



National Aeronautics and  
Space Administration  
**John C. Stennis Space Center**  
Stennis Space Center, MS  
39529-6000

**SPD 8830.1 Basic**  
**May 2010**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Policy Directive SSC Facilities Operation and Maintenance Responsibility**



Stennis Policy Directive	SPD 8830.1	Basic
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 27, 2010	
	Expiration Date: May 27, 2015	
Responsible Office: RA20/Center Operations Directorate		
<b>SUBJECT: SSC Facilities Operation and Maintenance Responsibility</b>		

## 1. POLICY

- a. This directive establishes responsibilities for operation and maintenance of SSC facilities.
- b. Responsibilities for operation and maintenance of SSC facility systems and equipment will be divided between functional organizations as described herein.
- c. Any modifications to responsibilities will be reviewed and approved by the SSC Facilities Review Board (FRB).

## 2. APPLICABILITY

- a. This SPD is applicable to NASA/SSC personnel.
- b. This SPD is applicable to NASA/SSC contractors to the extent specified in their respective contracts.

## 3. AUTHORITY

- a. Section 203(c)(3) of the National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2473).
- b. NPD 8831.1, NASA Policy Directive, Maintenance and Operations of Institutional and Program Facilities and Related Equipment.
- c. NPR 8831.2, Facilities Maintenance and Operations Management.

## 4. APPLICABLE DOCUMENTS

- a. SOI-8080-0021, John C. Stennis Space Center Engineering and Test Directorate Maintenance.
- b. SBCC-1150-0002, Facility Review Board Charter.
- c. SSTD-8070-0001-CONFIG, SSC-Facilities Engineering Documentation Standard.
- d. SSTD-8070-0009-CONFIG, Preparation of Form SSC-625, Certificate of Completion (COC).
- e. SSTD-8070-0010-CONFIG, Maintenance of the SSC System Operation and Maintenance Responsibility Database (SOMRD).

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## 5. RESPONSIBILITY

- a. Director, Center Operations Directorate (COD). The Director of the COD or designee is responsible for all assigned facility systems/equipment (real property, technical and non-technical) maintenance at SSC. Such systems shall include land, buildings, structures, utilities systems, collateral equipment and appurtenances. [This includes, but is not limited to, plumbing, heating, central air conditioning, lighting, elevators, lifting devices, facility control and data systems, facility propellant and pressurant systems, etc. It does however exclude Special Test Equipment (STE) and Ground Support Equipment (GSE)].
- c. Director, Engineering and Test Directorate (ETD). The Director of the ETD or designee is responsible for assigned STE and GSE maintenance at SSC. Reference ETD-SOI-0021, Engineering and Test Directorate Maintenance.
- d. Facility Review Board (FRB). The Facility Review Board is responsible for receiving change requests for additions, changes, or deletions of responsibility and assigning responsibility to functional organizations. The FRB is responsible for resolving jurisdictional disputes between functional organizations.
- e. Contracting Officer and Contracting Officer's Technical Representative. The appropriate Contracting Officer and Contracting Officer's Technical Representative (COTR) are responsible for the final disposition of responsibility assignments through notification to the appropriate contractor's Contract Office, including the FOSC for updates to the SOMRD.
- f. SSC Contractors . When specified by their respective contractual documents, SSC contractors are responsible for:
1. Operation and maintenance of facilities, utilities and systems as assigned. The individual contractors will provide accurate requirements to functional operational and maintenance personnel.
  2. Completion of an SSC Facilities Equipment List (form SSC-728) whenever collateral equipment is added or removed at SSC. The Equipment List, accompanied by an approved Certificate of Completion (COC), will be the document used to modify the System Operation and Maintenance Responsibility Database (SOMRD). Reference SSTD-8070-0009-CONFIG and SSTD-8070-0010-CONFIG.
- g. Facility Operating Services Contractor. The Facility Operating Services Contractor (FOSC) is responsible for maintaining and providing access to the SOMRD; maintaining Interface Control Drawings (ICDs) in accordance with Equipment Lists accompanied by an approved COC; and including the latest board approved ICDs in the Central Engineering Files (CEF) ICD database as PDF files.

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h. Functional Organizations. Functional organizations are responsible to ensure that the changes have been entered into the SOMRD as a check and balance to this policy directive and SSTD-8070-0010-CONFIG.

## 6. MEASUREMENT/VERIFICATION

To determine compliance, Operations and Maintenance engineers assigned to the Operations and Maintenance Division of the COD will perform random site inspections, review Contractor Maintenance and Operation Programs/Projects, and evaluate performance and effectiveness in relation to the Contract Performance Metrics and the Headquarters' annual Deferred Maintenance Assessment.

## 7. CANCELLATION

RA 98-08, Operating Policy, Operation and Maintenance Responsibility, dated November 15, 2000.



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Director

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