

**CENTER SERIES****ADMINISTRATION AND CENTER OPERATIONS**

This subseries is composed, for the most part, of correspondence related to the Administration and Center Operations functions at the Johnson Space Center. According to the "JSC Blue Book of Organization", the Administration Directorate is responsible for "providing business management for JSC as an institution and, individually, for the various program / project offices and directorates. The functions are procurement, contracting and contract administration; program control; including integrated planning, scheduling, and contract engineering; management analysis; and the JSC history program." The primary role of the Center Operations Directorate is "ensuring the availability of facilities and services necessary for the operation of the Johnson Space Center." This includes "attending to the total requirements of the JSC physical plant; managing the JSC Construction of Facilities (CoF) Program; providing basic institutional services and, to the extent appropriate, providing program support for each approved activity." (See earlier Blue Books to track changes in the functional statements for these directorates.) The correspondence files in this subseries are arranged chronologically. They are followed by a grouping of GAO audit reports on procurement and CoF practices. In the remaining boxes is a miscellaneous collection of subject files focusing mainly on various facilities on site at JSC. Of particular interest are folders on the Space Environment Simulation Laboratory, the proposed Space Station Neutral Buoyancy Facility and the JSC Child Care Facility.

**Inventory**

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|                    | Administration and Center Operations<br>Correspondence (7 folders)                           | 1963 - 1970                 |
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|                    | Administration and Center Operations<br>Correspondence (3 folders)                           | 1987 - 1988                 |
| <b>SubHeading:</b> | <b>Box Number: 5A *</b>  |                             |
|                    | JSC Facilities Review Board // Three<br>documents from this folder have been<br>scanned      | 1979, 1986 - 1988           |
| <b>SubHeading:</b> | <b>Box Number: 6</b>   |                             |
| GAO Reports        | Cost Reporting for Corps of Engineers<br>Jobs  | May 21, 1964                |
| GAO Reports        | Report on Audit of MSC Procurement<br>Operations, Report No. 8-65F                           | November 30, 1964           |
| GAO Reports        | Survey of MSC Flight Operations<br>Directorate Business Management<br>Practices, 1-67M       | July 22, 1966               |
| GAO Reports        | ADP Management Audit Report 5-66M  | August 5, 1966              |
| GAO Reports        | Report on Audit of Procurement<br>Operations Office, 4-67F                                   | February 14, 1967           |
| GAO Reports        | Report on Audit of Competitive<br>Procurement Practices Contracts<br>under \$5 Million 2-68M | December 20, 1967           |
| GAO Reports        | GAO Accounting Office Review of<br>Inter-relationships Between DoD                           | August 9, 1968              |

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|                    | Procurement Support Agencies and NASA  |                       |
| GAO Reports        | Audit of MSC Construction Activities   | 1966 - 1967           |
| GAO Reports        | Potential Savings Available Through Use of Civil Service Rather than Contractors for Certain Support Services            | 1965 - 1967           |
| GAO Reports        | Review of Comparative Cost Study for Personnel Services  | 1967 - 1969           |
| GAO Reports        | Use of Minor Construction Authority to Acquire Major Facilities (MSFC)   | January 27, 1967      |
| <b>SubHeading:</b> | <b>Box Number: 7</b>   |                       |
| Subject Files      | Design Analysis of Manned Spacecraft Center, U.S. Army Engineer District, Corps of Engineers Report                      | November 1962         |
| Subject Files      | Manned Spacecraft Center Facilities Division, Monthly Progress Report (including estimated cost)                         | August 1962           |
| Subject Files      | FY 1964 Construction of Facilities, President's Budget Project Documentation   | January 16, 1963      |
| Subject Files      | NASA - MSC Florida Operations, Criteria for MSC Static Test Facility   | December 13, 1963     |
| Subject Files      | Crew and Thermal Systems Division Vacuum Laboratories (SESL) Space Environment Simulation Laboratory (2 folders)         | 1963 - 1987, n.d.     |
| <b>SubHeading:</b> | <b>Box Number: 8</b>   |                       |
| Subject Files      | Support Service Contracting at Johnson Space Center Needs Strengthening  | October 21, 1980      |
| Subject Files      | SMS Complex Briefing Charts  | April 1, 1981         |
| Subject Files      | Reconnaissance Survey: Man in Space (NASA Facility Overview)   | November 1981         |
| <b>SubHeading:</b> | <b>Box Number: 8 *</b>   |                       |
| Subject Files      | STB-F-218, Crew Systems Laboratories of the Engineering and Development Directorate // All 193 pages have been scanned.  | October 27, 1977      |
| <b>SubHeading:</b> | <b>Box Number: 9</b>   |                       |
| Subject Files      | JSC Child Care Facility, Committee Notes / minutes   | 1985, 1988-1989, n.d. |
| Subject Files      | Neutral Buoyancy Laboratory, (Space Station) Correspondence  | 1989 - 1990           |
| Subject Files      | Jones, M. E., Inertial System Laboratory History (with photos)   | June 11, 1991         |
| Subject Files      | Sylvester, Andre, History of JSC Real Time Simulators (including SES and SAIL)   | June 13, 1991         |
| Subject Files      | Tillian, D. J., The Evolution and History of Arc Jet Thermal Testing Facilities at NASA - Lyndon B. Johnson Space Center | (1963- 1991) 1991     |
| Subject Files      | Leopold, Lou, The History of the Anechoic Chamber, Antenna Range and Laser Tunnel  | 1991                  |
| Subject Files      | History of the Space Systems Automated Integration and Assembly Facility   | n.d.                  |
| Subject Files      | The Neurophysiology Laboratory. Research and Facilities  | n.d.                  |