

MEMORANDUM OF COMPLETENESS for CADRe SOURCE DOCUMENTS

between

[Project X and Milestone]

and

**Strategic Insight and Budget (SIB) of the NASA Office of the Chief Financial Officer
(OCFO)**

**Concerning
Blanket Waiver of the CADRe Requirement for 2024-2025**

I. Purpose

On May 8, 2024, the Strategic Insight and Budget (SIB) issued Business Process Memo No. 24-01 which provided a blanket tailoring for CADRe for all NASA Procedural Requirements 7120.5F projects that have/expect to have a CADRe deliverable in FY2024 and/or FY2025. This tailored implementation approach provides Mission Directorates, Centers, and Projects ample time to embed anticipated FY 2026 CADRe resources within their budget planning.

In lieu of completing a CADRe at each milestone, projects will provide source documents needed to assemble a CADRe for each milestone (SRR, PDR, CDR, SIR, LRD, or similar). See below for representative list of documents. This Memorandum of Completeness (MOC) will be signed by three parties 1) Project will sign to ensure that data capture is consistent with current project position; 2) SRB Programmatic analyst will sign to ensure that data formats are usable and to ensure completeness of useable data; and 3) SIB will sign to document that intent of CADRe requirement is met. MOC signatures will be documented with cached data. The tailored CADRe requirement is not considered complete until this MOC is signed.

II. Waiver Rationale

Since the inception of CADRe in 2005, OCFO/SIB has subsidized the creation of the CADRe document with project-provided data, in a standardized and efficient process that has fundamentally improved the state of the art of programmatic analysis across NASA. However, recent Agency emphasis on aligning mission costs to their applicable project, coupled with years of institutional budget reductions, led OCFO to determine in 2024 that it needed to shift the subsidization model for CADRe requirements. Per NPR 7120.5F, the responsibility for completing the CADRe rightfully resides with the MDs/Programs/Projects.

This MOC concerns waiving or tailoring the rationale for all CADRe designated requirements for the CADRe transition period FY2024-2025. Specifically, OCFO authorizes tailoring of the CADRe requirement 7120.5F compliance matrix (Appendix C. Compliance Matrix and Tailoring Guidance, Table I-2 9.0 CADRe, Table I-4 4i CADRe, Table I-6 5i CADRe) where OCFO/SIB will accept project data collection & caching at each milestone, which will be considered adequate to satisfy CADRe requirement

during the transition period. This applies to all milestone events not already covered by any remaining OCFO/SIB transition funding.

III. CADRe Source Document Check List

A representative list of source documents needed to assemble a CADRe is provided below (primarily from 7120.5F Appendix I) which projects will need to provide to satisfy the blanket waiver for the key milestone reviews (SRR, PDR, CDR, SIR, LRD, or similar). In most cases this coincides with the data drops provided to the Standing Review Board (SRB). There is no requirement to generate new documents by the project. If a particular artifact is available in the presentation package(s) please provide in the remarks where the artifact can be found (for example: filename.ppt)

There are two sections for each Part A, B, and C table. The first section is required documents that need to be included. The second section is for additional documents, where available. These additional documents are highly beneficial to the NASA community.

Note: Highlighted sections are required documents.

DETAILED INSTRUCTIONS ON NEXT PAGE

IV. CADRe Source Document Check List Instructions

Please follow the below instructions to complete the checklist and provide the files to HQ OCFO SIB. This process is intended to take no more than 2-3 business days.

Summary Instructions:

Step 1: Make ready, organize, and name all files.

Step 2: Select checklist checkboxes for files from Project, add comments (optional), and sign.

Step 3: Have SRB member for Programmatic review files, add comments (optional), and sign.

Step 4: Join the NASA Microsoft Teams, “CADRe Source Documents” using code: **vgh27fd**

Step 5: Upload your files to the NASA Microsoft Teams following the structure:

Root Folder = Project Name (ex. Dragonfly)

Subfolder = Milestone Event (ex. PDR)

Subfolder = CADRe Part A (place all files from Checklist for Part A here)

Subfolder = CADRe Part B (place all files from Checklist for Part B here)

Subfolder = CADRe Part C (place all files from Checklist for Part C here)

Step 6: Email this signed document with checklist and confirm file upload to:

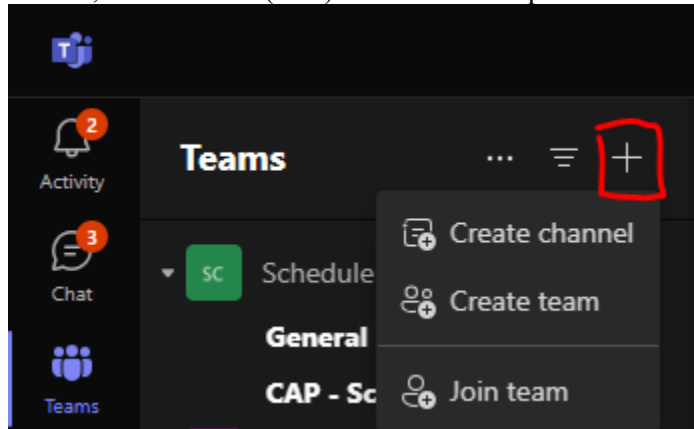
HQ-CADREDOCS@mail.nasa.gov

OCFO SIB will sign and send document back to the Project confirming the waiver is complete.

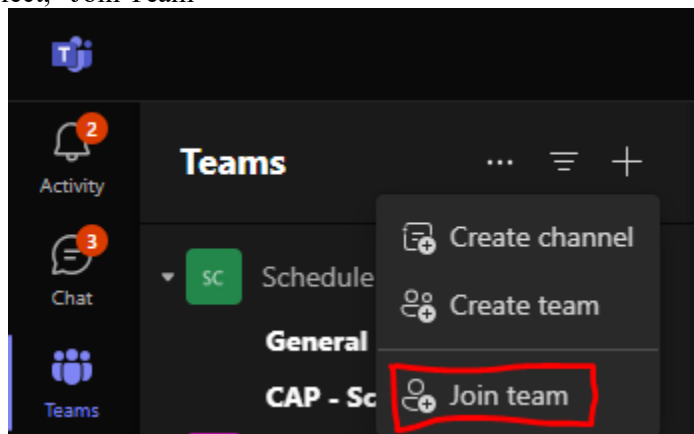
Detailed Instructions:

1. Project documentation that satisfies checklist for CADRe Part A, Part B, and Part C is made ready, organized, and with appropriate file names.
 - a. Please attempt to shorten file names by removing additional text. For example, the filename, “Dragonfly FAD for PDR to SRB_v3_Jackson_Aug2024.pdf” can be shortened to “Dragonfly FAD PDR.pdf”
 - b. A best practice is to name your files according to the checklist document name.
 - c. A best practice is to organize your files in a simple Folder > Subfolder arrangement that utilizes the Project Name as Folder, Milestone Event as Subfolder, and CADRe Part as Subfolder.
 - i. For example, organize files for Dragonfly PDR Milestone as the following:
 1. Folder = Dragonfly
 - a. Subfolder = PDR
 - i. Subfolder = CADRe Part A
 1. Place all CADRe Part A Checklist files here
 - ii. Subfolder = CADRe Part B
 1. Place all CADRe Part B Checklist files here
 - iii. Subfolder = CADRe Part C
 1. Place all CADRe Part C Checklist files here
 2. Project checks the boxes on checklist under the column “Check If Included” and supplies comments under the column “Project Remarks”. Project signs the document.
 3. Project engages SRB member for Programmatic to review files for accuracy, completeness, and currency. SRB adds comments (optional) and signs the document.
 4. Project joins the NASA Team, “CADRe Source Documents” and uploads files.

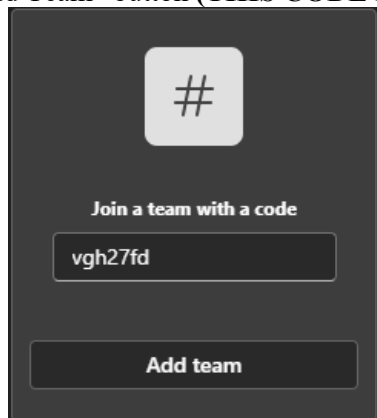
- a. Join this NASA Team by entering the code, “vgh27fd” into Microsoft Teams
 - i. To join a Team, click the “+” (Plus) button at the Top of the Teams Window.



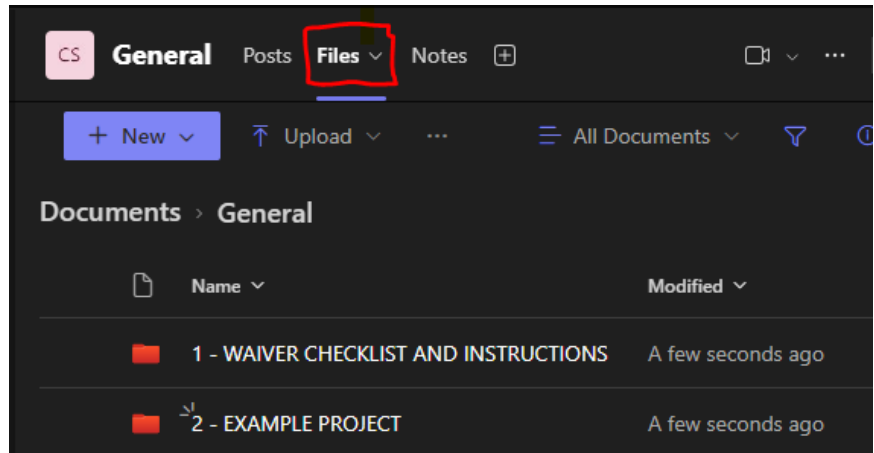
- 1.
- ii. Next select, “Join Team”



- 1.
- iii. Next, use the “Join Team with a code” and enter the code “vgh27fd” and click the “Add Team” button (**THIS CODE IS CASE-SENSITIVE**)



- 1.
- iv. If you have a problem joining this Team using a code, continue to Step #5
- v. If you were able to join the Team successfully, please upload your files using the organization from Step #1.
 1. You will need to create a new Folder if this is the first-time providing CADRe Source Files.
 2. Click the “Files” menu item to navigate to the file library.



- a.
3. An Example Project is available to view that follows the guidance from Step #1.
4. Use the “+ New” button to add a Folder and Subfolders or drag and drop your organized files.
5. Project (or Submitter) emails this signed document to: HQ-CADREDOCS@mail.nasa.gov
 - a. If you had a problem joining the Team from Step #3, please ask for help in your email and supply the Name and Email Address of the person who will be uploading the files. An OCFO SIB Team Member will make sure the person is added to the Team and contact them to help.
 - b. If you were able to join the Team successfully, please indicate in your email that your files are uploaded with the Project Name and Milestone Event.
6. HQ OCFO SIB will receive the email, confirm receipt via email response, and begin a review of the checklist.
 - a. The Project (or Submitter) will receive a SIB signed document when the review is complete.

OCFO SIB will sign and send document back to the Project confirming the waiver is complete.

CHECKLIST STARTS ON NEXT PAGE

Source Documents for CADRe Part A- Required

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
Milestone Presentation Packages (SRR, PDR, CDR, SIR etc.)			
Project Plan [Required per NPR 7120.5]			
Systems Engineering Management Plan [Required per NPR 7123.1]			
Project-Level, System, and Subsystem Requirements [Required per NPR 7123.1]			

Additional Source Documents for CADRe Part A (If Available)

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
FAD [Required per NPR 7120.5]			
Program Plan [Required per NPR 7120.5]			
Concept Documentation [Approve at MCR] [Required per NPR 7123.1]			
Mission, Spacecraft, Ground, and Payload Architectures [Required per NPR 7123.1]			
Review Plan [Required per NPR 7120.5]			
Science Data Management Plan [additional information in NPD 2200.1 and NPRs 2200.2, 1441.1]			
Risk mitigation plans and resources for significant risks [Required by NPR 7120.5]			
Acquisition Strategy [Required per NPD 1000.5]			
Safety and Mission Assurance Plan [Required per NPRs 8705.2 and 8705.4]			

Project Protection Plan [Required per NPR 1058.1]			
Mission Operations Plan [Required per NPR 7120.5]			
Software Management Plan(s) [Required per NPR 7150.2]			

Source Documents for CADRe Part B: Required

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
Master Equipment Lists (MEL)			
Power Equipment Lists (PEL)			
Any Additional Technical Performance Measures (TPMs)			

Additional Source Documents for CADRe Part B (If Available)

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
Software Metrics (Source Lines of Code, Language, or other)			
Heritage Assessment Documentation [Required per NPR 7120.5]			
Engineering Development Assessment Documentation [Required per NPR 7120.5]			
Technology Transfer (formerly Export) Control Plan [Required per NPR 2190.1]			
Documentation of driving mission, technical, and programmatic ground rules and assumptions [Required per NPR 7120.5]			

Source Documents for CADRe Part C: Required

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
Cost Estimate [Required per NPR 7120.5]			
Staffing requirements and plans [Required by NPR 7120.5]			
Schedule [Required per NPR 7120.5]			
Risk 5X5s			

Additional Source Documents for CADRe Part C (If Available)

DOCUMENT	Check If Included	Project Remarks	SRB Remarks
Risk Registers			
Technical, Schedule, and Cost Control Plan [Required per NPR 7120.5]			
Basis of Estimate (cost and schedule) [Required per NPR 7120.5]			
Documented Cost and Schedule Baselines [Required per NPR 7120.5]			
Confidence Level(s) and supporting documentation [Required per NPR 7120.5]			

IV Signatures

Project Manager (or Submitter on behalf of Project) Date

Standing Review Board (SRB) Programmatic Member Date

Strategic Insights and Budget (SIB) Date