Safety and Mission Assurance

ATOMS

Operation Manual
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

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

PEB
- Report Input
- Evaluation
- Reporting Section
- Acronym
- Adjective Rating
- Word Count

ATOMS

Corporate Data
- Task
- Cost
- Estimate
- Schedule
- Charge Code
Process Overview
TOR to TOP to TO Process and Application Flow
Task Work Process and Application Flow

Bi-Weekly Notes Report Production

Quarterly Report Production

1. Personnel commence work by assignments
2. Update Bi-Weekly Notes in ATOMS according to Schedule
3. Once all work has been completed on a certain personnel assignment, request closure from TOM
4. TOM Approve Closure?
5. Remedial Action Process
6. Email Sent to CTOPM for Approval of Task Status
7. CTOPM Approve Closure?
8. MGT Compiles notes marked relevant by Supv and edits as necessary, selects relevant notes
9. MGT Approves the relevant notes and marks them for inclusion in bi-weekly report
10. Bi-Weekly Report Run from system in MS Word format and distributed via email

1. Inputs entered by employee into ATOMS for Bi-Weekly Notes Period
2. Supervisor Compiles notes for group and edits as necessary, selects relevant notes
3. Supervisor Approves the relevant notes and marks them for inclusion in bi-weekly report
4. MGT Compiles notes marked relevant by Supv and edits as necessary, selects relevant notes
5. MGT Approves the relevant notes and marks them for inclusion in bi-weekly report
6. Quarterly Report Run from system in MS Word format and distributed via email
Task Closure Process and Application Flow

Sub-Element Closure Process
Task Order Closure Process

- All Work Designated Complete for TO, all Sub-Elements Approved for Closure
- Email Sent to MGT for final Contractor Approval of TO Status
- MGT Approve Closure?
  - Remedial Action Process
  - Email Sent to CTOPM for Approval of TO Status
  - CTOPM Approve Closure?
  - Email Sent to COTR for Approval of TO Status
  - COTR Approve Closure?
  - Email Sent to CO for Approval of TO Status
  - CO Approve Closure?
  - Task Order Closed