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APPENDIX B

TECHNICAL REPORTS

TECHNICAL REPORTS

The Contractor shall create Technical Reports as required by the different GSDO functional offices and as needed to meet the PWS requirements in all PWS sections. Reports shall be prepared utilizing various types of plans, procedures, and other relevant GSDO documentation, as required.

Types of Technical Reports include, but are not limited to: risk assessments, risk management reports, risk management plan, requirements definition, lessons learned, interface definition and management processes and plans, interface requirements and interface control documents, test and verification and validation plan, verification and validation requirements, technical requirements, integration testing requirements and procedures, system integration plan, architecture definition document, launch vehicle trade studies, flight hardware recovery studies, configuration and data management reports, risk reduction reviews, white papers, and special studies.

Maintenance: The Contractor shall maintain currency by page revision or complete reissue to reflect all approved changes as required. All Technical Reports shall be stored, tracked, and made readily available for reference upon request.

Submission Instructions: Technical Reports will be directed through the Program/Project Functional Managers. In addition, some reports should be delivered as required based on the milestones of the requirement.

The Contractor shall use the format established by directives governing the preparation of the specific document, otherwise Contractor format will be acceptable. Reports shall be provided both electronically (compatible with Microsoft Office suite of software) and hardcopy, or as directed by the Office of Primary Responsibility (OPR).

The Contractor shall submit reports as required.

Distribution: Technical Reports shall be distributed via e-mail or hardcopies, as directed by NASA.

Technical reports shall be submitted to the KLXS-II Contracting Officer (CO) (mail code: LX-D2), KLXS-II Contracting Officer Representative (COR) (mail code: OP-ES), the GSDO Business Office (LX-B), the GSDO Resource Management Office (RMO) (mail code: GG-C-E), and the GSDO responsible functional office for each subject in accordance with Table 1, *Technical Report Subject and Distribution.*

TABLE 1, TECHNICAL REPORT SUBJECT AND DISTRIBUTION

Technical Report Subject and Distribution	Associated Functional Office
Program Planning and Control	LX-B
Business Management and Analysis Branch	LX-B1
• Program/project budget integration and analysis	
• Cost estimating and analysis	
Program Management and Integration Branch	LX-B2
• Schedule management and integration	
• Risk management	
• Configuration and data management	
• IT support and Program boards/panels	
• Range interface	
Flight Systems and Operations Integration (FS&OI)	LX-O
Spacecraft Branch	LX-O1
• Orion, commercial, and other spacecraft customers	
• Offline spacecraft production, processing, and landing and recovery	
• Spacecraft flight elements, cargo, suits, GSE and mockup leads	
Launch Vehicle Branch	LX-O2
• SLS Program, commercial and other launch vehicle customers	
• Offline launch vehicle and integrated operations	
• Launch vehicle flight elements and payload integration/encapsulation	
• Launch vehicle interfaces and requirements and GSE	
• SLS flight test planning	
Operations Integration Branch	LX-O3
• Integration of operations	
• Integrated mission planning and management	
• IT&V leadership	
• Verification and validation process compliance	
Project Management	LX-D
Vehicle Integration and Launch Support Branch	LX-D1
Command, Control, Communication and Range Support Branch	LX-D2
Offline Processing and Infrastructure Branch	LX-D3
Technical Integration and Management	LX-S
Technical Integration Branch	LX-S1
• Technical integration	
• Program requirements integration, allocation, assessment, and compliance	
Technical Management Branch	LX-S2
• Processes and tools for technical baseline	
• Develop and maintain Program technical roadmap	
• Technical milestone review integration, scheduling and execution	
Architecture Integration and Management Branch	LX-S3
Logistics	GP-L1
Safety and Mission Assurance (S&MA)	SA-E