identified across the Agency.
- d) Review the Transition Property Assessment (TPA) data (and other property databases) to identify SSP Agency Artifacts.
 - i) Review the property line items identified by the SSP as "potential artifacts" and confirm that the property is a SSP Agency Artifact. For each SSP Agency Artifact, document that the line item has been so designated, and provide specific instruction to the SSP and the Center to confirm preparation per Attachment #1.

¹ Established by NPR 4310.1, and memorialized in a joint Memorandum of Agreement between the National Air and Space Museum (NASM) and the National Aeronautics and Space Administration (NASA).

² Also chartered by NPR 4310.1.

- ii) Review each SSP Agency Artifact to identify and flag related property and ancillary items needed for effective technical display and storytelling.
- iii) Issue requests for supplemental information to the Centers and Programs as necessary. Any significant data calls required for the Working Group to perform its duties shall be coordinated with the affected Program(s).
- iv) Manage the prescreening process for items determined to be significant artifacts or themes, and resolve competing non-NASM external requests³ for those items.
- v) Refer competing requests for artifacts within NASA to the NASA Artifacts Committee referenced in NPR 4310.1.
- vi) Provide NASA with the ability to respond to external queries pertaining to its artifact placement process in a coordinated fashion.
- vii) Develop and implement procedures and processes that result in total asset visibility and accounting of artifacts used in support of public affairs, industrial outreach, and education programs.
- viii) Recommend artifact policy changes for approval of the NASA Artifact Committee.
- ix) Assure that NASA carries out its stewardship responsibilities to the maximum extent.

Scope:

The Working Group shall create and implement guidance which:

- a. Supports continued NASA programmatic requirements for outreach & exhibits utilizing SSP materials
- b. Coordinates all artifact authentications by NASA employees and contractors for SSP materials, obviating conflicts of interest.
- c. Makes fair and equitable placement determinations, as required for SSP materials
- d. Resolves competing external non-NASM requests for artifacts, in coordination with the NASA Artifacts Committee
- e. Provides criteria for placement decisions (internal to NASA and external) regarding SSP materials.

The Working Group shall impose no new requirements on the Space Shuttle or Constellation Programs with respect to artifacts, nor impact the programs' costs or schedules.

Initial Near-Term Actions for Central SSP Artifacts Working Group:

³ All requests from the National Air and Space Museum are handled by the NASA-NASM Joint Artifacts Committee as defined in a joint Memorandum of Understanding.

- a. Issue guidance to the SSP and Centers reiterating the Transition and Retirement (T&R) Artifacts definition as provided in SOMD PPBE 2010 PRG (Attachment #1), establish a method for handling exceptions as they arise, and issue a call for additional potential SSP artifacts.
- b. Develop overall approach and criteria for making SSP Agency Artifact determinations and placement decisions.
 - i. The Agency will make recommendations pertaining to guidance and artifact disposition and decisions through the Working Group related to SSP materials. The Working Group will make placement recommendations as well, including the consideration of competing requests and will create placement decision criteria for both internal and external decisions for SSP artifacts. The SSP artifact criteria may be developed using the aid of external and internal advisors and such evaluation tools as necessary.
 - ii. In cases of competing requests that cannot be resolved by the Working Group, the Working Group shall make recommendations to the Associate Administrator, Office of Infrastructure and Administration who will take such recommendations and preliminary decisions to the NASA Artifacts Committee for approval.

Outcome Products:

The Working Group shall produce the following products related to SSP NASA Artifacts:

- a. Artifact placement criteria developed with advisory input from outside experts, as required
- b. Consolidated, up-to-date listing of items determined to be SSP Agency Artifacts
- c. Data requirements for the artifacts prescreening process
- d. Placement decisions or placement recommendations for SSP Agency Artifacts

Reporting Requirements:

The Working Group will provide monthly activity reports to NASA's Agency Transition Teams (SOMD, ESMD and iTransition) and to the Agency's iTCB. These reports will include meeting minutes, work products, and status of efforts during the month.

Membership

- a. Transition Manager for Infrastructure, Chair
- b. Deputy Transition Manager for Infrastructure
- c. 3 Center Property Disposition Officer representatives
- d. Director, Agency Logistics Management Division
- e. Agency Logistics Management Division Representative
- f. Agency Public Affairs Office Representative
- g. Agency Environmental Management Division Representative
- h. Office of General Counsel Representative
- i. SSP Transition Management Office Representative
- j. Export Control/ITAR Representative, as needed
- k. History Office Representative, as needed
- l. Mission Directorate representatives from ARMD, ESMD, SMD, and SOMD, as needed

Subject area experts and Program representatives will also be invited to participate in Working Group activities as required to support the agenda.

Voting:

The Working Group operates as a consensus group that is chaired by the Transition Manager for Infrastructure. For issues requiring a decision, the Chair will poll members for their input and recommendation. If no consensus is reached on items not requiring approval beyond the Working Group, then the Chair will make the decision. If further decision is required, the Chair will bring the issue forward to the Assistant Administrator for Infrastructure and Administration for a decision or to elevate the issue as necessary.

Working Group Staffing:

The Transition Manager for Infrastructure will be responsible for staffing of Working Group processes and for coordinating and monitoring Working Group actions and activities.

Working Group Recommendations:

All recommendations will be documented at meetings and electronically posted within five working days of the meeting with meeting summaries to be provided at or in advance of the next meeting.

Meeting Frequency and Standards:

Working Group activities are continuous in nature. The Chair shall convene periodic Meetings of Record as necessary, generally on a monthly basis. The agenda and the

Attachment #1
Definition of “Historical Artifact” to be use for Space Shuttle Transition & Retirement (T&R) Planning
(from NASA HQ SOMD PPBE 2010 PRG, 2-29-08)

Definition:

"The Space Shuttle Program is to identify as potential artifacts only flown property identified by the Space Shuttle Program Elements (Projects) using that elements' "standardized approach for potential artifacts" (e.g, "flown repairable hardware that has a documented flight history") and items identified on the consolidated Agency "Artifacts wish list".

Data and Planning Related to Potential Artifacts:

- "Provide flight history (STS mission numbers) for potential artifacts that have flown.
- For potential artifacts that have not flown, provide a brief description of known use or history.
- No new research to determine the potential artifact's history or usage is required.
- Other research on potential artifacts will be assumed to be borne as an expense by the recipient.
- Property designated as a potential artifact will be reviewed by NASA and, if confirmed, will be advertised in advance of final disposition to identify the new recipient and move property as soon as possible after final disposition.
- To enable advertisement, at least one digital (electronic) photograph of the property is required in .jpg format per the GSAXcess Photograph Naming, Taking, and Transmission Guidelines (www.gsa.gov <<http://www.gsa.gov>>) and it should be made available during or immediately following TPA Phase Two.
- If there are multiple copies of an item, and all of the copies are in the same condition, a single photograph of one copy is sufficient.
- The [Space Shuttle Prime] contractor should not assume any additional costs based on designation as a potential artifact beyond the safing of hazards.
- The recipient will be responsible for packaging and transportation to the final destination."

Attachment #2
Transition Property Assessment – Characteristics Related to Potential Artifacts
(from NSTS 60576, “Space Shuttle Program Transition Management Plan”)
Appendix D

Excerpts from Table D.1
Phase 1 TPA Data Elements
(Planning date data is available: 9/30/08)

Data Element	Code/Remarks
Availability Date	Defines, at a minimum, the projected fiscal year the property is no longer required for SSP program use and can be released.
Disposition Constraints	<p>H: Contains hazardous materials M: Contains precious metals Artifact designation:</p> <ul style="list-style-type: none"> • W: Identified as an artifact based on the artifact “wish list” criteria provided by NASA Headquarters. • C: Identified as a potential artifact based on the artifact “wish list” criteria provided by the NASA Center. • P: Identified as a potential artifact based on Element/Project specific criteria utilizing in-house expertise and/or existing processes and procedures, if applicable. (Project specific criteria should be partnered with NASA Headquarters.) <p>E: Subject to export control regulations - SSP Elements/Projects will work with the Center Export Administrators to code property according to the export control regulations. Note: the default export classification for Shuttle related items is that they are controlled under 22 CFR, Part 121, “United States Munitions List (USML)” of the “International Traffic in Arms Regulations” (ITAR) (generally under Categories XV, IV and V). No classification or any other classification should have supporting data to justify.</p> <p>O: Oversized item that requires special handling to be removed, is too large to fit on a flat bed truck, or weighs over 15,000 pounds (per KSC handling constraints).</p>

Excerpts from Table D.2
Phase 2 TPA Data Element
(Planning date data is available: 1/15/09)

Data Element	Code/Remarks
Historical artifact justification	Include usage history.
Final destination, if known	<p>1: Constellation 2: ISS 3: Other NASA 4: School 5: Museum 6: Other Federal/State</p>