

423-HDBK-001, Revision A  
Earth Science Data and Information Systems (ESDIS),  
Code 423

# **CO**nfiguration Management **EO**S Tool (**CO**MET) User's **GU**ide



National Aeronautics and  
Space Administration

---

Goddard Space Flight Center  
Greenbelt, Maryland

---

## **Abstract**

This handbook includes details to assist users in navigating through the tool to reference, review and propose configuration changes to controlled items and documents. The details include:

- Define User Roles
- Work Areas
- Adding a Document
- Initiating a Change Control Request (CCR)
- CCR Process
- Help Page [Text]

***Keywords: COMET, User Guide, Control Board, General User, CM Admin, Dashboard, Upload document, CCR Process***

## Change History Log

Revision	Effective DATE	DESCRIPTION of Changes
Original/ Ch01	06/11/12	Release 1.1. Updates: Updates to all sections and new screenshots Added new section 1. New sections 2.1.6 and 3.1.4. Moved Help Page to section 8. New section 7 – search functionality.
Original/ Ch02	01/18/16	Updated current to software release 1.2.0.3: Updates to all sections and new screenshots Added information on new sensitivity designations and removed references to old sensitivity levels. New sections 1.1.3, 1.4, 2.2.3, 2.2.4
Rev A	07/14/2016	<p>CCR 423-ESDIS-108; CCB Approved 07/14/2016</p> <p>Updated to software release</p> <p><i>Added 1.1.1 Requesting a COMET Account, 1.1.1.1 Internal Account Request from the earthdata.nasa.gov webpage, 1.1.1.2 NAMS request and 1.4 Inactivity</i></p> <p><i>Added 2.1.1 CMO/Alt CMO, 2.2.3 Document Signer, Controlled Documents List Member</i></p> <p><i>Added 2.2.3 Document Signer and 2.2.4 Controlled Document List Member</i></p> <p><i>Added "My Profile"</i></p> <p><i>Added 3.1.2.2 Document Change Log</i></p> <p><i>Added two tabs CCR Directory and View Assessors List</i></p> <p><i>Added 3.3.2 View Assessors List detail and screenshot</i></p> <p><i>Added Contracts, Orgs and Signers to form sections</i></p> <p><i>Added details for Document Signers functionality with screen shots</i></p> <p><i>Added details for Active and Full Assessors List</i></p> <p><i>Added new CCR Comments/Additional Assessors field details</i></p> <p>6.3 Assessment clarified details- <i>Added details for Document Signers</i></p> <p>6.5 Publication <i>Added details for document signers in Signatures Pending status</i></p> <p>7.2 Advanced Search - clarified details and updated screen shots – <i>Added details for Sensitivity ,</i></p>

## Preface

This document is under ESDIS Project configuration control. Once this document is approved, changes are handled in accordance with Class I and Class II change control requirements described in the ESDIS Configuration Management Procedures; changes to this document shall be made by document change notice (DCN) or by complete revision.

Any questions should be addressed to:

ESDIS Configuration Management Office  
NASA/GSFC  
Code 423  
Greenbelt, Md. 20771

## **Purpose**

The purpose of this document is to provide the COMET user basic information on the organization and use of the tool, especially for the first time user, but also for those who wish to utilize other features and facilities than they had previously. The reader is encouraged to actually run the program while reading the explanations, using the included screen shots to understand the text.

## Scope

The COMET tool was created to serve the project level configuration management requirements for the ESDIS, Earth Science Mission Operations (ESMO) and EOS Data and Operations System (EDOS, a subset of ESMO) organizations. The majority of configuration items handled are documents. A few other publications and lists that are not controlled are also kept in the repository, typically labeled as "CMO Managed". These instructions are intended to support the COMET user community.

---

---

# Table of Contents

<b>1</b>	<b>COMET ACCESS .....</b>	<b>1</b>
1.1	IDMAX.....	1
1.1.1	AUID.....	1
1.1.2	Application Access .....	1
1.1.3	Requesting a COMET Account .....	2
1.2	COMET Profile .....	2
1.2.1	COMET User Profile .....	2
1.3	NASA Supported Browsers .....	3
1.4	Inactivity .....	3
<b>2</b>	<b>USER ROLES .....</b>	<b>4</b>
2.1	Control Board .....	4
2.1.1	CMO/Alt CMO .....	4
2.1.2	Chair/Chair Designee .....	4
2.1.3	Systems Manager .....	4
2.1.4	Security Officer .....	5
2.1.5	Systems Assurance Manager .....	5
2.1.6	Librarian .....	5
2.2	General Users .....	5
2.2.1	Document Sponsor .....	5
2.2.2	Assessor/Organization Point of Contact (POC) .....	5
2.2.3	Document Signer .....	6
2.2.4	Controlled Document List Member .....	6
2.2.5	Proxy User .....	6
2.3	CM Admin .....	6
<b>3</b>	<b>WORK AREAS .....</b>	<b>7</b>
3.1	Dashboard .....	7
3.1.1	My To-Do's.....	7
3.1.2	My Documents .....	10
3.1.3	My CCRs.....	13
3.1.4	My Profile .....	13
3.2	Document Directory .....	15
3.3	CCR Directory .....	16
3.3.1	CCR Directory .....	16
3.3.2	View Assessors List .....	17
<b>4</b>	<b>ADDING A DOCUMENT .....</b>	<b>18</b>
4.1	Basic Document Details .....	19
4.2	Title, Scope, and Sensitivity .....	19
4.3	Contracts, Organizations and Signers .....	19
4.4	Keywords and Comments .....	22
4.5	Upload Document .....	22
<b>5</b>	<b>THE CCR FORM .....</b>	<b>24</b>

---

5.1 Initiating a CCR .....	24
5.1.1 Title, Type and Details .....	26
5.1.2 Problem, Solution and Impact .....	26
5.1.3 Cost and Schedule .....	26
5.1.4 Affected Documents .....	27
5.1.5 Assessor List .....	30
5.1.6 Additional CCR Details .....	32
<b>6 CCR PROCESS .....</b>	<b>33</b>
6.1 Managing the CCR .....	33
6.2 Validation .....	33
6.3 Assessment .....	34
6.4 Disposition .....	39
6.5 Publication .....	41
<b>7 SEARCH .....</b>	<b>42</b>
7.1 Quick Search .....	42
7.2 Advanced Search .....	43
7.3 Search Results .....	44
<b>8 HELP PAGE .....</b>	<b>46</b>
8.1 Help Tab .....	46
8.2 Contact Us .....	46
8.3 Self Service .....	46
8.4 Tools and Resources .....	46
8.5 Reference Documents .....	46



## 1 COMET ACCESS

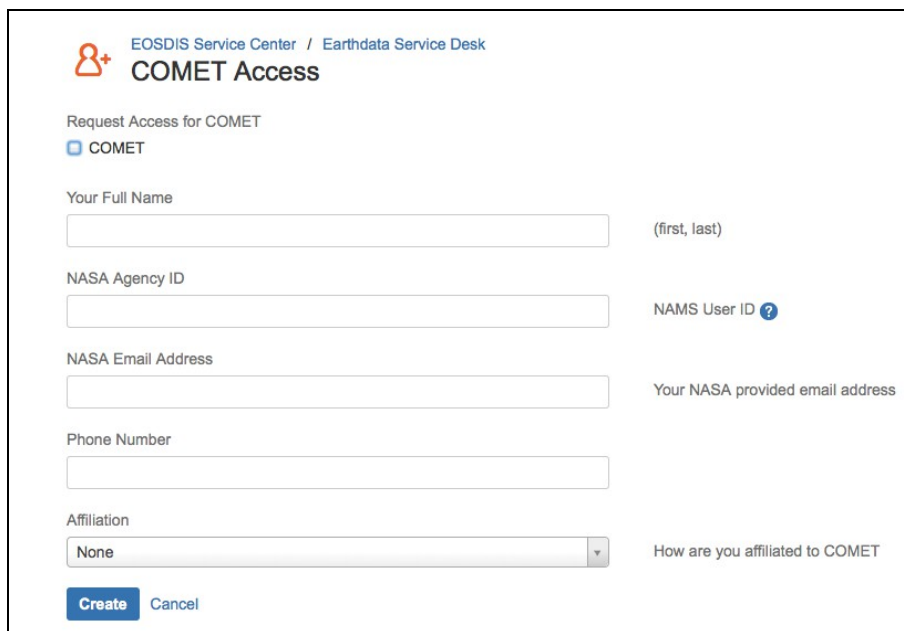
### 1.1 IDMAX

#### 1.1.1 Requesting a COMET Account

##### 1.1.1.1 Internal Account Request

To request a COMET account, fill out the *Request COMET Account* form on the Internal Account Request page of the Earthdata website.

(<https://earthdata.nasa.gov/user-resources/internal-account-request>). User must have an active account in the User Registration System to access the Earthdata Service Desk to submit the request.



The screenshot shows a web form titled "COMET Access" from the "EOSDIS Service Center / Earthdata Service Desk". The form is for "Request Access for COMET" and has a "COMET" checkbox selected. The fields include: "Your Full Name" (with a "(first, last)" label), "NASA Agency ID", "NASA Email Address" (with a "Your NASA provided email address" label), "Phone Number", and "Affiliation" (a dropdown menu currently set to "None" with a "How are you affiliated to COMET" label). At the bottom, there are "Create" and "Cancel" buttons.

When this form is submitted, the Configuration Management Officer (CMO) will submit a NASA Access Management System (NAMS) request to add the COMET application to your AUID.

##### 1.1.1.2 NAMS Request

Users may also submit NAMS request for themselves or on another users behalf. Log on to <https://nams.nasa.gov/>. Initiate a request and select Pre-Designated Sponsors appropriate for the EOSDIS project working under:

- ESDIS – Karen Michael
- ESMO/EDOS – Greg Dell

Enter **GSFC CM2** as the application and complete the form fields as follows:

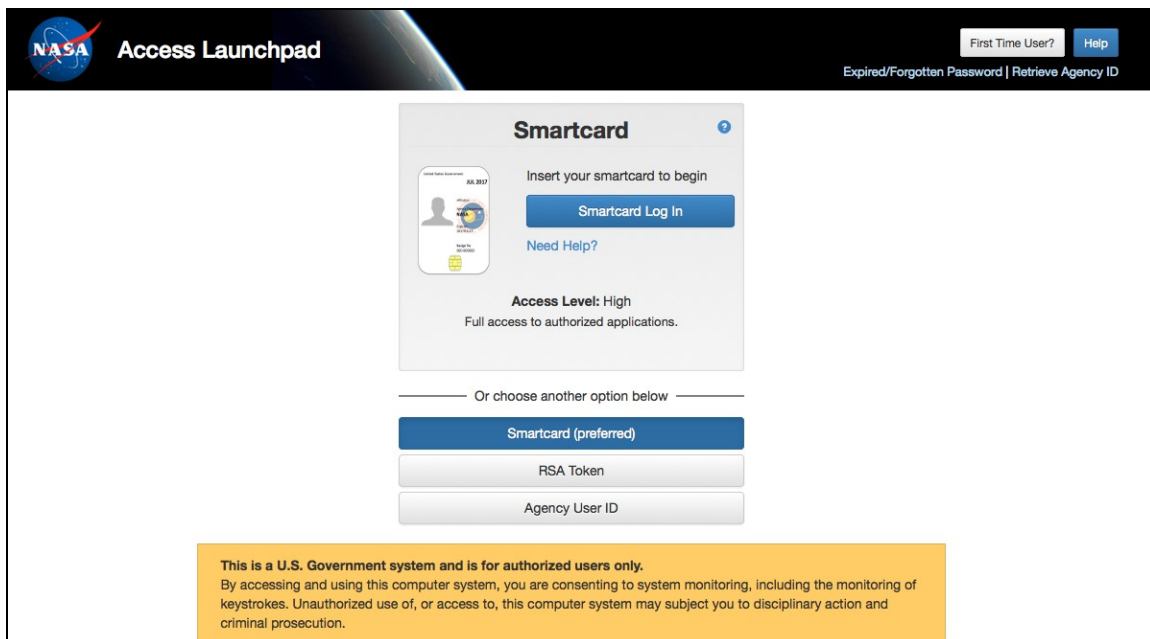
- Affiliated Organization: **i.e. Networks, NSIDC DAAC**
- Supervisor Name: **indicate direct supervisor**
- Supervisor Phone: **contact #**

- Document Access Requested: List **Doc #, and/or title of specific documents requesting to review.**
- Business Justification: **Provide the intended use.**

User will receive “Welcome to COMET” notification when access is fully granted and account administration is complete.

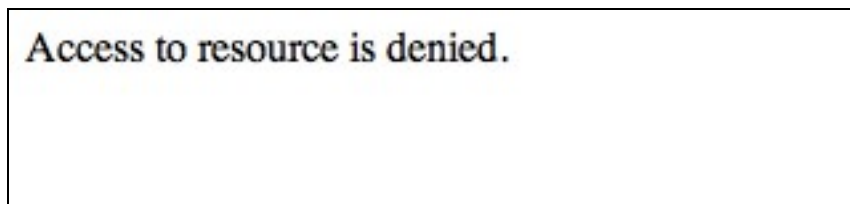
### 1.1.2 AUID

Upon accessing COMET, you will be directed to the Launchpad Access screen. Log on using your Agency User Identification (AUID) and Launchpad password. If you do not have an AUID please contact the person who is requesting you have access to COMET.



### 1.1.3 Application Access

Log into COMET, via Launchpad, using your preferred log in method (Smartcard, RSA Token, or AUID). If you are not assigned access to the COMET application, the following screen will appear:



---

A link to access the tool is available on the <https://earthdata.nasa.gov/> website. It can be found in the footer of the home page, under the Support section index.

## 1.2 COMET Profile

### 1.2.1 COMET User Profile

Once you have access to the COMET application, you will be able to login. If, upon login, you receive the following message – “*You do not have access to view this page,*” contact the CMO so they can set up a user profile for you in COMET.



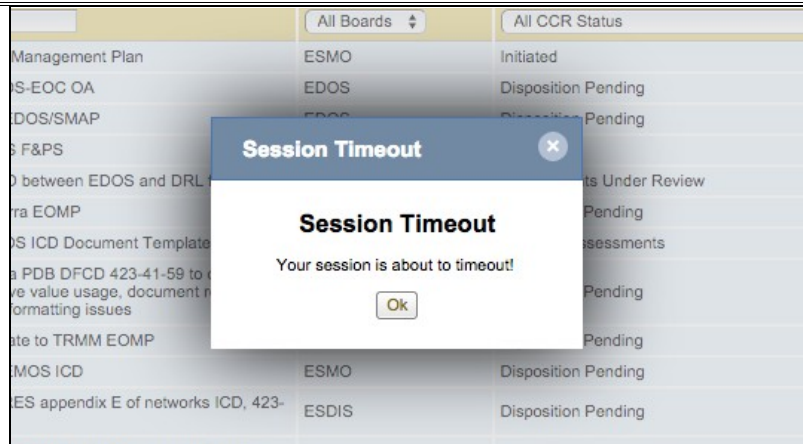
### 1.3 NASA Supported Browsers

COMET access is obtained through the COMET website. For any questions regarding browser compatibility with COMET, please refer to the following website, which lists all NASA supported browsers.

<https://auth.launchpad.nasa.gov/unauth/help.html#question-18>

### 1.4 Inactivity

A pop up warning will alert the user that their session is set to expire after 29 minutes of inactivity. Click “Ok” to renew the session.



## 2 USER ROLES

### 2.1 Configuration Control Board

#### 2.1.1 CMO/Alt CMO

Each Configuration Control Board (CCB) must have a CMO, responsible for facilitating a Configuration Change Request (CCR) through the controlled item CM process as well as administrative Configuration Management (CM) duties of the perspective CCB. The Admin Tab, a yellow tab that appears to the right of the CCR Directory tab, provides the CMO access to a restricted area of COMET where he/she can administer select functionality such as users, document settings, and CCR settings.

A CCB has the option to assign one or more Alternate (Alt) CMOs. If assigned, that role has the same permissions as the CMO. The Alt CMO generally serves as backup to the CMO and typically does not perform day-to-day functions for that Board unless requested.

The Alt CMO can perform actions required by the CMO without negative impact to the process. The CMO and Alt CMO have the ability to perform any other role in the Control Board by selecting the "proxy" option for another Board member. Only one user assigned as the Alt CMO is required to receive email notifications of actions for CCRs initiated under that board.

#### 2.1.2 Chair/Chair Designee

The CCB, (also referred to as "Board") Chairperson, chairs his/her assigned Board. In most cases, the Project Manager (PM) for the Project Office associated with that Board fills this role. A Chairperson is required for each CCB. The Chairperson is the only Board member authorized to disposition a CCR opened under his/her Board.

While not required for a CCB, the additional chairperson role, the Chair Designee, has the same permissions and duties as the Chairperson. If assigned in COMET, this role is likely to be filled by a trusted member of management on whom the Chairperson relies to perform his/her CM duties.

The Chair Designee can perform actions assigned to the Chairperson without negative impact on the process.

Either the Chair or Chair Designee is required to receive email notifications of actions for CCRs initiated under that board.

### 2.1.3 Systems Manager

The Systems Manager is not a required role for a CCB. If a Board assigns a Systems Manager, every CCR opened under his/her assigned Control Board requires his/her official review.

The user assigned to this role is required to receive email notifications of actions for CCRs initiated under that board.

### 2.1.4 Security Officer

The Security Officer is not a required role for a CCB. Each CCR opened under the Security Officer's assigned Board may require his/her assessment, at the discretion of the CCR initiator or the CCB. Multiple users can be assigned in this role, but only one is required to receive email notifications of actions for CCRs initiated under that board.

### 2.1.5 Systems Assurance Manager

The Systems Assurance Manager is not a required role for a CCB. Like the Security Officer, each CCR opened under the Systems Assurance Manager's assigned Board may require his/her assessment, at the discretion of the CCR initiator or the CCB. Multiple users can be assigned in this role, but only one is required to receive email notifications of actions for CCRs initiated under that board.

### 2.1.6 Librarian

The Librarian for each CCB has access to all documents controlled under it. The Librarian will have no role in managing CCRs unless the assigned user has a relation to the CCR in some other capacity (e.g., role in another control board, required assessor, initiator/proxy). Multiple users can be assigned in this role, but it is not a required role.

## 2.2 General Users

A General User is a user who is not a member of the CCB or a CM Admin.

### 2.2.1 Document Sponsor

The Document Sponsor is the person responsible for a document. Generally, but not exclusively, he/she is the person who first uploads a new document to the system for base-lining. If needed, the CMO can change the Document Sponsor of any document in COMET at any time. Users other than the Document Sponsor may submit CCRs for the document, which will initiate notification to the Document Sponsor at certain points throughout the process. By accessing their profile, (via the My Profile subtab under the Dashboard), the Document Sponsor may opt out of CCR emails. This means that the Document Sponsor will only receive CCR emails when it is Initiated, Released for Assessment, and Published.

### 2.2.2 Assessor/Organization Point of Contact

Each CCB has organizations that make up the Assessor List. The CMO creates, modifies, and deletes organizations on their assigned Board, as needed. Each organization has at least one user assigned as a point-of-contact (POC). Documents in COMET are assigned Affected Organizations, which are the default assessors for each CCR opened against that document. At least one POC for each organization selected to assess a CCR must log into COMET and assess the CCR.

Organizations for which users are POCs will be listed in the user's My Profile tab.

### 2.2.3 Document Signer

At the end of the CCR process, the Document Signer provides a signature on the new or changed document making it the latest official version. In COMET, the Document Signer is assigned using the document form. Being assigned as Document Signers enables the following: A) Gives the user(s) access to download the document; B) Makes the user a default Information Only assessor (see Section 6, CCR Process) for any CCRs opened on the document; and C) Sends the user automated emails at several key points in the CCR process.

### 2.2.4 Controlled Document List Member

A Controlled Document List (CDL) is a list of like documents grouped together in COMET. When a list of users is assigned to a restricted CDL due to document sensitivity such as Sensitive But Unclassified (SBU), list members get download access to all the documents contained within it. CDLs comprised of user members will be listed in the user's My Profile tab.

### 2.2.5 Proxy User

COMET users can open a CCR for any other user when initiating a CCR by selecting the Yes button in the first option of the form indicating "Proxy for another user". In this case, the user who logs in to start the CCR process is called the "Proxy User," and the user being proxied for is the "CCR

initiator.” The proxy user has all the same responsibilities as the user for whom he/she has proxy. The proxy user and/or the CCR initiator can complete actions. See Section 5 for more details on the proxy function.

A General User cannot proxy for another user's assessment. Only a CMO or Alt CMO role has authorization to proxy on behalf of a POC's assessment.

### **2.3 CM Admin**

The CM Admin is a technical support role and gives him/her complete access across all Control Boards for diagnostic purposes only. The CM Admin is also able to change his/her session to any user to view COMET as that user. CM Admins are usually COMET developers or testers.

### 3 WORK AREAS

Upon logging into COMET, five tabs will be displayed:

- [Dashboard](#) (the default tab)
- [Document Directory](#)
- [CCR Directory](#)
- [Search](#)
- [Help](#)

#### 3.1 Dashboard

Logging into COMET lands you on the Dashboard tab, which has four sub-tabs:

- [My To-Do's](#)
- [My Documents](#)
- [My CCR's](#)
- [My Profile](#)

##### 3.1.1 My To-Do's

The default sub-tab is [My To-Do's](#).

CCR ID	Initiator	Title	Control Board	Status	Due Date	CCR Actions	Org/Role
<a href="#">TEMP-ESMO-13</a>	Tracewell, David	Update ICD EOS AM-1 FDS and EOSDIS Core System	ESMO	Initiated	Nov 10, 2011	<b>Validate</b>	
<a href="#">428-EDOS-3</a>	Masino, Jay	Revision to the ICD between EDOS and the Near Earth Network (NEN)	EDOS	Overdue Assessments	Feb 3, 2012	<a href="#">Monitor Assessments</a>	
<a href="#">TEMP-ESMO-34</a>	Tracewell, David	ICD Between Aqua EOS FDS/EMOS	ESMO	Initiated	Feb 10, 2012	<b>Validate</b>	
<a href="#">TEMP-ESMO-6</a>	Macie, Edward	ESMO Risk Management Plan	ESMO	Initiated	Feb 10, 2012	<b>Validate</b>	
<a href="#">TEMP-ESMO-10</a>	Wood, Terri	ICD Between ESMO and NIVR	ESMO	Initiated	Feb 11, 2012	<b>Validate</b>	
<a href="#">TEMP-ESMO-33</a>	Tracewell, David	ICD Between EOS Aura FDS/EMOS	ESMO	Initiated	Feb 19, 2012	<b>Validate</b>	
<a href="#">428-EDOS-4</a>	Masino, Jay	Rev 4 Update to EDOS-TGT ICD	EDOS	Overdue Assessments	Feb 24, 2012	<a href="#">Monitor Assessments</a>	
<a href="#">423-ESDIS-18</a>	Kittel, Drew	Update ICD Between LP DAAC and ASTER GDS	ESDIS	Signatures Pending	Feb 27, 2012	<b>Obtain Signature</b>	

The [My To-Do's](#) sub-tab displays all CCRs for which you have an action. The required action appears in the CCR Action column. Depending on the action, there may be a link to the CCR (in the CCR ID column) or the Assessment Page (in the CCR Action column). **All actions will be in a bold font**. With respect to an Assessment status, once an assessment is made, the action will change to a regular font; not bolded. If the status is Overdue Assessment, the Assess link will change color to red. All other actions will appear without a link.

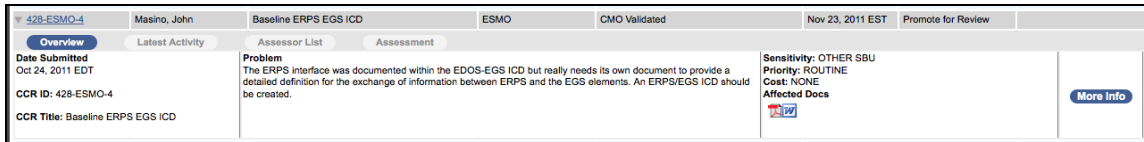
You can filter the CCRs in this tab by Control Board and/or CCR Status as well as sort them by CCR ID, Initiator, Title, Control Board, Status, and Due Date. There are also context search fields at the top of the list that allows for filtering by the first few characters of the CCR ID, Initiator, and Title.



The CCR Summary can be expanded underneath the row by clicking on the arrow to the left.

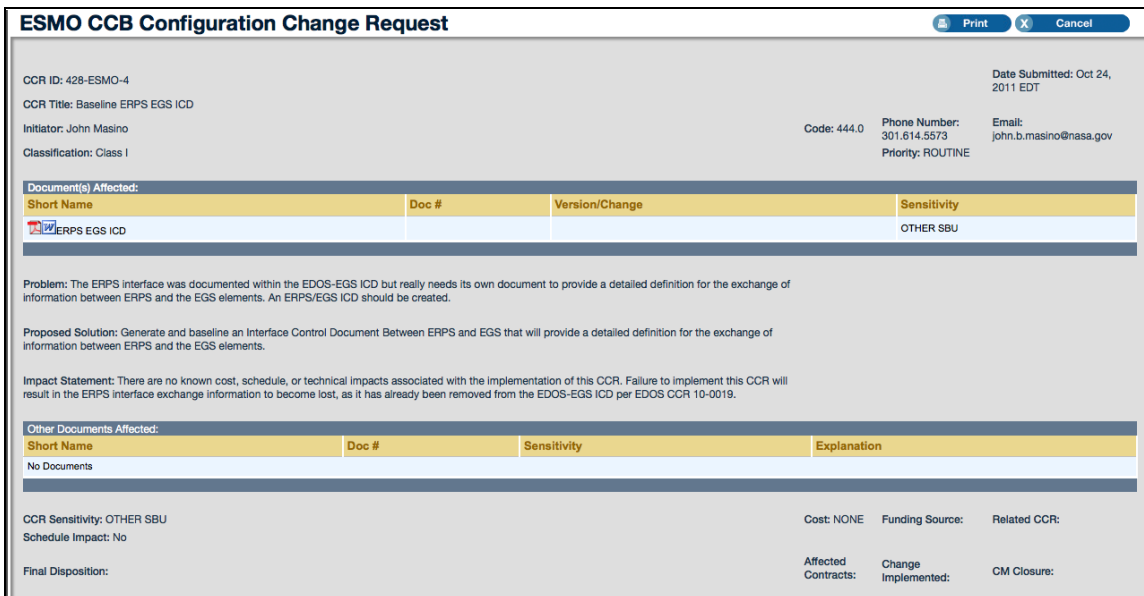
The CCR Summary has four sections: Overview, Latest Activity, Assessors List, and Assessment Section.

**Overview**



The Overview contains basic metadata about the CCR such as the date it was opened, the ID and title, and affected documents, etc. The proposed change document can also be downloaded from this section.

Clicking the “more info” link brings up the CCB Configuration Change Request page.



The Configuration Change Request page displays detailed data about the CCR. You may print this page by clicking the printer icon located in the top left side of the screen. If you have the correct permissions, you can download the changed document in either the upload format or PDF, by clicking the icon to the left of the document name.

**Latest Activity**

428-ESMO-4	Masino, John	Baseline ERPS EGS ICD	ESMO	CMO Validated	Nov 23, 2011 EST	Promote for Review				
<table border="1"> <tr> <td>Overview</td> <td>Latest Activity</td> <td>Assessor List</td> <td>Assessment</td> </tr> </table>							Overview	Latest Activity	Assessor List	Assessment
Overview	Latest Activity	Assessor List	Assessment							
<b>Status</b> Initiated CMO Validated					<b>Date</b> Oct 24, 2011 EDT Jan 30, 2012 EST		<a href="#">More Info</a>			

This sub-tab lists the status of the CCR and the associated date. Clicking the “more info” link brings up the CCR Status History page.

<b>CCR Status History</b> <span style="float: right;">Print Cancel</span>													
<b>428-ESMO-4 - Baseline ERPS EGS ICD</b>													
Current Status: CMO Validated Control Board: ESMO Initiator: John Masino Proxied By: Classification: I Priority: ROUTINE Preliminary CCR: N Cost: NONE Schedule Impact: N		<table border="1"> <thead> <tr> <th>Status</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Initiated</td> <td>Oct 24, 2011 EDT</td> </tr> <tr> <td>CMO Validated</td> <td>Jan 30, 2012 EST</td> </tr> </tbody> </table>		Status	Date	Initiated	Oct 24, 2011 EDT	CMO Validated	Jan 30, 2012 EST				
Status	Date												
Initiated	Oct 24, 2011 EDT												
CMO Validated	Jan 30, 2012 EST												
<b>Document (s) Affected</b>													
<table border="1"> <thead> <tr> <th>Short Name</th> <th>Doc #</th> <th>Version/Change</th> <th>Sensitivity</th> </tr> </thead> <tbody> <tr> <td>ERPS EGS ICD</td> <td></td> <td></td> <td>OTHER SBU</td> </tr> </tbody> </table>	Short Name	Doc #	Version/Change	Sensitivity	ERPS EGS ICD			OTHER SBU					
Short Name	Doc #	Version/Change	Sensitivity										
ERPS EGS ICD			OTHER SBU										
<b>CCR Revision History</b>													
<table border="1"> <thead> <tr> <th>Version</th> <th>Submitted Date</th> <th>Due Date</th> <th>Revision Description</th> <th>CMO Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Version	Submitted Date	Due Date	Revision Description	CMO Remarks								
Version	Submitted Date	Due Date	Revision Description	CMO Remarks									

This page contains the same status and date information found on the sub-tab, as well as additional information such as the affected document. You can print this page by clicking the printer icon in the top right of the screen.

### Assessor List

428-ESMO-4	Masino, John	Baseline ERPS EGS ICD	ESMO	CMO Validated	Nov 23, 2011 EST	Promote for Review				
<table border="1"> <tr> <td>Overview</td> <td>Latest Activity</td> <td>Assessor List</td> <td>Assessment</td> </tr> </table>							Overview	Latest Activity	Assessor List	Assessment
Overview	Latest Activity	Assessor List	Assessment							
<b>Assessor</b> Security Officer System Assurance Manager					<b>Assess/Information</b> Assess Assess		<a href="#">Print</a>			

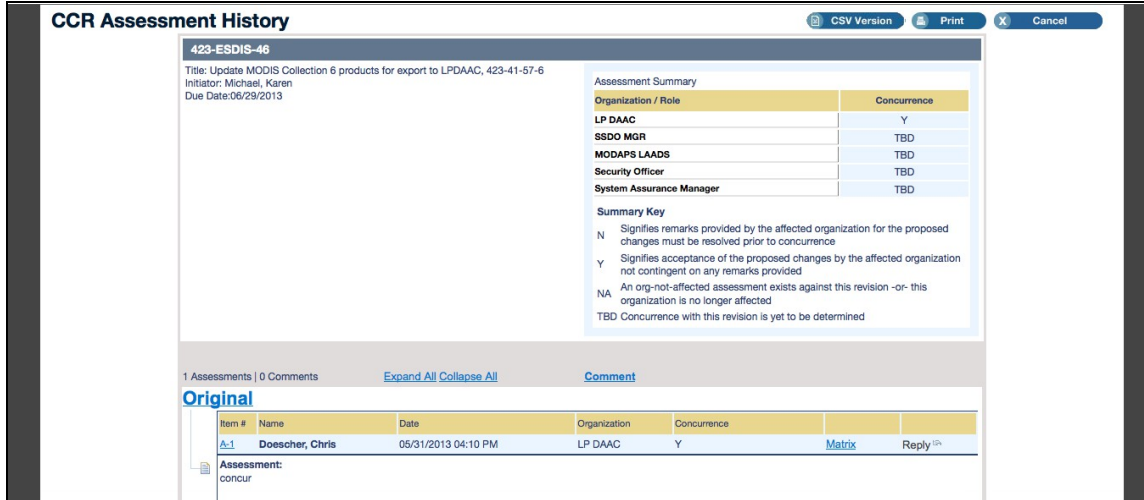
This section lists all the impacted organizations and ad-hoc assessors for this CCR. You can print this list by clicking the printer icon in the top right of this section.

### Assessment section

428-ESMO-2	Smith, Nancy	Retire CCS High-Level System Design Spec	ESMO	Overdue Assessments	Jan 5, 2012 EST	Monitor Assessments				
<table border="1"> <tr> <td>Overview</td> <td>Latest Activity</td> <td>Assessor List</td> <td>Assessment</td> </tr> </table>							Overview	Latest Activity	Assessor List	Assessment
Overview	Latest Activity	Assessor List	Assessment							
<b>Organization / Name</b> FOS/EMOS ESMO INST OPS ESMO DEPUTY PM ESMO PROJECT MGR				<b>Date</b> May 2, 2012 EDT May 30, 2012 EDT May 29, 2012 EDT		<b>Concurrence</b> ⬆️ ⬆️ ⬆️	<a href="#">More Info</a>			

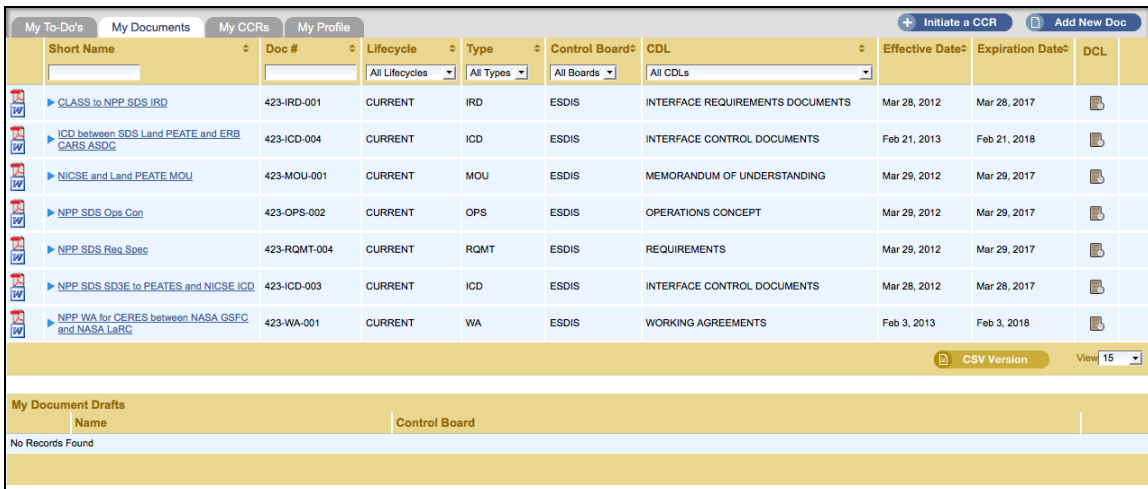
This section lists the organization or role, the date of the assessment, and whether or not the assessor concurred - as indicated by the “thumbs up” or “thumbs down” icon, respectively.

Clicking the “more info” link brings up the CCR Assessment History page, which provides a history of all the assessments and comments for this CCR. If needed, you can also assess or comment on the CCR from this page



### 3.1.2 My Documents

The My Documents sub-tab displays all the documents for which you are the Document Sponsor, including all new future documents you have added to COMET to be baselined, and all new documents/document metadata that you saved as “Drafts.”



The top section of My Documents displays the documents you saved using the Add Document form, as well as documents for which you are the Document Sponsor. The bottom section, My Document Drafts, displays documents that you saved as drafts using the Add Document form. You can return to a saved draft at any time to edit the document details. Once you

save the Add Document form, it moves from the draft section to the top section.

You can filter the documents in this tab by Control Board, CDL, Lifecycle and Document Type; as well as sort by Short Name, Doc #, Effective Date, and Expiration Date. There are also context search fields at the top of the list that allows for filtering by the first few characters of the Short Name and Doc #.

The Document Summary can be expanded underneath the row by clicking on the arrow to the left.

### 3.1.2.1 Document Summary

The Document Summary expands underneath the row of the document. It contains basic information about the document including the Doc #, Short Name, Description, Sensitivity Designation, Sponsor, etc., and also lists any open CCRs the document has against it.



Clicking the “more info” link pops up the Document Details window, a larger, more detailed printable summary that all users can access.

**Document Details** ✕

**Print**

**ALOS Operations Concept**

Doc #	<b>423-OPS-001</b>
Title	<b>ALOS Services Operations Concept</b>
Short Name	<b>ALOS Operations Concept</b>
Sensitivity Designations	<b>SBU Restricted,</b>
Document Type	<b>Operations</b>
Associated CCR	<b>423-ESDIS-41</b>
Document Sponsor	<b>Michael, Karen</b>
Document Lifecycle	<b>RETIRED</b>
Effective Date	<b>Apr 28, 2013</b>
Expiration Date	<b>Nov 4, 2014</b>
Control Type	<b>Internal</b>
Contract	
Document Version	<b>ORIGINAL</b>
Document Change	
Description	<b>The purpose of this document is to capture the Operations Concept for the Advanced Land Observing Satellite (ALOS) services through NASA's Tracking and Data Relay Satellite (TDRS) F-10. This document contains the Operations Concept using the following ALOS services elements: Space Network (SN), the Earth Observing System Data and Operations System (EDOS), the Flight Dynamics Facility (FDF), the Alaska Satellite Facility (ASF), Earth Science Mission Operations (ESMO), and the NASA Integrated Services Network (NISN). With these services, both NASA and the Japanese Aerospace Exploration Agency (JAXA) will equitably share their respective space assets to better capture data transmitted by the ALOS spacecraft.</b>
Control Board	<b>ESDIS</b>

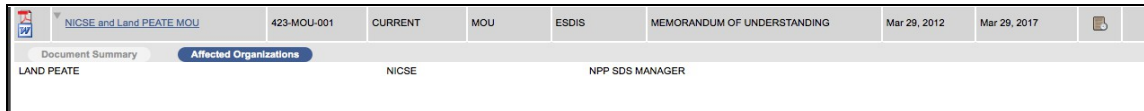
The Internal Comments field is viewable in the Document Details by the document sponsor and control board members (except the Librarian). No other users have access.

Control Board	<b>ESDIS</b>
CDL	<b>OPERATIONS CONCEPT</b>
Controlling Organization	<b>Earth Science Data and Information System</b>
Originating Organization	<b>Earth Science Data and Information System</b>
Keywords	<b>ALOS, TDRS, F-10, SN, ASF, DAAC, ESMO, NISN, JAXA, FDF</b>
Public Comments	<b>This document is no longer under ESDIS CM control. This document is for Information Purposes Only.</b>
Internal Comments	<b>Book Boss re-assigned per email dated March 24, 2011.</b>

Control Board	<b>ESDIS</b>
CDL	<b>REQUIREMENTS</b>
Controlling Organization	<b>Earth Science Data and Information System</b>
Originating Organization	<b>Earth Science Data and Information System</b>
Keywords	<b>ALOS, TDRS, EDOS, ESMO, FDF, ASF, NISN, JAXA</b>
Public Comments	<b>This document is no longer under ESDIS CM control. This document is for information purposes only.</b>

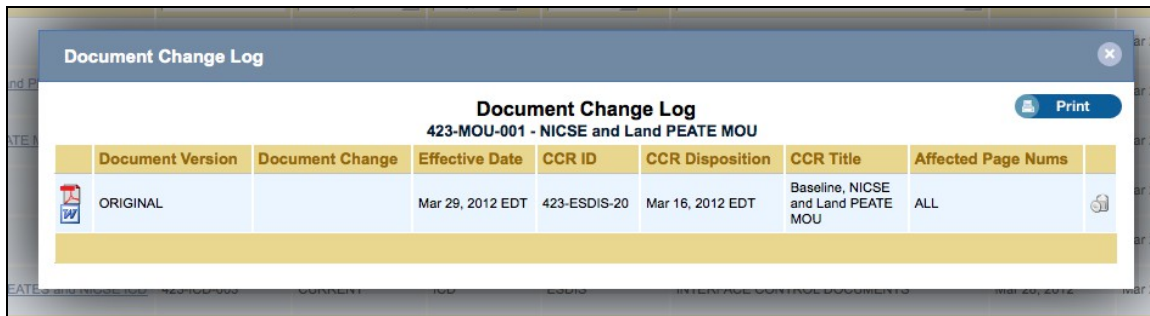
The Document Details can be printed by clicking the printer icon in the upper right corner.

The Affected Organizations section of the Document Summary lists all organizations that are affected by this document.



### 3.1.2.2 Document Change Log

Clicking the notepad icon on the far right will open the document change log (DCL), which provides a history of edits to the document as well as previous versions of the document.



Whenever a CCR is opened on a document or the metadata changes in some other way, the DCL is updated. Only the CMO/Alt CMO, and Document Sponsor are able to download previous versions of the document.

### 3.1.3 My CCRs

The My CCR's sub-tab displays all CCRs that: A) You have initiated using the Initiate CCR form; B) You have been made initiator of by a user who has proxied on your behalf; or C) that you have begun initiating and saved as draft.

CCR ID	Initiator	Title	Control Board	Status	Due Date
428-0026	Stolte, Beth	Retire ICD between EMSn and NISS for FDS	ESMO	Closed	Jun 30, 2010
428-0028	Stolte, Beth	Revalidate EMSn ICESat SIPS ICD	ESMO	Closed	
428-0033	Stolte, Beth	Retire EMSn to ECS ICD to be Network ICD	ESMO	Closed	Aug 30, 2010
428-0043	Stolte, Beth	Retire ICD between EMSn and ECS Elements	ESMO	Closed	Apr 11, 2011
428-0045	Stolte, Beth	Retire EOS Networks and Aqua ICD	ESMO	Closed	Jan 5, 2012
428-ESMO-20	Stolte, Beth	Retire ICD between EOS Networks & SIPS for Aura Instruments	ESMO	Closed	Jan 15, 2013
428-ESMO-21	Stolte, Beth	Retire ICD between EOS Networks & SIPS for Terra Instruments	ESMO	Closed	Jan 15, 2013
428-ESMO-22	Stolte, Beth	Retire ICD between EMSn and ICESat SIPS	ESMO	Closed	Jan 15, 2013

My CCR Drafts	
Title	Control Board
<a href="#">Add EOS Networks ICD Appendix U - SMAP</a>	
<a href="#">Update EOS Networks ICD Appendix I - AIRS</a>	ESDIS
<a href="#">Update Networks ICD core document</a>	

The top section displays the CCRs you have saved using the Initiate CCR form and those that you have been made initiator of by proxy. Any CCR you open remains in that section even after it is closed. The bottom section, My CCR Drafts, displays CCRs that you have saved as drafts using the Initiate CCR form. You can come back to a draft later to edit the CCR details. Once the CCR is initiated, it no longer appears in the draft section but moves up to the top section.

The CCRs in this tab can be filtered and sorted using the same methods as those in the My To Do's tab. See section 3.1.1 for more information.

### 3.1.4 My Profile

The My Profile tab contains information about the user and his/her role in COMET. From this tab you may update your first and last name, company, email address, code and phone number. The other information is not editable by the user and may only be changed by a CMO/Alt CMO.

The middle section of the My Profile tab lists the roles assigned to the user. Examples include but are not limited to: the assigned role in any CCB, any organizations for which you are a POC, and if you are a member of a CDL.

A list of documents to which the user has access is also posted in this location. This list contains the document short name, document number, relationship to the document (document sponsor, affected org, ad hoc, CDL, document signer); and allows the user to change the email preferences for any documents for which they are the sponsor. The email preference box is checked by default. This means that the document sponsor, if not the initiator on a CCR opened on that document, will receive all emails the initiator receives. If unchecked, the document sponsor will only receive emails when a CCR on that document is initiated, released for assessment, and published unless they are also the initiator.

Document Number	Short Name	Role	Organization	Email Preference
	EDOS ICD Template	Document Sponsor		<input checked="" type="checkbox"/>
423-10-69	Archiving, Distribution and User Services Requirements in EOSDIS	Affected Organization POC	ECHO	
423-41-35	ICD between TSS and TSDIS	CDL - <SBU DOCS>		
423-41-45	ICD between ECS and NSIDC DAAC	CDL - <SBU DOCS>		
423-41-57	ICD between ECS and SIPS, Volume 0	CDL - <SBU DOCS>		
423-41-57-1	ICD between ECS and SIPS, Volume 01 ACRIM III	CDL - <SBU DOCS>		

You may use the “Request” links at the bottom to request access to documents or CCRs that you are not currently permitted to access. This form sends an email to the CMOs for each board, grouping the documents or CCRs by board. Granting access is not automatic, and requires manual review after submission of this form. The CMO may contact you outside of COMET for more information and to let you know when access is granted.

Doc #	Name	Control Board	
423-OPS-001	ALOS Operations Concept ORIGINAL	ESDIS	Add
423-RGMT-001	ALOS Services Requirements REV A	ESDIS	Add
426-10-02	AM Train CO Implementation Plan ORIGINAL	ESMO	Add
505-10-33	AM-1 DMR ORIGINAL CH03	ESMO	Add
426-10-09	Afternoon Constellation Contingency Procedures REV A	ESMO	Add
426-10-08	Afternoon Constellation Ops Coordination Plan ORIGINAL	ESMO	Add
423-42-09	Appx. Z Aura SIC I/P with Control Center REV B	ESMO	Add
423-10-69	Archiving, Distribution and User Services Requirements in EOSDIS REV A	ESDIS	Add
NASS-60000 (Att O)	Attachment O to ECS Contract REV B CH01	ESDIS	Add
NASS-60000 (Att P)	Attachment P to ECS Contract REV B CH02	ESDIS	Add
423-10-47	Aura MSD REV B	ESMO	Add
PC-GND-902	CALIPSO/PARASOL/ESMO ICD for the Afternoon Constellation YER 2	ESMO	Add
423-FORM-005	CCR Checklist ORIGINAL CH01	ESDIS	Add
423-FORM-003	CCR Tracking Sheet ORIGINAL	ESDIS	Add
426-33-02	CCS High-Level System Design Spec ORIGINAL	ESMO	Add

### 3.2 Document Directory

To some degree, the Document Directory tab setup resembles the My Documents section of the Dashboard. The documents here appear in the Master Controlled Document List (MCDL) and comprise all documents controlled by all three Boards.



The lifecycle of a document can be Future, Current, Retired, Superseded, or Never.

You can filter the documents in this tab by Control Board, CDL, Lifecycle and Document Type; as well as sort by Short Name, Doc #, Effective Date, and Expiration Date. There are also context search fields at the top of the list that allows for filtering by the first few characters of the Short Name and Doc #.

The document change log gives a history of modifications made to the document. See section 3.1.2.2 for a description of that report.

Short Name	Doc #	Lifecycle	Type	Control Board	CDL	Effective Date	Expiration Date	DCL
ALOS Operations Concept	423-OPS-001	CURRENT	OPS	ESDIS	OPERATIONS CONCEPT	Nov 5, 2009	Nov 5, 2014	
ALOS Services Requirements	423-RQMT-001	CURRENT	RQMT	ESDIS	REQUIREMENTS	Aug 23, 2010	Aug 23, 2015	
AM Train CO Implementation Plan	428-10-02	CURRENT	PRO	ESMO		Sep 5, 2002	Sep 5, 2007	
AM-1 DMR	505-10-33	CURRENT	RQMT	ESMO		Nov 13, 1998	Nov 13, 2001	
Afternoon Constellation Contingency Procedures	428-10-09	CURRENT	PRO	ESMO		Nov 2, 2005	Nov 2, 2010	
Afternoon Constellation Ops Coordination Plan	428-10-08	CURRENT	PRO	ESMO		Nov 2, 2005	Nov 2, 2010	
Approx. Z Aura S/C I/F with Control Center	423-42-09	CURRENT	ICD	ESMO	INTERFACE CONTROL DOCUMENT	Feb 20, 2013	Feb 20, 2018	
Aqua EOMP	428-PLAN-xx	FUTURE	PLAN	ESMO				
Archiving, Distribution and User Services Requirements in ECDIS	423-10-69	CURRENT	RQMT	ESDIS		Feb 14, 2012	Feb 14, 2017	
Attachment O to ECS Contract	NASS-60000 (Att O)	RETIRED	CON	ESDIS		Jan 23, 2001	Feb 26, 2006	
Attachment P to ECS Contract	NASS-60000 (Att P)	RETIRED	CON	ESDIS		Jan 23, 2001	Nov 16, 2009	
Aura EOMP	428-PLAN-xx	FUTURE	PLAN	ESMO				
Aura MSRDL	423-10-47	CURRENT	RQMT	ESMO		Jul 20, 2004	Jul 20, 2009	
CALIPSO/PARASOL/ESMO ICD for the Afternoon Constellation	PC-GND-902	RETIRED	ICD	ESMO		Jun 1, 2004	Oct 20, 2009	
CCS High-Level System Design Spec	428-33-02	RETIRED	PRO	ESMO	SPECIFICATIONS	Mar 1, 2004	Mar 1, 2009	

All users can see the metadata for all documents by clicking the arrow next to the document short name and expanding the line beneath containing the document in the Document Summary. See section 3.1.2.1 for a description of the Document Summary.

The CMO for each Board can enable document access to users. Beyond this, several other factors determine your ability to access these documents.

### Downloading Documents

Not every user can download every document in the MCDL. Your ability to download a document is based on your role (board member, POC, etc.), your relationship to the document, and both the lifecycle and sensitivity of the document. All users can download documents with the sensitivity designation *Non-Restricted*. Documents can be downloaded by clicking the icons to the left of the short name. Documents are available for download in the format they were uploaded, as well as PDF. If you need to download documents with a sensitivity designation higher than *Non-Restricted* but cannot, you will need the CMO to assign the documents to you.

Requests for access to download a document are performed by going to your [My Profile](#) tab and clicking on the “Request Document Access” link at the bottom of the page.

### 3.3 CCR Directory

The CCR directory has two tabs:

- CCR Directory
- View Assessors List

#### 3.3.1 CCR Directory

To some degree, the [CCR Directory](#) tab setup resembles the [My CCRs](#) and [My To-Do's](#) sections of the Dashboard. This directory lists all CCRs, which you can filter by Board and Status.

CCR ID	Initiator	Title	Control Board	Status	Due Date
423-0001	Marinelli, Daniel	Update Task 201 SOW for EOC	ESDIS	Closed	May 7, 2009
423-0002	Bailey, Steven	ALOS Services Requirements	ESDIS	Closed	May 22, 2009
423-0003	Mitchell, Andrew	ECHO ICD update for 7.22 and ECHO 9/10	ESDIS	Closed	Oct 1, 2009
423-0004	Marinelli, Daniel	Retire EMD Task 201 SOW	ESDIS	Closed	Jun 17, 2009
423-0005	Bailey, Steven	ALOS Services Operations Concept	ESDIS	Closed	Jul 31, 2009
423-0006	Hall, Alfreda	ICD Between LP DAAC and ASTER GDS	ESDIS	Closed	Aug 19, 2009
423-0007	Mitchell, Andrew	Retire ICDs and IRDs related to EDG/V0	ESDIS	Closed	Sep 9, 2009
423-0008	Michael, Karen	Retire IPA between ESDIS and NREN	ESDIS	Closed	Sep 17, 2009
423-0009	Murphy, Kevin	Remove OA between EMS and MODAPS	ESDIS	Closed	Sep 22, 2009
423-0010	Marinelli, Daniel	Baseline EEB Contract Documents	ESDIS	Closed	Sep 15, 2009

You can also sort the CCRs in this tab by CCR ID, Initiator, Title, Control Board, Status, and Due Date. In addition, there are context search fields at the top of the list, which permit filtering by the first few characters of the CCR ID, Initiator, and Title. You do not have the ability to execute actions from the CCR Directory.

The [CCR Directory](#) lists all CCRs that are at or past the Released for Assessment phase of the CCR process. You can access CCR metadata from this tab via the CCR Summary. Refer to section 3.1.1 for a description of the CCR Summary and related reports.

Requests for access to assess a CCR is performed by going to your [My Profile](#) tab and clicking on the “Request CCR Access” link at the bottom of the page.

#### 3.3.2 View Assessors List

The Assessors List for each CCB can be viewed outside the CCR form in the [View Assessor List](#) tab of the [CCR Directory](#). The Control Board can be changed by using the dropdown menu at the top.

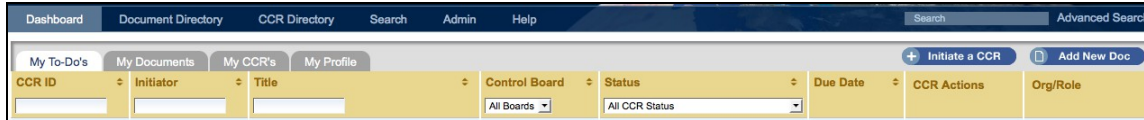
The screenshot displays the 'Assessor List' interface within the COMET system. At the top, there is a navigation bar with tabs for 'Dashboard', 'Document Directory', 'CCR Directory', 'Search', 'Admin', and 'Help'. A search bar is located on the right side of this bar. Below the navigation bar, there are two tabs: 'CCR Directory' and 'View Assessor List'. To the right of these tabs are two buttons: 'Initiate a CCR' and 'Add New Doc'. The main content area is titled 'Assessor List' and features a 'Control Board' for 'EDOS'. The board contains a table with the following data:

Assessor	Assess	Information	NA
EDOS PROJECT STAFF			
PROJECT/OPERATIONS MANAGER	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CONFIGURATION MANAGEMENT			
EDOS CMO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
ESMO CMO	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MISSION OPS LINKS PAGES/QA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GSMO			
ACCEPTANCE TEST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GSIF OPERATIONS (WSC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
HARDWARE SUSTAINING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MISSION ENGINEERING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OPERATIONS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OPERATIONS SUPPORT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PROJECT MNGMT (GSMO)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SOFTWARE SUSTAINING	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

On the right side of the table, there are two buttons: 'Print' and 'CSV Version'.

## 4 ADDING A DOCUMENT

As described earlier, upon logging into COMET, you arrive at the Dashboard. Two buttons, “Initiate a CCR” and “Add New Doc,” appear on the far right on all Dashboard sub-tabs.



*Add New Document* form is used only to introduce a **brand new item** into the MCDL. For changes to existing controlled documents (those already contained within the MCDL), use the *Initiate CCR* form. If you are unsure which form to use, contact your CMO.

You can begin adding a new document by clicking on the “Add New Doc” button on the right side of the page. After filling out the required fields, click the “Save” button at the bottom of the field.

A star appears next to all fields required to save the form. If any required fields remain incomplete at the time you attempt to save, a red warning appears under the empty field and at the top of the form; and you will be unable to save the form until the required fields are completed. Once you save the form, the document appears in your My Documents tab in the top section, with a lifecycle of *Future* and a temporary document number based on the date and time the document was added. You can edit the new document from your My Documents tab only until a CCR is opened on that document.

To save the form as a draft, click the “Save Draft” button at the top left or the bottom of the form.

Only three fields require completion to save the form as a draft: Control Board, Document Type, and Short Name — discussed more fully below. If these three fields remain incomplete when you click “Save Draft,” a red warning appears under the empty field and at the top of the page preventing you from saving the form. When you save the Add New Document form as a draft, it appears in your My Documents tab in the bottom section. You can go in at any time to edit and complete the form. Once saved, it no longer appears in the bottom section of the My Documents tab.

Most fields have a blue circle icon with an “i” in the center that stands for Information. By hovering over this information icon, the user can find out

specific information about a given field. Because CMOs are able to change some of these fields at any time, this guide does not go into detail about the specific choices.

For the general user, there are five sections in this form:

- Basic Document Details
- Title, Scope and Sensitivity
- Contracts, Organizations, Signers
- Keywords and Comments
- Upload Document

#### 4.1 Basic Document Details

This section contains basic information about the document. The document sponsor should be the user currently logged in and cannot be changed except by the CMO. The Control Board field indicates what CCB should control this item.

The Document Type field gives a list of document types [Operations Agreements (OA), Interface Control Document (ICD), etc.] that best describe this document.

You must complete all fields in this section to save the document.

The screenshot shows the '1. Basic Document Details' section of a web form. At the top right, there are 'Save Draft' and 'Cancel' buttons. Below the title, a message reads 'Please enter the document details and upload a copy.' The form contains three main fields: 'Document Sponsor' with the value 'AaaBee Test', 'Document Type' with a 'Select One' dropdown menu, and 'Control Board' with a 'Select One' dropdown menu.

#### 4.2 Title, Scope, and Sensitivity

This section contains the title, short name, and the description and scope of the document. You must select *Yes* or *No* for ITAR Restricted, EAR Restricted, and SBU Restricted; as well as give a justification for that designation. The information icon for Sensitivity describes the meaning of each designation. If there is no sensitivity restriction on the document, select *No* for all three choices. If ITAR Restricted or EAR Restricted is marked *Yes*, then SBU Restricted will be automatically changed to *Yes*. If SBU Restricted is changed to *No*, there will be a warning regarding best practices.

You must complete all fields in this section to save the document.

The screenshot shows the '2. Title, Scope, and Sensitivity' section of a web form. It contains several input fields: 'Title', 'Short Name', and 'Description and Scope'. Below these, there are three rows for sensitivity restrictions: 'ITAR Restricted', 'EAR Restricted', and 'SBU Restricted', each with 'Yes' and 'No' radio buttons. A 'Sensitivity Justification' field is also present.

---

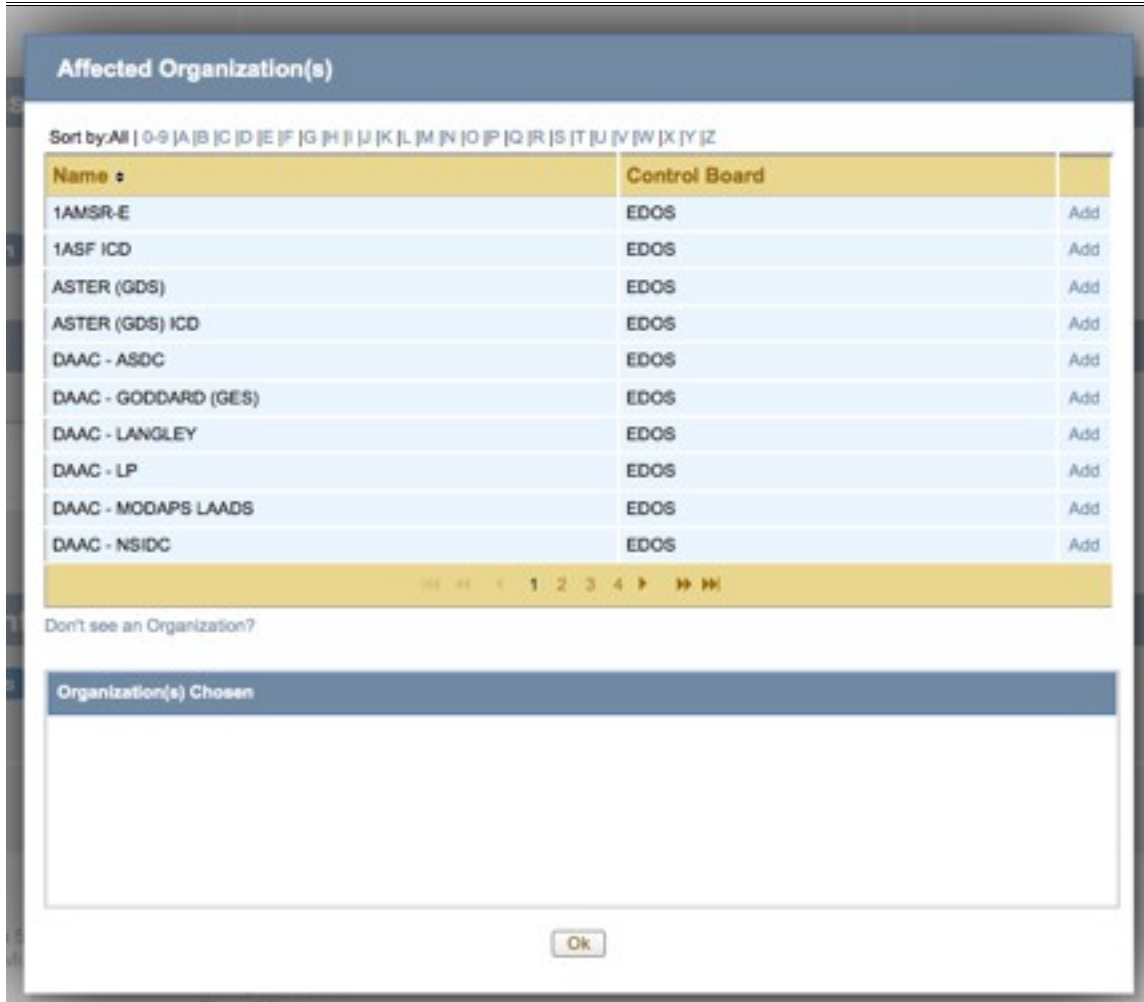
### 4.3 Contracts, Organizations and Signers

The third section in the *Add New Document* form contains information concerning which contracts, organizations, and document signers are affected by this document. These fields are not required to save this form.

The screenshot shows a form section titled "3. Contracts, Organizations and Signers". It is divided into two main columns. The left column contains an "Affected Contract" field with a dropdown menu labeled "Select One" and an "Affected Organization(s)" field with a blue "Add Organization" button. The right column contains a "Document Signer(s)" field with a blue "Add Signer" button. There is an information icon (i) to the left of the "Affected Contract" label.

If this document affects a contract, select the *contract* in the Affected Contract field.

You can select organizations affected by this document by clicking “Add Organization.” A window will appear that lists all the organizations in the Control Board that you selected in section 1- Basic Document Details. If you did not select a Control Board, a red warning appears, asking you to select one.



The list shows all organizations in that Board. You can filter organizations by first character (letter or number) by clicking that link at the top of the window.

To add an organization, click “Add” on the line containing the correct organization. You may add as many organizations as necessary. When you complete the list, click the “Ok” button at the bottom of the window.



**3. Contracts and Organizations**

**i Affected Contract**    Select One ▾

**Affected Organization(s)**

- ASTER (GDS)**
- EDOS CMO**

**Add Organization**

You can select *Document Signers* by clicking “Add Signer,” which brings up a window listing all COMET users. To add a document signer, click “Add ” on the line containing the correct user. You may add as many document signers as necessary, however each individual must be noted on the documents Signature/Approval Page of the document. When you complete the list, click the “Ok” button at the bottom of the window.

**Document Signer**

Sort by: ALL | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Name ▾	
Al-Jazrawi, Atheer	Add
Alcott, Gary	Add
Aleman, Alicia	Add
Alexander, Larry	Add
Allen, Angela	Add
Ambrose, Stephen	Add
Anderson, Donald	Add
Anderson, Mark	Add
Andrews, Brenda	Add
Annadale, Selene	Add

⏪ ⏩ < 1 2 3 4 5 6 7 8 9 10 > ⏪⏩

**Document Signers Chosen**

If the user selected is not a US Citizen and the document has a sensitivity of EAR Restricted and/or ITAR Restricted, a red warning message appears stating the user cannot be selected as a document signer unless the user has been assigned the document manually by the CMO. The form will not be able to be saved until that user is deselected. The user can be added later in the process if necessary.

**3. Contracts, Organizations and Signers**

**Affected Contract**

**Affected Organization(s)**

**Controlling Organization**

**Document Signer(s)**  Armstrong, Edward

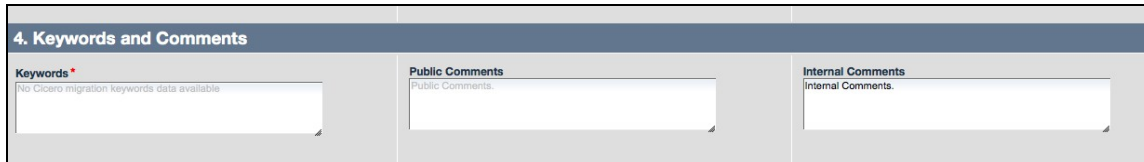
Edward Armstrong does not have access to this document. Assignment should be first made in the user profile for non-US citizens for ITAR and/or EAR documents.

---

#### 4.4 Keywords and Comments

The Keywords field must be completed in order to save the *Add New Document* form. This field should contain words that describe the subject of the document.

Completion of the Public comments and Internal Comments field is not required to save the document.

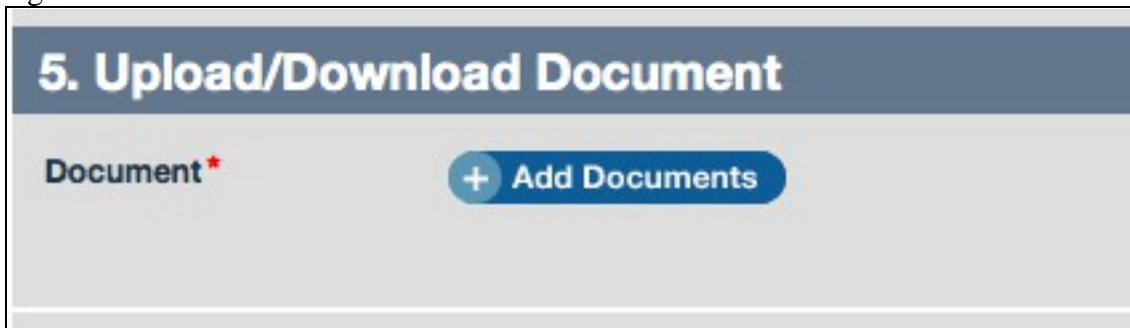


The screenshot shows a form section titled "4. Keywords and Comments". It contains three input fields: "Keywords" (marked with a red asterisk and a note "No Cicero migration keywords data available"), "Public Comments", and "Internal Comments".

For a given document, the Internal Comments field in the *Edit Document* form will be updateable by the document sponsor and control board members (except the Librarian) at any time. All other fields will be locked from editing. No other users will have this access.

#### 4.5 Upload Document

Section 5 allows you to upload the new document, a required step before saving the *Add New Document* form.



The screenshot shows a form section titled "5. Upload/Download Document". It features a blue header with the title "5. Upload/Download Document", the word "Document" with a red asterisk, and a blue button labeled "+ Add Documents".

Click the "Add" button to bring up a window that allows you to select the document from your hard drive. Once you select the document, it appears as a link. The name of the file matches whatever you entered in the Short Name field in section 2 of the document form.

## 5 THE CCR FORM

### 5.1 Initiating a CCR

As described earlier, upon logging into COMET, you arrive at the Dashboard. Two buttons, “Initiate a CCR” and “Add New Doc,” appear on the far right on all Dashboard subtabs.



Use the Initiate CCR form to submit a change to **an existing controlled document** contained within the MCDL. If this is a brand new document not already in the MCDL, you must first add the document using the *Add New Document* form. If you are not sure which form to start with, contact your CMO.

Begin initiating a CCR by clicking on the “Initiate CCR” button on the right side of the page. This brings up the *Initiate CCR* form.

At the top of the form you have the option to proxy for another user (i.e. open the CCR on someone’s behalf), with the default set to *No*.



If you select *Yes*, the Proxy User window appears. This window provides you with a drop-down menu listing of every user in COMET.

The screenshot shows a dialog box titled "Proxy User". It contains a "Proxy For" field with a dropdown menu currently set to "Select One". Below this field is a checkbox labeled "Notify me whenever there are changes to this CCR's details" which is checked. At the bottom of the dialog are "Ok" and "Cancel" buttons. A small asterisk with the text "\* indicates a required field." is located at the bottom left of the dialog's content area.

If you select a name, that person becomes the Initiator of the CCR and will see the CCR in his/her My CCRs tab; when an action is required, it will appear in that person's My To-Do's tab as well. Since you initiated the CCR as a proxy user, you will only receive emails about the CCR if you leave the "Notify me..." box checked. If you deselect this box, you (the proxy user) will not receive emails about the CCR.

The CCR process does not require that you proxy for another user. You may open a CCR on any document whether or not you are its sponsor. You should use this option only when the CCR's Initiator cannot open the CCR on his/her own. The process requires that the Initiator, not the proxy user, complete the remaining actions for the CCR.

You can initiate the CCR or save the form as a draft. To initiate the CCR, click the "Initiate" button at the bottom of the form. To save the form as a draft, click the "Save Draft" button at the top left and at the bottom of the form.

For the Proxy User window and the remainder of the form, you must complete the required fields (marked with a star next to them) before initiating the CCR. If you fail to fill out any required fields before you click on "Initiate," a red warning appears under the empty field(s) and at the top of the form — i.e., you cannot initiate the CCR until you have completed the required fields. Once you initiate the CCR, it will appear in the user's My CCRs tab in the top section with a status of "Initiated" and a temporary

CCR #, indicating that the CCR process has begun. You cannot edit the CCR once it's initiated.

To save the form as a draft, you need only complete two fields—Title and Classification. Both are discussed in more detail below. If you do not complete both of these fields before clicking “Save Draft”, a red warning appears under the empty field(s) and at the top of the form, and you will not be able to save the draft until you complete the fields. When you save the Initiate CCR form as a draft, it will appear in your My CCRs tab in the bottom section. You can go in at any time to edit and complete the form. Once you click Initiate, it no longer appears in the draft section at the bottom of the My CCR tab.

Most fields have a blue circle icon with an “i” in the center. By hovering over the information icon, you can find out specific information about that field. Because CMOs can change these fields at any time, this guide does not go into detail about the specific choices.

There are six sections in this form:

Title, Type, and Details

Problem, Solution, and Impact

Cost and Schedule

Affected Documents

Assessor List

Additional CCR Details

### 5.1.1 Title, Type and Details

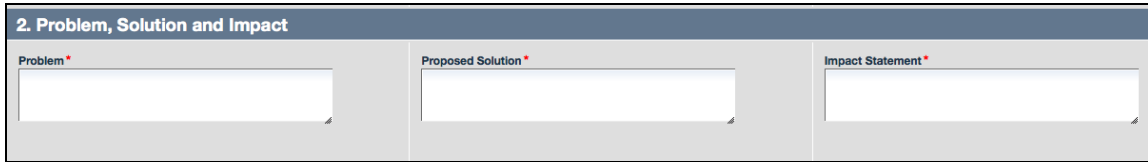
The screenshot shows a form titled "1. Title, Type and Details" with the instruction "Please enter the CCR details." It contains three primary input areas: a text field for "Title\*", a radio button selection for "Classification\*" (options I and II), and a radio button selection for "Priority\*" (options EMERGENCY, URGENT, and ROUTINE). The "ROUTINE" option is currently selected. Information icons (blue circles with an 'i') are located next to the "Classification" and "Priority" labels.

This section contains basic information about the CCR's Title, Classification, and Priority. The information icon next to the Classification and Priority fields provides additional information about those fields. The Priority field, which defaults to *Routine*, determines the completion date of the CCR. If you accept *Routine* as the Priority, you do not need to provide any additional information. However, if you select a Priority other than *Routine*, a new required field appears below it called Priority Justification.

You must complete all fields in this section to initiate the CCR.

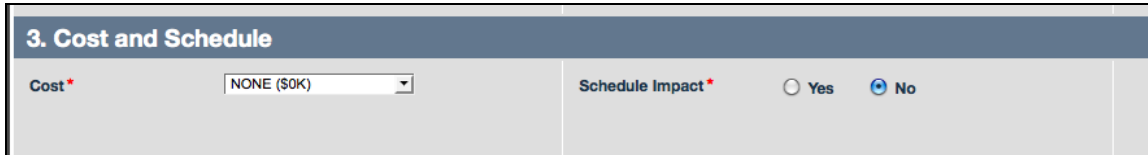
### 5.1.2 Problem, Solution and Impact

This section contains the required fields Problem, Proposed Solution, and Impact Statement of the CCR. You must complete all fields in this section to initiate the CCR.



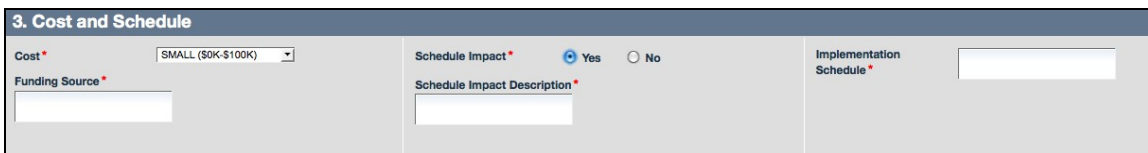
### 5.1.3 Cost and Schedule

The third section in the CCR form contains fields for the cost and schedule impact of the changes proposed in this CCR.



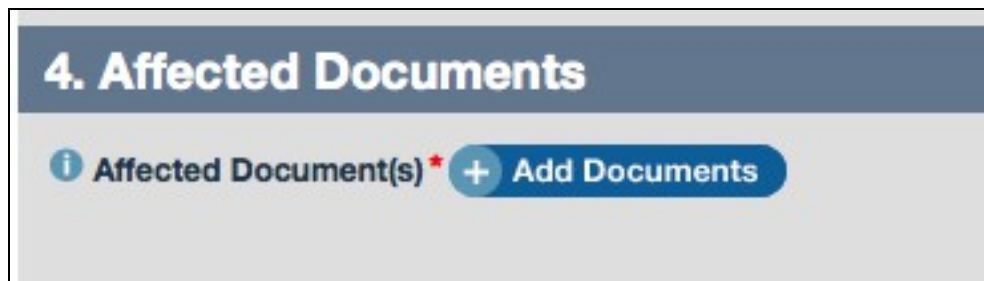
If you select a Cost of *None*, you do not need to provide any additional information. However, if you select a Cost other than *None*, a new required field appears below it called Funding Source.

For the field Schedule Impact, if you select *No*, you do not need to provide any additional information. However, if you select *Yes* for Schedule Impact, two new required fields appear below it to describe the schedule impact and implementation schedule.



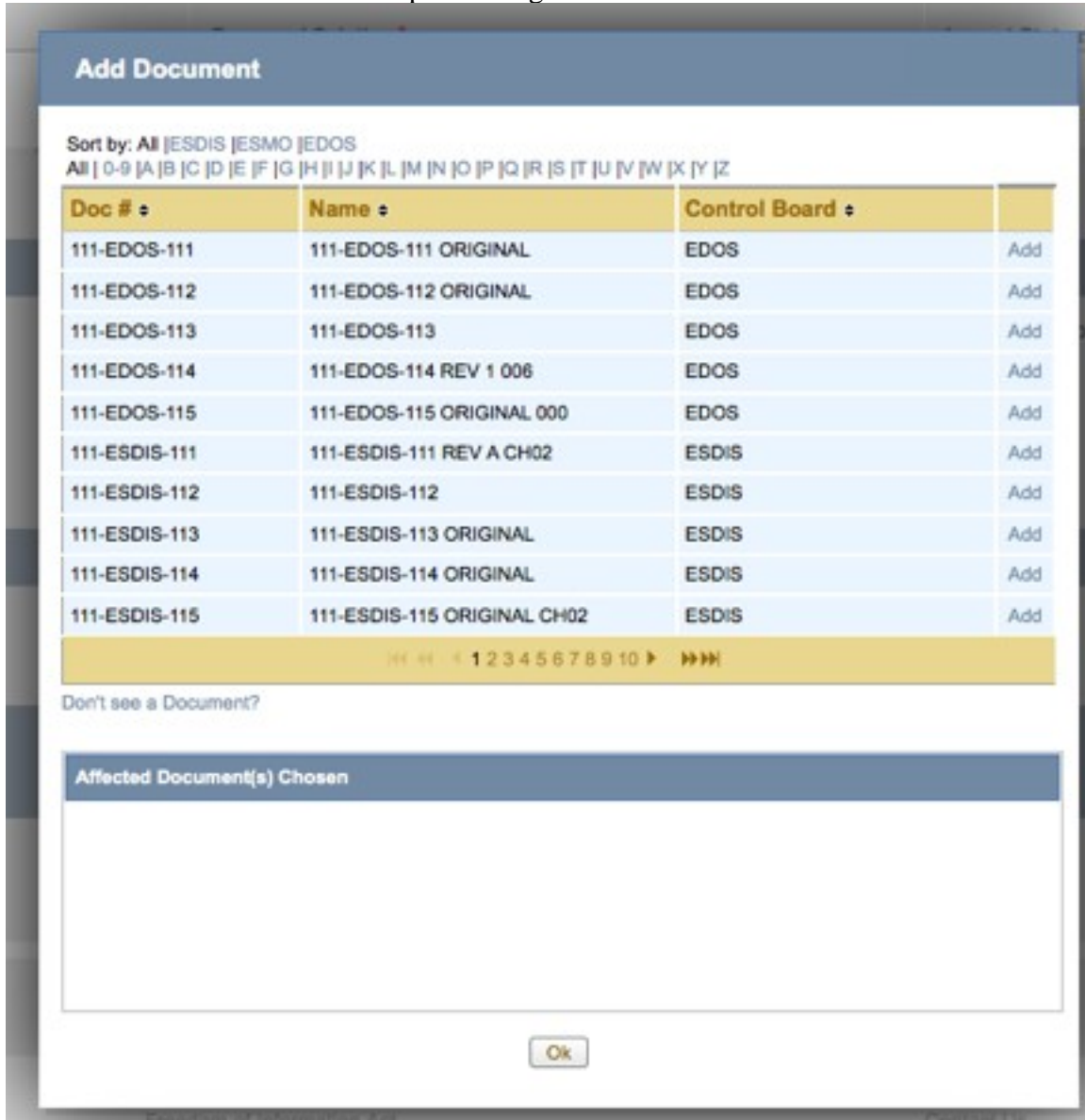
You must complete all fields in this section to initiate the CCR.

### 5.1.4 Affected Documents



This section allows you to select the document you wish to change.

Click the blue “Add Document” link to bring up a list of all available documents. The list includes all internally controlled documents that have a lifecycle of *Future* or *Current*, as well as all documents in your My Documents tab. A document that has a lifecycle other than *Future* or *Current* cannot have a CCR opened against it.

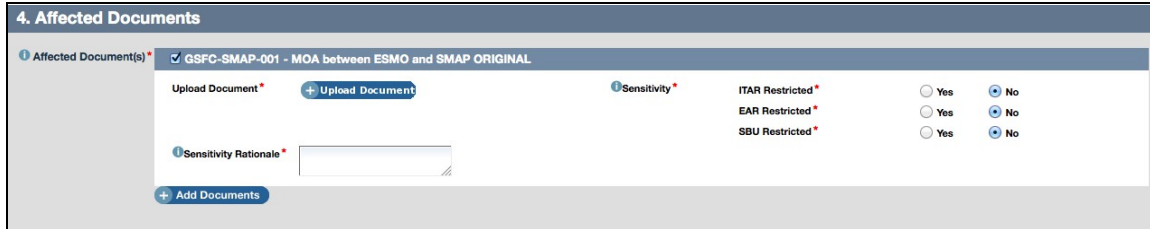


You can filter the list of documents by first letter of the document title and sort them by Document # and Name. To add a document, click the blue “Add” link on the line containing the document. The document name appears in the section below, called Affected Document(s) Chosen, with a



check box that defaults to checked. If you erroneously selected an unwanted document, you may un-check the box to deselect it. You may select up to six documents. When you have correctly selected your desired documents, click the “Ok” button at the bottom left.

After clicking “Ok,” the selected document(s) will appear as shown below.



This window is used to upload a new version of the document that includes the proposed change. The Sensitivity and Sensitivity Rationale default to the same settings assigned to the current document. You may change either or both if you believe that the proposed changes will affect the sensitivity designation and rationale. If you error when completing this portion of the form, you can delete the document by un-checking the select box in the section containing that particular document.

If the document selected is a new one from your My Documents tab, this area will not be editable. All information, including the document itself, will be preloaded from the document form.

The rules regarding the sensitivity designation selections are the same as those for the *Document* Form.

In addition, documents with different access lists cannot be opened in the same CCR. For SBU Restricted documents, COMET uses CDLs to administer access lists. For ITAR Restricted documents and EAR Restricted documents, it is always assumed each document has a different access list. Thus, CCRs can only be opened on one ITAR Restricted or EAR Restricted document and no other document. A warning message will appear when attempting to add a 2<sup>nd</sup> document to a CCR that already has an ITAR or EAR Restricted document as the 1<sup>st</sup> document or when attempting to add a 2<sup>nd</sup> document to a CCR that is an ITAR or EAR Restricted document.

4. Affected Documents

Affected Document(s) \*  423-10-41 - ESDIS Data Mgmt Handbook ORIGINAL

Upload Document \* [ECS to Sesame Place ICB](#)

Sensitivity \*  Yes  No

ITAR Restricted \*  Yes  No

EAR Restricted \*  Yes  No

SBU Restricted \*  Yes  No

Sensitivity Rationale \*

+ Add Documents

CCRs may only be opened on one ITAR Restricted or EAR Restricted document at a time. The Add Document function has been disabled

For SBU Restricted documents, only those with the same access lists and contained within the same CDL, can be opened using the same CCR. If an attempt is made to add a 2<sup>nd</sup> document that does not meet these criteria, a red warning message will appear, informing the user that the action cannot be completed.

Alternatively, a Non-Restricted document and SBU Restricted document can be opened using the same CCR. The access list for a Non-Restricted document is all COMET users.

#### 5.1.5 Assessor List

When the CCR is initiated, the Assessor List will be expanded, showing only those pre-selected organizations from the Document form, that are affected by the document.

There are three selections to the right of each organization: “Assess,” “Information,” and “N/A.” A selection must be made for every organization in this section. “Assess” means that at least one POC from that organization is required to log into COMET and either *concur* or *not concur* on the proposed changes. Comments can be left if desired. “Information” indicates that the Initiator would like the POCs to be aware of this CCR, but no action is required by them. A selection of “N/A” indicates that the organization is not affected by this CCR. All organization POCs that are selected to assess or for information, will receive emails at certain points in the CCR process. See section 6, CCR Process for more information

The organizations that were selected as *Affected Organizations* in the document form will default to “Assess” the document. This can be changed by the Initiator or by certain Board members at any time during the CCR process. Two control board roles, Systems Assurance Manager and Security Officer, if applicable, will also default to “Assess”. The Document Signers selected in the document form will appear at the bottom of the Assessors List with “Info” selected.

If a user is selected as “Assess” or “Info” and does not have access to the document(s), a red warning message will appear and the form you will be unable to save the form.

The screenshot shows a web interface titled "Assessor List". At the top, there is a link "View Full Assessors List". Below this is a table with columns for roles and their corresponding assessment status. The roles listed are PROJECT, ESMO, ESDIS SENIOR STAFF, ESDIS, INSTRUMENT TEAM, DAAC, EXTERNAL, ESMO, ESMO DEPUTY PM OPS, MISSION OPS - AQUA, SECURITY OFFICER, SYSTEM ASSURANCE MANAGER, and DOCUMENT SIGNER. Each role has a set of radio buttons for "Assess", "Information", and "NA". The "Information" option is selected for most roles. Underneath each role, the names of the Point of Contact (POC) are listed. For example, under "ESMO", the names "Watson, Wynn" and "Moyer, Eric" are listed. At the bottom of the table, there is a button labeled "+ Add Users".

PROJECT	Assess	Information	NA
ESMO	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Watson, Wynn Moyer, Eric			
ESDIS SENIOR STAFF			
ESDIS			
INSTRUMENT TEAM			
DAAC			
EXTERNAL			
ESMO			
ESMO DEPUTY PM OPS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dell, Gregory			
MISSION OPS - AQUA	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Durham, Bencee Machado, Michael - external			
SECURITY OFFICER	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sigman, Clayton Kranacs, Kevin			
SYSTEM ASSURANCE MANAGER	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culmer, Mark Hoffman, Dina			
DOCUMENT SIGNER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Annadale, Selene			

Clicking “View Full Assessors List” will show all the organizations in that Control Board similar to the View Assessor List subtab in the CCR Directory. The assessment requirement for each organization can be updated by selecting “Assess”, “Info” or “NA” and clicking the “Update” button at the bottom of the form. Organizations or roles that are assigned as “Assess” or “Info” will have the POCs underneath the organization name.

By default, all other POC lists will be collapsed. Clicking the “blue arrow” next to the organization name expands the POC list under the organizations.

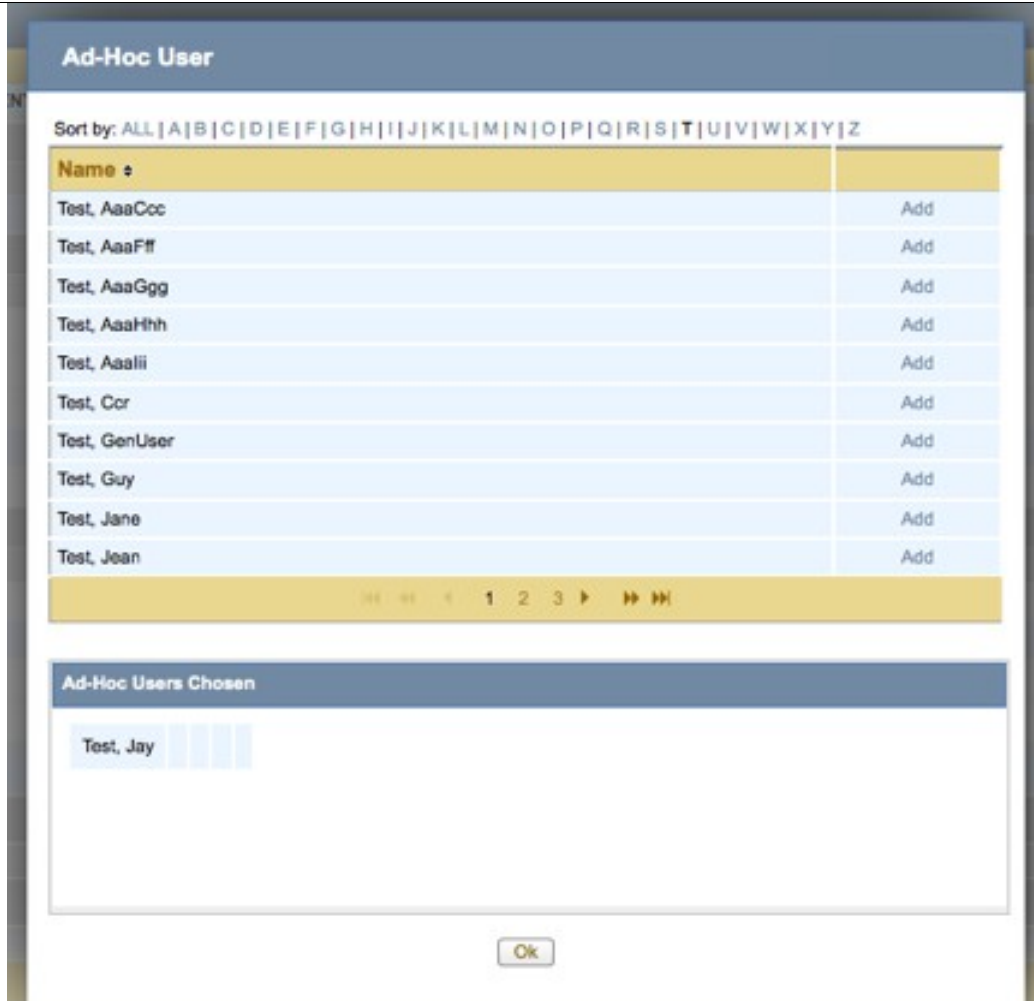
If a user does not have a COMET account, they will have the word “-external” next to their name. This indicates that they do not have access to COMET and may need to be contacted outside the tool.

Clicking “View Active Assessors” will return the Assessors List to just displaying those organizations that have been selected as “Assess” or

“Info”.

Assessor List	
<a href="#">View Active Assessors</a>	
<b>PROJECT</b>	
<b>ESMO</b>	<input type="radio"/> Assess <input checked="" type="radio"/> Information <input type="radio"/> NA
Watson, Wynn Moyer, Eric	
<b>ESDIS SENIOR STAFF</b>	
<b>PROJECT MANAGER/CCB CHAIR</b>	<input type="radio"/> Assess <input type="radio"/> Information <input checked="" type="radio"/> NA
Lowe, Dawn	
<b>ESDIS APM/CCB ALT CHAIR</b>	<input type="radio"/> Assess <input type="radio"/> Information <input checked="" type="radio"/> NA
<b>SYSTEM MANAGER</b>	<input type="radio"/> Assess <input type="radio"/> Information <input checked="" type="radio"/> NA
<b>SSDO MGR</b>	<input type="radio"/> Assess <input type="radio"/> Information <input checked="" type="radio"/> NA
<b>SOO MGR</b>	<input type="radio"/> Assess <input type="radio"/> Information <input checked="" type="radio"/> NA

There may be individuals who are affected by this CCR but are not listed as POCs for any organizations in this Board. If that is the case, they can be added by clicking the blue “Add User” link under the Affected Users heading, which brings up the Ad Hoc user window.



All users in COMET will be listed here. The list is sorted by last name and can be filtered by the first letter of last names as well. Select a user by clicking the blue “Add” link on the row containing the desired name. Click the “Ok” button on the bottom right to confirm ad hoc users. Then select “Assess,” “Information,” or ” N/A” for all ad hoc users.

### 5.1.6 Additional CCR Details



This is the section where any other affected documents can be added in a similar manner as described in the Affected Documents section. Any documents that may be affected after this CCR is approved can be selected here. Also, any related CCRs, open or closed, can be added here by filling in the Related CCR field. This section is not required for the CCR to be initiated.

---

## 6 CCR PROCESS

### 6.1 Managing the CCR

Initiating the CCR begins the CM process. An email is sent to the initiator, document sponsor, and the CMO (and alternate, if there is one) for the applicable CCB.

In COMET, the CCR moves through the CM process by editing the status of the *Manage CCR* form. Once the initiator submits the form, the status field and the CCR Comments/Additional Assessors boxes are apparent.

The CCR Comments/Additional Assessors field is a text field where notes can be left for anyone opening the CCR form in the future. Any text entered in this field will display at the top of the form during the next edit. The text will remain in the field until deleted or overwritten, but is not contained in the CCR metadata.

The screenshot shows a web form interface. The top section is titled "7. Status" and contains an "Action" dropdown menu currently set to "CMO Validated". Below this is a text input field labeled "CCR Comments / Additional Assessors" with the placeholder text "Comments in the new field.". At the bottom of this section are "Update" and "Cancel" buttons. Below the form is a yellow summary bar with a plus icon and the text "CCR Comments / Additional Assessors: Comments in the new field.". At the very bottom is a blue header for "1. Title, Type and Details".

The CCR starts with a temporary CCR ID. Once the CMO validates it by changing the status, it will be given a permanent number

This field has many status choices that move the CCR through the process. After the appropriate user selects a status, an email will be sent to certain CCB members, users, and/or assessors depending on the action required by that status.

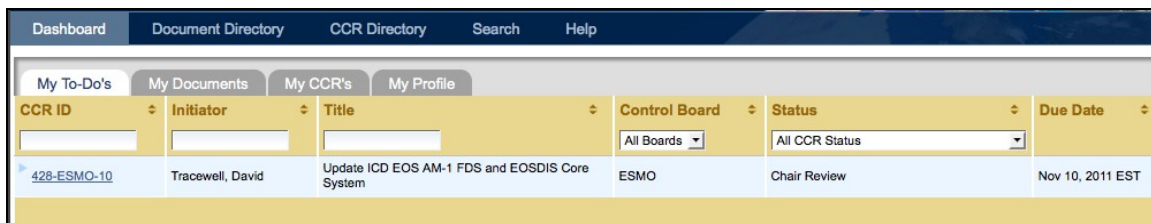
*Note: There are steps to this process that are outside the system and are specific to each Control Board. Those steps will not be affected by COMET nor will they be discussed in this user's guide. Reference the project CM Procedures for specifics.*

While individual statuses will not be discussed here, it's important to note that they can be grouped into several categories - **validation, assessment, disposition, and publication.**

## 6.2 Validation

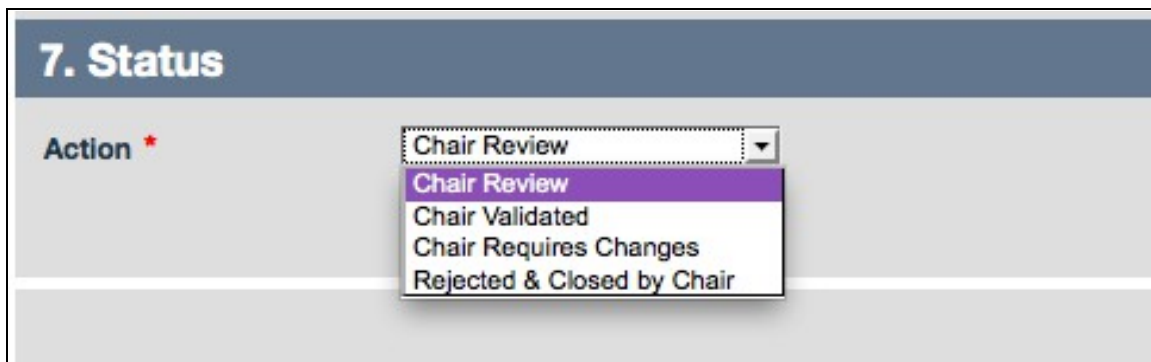
The CMO, Systems Manager (if assigned), and Chairperson must validate every CCR opened in their Control Board. Each of these three Board members can validate, require change, or close the CCR. As discussed in the User Roles section of this guide, a systems manager is not required for every Board and the chair designee can perform the duties of the chairperson with no effect on the process.

When the role-specific review status is selected, an email will go to that Board member to let him/her know they have a CCR to review. It will appear in the Board member's Dashboard on the My To-Do's tab with an action to **Validate**.



CCR ID	Initiator	Title	Control Board	Status	Due Date
428-ESMO-10	Tracewell, David	Update ICD EOS AM-1 FDS and EOSDIS Core System	ESMO	Chair Review	Nov 10, 2011 EST

To edit the status, Board members need to click on the “CCR ID,” scroll to the bottom, and change the status.



If the Board has a Systems Manager, that person will review the CCR before the Chairperson. The statuses available to the Systems Manager for this purpose are similar to the ones for the CMO and Chairperson.

If that Board member (CMO, Systems Manager or Chairperson) approves the CCR, there is no action required by the Initiator, and the process continues. Likewise, if any of those Board members close the CCR, no action is required by the Initiator. If any of the Board members select *Requires Changes*, the CCR will be available via the My To-Do's tab for the Initiator to modify. These changes can be to the metadata, or the Initiator may need to upload a new version of the document. Once updated, he/she

will select *Resubmit to CMO*. The CCR then goes back to the CMO and starts the validation process again.

### 6.3 Assessment

Once the CCB has validated the CCR, notification is sent to the assessors asking for their review and/or concurrence. As discussed in previous sections of this guide, the assessors are those selected in the Assessor List section of the CCR form as well as the Security Officer, the Systems Assurance Manager and Document Signer(s), if applicable.

The CCR appears on the Initiator's My To-Do's tab with the action to Monitor Assessments. The action will be a link to the Assessment History page.

A notification will go out when an assessor gives a concurrence or comments on the CCR. It will only contain the name of the user and their role. The assessment, concurrence, and comment will not be sent in the notification email. It is up to the Initiator to log in periodically and check specifics of the assessment.

As an assessor, your role - and whether or not you are required to assess - determines how the CCR appears in your My To-Do's tab.

CCR ID	Initiator	Title	Control Board	Status	Due Date	CCR Actions
428-EDOS-3	Masino, Jay	Revision to the ICD between EDOS and the Near Earth Network (NEN)	EDOS	Overdue Assessments	Feb 3, 2012	<a href="#">Assess</a>
428-EDOS-4	Masino, Jay	Rev 4 Update to EDOS-TGT ICD	EDOS	Overdue Assessments	Feb 24, 2012	<a href="#">Assess</a>
428-EDOS-17	Mclmore, Bruce	Baseline ICD between EDOS and DRL for NPP	EDOS	Assessments Under Review	Aug 22, 2012	<a href="#">Assess</a>
423-ESDIS-34	Wasek, Janet	Updating ESDIS DM Handbook 423-10-41	ESDIS	Overdue Assessments	Oct 25, 2012	<a href="#">Assess</a>
428-ESMO-10(R1)	Wood, Terri	Update EDOS-EGS ICD to Remove ERPS	ESMO	Overdue Assessments	May 15, 2013	<a href="#">Assess</a>
423-ESDIS-42	Stolte, Beth	Change and fix ECHO Apprnx to Networks ICD, 423-ICD-002	ESDIS	Overdue Assessments	May 23, 2013	<a href="#">Assess</a>
428-ESMO-27	Wood, Terri	Retire ICD Between ESMO and NIVR	ESMO	Overdue Assessments	May 28, 2013	<a href="#">Assess</a>
423-ESDIS-44	Ho, Evelyn	Revise S-NPP VCST and Land PEATE MOU	ESDIS	Overdue Assessments	Jun 12, 2013	<a href="#">Assess</a>
423-ESDIS-45	Michael, Karen	Retire the ICD between ECS and LaRC DAAC, 505-41-39	ESDIS	Released for Assessment	Jun 26, 2013	<a href="#">Assess</a>
423-ESDIS-46	Michael, Karen	Update MODIS Collection 6 products for export to LPDAAC, 423-41-57-6	ESDIS	Released for Assessment	Jun 29, 2013	<a href="#">Assess</a>
428-EDOS-19	Speight, Diron	Interface Control Document Between the Earth Observing System (EOS) Data and Operations System (EDOS) And the Soil Moisture Active Passive (SMAP) Mission System (MS)	EDOS	Released for Assessment	Jul 9, 2013	<a href="#">Assess</a>
423-ESDIS-48	Michael, Karen	Update Secure Copy of Delivery notices in the ECS, 423-41-57	ESDIS	Released for Assessment	Jul 13, 2013	<a href="#">Assess</a>
423-ESDIS-47	Michael, Karen	Retire the EWOC ICD, 423-45-01	ESDIS	Released for Assessment	Jul 13, 2013	<a href="#">Assess</a>

To review the changes to the document associated with the CCR, click the “more info” link on the CCR summary slider to the right. This will bring you to the CCB Configuration Request page. The document can be downloaded from here. See the My To Do's section for more information about this page.



To assess the CCR, click the “**Assess**” link on the line containing the correct CCR.

This brings up the Assessment History Page.

Organization / Role	Concurrence
ESMO	Y
MISSION OPS - AQUA	Y
MISSION OPS - TERRA	NA
NETWORKS	Y
RISC	TBD
FOS/EMOS	TBD
Security Officer	Y
System Assurance Manager	Y

**Summary Key**

- N Signifies remarks provided by the affected organization for the proposed changes must be resolved prior to concurrence
- Y Signifies acceptance of the proposed changes by the affected organization not contingent on any remarks provided
- NA An org-not-affected assessment exists against this revision -or- this organization is no longer affected
- TBD Concurrence with this revision is yet to be determined

The Assessment History Page contains basic information about the CCR as well as an Assessment Summary; and resembles the history displayed in the Assessment slider of the CCR Summary.

To assess the CCR, click the “Assess” link in the upper right to bring up the Assess a CCR window.

Assessing for: ESMO

Concurrence \*  Yes  No  NA

Assessment \*

Submit Cancel

\* Indicates a required field.

The role or organization, for which you are assessing, is listed on the form. If you have both a control board role and organization relationship to the

CCR, there will be a radial button asking you to specify the role for which you are assessing. If you assess for more than one organization, a drop-down menu allows you to select the role or organization for which you are assessing.

You must indicate whether or not you *concur* and make a comment in the Assessment field. Then click the “Submit” button.

Similarly, if you are selected for “information only” and would like to comment on the CCR, you can do so by clicking the “Info” link on your My To-Do's page.

CCR ID	Initiator	Title	Control Board	Status	Due Date	CCR Actions	Org/Role
▶ 428-ESMO-65	Tracewell, David	Update FDS/FOT ICD for Aura	ESMO	Assessments Under Review	Sep 28, 2014	<a href="#">Assess</a>	AURA
▶ 428-ESMO-71	Gasch, Shirley	Update the ESMO CMR Procedure	ESMO	Overdue Assessments	Dec 12, 2014	<a href="#">Assess</a>	AURA
▶ 428-ESMO-73	Johson, Patricia	MMS & Online ICD	ESMO	Overdue Assessments	Dec 12, 2014	<a href="#">Assess</a>	AURA
▶ 423-ESDIS-79	Stolte, Beth	Baseline, the GIBS Appendix W to the EOS Networks ICD, 423-ICD-002_W	ESDIS	Overdue Assessments	Dec 14, 2014	<a href="#">Assess</a>	OMI U.S.
▶ 423-ESDIS-65(R1)	Cochini, Matthew	Baseline GIBS - Imagery Provider ICD, 423-ICD-009	ESDIS	Overdue Assessments	Jan 16, 2015	<a href="#">Info</a>	OMI U.S.
▶ 423-ESDIS-80	Stolte, Beth	Update Networks ICD HIRDLS, 423-ICD-002_L	ESDIS	Signatures Pending	Feb 12, 2015	<a href="#">Sign Document</a>	DOCUMENT SIGNER

**428-ESMO-10**

Title: Update ICD EOS AM-1 FDS and EOSDIS Core System  
 Initiator: Tracewell, David  
 Due Date: 07/07/2012

Organization / Role	Concurrence
FOS/EMOS	TBD
MOPITT	TBD
MISSION OPS - TERRA	TBD
Security Officer	TBD
System Assurance Manager	TBD

**Summary Key**

N Signifies remarks provided by the affected organization for the proposed changes must be resolved prior to concurrence

Y Signifies acceptance of the proposed changes by the affected organization not contingent on any remarks provided

NA An org-not-affected assessment exists against this revision -or- this organization is no longer affected

TBD Concurrence with this revision is yet to be determined

[Comment](#)

Clicking the “Comment” link, will open the Comment on a CCR window box.

**Comment on a CCR**

**428-ESMO-10 - Update ICD EOS AM-1 FDS and EOSDIS Core System**

Comment \*

\* Indicates a required field.

When you fill in the Comment field and click the “Submit” button, your comment will be recorded.

The example below shows an Assessment History Page with several assessments and comments.

2 Assessments | 1 Comments [Expand All](#) [Collapse All](#) [Comment](#)

**Original**

Item #	Name	Date	Organization	Concurrence	Matrix	Reply
<a href="#">C-1</a>	Stolte, Elizabeth	06/08/2012 08:38:39 AM EDT				<a href="#">Reply</a>
Comment: Test Comment						
<a href="#">A-2</a>	Wood, Terri	05/23/2012 04:06:57 PM EDT	PROJECT/OPERATIONS MANAGER	Y	<a href="#">Matrix</a>	<a href="#">Reply</a>
Assessment: PM concurs to retire document since this mission is no longer flying						
<a href="#">A-1</a>	Young, Stephanie	05/22/2012 01:35:45 PM EDT	EDOS CMO	Y	<a href="#">Matrix</a>	<a href="#">Reply</a>
Assessment: CM concurs to Retire						

Each assessment and comment can be replied to. The reply appears indented below the assessment or comment.

Each assessment must be resolved by the initiator (or CMO). This is accomplished by clicking the blue “Matrix” link in the upper right, bringing up the Resolution form.

The screenshot shows a web form titled "Initiator's Resolution Form" for item "428-EDOS-13 - Retire Operations Agreement (OA) Between EDOS/JAXA for ALOS". The form contains the following fields and elements:

Item #	Submitted By	Concurrence
A-2	Wood, Terri	Y

PM concurs to retire document since this mission is no longer flying

Resolution \*

Explanation \*

Buttons: Update, Cancel

\* indicates a required field.

The Initiator selects the resolution and inputs an explanation. This triggers an email in certain cases. The Board member or organization POC then logs into the system to review the resolution and change his or her concurrence, if necessary. Please keep in mind that the resolve process may involve additional steps, as will those parts of the CCR process that take place outside of COMET. This is because there may be parts of the process that are specific to each CCR and Control Board.

At any time in the process, but most likely during the assessment phase, the CCR can go under a revision. The CMO selects the status *Revision Pending* in the Manage CCR form. The action is then on the initiator to update the document and CCR metadata where applicable and change the status to *Re-submitted* to CMO. This begins the CCR process over again but with the CCR number changed to include the revision number. For example, 123-BOARD-1(R1).

The assessments from the original CCR and all previous revisions will appear in the Assessment History in order of the most recent. Assessments and comments from previous revision may be viewed by clicking on the revision title (Original, Revision 1, Revision 2, etc..).

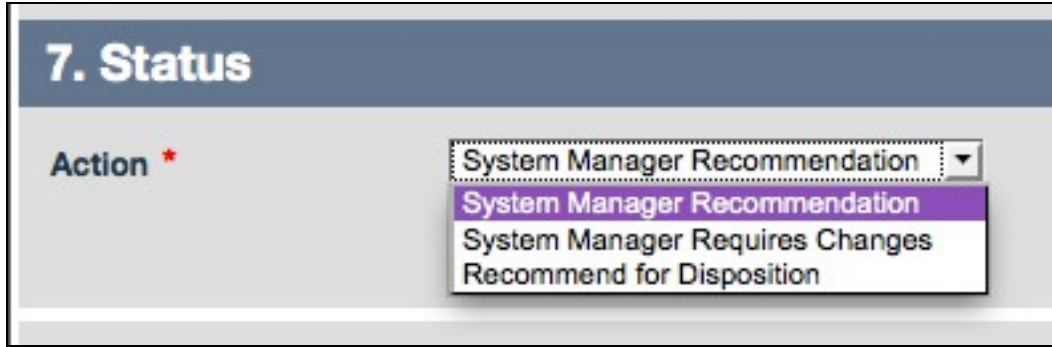
Revision 2						
Item #	Name	Date	Role	Concurrence	Matrix	Reply <sup>(u)</sup>
A-3	Test8, Beth	05/16/2012 02:21:12 PM EDT	SECURITY OFFICER	Y	ACCEPT	Reply <sup>(u)</sup>
Assessment: yes  Resolution: ACCEPT Explanation: helb						
Item #	Name	Date	Role	Concurrence	Matrix	Reply <sup>(u)</sup>
A-2	Test2, Samantha	05/16/2012 02:20:48 PM EDT	SYSTEM ASSURANCE MANAGER	Y	NO CHANGE	Reply <sup>(u)</sup>
Assessment: yes  Resolution: NO CHANGE Explanation: sdfg						
Item #	Name	Date	Organization	Concurrence	Matrix	Reply <sup>(u)</sup>
A-1	Test10, Elizabeth	05/16/2012 02:20:02 PM EDT	ACCEPTANCE TEST	Y	ACCEPT	Reply <sup>(u)</sup>
Assessment: yes  Resolution: ACCEPT Explanation: sf						
Revision 1						
Original						

## 6.4 Disposition

When all the assessments are in, the CCR goes through one more review by the CCB.

The CMO will select the *Disposition Review* status. This alerts those associated with the CCR that the document is undergoing final review before disposition. At this point the initiator should update the document with the assessments and upload it to the CCR form. The initiator cannot change the CCR status. The initiator will have to notify the CMO via email that the document has been updated.

The CMO completes the first round of disposition review and downloads the Assessments Matrix to compare any proposed changes with the final redline with updates from the assessments. When the CMO is satisfied that all assessments have been implemented the CMO will select Systems Manager Recommendation if there is a Systems Manager,. An email will be sent to the Systems Manager asking them to log on and review the final document and matrix before disposition. They will select either *Recommend for Disposition* or *Systems Manager Requires Changes* .

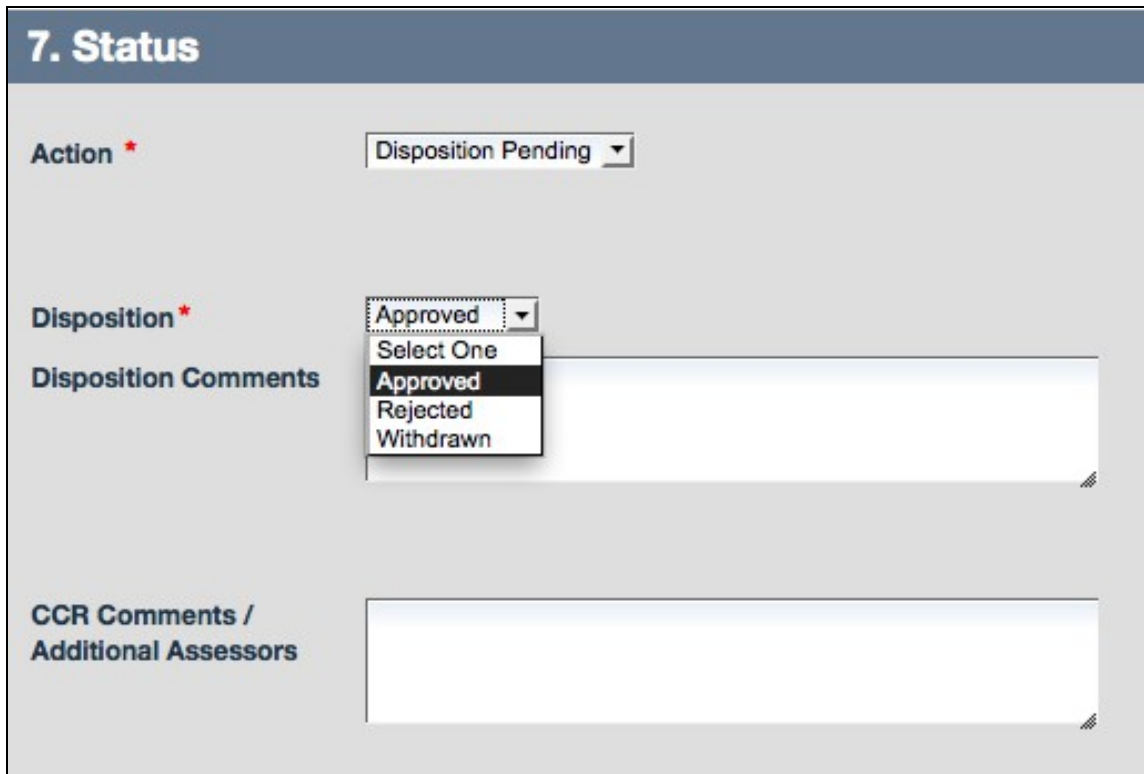


The screenshot shows a form titled "7. Status". Under the "Action" label, there is a dropdown menu. The menu is open, showing three options: "System Manager Recommendation" (highlighted in purple), "System Manager Requires Changes", and "Recommend for Disposition".

If the Systems Manager requires changes to the CCR it will go back to the initiator to edit and then be resubmitted to the CMO as in the first Systems Manager Review at the start of the process.

If the Systems Manager recommends the CCR for disposition, the CMO will then select the *Disposition Pending Status*.

The Chairperson disposes the CCR by clicking on the "CCR ID", in the My To-Do's tab, and scrolling to the bottom of the form. The action field cannot be changed here. The Chairperson must select a disposition value and comment.



The screenshot shows the "7. Status" form with the following fields:

- Action \***: A dropdown menu set to "Disposition Pending".
- Disposition \***: A dropdown menu with "Approved" selected.
- Disposition Comments**: A text area with a dropdown menu open showing options: "Select One", "Approved", "Rejected", and "Withdrawn".
- CCR Comments / Additional Assessors**: A large text area.

---

## 6.5 Publication

After the Chairperson has dispositioned the CCR, the CMO will go through a process to get the CCR ready for publication. The document may need special formatting, signatures, etc. The CMO will change the status of the CCR based on where the CCR is in the process. Notifications will be sent to the Initiator and document sponsor at each step.

When the CCR is at the status *Signatures Pending*, the Document Signer(s) will receive an email and the CCR will appear on their My To Do's with the action of Sign Document. This is done outside COMET and appears in the tool for information purposes.

The last step of the publication process is to close the CCR. Once the CCR is closed, it can no longer be edited. It will be listed in the CCR Directory and Initiator's My CCRs tab indefinitely for historical purposes.

## 7 SEARCH

COMET provides two options for searching purposes. The *quick search* at the top of every page allows the user to search the document metadata and CCR metadata for key words.



The *Advanced Search* allows for more specific criteria to be searched. The *Advanced Search* function is accessible from the Search tab - by clicking the "Advanced Search" link at the top of every page; or by clicking the "Refine Search" in the search results. Filters for control board, document sponsor, CCR initiator, etc... are available in the *advanced search* area.

The screenshot shows the 'Advanced Search' interface in the COMET system. At the top, there is a navigation bar with 'Dashboard', 'Document Directory', 'CCR Directory', 'Search', and 'Help'. Below this, the 'Advanced Search' section is displayed. It includes several filter categories: 'Control Board' (All Boards), 'Affected Organization' (Add Organization), 'Document Type' (All Document Type), 'Effective Date' (To), 'Control Type' (All Control Type), 'Document Lifecycle' (All Document Lifecycle), 'Expiration Date' (To), 'Document Sensitivity' (All Document Sensitivity), 'Document Sponsor' (All Document Sponsor), 'Classification' (All Classification), 'Initiated Date' (To), 'Dispositioned Date' (To), 'Initiator' (All Initiator), 'Due Date' (To), 'Closed Date' (To), and 'CCR Status' (All CCR Status), 'CCR Sensitivity' (All CCR Sensitivity). A 'Search in:' section lists 14 criteria with checkboxes: CCR Number, CCR Title, CCR Problem, CCR Problem Solution, CCR Impact Statement, CCR Status, Document Number, Document Title, Document Short Name, Document Description/Scope, Document Sensitivity Justification, and Document Keywords. A 'Search' button and an 'Exact Phrase' checkbox are also present.

Regardless of the search criteria, both documents and CCRs are searched with each query; and the results are displayed in separate tabs. The *quick search* and *advanced search* results both display in the search tab.

## 7.1 Quick Search

At the top of every page in COMET is a text field that allows the user to search document and CCR metadata fields for keywords.

For documents, the metadata fields that are searched include:

- a. Document #
- b. Title
- c. Short Name
- d. Description and Scope
- e. Sensitivity Justification
- f. Keywords

For CCRs, the metadata fields that are searched include:

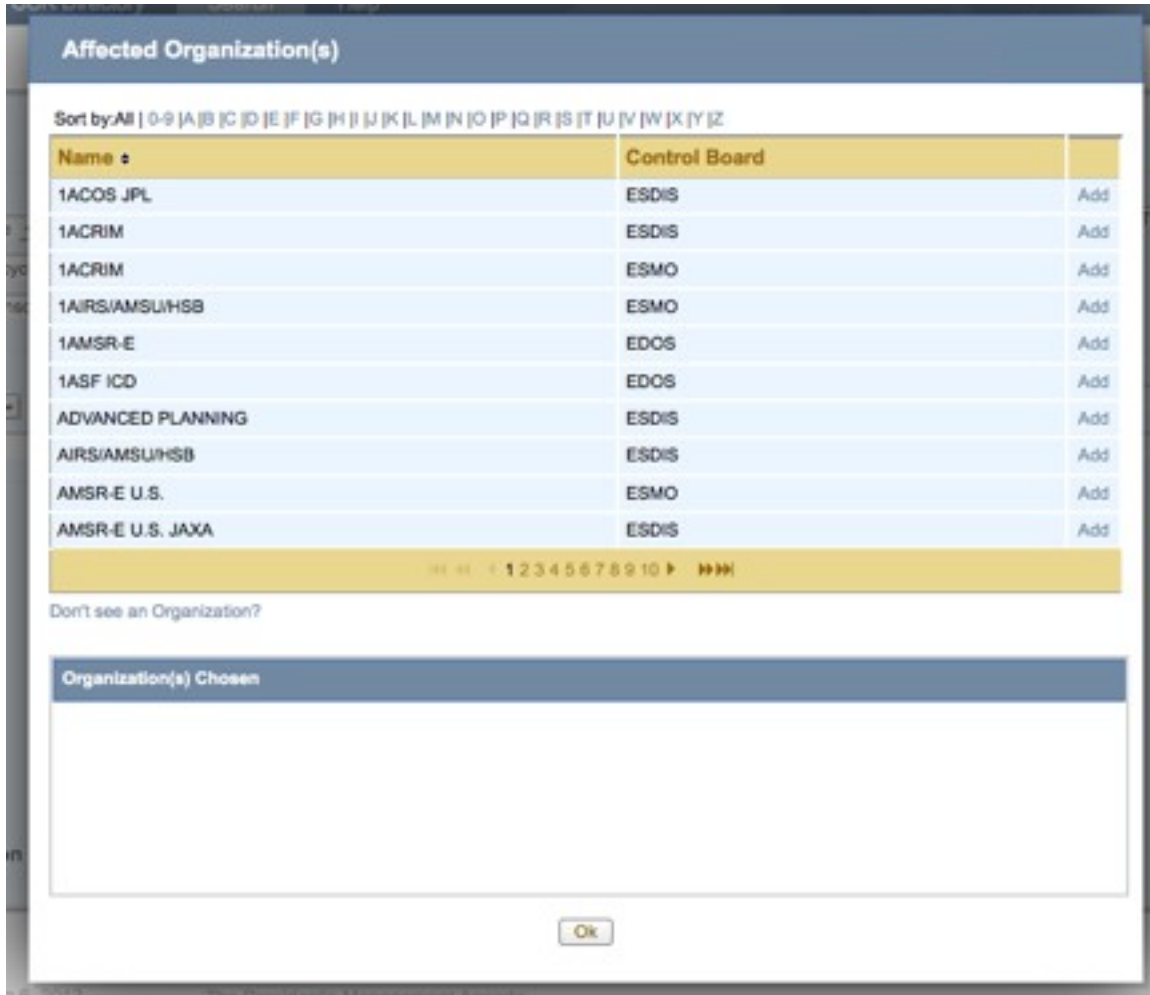
- a. CCR #
- b. Title
- c. Problem
- d. Solution
- e. Impact Statement

Multiple keywords may be separated by commas in the search field, but separating them is not required. Phrases can be searched for by using quotation marks (“”).



## 7.2 Advanced Search

The *advanced search* allows for text search in addition to filters for Control Board and Organization.



Document metadata such as lifecycle, document sponsor, and expiration date; and CCR metadata such as initiated date and initiator can be searched as well.

- For the Sensitivity drop down fields, the rules are as follows:
  - *Non-Restricted* will display documents and CCRs for which SBU Restricted, EAR Restricted, and ITAR Restricted have all been set to *No*.
  - *SBU Restricted* will display documents and CCRs for which SBU Restricted has been set to *Yes*, EAR Restricted has been set to *No*, and ITAR Restricted has been set to *No*.
  - *EAR Restricted* will display documents and CCRs for which SBU Restricted has been set to either *Yes* or *No*, EAR Restricted has

- been set to *Yes*, and ITAR Restricted has been set to either *Yes* or *No*.
- *ITAR Restricted* will display documents and CCRs for which SBU Restricted has been set to either *Yes* or *No*, EAR Restricted has been set to either *Yes* or *No*, and ITAR Restricted has been set to *Yes*.

In the *advanced search*, the user can select which metadata fields will be searched for a particular word or words by checking the boxes to the left of the text field.

### 7.3 Search Results

The search results are divided into two tabs; CCRs and Documents. The search criteria are summarized at the top of each tab. There is also a “Refine Search” link that allows the user to narrow the search criteria further. The previous search data will be pre-populated when “Refine Search” is clicked.

The layout of the search results and documents tabs are identical with CCR directories expanding below the line offering access to metadata by clicking on the blue arrow to the left of the first column.

The search results can be downloaded to CSV file by clicking that button.

The screenshot shows a web interface with two tabs: "CCR Results" and "Document Results". The "CCR Results" tab is active. At the top right, there are buttons for "Initiate a CCR" and "Add New Doc". Below the tabs is a "Criteria" section with the following information:

- Control Board: ESDIS
- Affected Organization: 1ACOS JPL (ESDIS Control Board)
- Effective Date: Jan 1, 2000 To Jun 8, 2012
- Control Type: Internal
- Classification: I
- Initiated Date: Jan 1, 2000 To Jun 8, 2012
- Keywords: 42 in 'CCR Number'

Below the criteria is a "Refine Search" button. The main content is a table with the following columns: CCR ID, Initiator, Title, Control Board, Status, and Due Date. The table contains three rows of data:

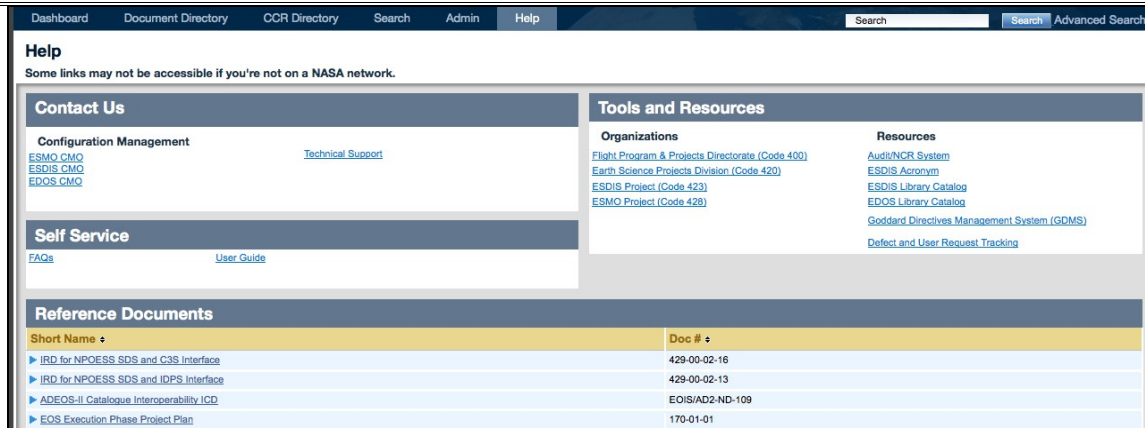
CCR ID	Initiator	Title	Control Board	Status	Due Date
423-ESDIS-21	Stolte, Elizabeth	Baseline, NPP SDS Requirement Spec, Ops Concept and NPP CLASS to PEATE IRD documents to ESDIS	ESDIS	Closed	Mar 3, 2012 EST
423-ESDIS-29	Test2, Stephanie	Second CCR test	ESDIS	Closed	Jun 20, 2012 EDT
423-ESDIS-32	Stolte, Elizabeth	ESDIS CMO Test using proxy for doc sponsor: Verifying FS946- remove proxy after initiate, FS990- info Only org access to CCR doc.FS968- Due Date auto update 30 days from release date	ESDIS	Closed	Jul 6, 2012 EDT

At the bottom right of the table, there is a "CSV Version" button and a "View 15" dropdown menu.

## 8 HELP PAGE

### 8.1 Help Tab

Access the Help page by clicking the Help tab.



## 8.2 Contact Us

The first section includes contact information for each of the CMOs as well as technical support for COMET. Questions or comments regarding the CM process, document access, etc., should be directed to the appropriate CMO. All questions, comments, and problems with COMET should be directed to technical support. Click on the link in this section to bring up a new mail message window.

## 8.3 Self Service

The Self Service area includes links to a Frequently Asked Questions (FAQs) document as well as the User's Guide.

## 8.4 Tools and Resources

The tools and resources section includes links that may be helpful for the CM process. Project websites, acronym lists, and library catalogs are provided here. Some of the links on this page may not be accessible from a non-network.

## 8.5 Reference Documents

The last section of the help page contains links to download project-level documents. These documents are not controlled by any of the Control Boards that use COMET and are available for all users to download.

## ABBREVIATIONS AND ACRONYMS

AUID	Agency User ID
CCB	Configuration Control Board
CCR	Change Control Request
CDL	Controlled Document List
CM	Configuration Management
CMO	Configuration Management Officer
COMET	Configuration Management EOS Tool
CSV	Comma separated value
DCL	Document Change Log
EAR	Export Administration Regulations
EDOS	EOS Data and Operations System
EOS	Earth Observing System
EOS	Earth Observing System
	Earth Science Data and Information
ESDIS	System
ESMO	Earth Science Mission Operations
FAQs	Frequently Asked Questions
GSFC	Goddard Space Flight Center
ICD	Interface Control Document
ID	Identification
	Identity Management and Account
IDMAX	Exchange
ITAR	International Traffic in Arms Regulations
MCDL	Master Controlled Document List
Md.	Maryland
N/A	Not applicable
NAMS	NASA Access Management System
	National Aeronautics and Space
NASA	Administration
OA	Operations Agreement
PDF	Portable Document Format
PM	Project Manager
POC	Point of Contact
SBU	Sensitive but Unclassified
US	United States