

## CENTER SERIES

### JSC MANAGEMENT DOCUMENTS

This subseries contains management related documentation originating at the Johnson Space Center. Its emphasis is on aspects of program management including manpower and staffing levels, procurement procedures, and policy setting. Of particular interest is the Program Management Guide (a supplement to the Management Issuance system) that reflects program management guidance on such issues as inter-center relationships, documentation procedures, and technical management of hardware (see also individual program directives). Also of note is the Review Procedures Manual outlining policies for conducting Customer Acceptance Readiness Reviews, Design Certification Reviews, Flight Readiness Reviews, Certifications of Flight Worthiness, Critical Design Reviews, and Test Readiness Reviews. A large portion of the subseries is composed of briefing material, much of which is very general in content. However, this group of documents is a useful resource for gaining an overview of JSC center operations and program management. The material is filed by subject. The majority of it dates from the 1960's and early 1970's

#### Inventory

<b>SubHeading:</b>	<b>Box Number: 01</b>	
BRIEFING MATERIALS	Manned Spacecraft Center Work and Resources Review	1962
BRIEFING MATERIALS	Manned Spacecraft Center Briefing Materials (2 volumes)	September 20 - 21, 1963
BRIEFING MATERIALS	Management Advisory Committee for Manned Space Flight Briefing Materials	June 5, 1964
<b>SubHeading:</b>	<b>Box Number: 02</b>	
BRIEFING MATERIALS	Manned Spacecraft Center's Briefing and Tour for Dr. Seamans & Dr. Mueller	August 27, 1964
BRIEFING MATERIALS	Manned Spacecraft Center Program Review for Bureau of the Budget Field Trip	September 1964
BRIEFING MATERIALS	NASA Senior Management Indoctrination at the Manned Spacecraft Center (2 volumes)	October 14 - 15, 1964
BRIEFING MATERIALS	NASA Senior Management Indoctrination at the Manned Spacecraft Center	January 12 - 13, 1965
<b>SubHeading:</b>	<b>Box Number: 03</b>	
BRIEFING MATERIALS	Manned Spacecraft Center Program Review for Bureau of the Budget Field Trip (2 volumes)	October 1965
BRIEFING MATERIALS	Manned Spacecraft Center McCurdy Briefing	June 3 - 4, 1971
BRIEFING MATERIALS	Analytical Costing, Scheduling, and Synthesis Methods Applied to NASA Programs	June 18, 1973
BRIEFING MATERIALS	JSC Review of Manpower / Facilities Briefing	June 14, 1974
<b>SubHeading:</b>	<b>Box Number: 04</b>	
BRIEFING MATERIALS	JSC Overview, Program, and Directorate Briefing	September 26 - 27, 1974
BRIEFING MATERIALS	NASA / JSC Briefing Book	January 19, 1982
BRIEFING MATERIALS	JSC Overview to ESA Representatives	November 30, 1983
BRIEFING MATERIALS	NASA JSC New Employee Handbook	1989
BRIEFING MATERIALS	MSC Management Intern Training Program	November 30, 1972
MANAGEMENT INTERN BRIEFINGS	Program Support Division Orientation to Management Interns (Briefing)	January 9, 1973
MANAGEMENT INTERN BRIEFINGS	An Overview of MSC Administration and Program Support Operations (Briefing)	January 31, 1973

MANAGEMENT INTERN BRIEFINGS	Cost Benefit Analysis Within JSC	May 15, 1973
MANAGEMENT INTERN BRIEFINGS	Program Support Division New Manpower Requirements (Briefing)	August 21, 1973
MANAGEMENT INTERN BRIEFINGS	Program Control Support to Program Managers (Briefing)	October 29, 1973
MANAGEMENT INTERN BRIEFINGS	Program Management Presentation to Management Interns (Briefing)	n.d.
MANAGEMENT INTERN BRIEFINGS	Introduction to Configuration Management for Management Interns (Briefing)	n.d.
MANAGEMENT INTERN BRIEFINGS	Program / Project (Control) Support Activities (Briefing)	n.d.
MANAGEMENT INTERN BRIEFINGS	Institutional Resources Division Functions (Briefing)	n.d.
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MANAGEMENT GUIDES	Program Management Guide (Apollo and Skylab)	September 1, 1970, 1975
MANAGEMENT GUIDES	Flight Operations Directorate Management Guide - JSC-09000	1974
<b>SubHeading:</b>	<b>Box Number: 05A</b>	
MANAGEMENT GUIDES	Apollo Program Management Guide Chapters 1 - 19	1965 - 1975
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MANAGEMENT GUIDES	Apollo Program Management Guide Chapters 20 - 34	1965 - 1975
<b>SubHeading:</b>	<b>Box Number: 05C</b>	
MANAGEMENT GUIDES	Apollo Program Management Guide, Chapters 35 - 37	1965 - 1975
<b>SubHeading:</b>	<b>Box Number: 06</b>	
MANAGEMENT GUIDES	MSCM 8010, Program Management Guide (Apollo, Skylab and ASTP)	1965 - 1973, n. d.
MANAGEMENT GUIDES	Apollo Spacecraft Program Office Configuration Management Plan, Revision B	March 15, 1966
MANAGEMENT GUIDES	Reviews Procedures Manual (Configuration Management, CARR, DCR, FRR, CoFW, CDR, & TRR)	1968
<b>SubHeading:</b>	<b>Box Number: 07</b>	
MANAGEMENT GUIDES	MSC Manpower Strength Charts	1967 - 1973, n.d.
MANAGEMENT GUIDES	Administration and Program Support Manpower and Organization Review (Dr. Kraft)	May 16, 1974
MANAGEMENT GUIDES	Administration and Program Support Manpower and Organization Review (P. Whitbeck)	May 16, 1974
<b>SubHeading:</b>	<b>Box Number: 08</b>	
SCHEDULING TECHNIQUE IMPROVEMENT STUDY	Final Report, Scheduling Technique Improvement Study for Advanced Programs Volume 1, Summary	July 25, 1971
SCHEDULING TECHNIQUE IMPROVEMENT STUDY	Final Report, Scheduling Technique Improvement Study for Advanced Programs Volume II, Advanced Space Transport Program	July 25, 1971
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SCHEDULING TECHNIQUE IMPROVEMENT STUDY	Final Report, Scheduling Technique Improvement Study for Advanced Programs Volume III, Advanced Space Transport Program	July 25, 1971
SCHEDULING TECHNIQUE IMPROVEMENT STUDY	Final Report, Scheduling Technique Improvement Study for Advanced Programs Volume IV, Ground Support, Test, Training, Investment, Operations Advanced Space Transport Program	July 25, 1971

	<b>Box Number: 10</b>	
MANAGEMENT REPORTS AND STUDIES	Contract Supplement for Implementation of NASA PERT and Companion Cost	July 1964
MANAGEMENT REPORTS AND STUDIES	MSC Contractor Support Handbook	January 1966
MANAGEMENT REPORTS AND STUDIES	Personnel Management in an R & D Organization: An Analysis of the Phasedown of the Gemini Program Office at the Manned Spacecraft Center	August 31, 1967
MANAGEMENT REPORTS AND STUDIES	The NASA Source Evaluation Board Process:A Descriptive Analysis	December 1967
MANAGEMENT REPORTS AND STUDIES	Scoring Cost - Plus - Award Fee Contracts	March 1968
MANAGEMENT REPORTS AND STUDIES	Management Research and University Programs at the Manned Spacecraft Center	April 1968
MANAGEMENT REPORTS AND STUDIES	A Study of Organization Behavior and Management of the Flight Operations Directorate	July 1968
MANAGEMENT REPORTS AND STUDIES	NASA MSC Program Plan for Support to External Organizations	August 1, 1968
MANAGEMENT REPORTS AND STUDIES	Advanced Planning Program for MSC	August 28, 1968
MANAGEMENT REPORTS AND STUDIES	Analysis of the Functions and Responsibilities of the Personnel Management Specialist at MSC	October 1968
MANAGEMENT REPORTS AND STUDIES	The Research and Development Engineer as a Manager:An Analysis of the Management Development Needs of Engineers at MSC	October 1968
MANAGEMENT REPORTS AND STUDIES	A Comparative Analysis of the Professional's Occupational Environment at the MSC	January 1969
MANAGEMENT REPORTS AND STUDIES	An Analysis of the NASA MSC Incentive Awards Program and Its Effect on Employee Motivation	February 1969
MANAGEMENT REPORTS AND STUDIES	Systems Engineering at MSC (George Low)	February 1969
<b>SubHeading:</b>	<b>Box Number: 10 *</b>	
MANAGEMENT REPORTS AND STUDIES	Tentative Program for Research and Analysis of Organizational Behavior and Administration of Scientific and Engineering Facilities // All 19 pages have been scanned.	August 31, 1967
<b>SubHeading:</b>	<b>Box Number: 11</b>	
MANAGEMENT REPORTS AND STUDIES	MSC Program Management Issues & Alternatives	August 1969
MANAGEMENT REPORTS AND STUDIES	PR 35-94, Control Room, MSC Apollo Applications Management	January 1969
MANAGEMENT REPORTS AND STUDIES	Working Paper No. 10,080 Mission Planning at the NASA MSC	April 4, 1969
MANAGEMENT REPORTS AND STUDIES	Guiding Work Relationships Among Scientific, Engineering, and Administrative Professionals	April 1969
MANAGEMENT REPORTS AND STUDIES	A Candid Look at MPAD (Mission Planning and Analysis Division)	August 1969
MANAGEMENT REPORTS AND STUDIES	Evaluation of Contract Cost Drivers and Program Control Methodology	September 30, 1969
MANAGEMENT REPORTS AND STUDIES	MSC Program Management Issues and Alternatives	September 1969
MANAGEMENT REPORTS AND STUDIES	Procurement Management Survey (including comments)	December 1969
MANAGEMENT REPORTS AND STUDIES	An Analysis of the NASA Manned Spacecraft Center's Employee Performance Rating System and its Effect on Employee Development	May 1970

MANAGEMENT REPORTS AND STUDIES	Resources Allocation Dollars Manpower Charts	1970
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MANAGEMENT REPORTS AND STUDIES	MSC Apollo Mission Planning Board, Panel, Working Group Structure (Questionnaires)	1970
MANAGEMENT REPORTS AND STUDIES	Schedule - Time Estimating Relationships	November 3, 1971
MANAGEMENT REPORTS AND STUDIES	Management Approaches for Shuttle	April 10, 1973
MANAGEMENT REPORTS AND STUDIES	Support Contract Management Plan	July 1973
MANAGEMENT REPORTS AND STUDIES	NASA Productivity Measurement Program	May 7, 1976
MANAGEMENT REPORTS AND STUDIES	Minutes, JSC Center Performance and Planning Review	June 3, 1976
MANAGEMENT REPORTS AND STUDIES	FY 1977 Training Brochure	August 1976
MANAGEMENT REPORTS AND STUDIES	JSC Senior Management Retreat Summary	February 1-2, 1977
<b>SubHeading:</b>	<b>Box Number: 12</b>	
MANAGEMENT REPORTS AND STUDIES	Assessment of JSC Key Officials and Positions	October 1, 1979
MANAGEMENT REPORTS AND STUDIES	Program Management Notes, Paul Purser	October 19, 1979
MANAGEMENT REPORTS AND STUDIES	Quality of Work Life and Productivity Program for LEMSCO Supporting NASA JSC	October 1981
MANAGEMENT REPORTS AND STUDIES	Administration Directorate Manpower Charts	1981
MANAGEMENT REPORTS AND STUDIES	JSC Center Performance Review Report	April 1982
MANAGEMENT REPORTS AND STUDIES	FY 1983 Research and Technology Operating Plan	July 1982
MANAGEMENT REPORTS AND STUDIES	Source Evaluation Plan	1982
MANAGEMENT REPORTS AND STUDIES	Spring 1982 Indirect Cost Review Background and Planning Information	1982
MANAGEMENT REPORTS AND STUDIES	Monthly R & D Resource Review with the Center Director	March 1983
MANAGEMENT REPORTS AND STUDIES	Environmental Contingency Plan and Emergency Procedure	May 20, 1986
<b>SubHeading:</b>	<b>Box Number: 13</b>	
MANAGEMENT REPORTS AND STUDIES	Johnson Space Center's Strategic Game Plan, Charting a Course to the Year 2000 and Beyond	October 1987
MANAGEMENT REPORTS AND STUDIES	JSC Strategic Planning Team Working Papers, Technologies and Capabilities	February 26, 1988
MANAGEMENT REPORTS AND STUDIES	Johnson Space Center, Achievement Through Team Excellence	October 1989
MANAGEMENT REPORTS AND STUDIES	Quality Improvement Prototype, Johnson Space Center	1990
MANAGEMENT REPORTS AND STUDIES	NASA / JSC Compendium of Historical Resources Data. Budget and Work Force (1959 to Present), Office of the Comptroller	c. 1990, June 1993
MANAGEMENT REPORTS AND STUDIES	Senior Manager's Budget Reference Book	May 1993
MANAGEMENT REPORTS AND STUDIES	Johnson Space Center Team Excellence Initiative, (presentation by L. Sullivan)	c. 1990
MANAGEMENT REPORTS AND STUDIES	Johnson Space Center 1991 Total Quality Self-Assessment	May 1991
MANAGEMENT REPORTS AND STUDIES	Internal TQM (Total Quality Management) Final Report, Key	August 5-6, 1991

	Findings, Johnson Space Center	
MANAGEMENT REPORTS AND STUDIES	NASA / JSC Work Process Improvement Guidebook	December 1991
MANAGEMENT REPORTS AND STUDIES	Pioneering Space Exploration: The JSC Strategy (strategic plan)	January 10, 1992
MANAGEMENT REPORTS AND STUDIES	JSC / Contractor Team Excellence Forum (presentations)	January 21, 1992
MANAGEMENT REPORTS AND STUDIES	Office of the Director (Code AC) Operating Policies	n.d.
MANAGEMENT REPORTS AND STUDIES	The Balanced Growth and Economic Planning Act	n.d.
MANAGEMENT REPORTS AND STUDIES	Special Task Team Study of MSC Contract Practices	n.d.
MANAGEMENT REPORTS AND STUDIES	R & D Management (untitled)	n.d.
MANAGEMENT REPORTS AND STUDIES	Discussion with A. Cohen, Matrix Management at JSC (presentation materials)	n.d.