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

# COnfiguration Management EOS Tool (COMET) User's Guide

**Goddard Space Flight Center**
**Greenbelt, Maryland**

National Aeronautics and
Space Administration

# 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:<br>Updates to all sections and new screenshots<br>Added new section 1.<br>New sections 2.1.6 and 3.1.4.<br>Moved Help Page to section 8.<br>New section 7 – search functionality. |
| Original/ Ch02 | 01/18/16 | Updated current to software release 1.2.0.3:<br>Updates to all sections and new screenshots<br>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 | CCR 423-ESDIS-108; CCB Approved 07/14/2016<br>Updated to software release<br>*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*<br>*Added 2.1.1 CMO/Alt CMO, 2.2.3 Document Signer, Controlled Documents List Member*<br>*Added 2.2.3 Document Signer and 2.2.4 Controlled Document List Member*<br>*Added “My Profile”*<br>*Added 3.1.2.2 Document Change Log*<br>*Added two tabs CCR Directory and View Assessors List*<br>*Added 3.3.2 View Assessors List detail and screenshot*<br>*Added Contracts, Orgs and Signers to form sections*<br>*Added details for Document Signers functionality with screen shots*<br>*Added details for Active and Full Assessors List*<br>*Added new CCR Comments/Additional Assessors field details*<br>6.3 Assessment clarified details- *Added details for Document Signers*<br>6.5 Publication *Added details for document signers in Signatures Pending status*<br>7.2 Advanced Search - clarified details and updated screen shots – *Added details for Sensitivity* , |

# 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

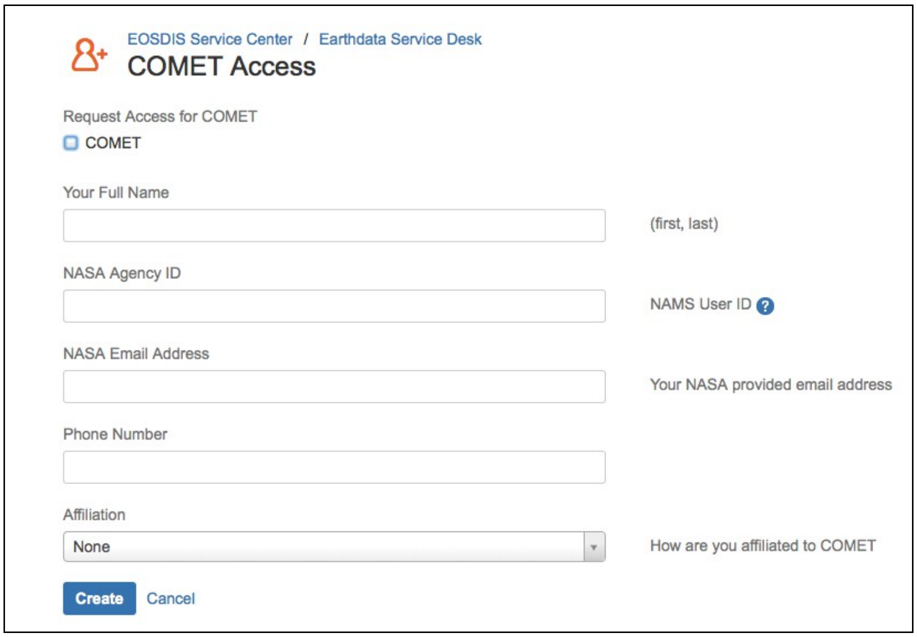
# 1 COMET ACCESS

## 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.




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:

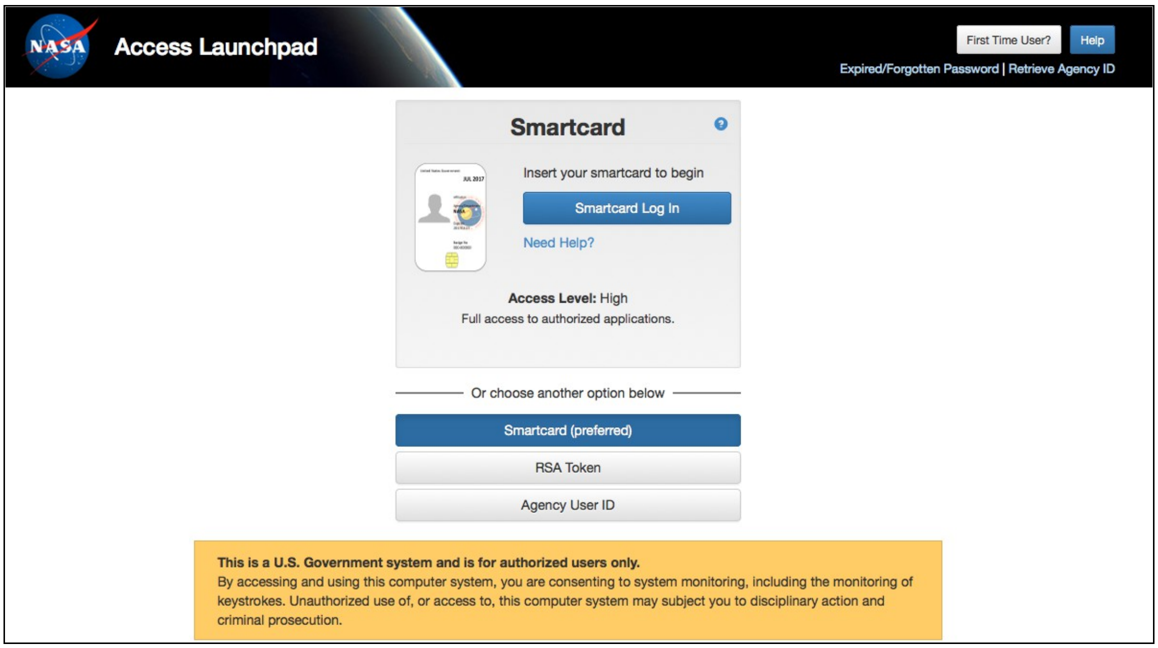
- Affiliated Organization: i.e. Networks, NSIDC DAAC
- Supervisor Name: indicate direct supervisor
- Supervisor Phone: contact #

- 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.

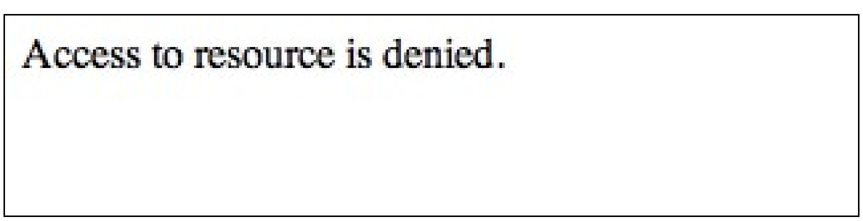
### 1.1.2 AUID

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.

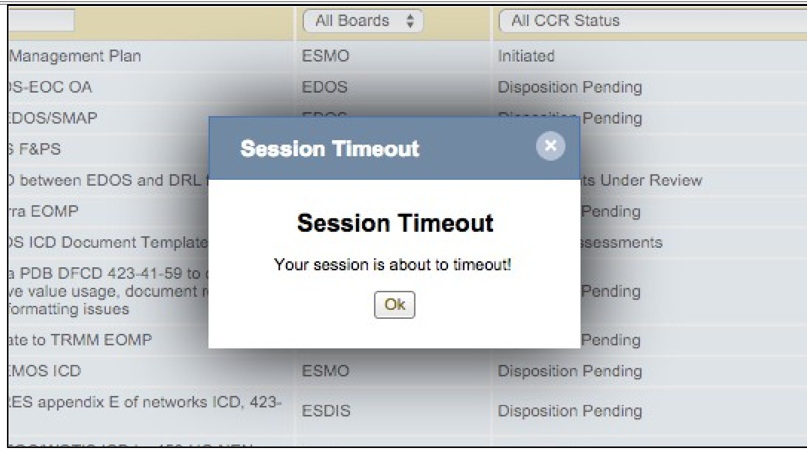

## 1.3 NASA Supported Browsers

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](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.

My To-Do's | My Documents | My CCRs | My Profile — Initiate a CCR | Add New Doc

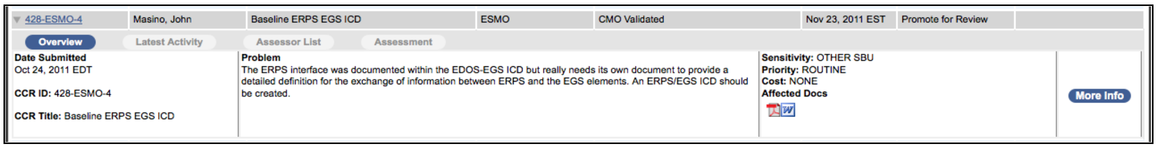
| CCR ID | Initiator | Title | Control Board | Status | Due Date | CCR Actions | Org/Role |
|---|---|---|---|---|---|---|---|
| | | | All Boards | All CCR Status | | | |
| TEMP-ESMO-13 | Tracewell, David | Update ICD EOS AM-1 FDS and EOSDIS Core System | ESMO | Initiated | Nov 10, 2011 | **Validate**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

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.

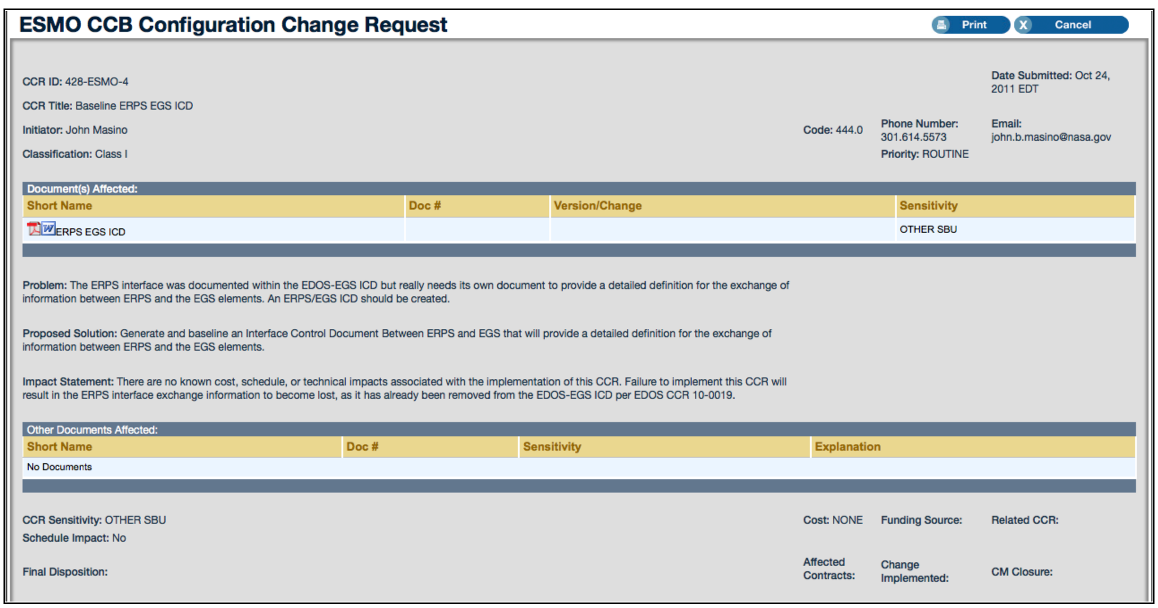
The CCR Summary has four sections: Overview, Latest Activity, Assessors List, and Assessment Section.

## Overview



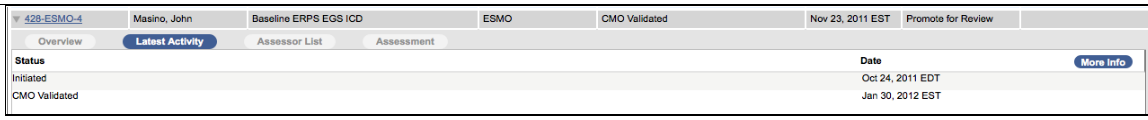

The Overview contains basic metadata about the CCR such as the date it was opened, the ID and title, and affected documents, etc. The proposed change document can also be downloaded from this section.

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

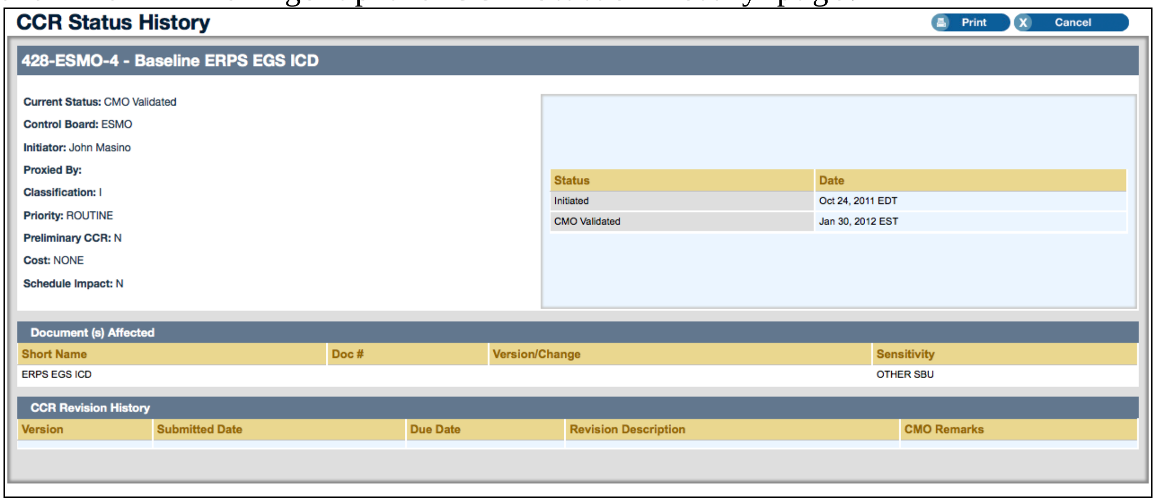



The Configuration Change Request page displays detailed data about the CCR. You may print this page by clicking the printer icon located in the top left side of the screen. If you have the correct permissions, you can download the changed document in either the upload format or PDF, by clicking the icon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

## Latest Activity

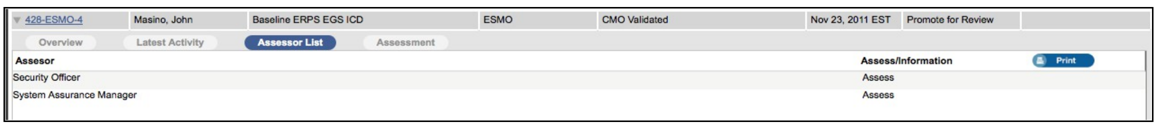



This sub-tab lists the status of the CCR and the associated date. Clicking the "more info" link brings up the CCR Status History page.



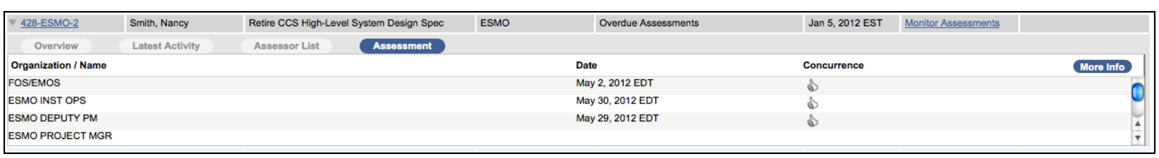

This page contains the same status and date information found on the sub-tab, as well as additional information such as the affected document. You can print this page by clicking the printer icon in the top right of the screen.

## Assessor List



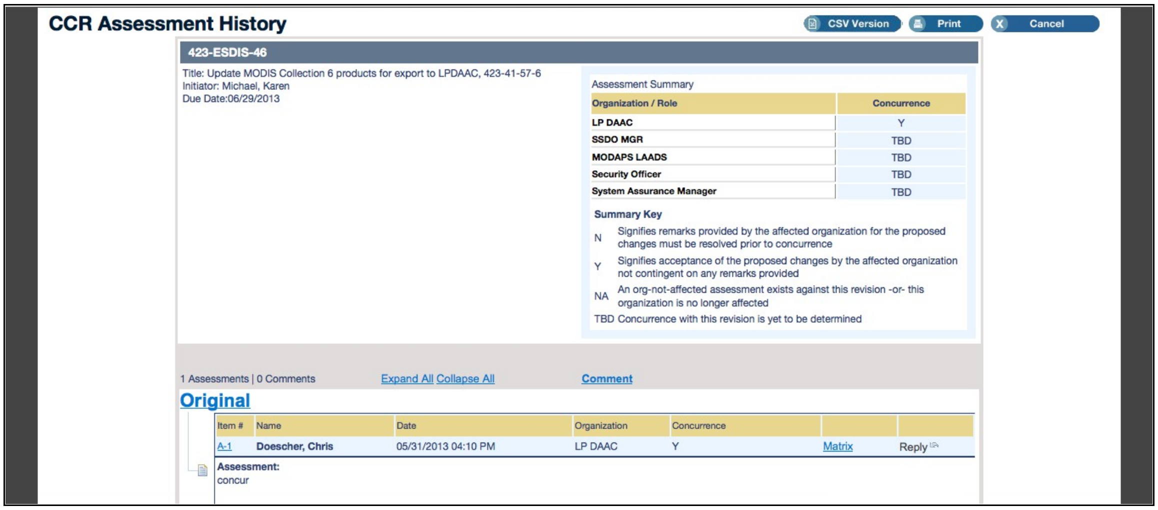

This section lists all the impacted organizations and ad-hoc assessors for this CCR. You can print this list by clicking the printer icon in the top right of this section.

## Assessment section



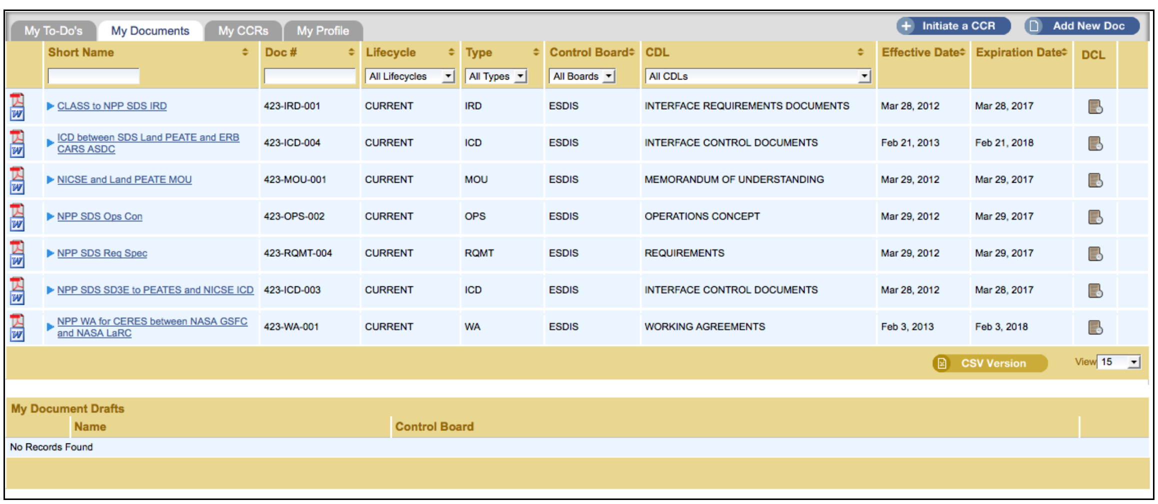

This section lists the organization or role, the date of the assessment, and whether or not the assessor concurred - as indicated by the "thumbs up" or "thumbs down" icon, respectively.

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."



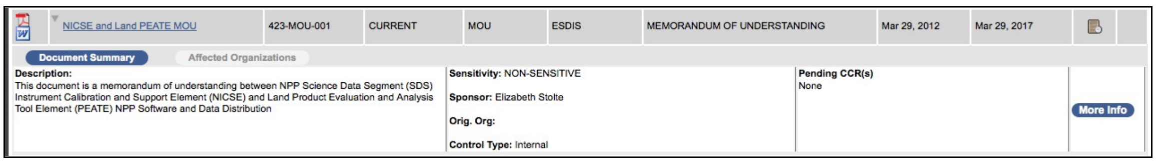

The top section of My Documents displays the documents you saved using the Add Document form, as well as documents for which you are the Document Sponsor. The bottom section, My Document Drafts, displays documents that you saved as drafts using the Add Document form. You can return to a saved draft at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

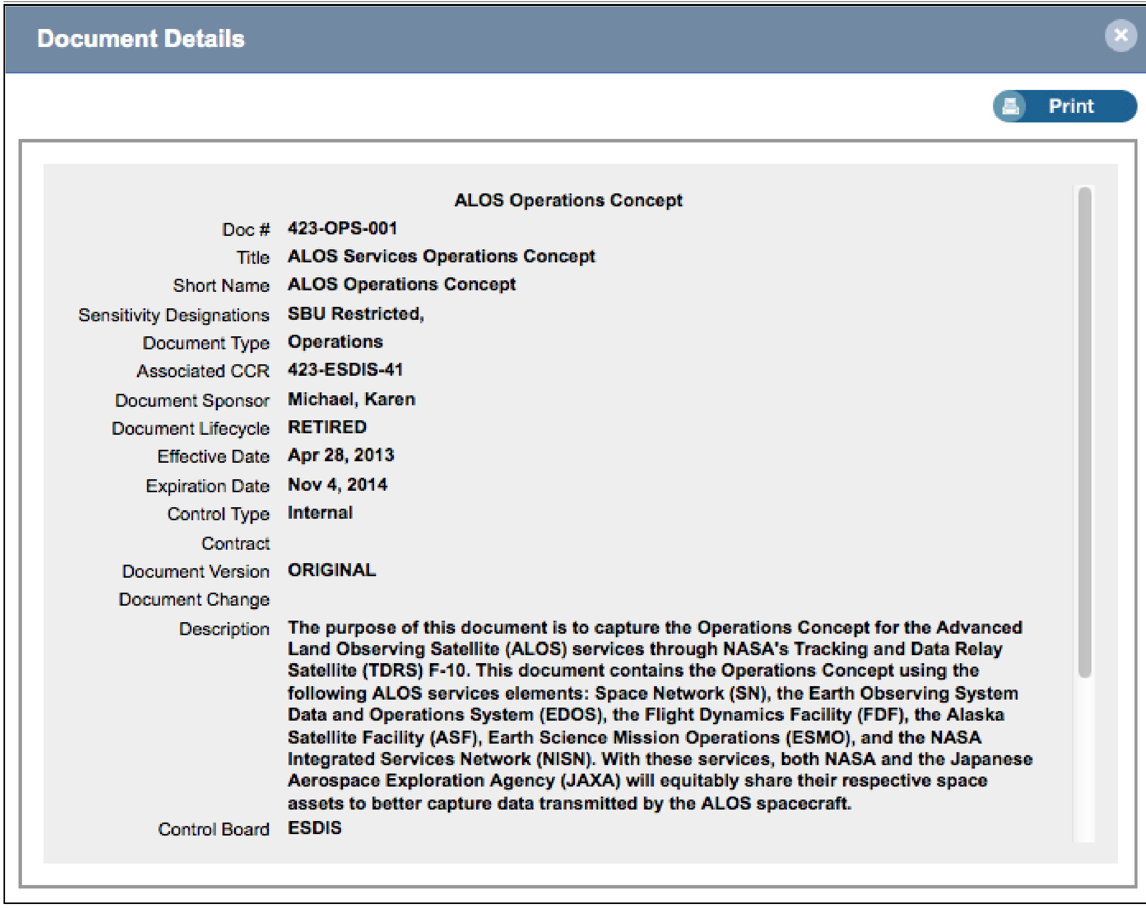
The Document Summary can be expanded underneath the row by clicking on the arrow to the left.

### 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.



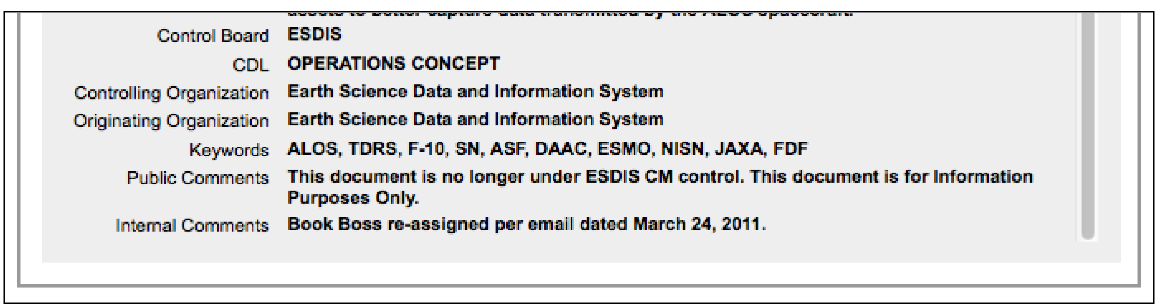
Document Details

Print

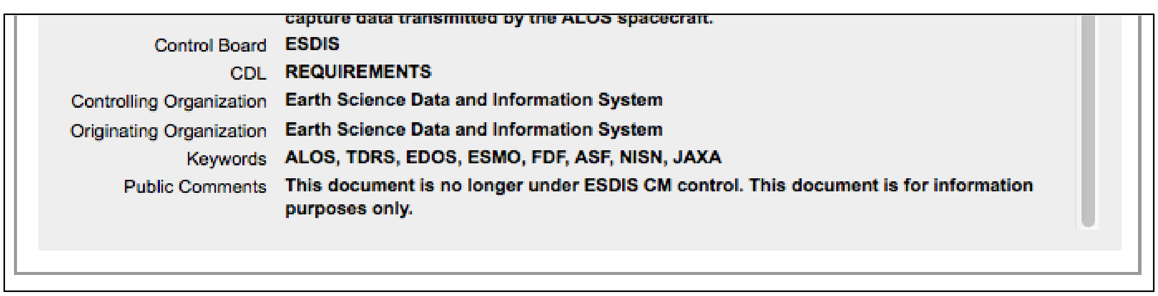
ALOS Operations Concept

| | |
|---|---|
| Doc # | 423-OPS-001 |
| Title | ALOS Services Operations Concept |
| Short Name | ALOS Operations Concept |
| Sensitivity Designations | SBU Restricted, |
| Document Type | Operations |
| Associated CCR | 423-ESDIS-41 |
| Document Sponsor | Michael, Karen |
| Document Lifecycle | RETIRED |
| Effective Date | Apr 28, 2013 |
| Expiration Date | Nov 4, 2014 |
| Control Type | Internal |
| Contract | |
| Document Version | ORIGINAL |
| Document Change | |
| Description | 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. |
| Control Board | ESDIS |

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.



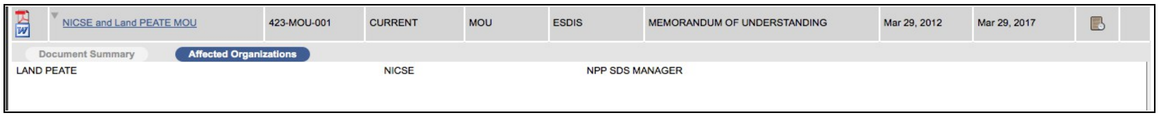
| | |
|---|---|
| Control Board | ESDIS |
| CDL | OPERATIONS CONCEPT |
| Controlling Organization | Earth Science Data and Information System |
| Originating Organization | Earth Science Data and Information System |
| Keywords | ALOS, TDRS, F-10, SN, ASF, DAAC, ESMO, NISN, JAXA, FDF |
| Public Comments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



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

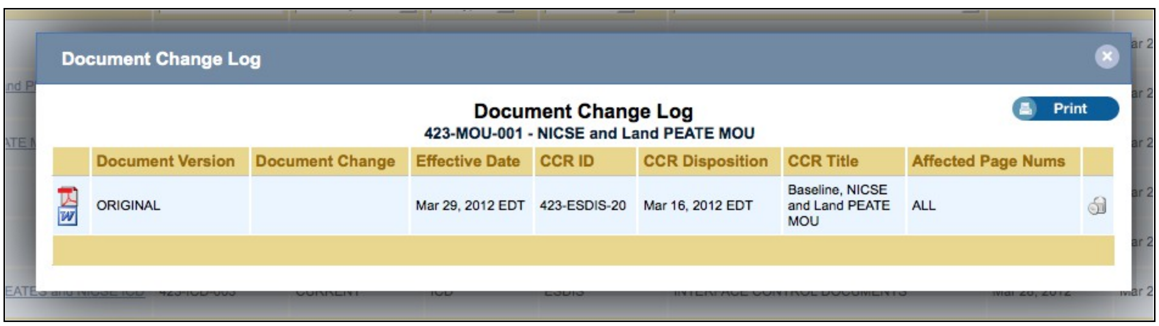
The Document Details can be printed by clicking the printer icon in the upper right corner.

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




3.1.2.2 Document Change Log

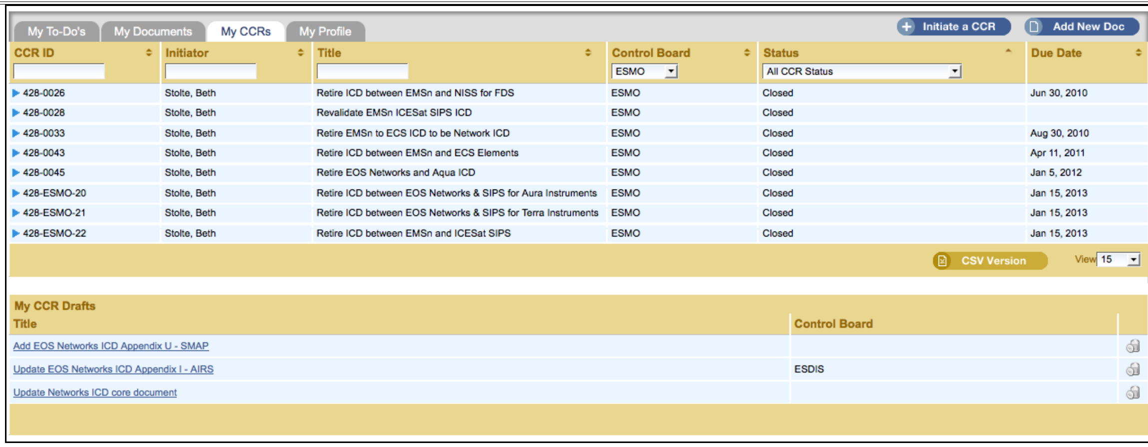
Clicking the notepad icon on the far right will open the document change log (DCL), which provides a history of edits to the document as well as previous versions of the document.




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.




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.

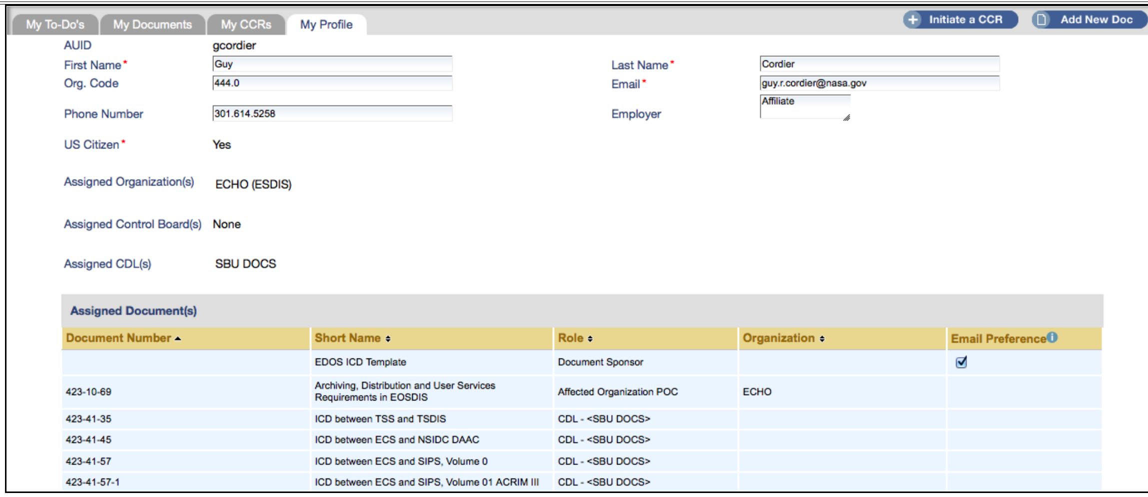
The CCRs in this tab can be filtered and sorted using the same methods as those in the My To Do's tab. See section 3.1.1 for more information.

### 3.1.4 My Profile

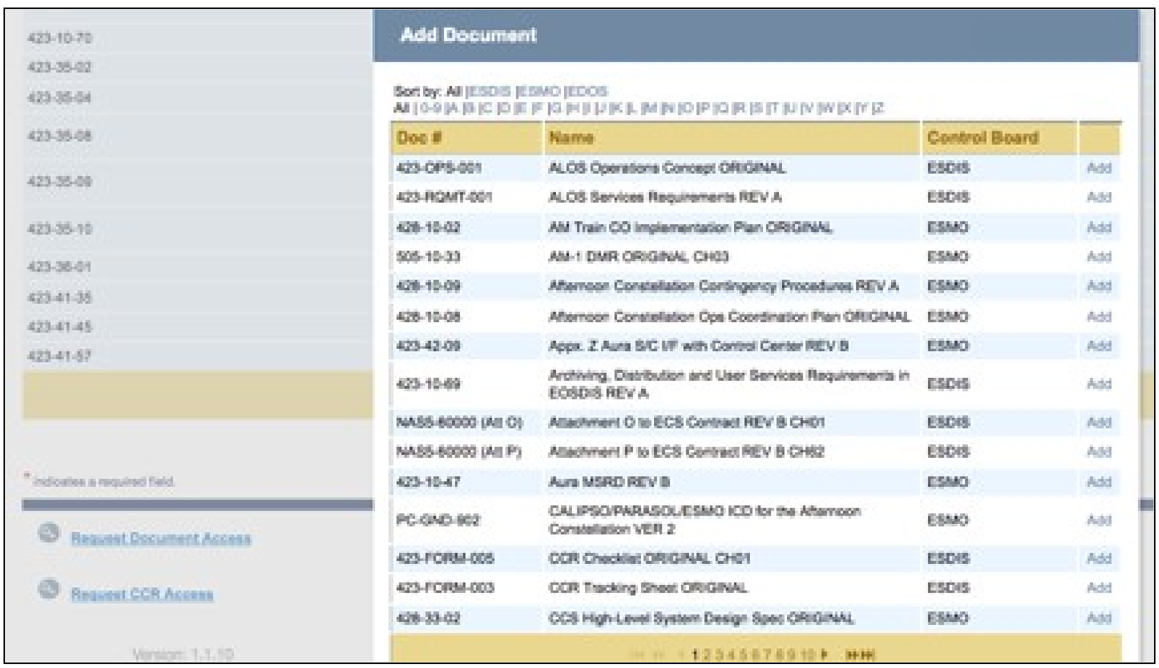
The My Profile tab contains information about the user and his/her role in COMET. From this tab you may update your first and last name, company, email address, code and phone number. The other information is not editable by the user and may only be changed by a CMO/Alt CMO.

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.




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.

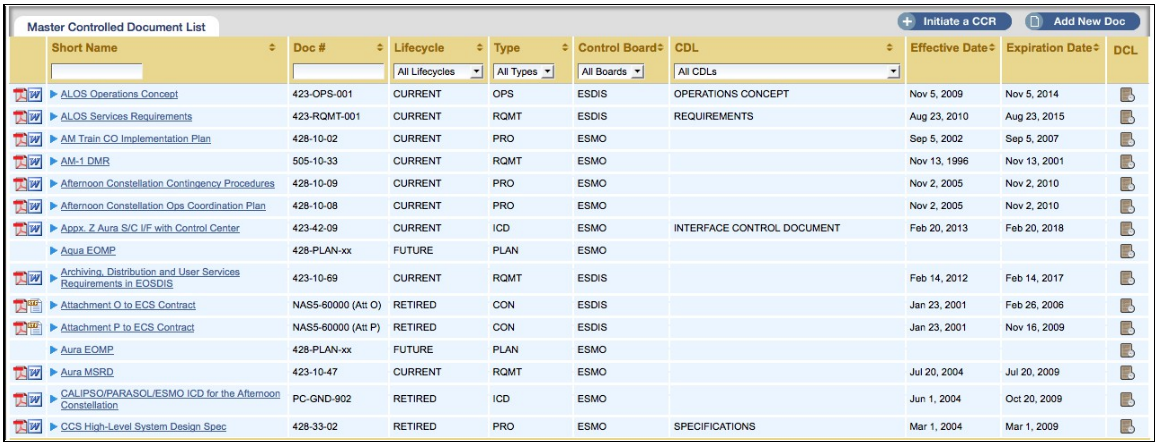



## 3.2 Document Directory

To some degree, the <u>Document Directory</u> tab setup resembles the <u>My Documents</u> 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.


Master Controlled Document List

Initiate a CCR | Add New Doc

| Short Name | Doc # | Lifecycle | Type | Control Board | CDL | Effective Date | Expiration Date | DCL |
|---|---|---|---|---|---|---|---|---|
| | | All Lifecycles | All Types | All Boards | All CDLs | | | |
| 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, 1996 | 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 | |
| Appx. 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 EOSDIS | 423-10-69 | CURRENT | RQMT | ESDIS | | Feb 14, 2012 | Feb 14, 2017 | |
| Attachment O to ECS Contract | NAS5-60000 (Att O) | RETIRED | CON | ESDIS | | Jan 23, 2001 | Feb 26, 2006 | |
| Attachment P to ECS Contract | NAS5-60000 (Att P) | RETIRED | CON | ESDIS | | Jan 23, 2001 | Nov 16, 2009 | |
| Aura EOMP | 428-PLAN-xx | FUTURE | PLAN | ESMO | | | | |
| Aura MSRD | 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 | |

<u>All users</u> can see the metadata for <u>all documents</u> 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

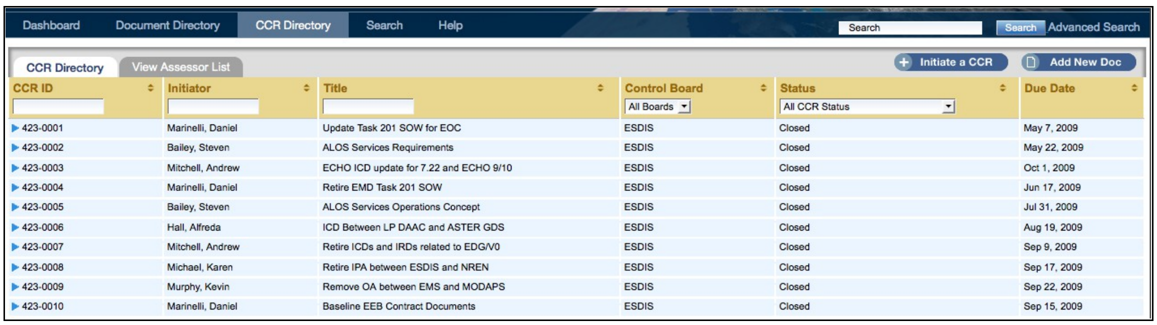
The CCR directory has two tabs:

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 |

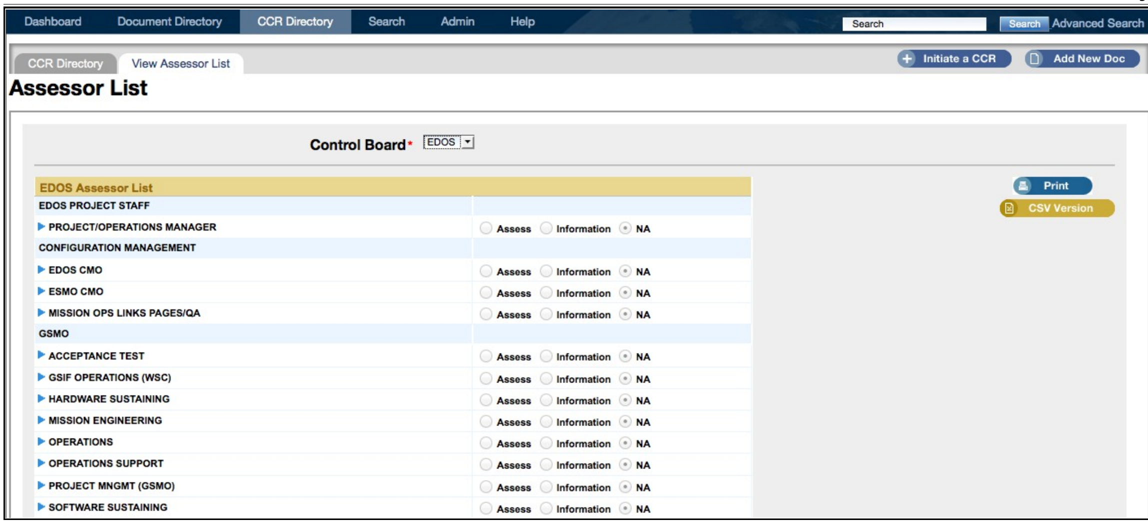
You can also sort the CCRs in this tab by CCR ID, Initiator, Title, Control Board, Status, and Due Date. In addition, there are context search fields at the top of the list, which permit filtering by the first few characters of the CCR ID, Initiator, and Title. You do not have the ability to execute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

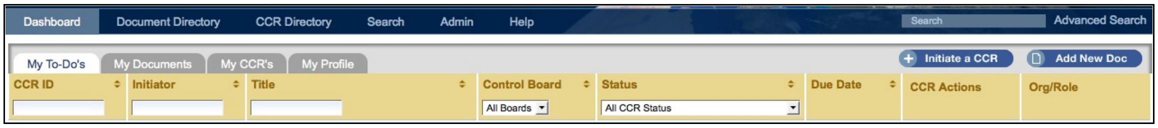
### 3.3.2 View Assessors List

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.


Dashboard
Document Directory
CCR Directory
Search
Admin
Help
Search
Search
Advanced Search
CCR Directory
View Assessor List
Initiate a CCR
Add New Doc
Assessor List
Control Board*
EDOS
EDOS Assessor List
Print
CSV Version
EDOS PROJECT STAFF
PROJECT/OPERATIONS MANAGER
CONFIGURATION MANAGEMENT
EDOS CMO
ESMO CMO
MISSION OPS LINKS PAGES/QA
GSMO
ACCEPTANCE TEST
GSIF OPERATIONS (WSC)
HARDWARE SUSTAINING
MISSION ENGINEERING
OPERATIONS
OPERATIONS SUPPORT
PROJECT MNGMT (GSMO)
SOFTWARE SUSTAINING
Assess
Information
NA

# 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.

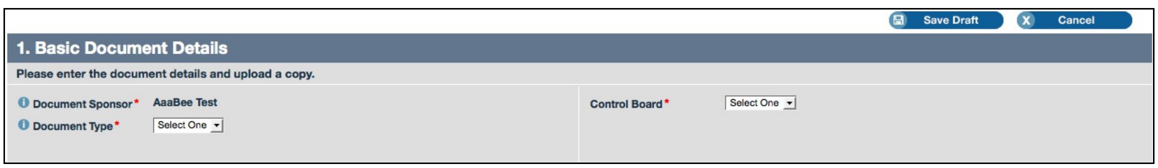
For the general user, there are five sections in this form:
Basic Document Details
Title, Scope and Sensitivity
Contracts, Organizations, Signers
Keywords and Comments
Upload Document

## 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.

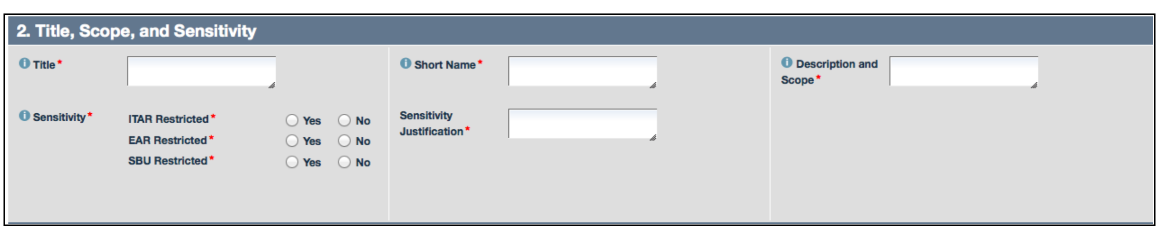
You must complete all fields in this section to save the document.




## 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.

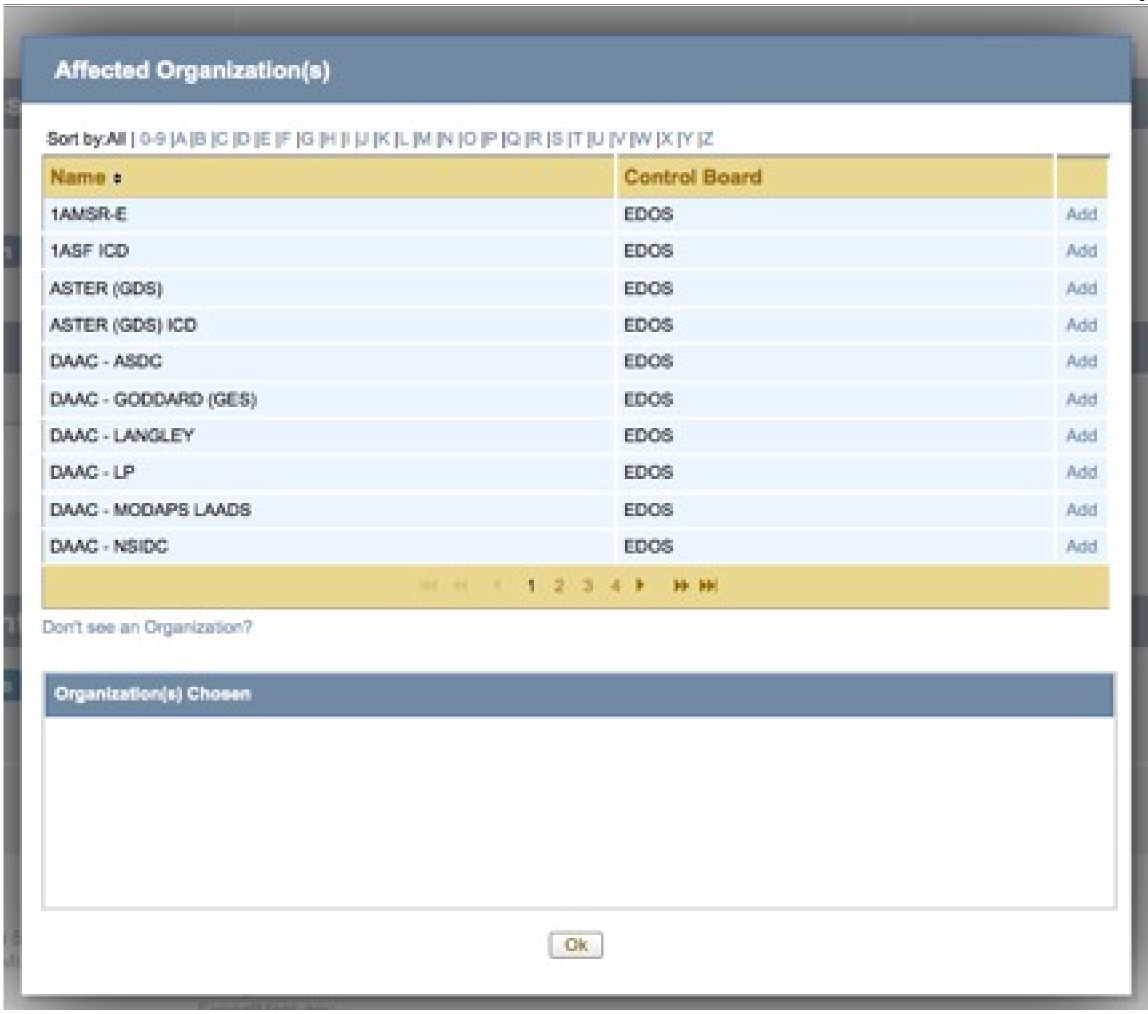


### 4.3 Contracts, Organizations and Signers

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.


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

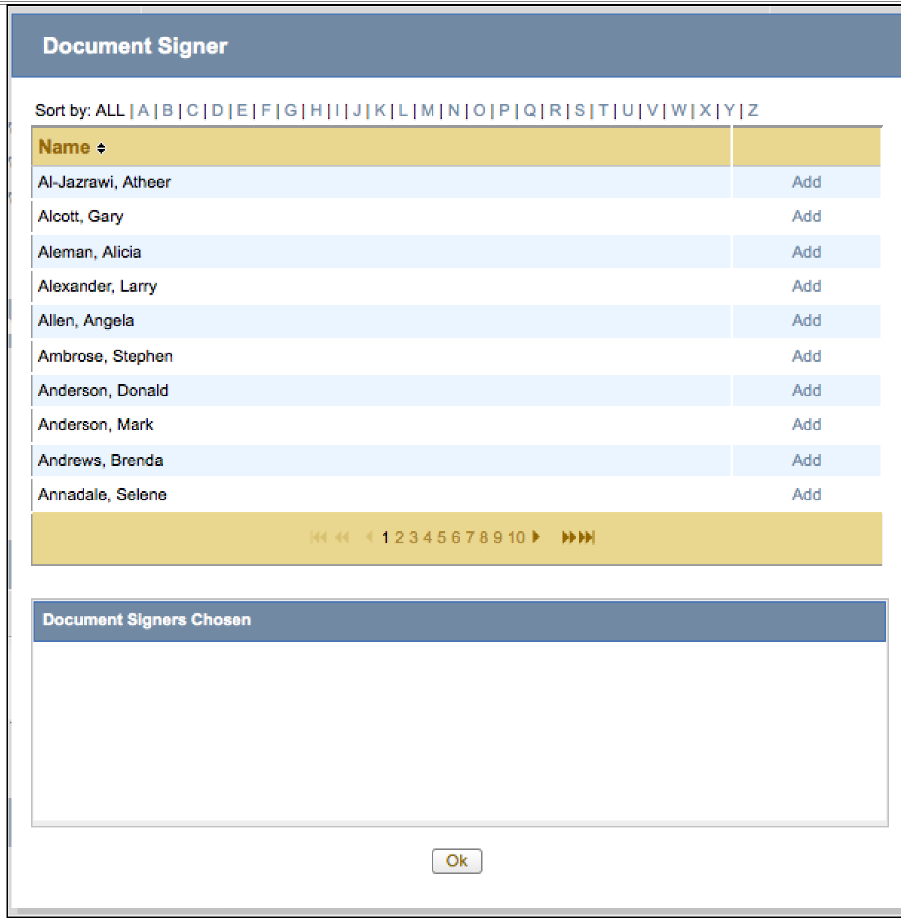
You can select organizations affected by this document by clicking "Add Organization." A window will appear that lists all the organizations in the Control Board that you selected in section 1- Basic Document Details. If you did not select a Control Board, a red warning appears, asking you to select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



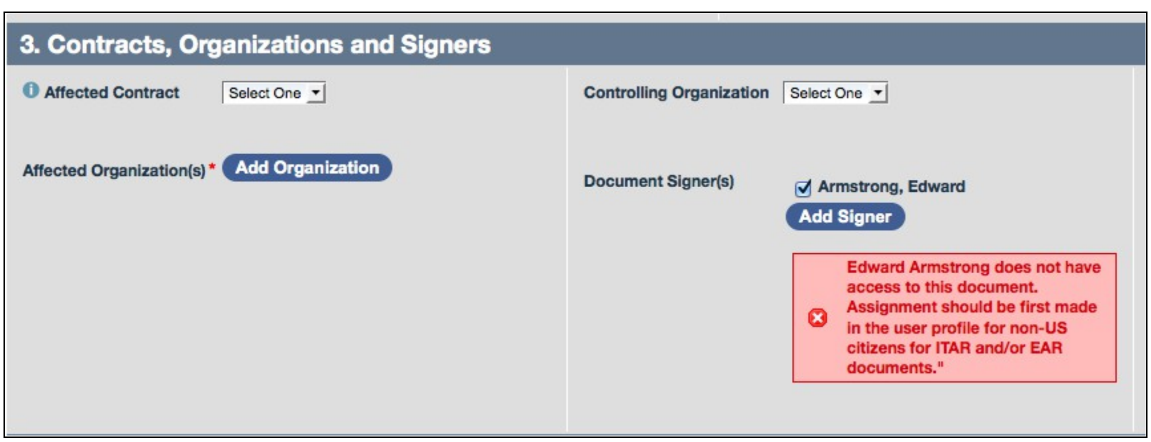

The list shows all organizations in that Board. You can filter organizations by first character (letter or number) by clicking that link at the top of the window.

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.


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.



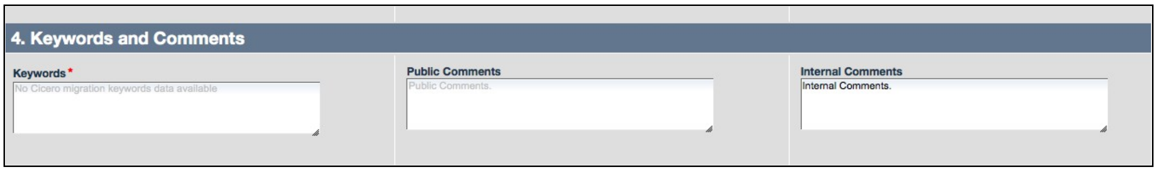

If the user selected is not a US Citizen and the document has a sensitivity of EAR Restricted and/or ITAR Restricted, a red warning message appears stating the user cannot be selected as a document signer unless the user has been assigned the document manually by the CMO. The form will not be able to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



### 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.

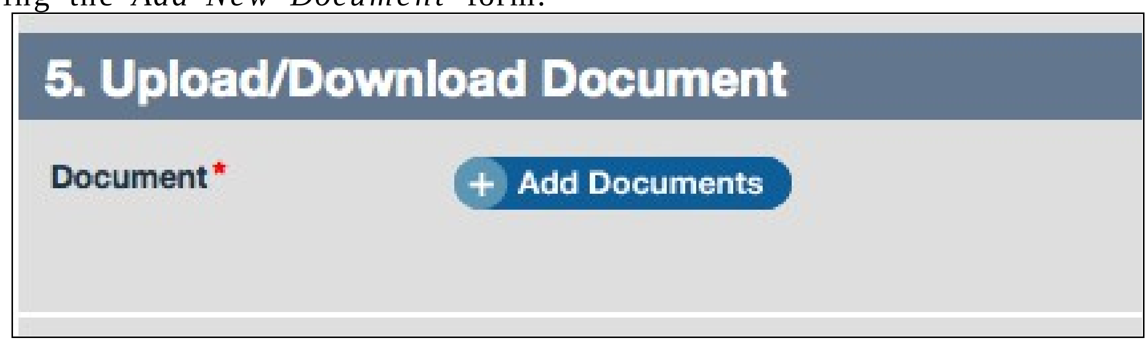
Completion of the Public comments and Internal Comments field is not required to save the document.




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.

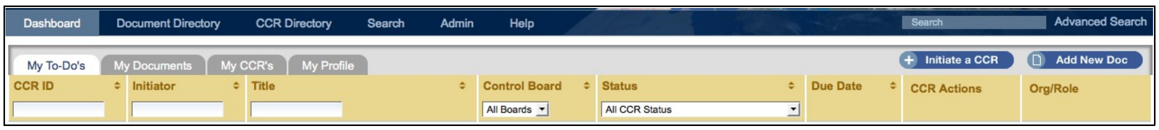



Click the “Add” button to bring up a window that allows you to select the document from your hard drive. Once you select the document, it appears as a link. The name of the file matches whatever you entered in the Short Name field in section 2 of the document form.

# 5 THE CCR FORM

## 5.1 Initiating a CCR

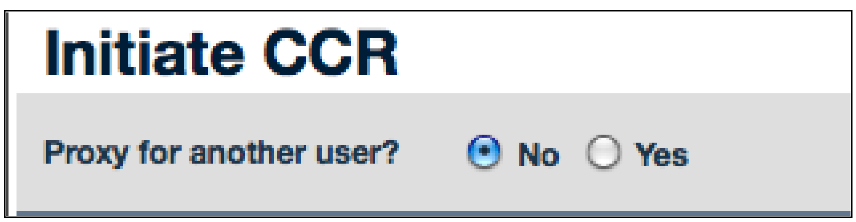
As described earlier, upon logging into COMET, you arrive at the Dashboard. Two buttons, "Initiate a CCR" and "Add New Doc," appear on the far right on all Dashboard subtabs.



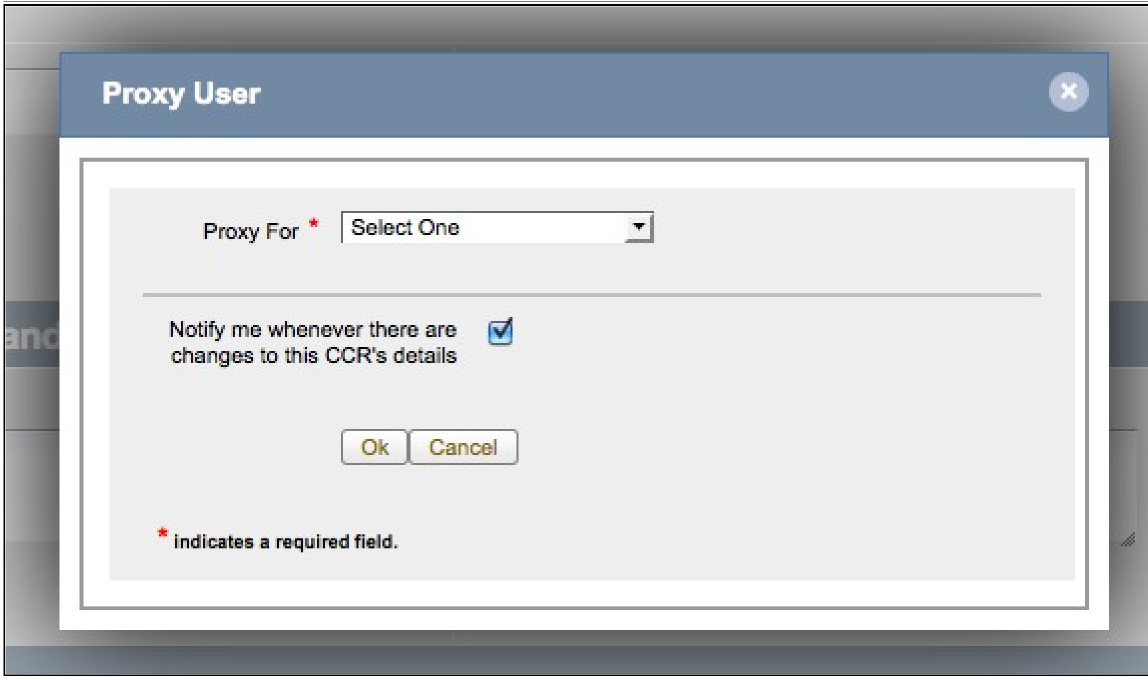

Use the Initiate CCR form to submit a change to **an existing controlled document** contained within the MCDL. If this is a brand new document not already in the MCDL, you must first add the document using the *Add New Document* form. If you are not sure which form to start with, contact your CMO.

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.




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

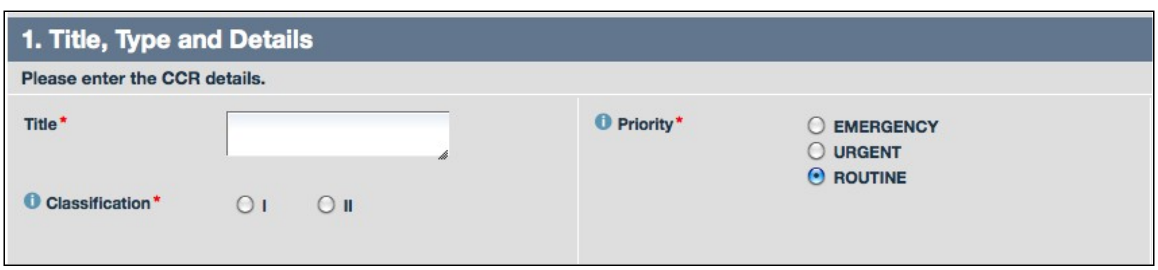
CCR #, indicating that the CCR process has begun. You cannot edit the CCR once it's initiated.

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

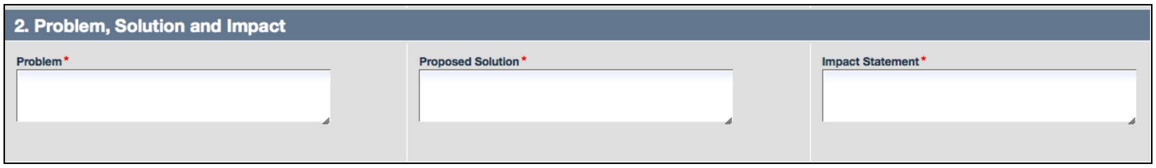



This section contains basic information about the CCR's Title, Classification, and Priority. The information icon next to the Classification and Priority fields provides additional information about those fields. The Priority field, which defaults to *Routine*, determines the completion date of the CCR. 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.

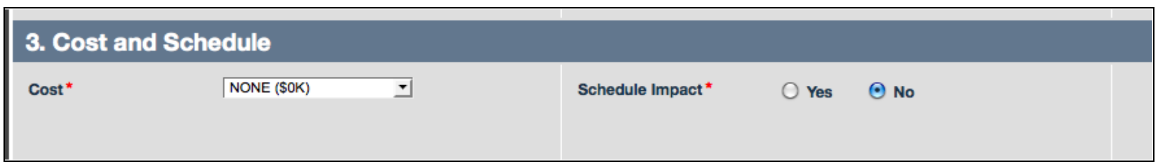
### 5.1.2 Problem, Solution and Impact

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.

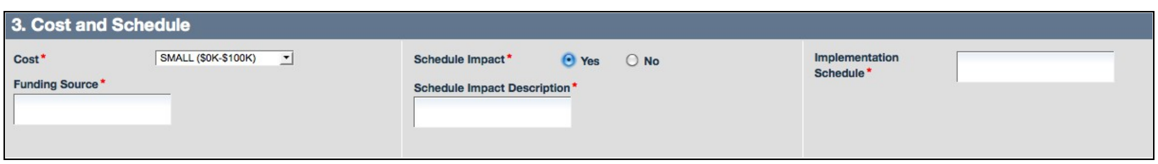



### 5.1.3 Cost and Schedule

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

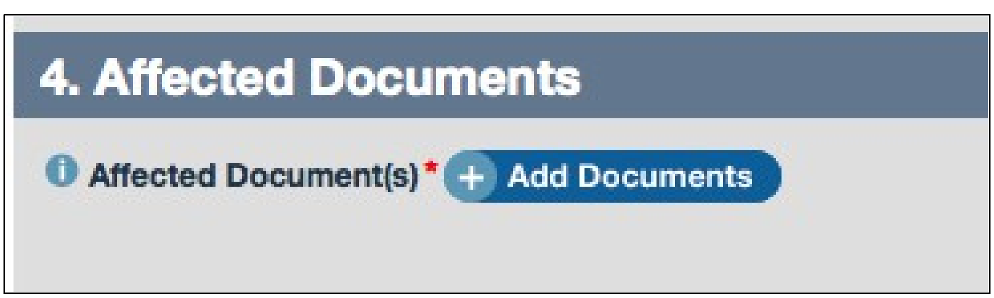



If you select a Cost of *None*, you do not need to provide any additional information. However, if you select a Cost other than *None*, a new required field appears below it called Funding Source.
For the field Schedule Impact, if you select *No*, you do not need to provide any additional information. However, if you select *Yes* for Schedule Impact, two new required fields appear below it to describe the schedule impact and implementation schedule.



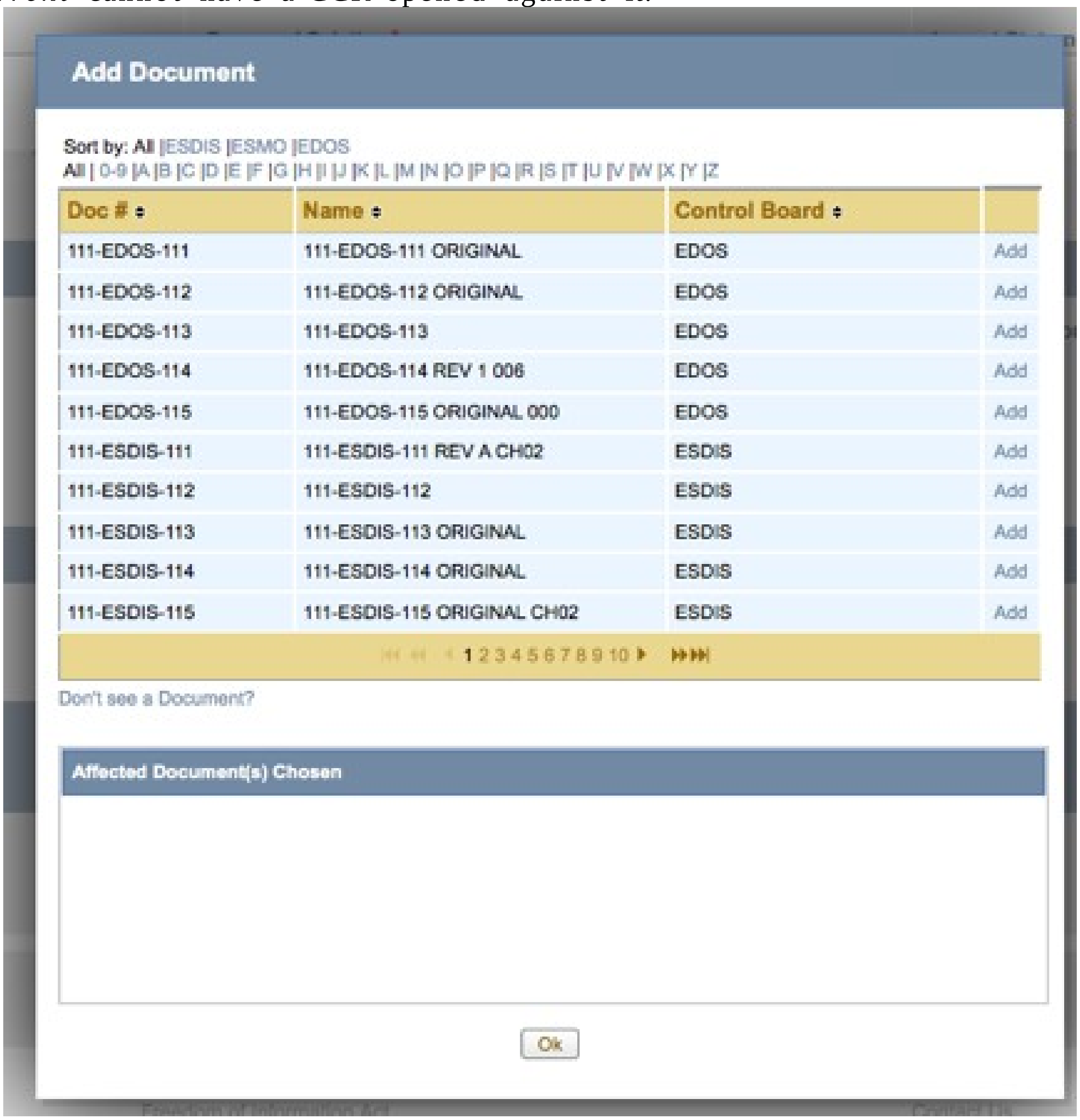

You must complete all fields in this section to initiate the CCR.

### 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 <u>My Documents</u> 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 <u>Affected Document(s) Chosen</u>, 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.

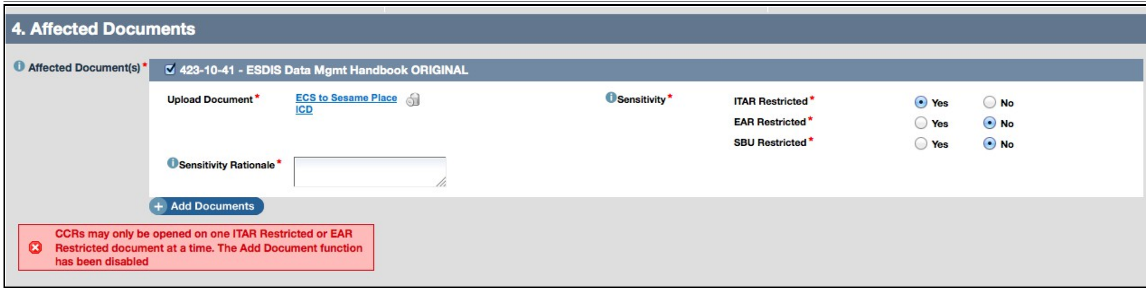
After clicking "Ok," the selected document(s) will appear as shown below.


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 <u>My Documents</u> 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 2nd document to a CCR that already has an ITAR or EAR Restricted document as the 1st document or when attempting to add a 2nd document to a CCR that is an ITAR or EAR Restricted document.




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 2nd 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.

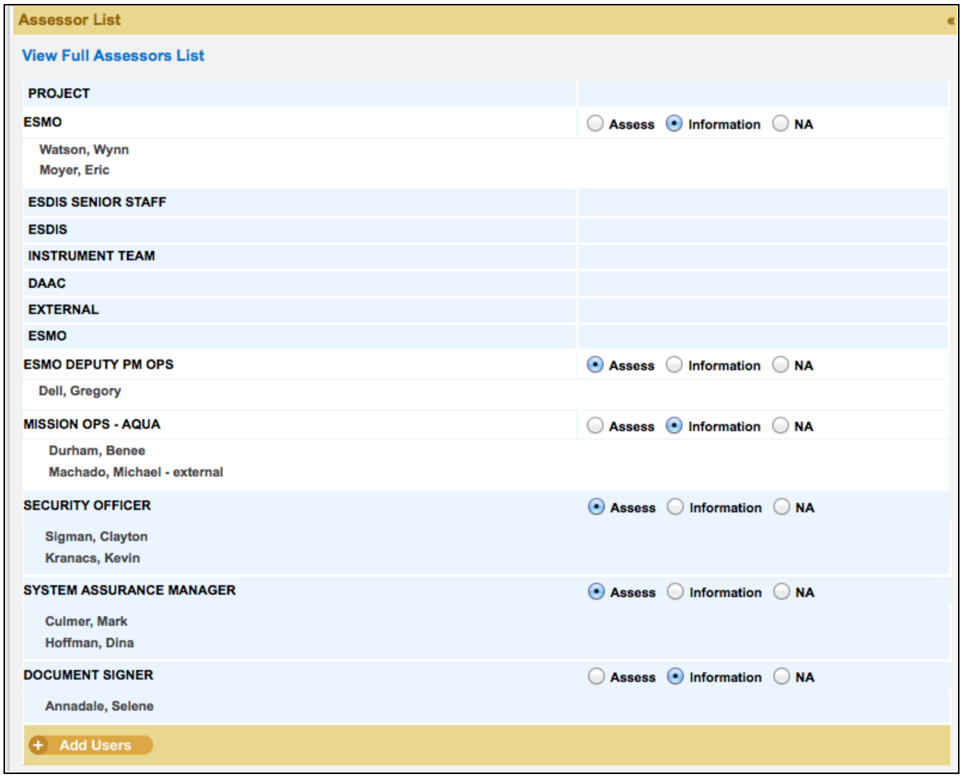
5.1.5 Assessor List

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.



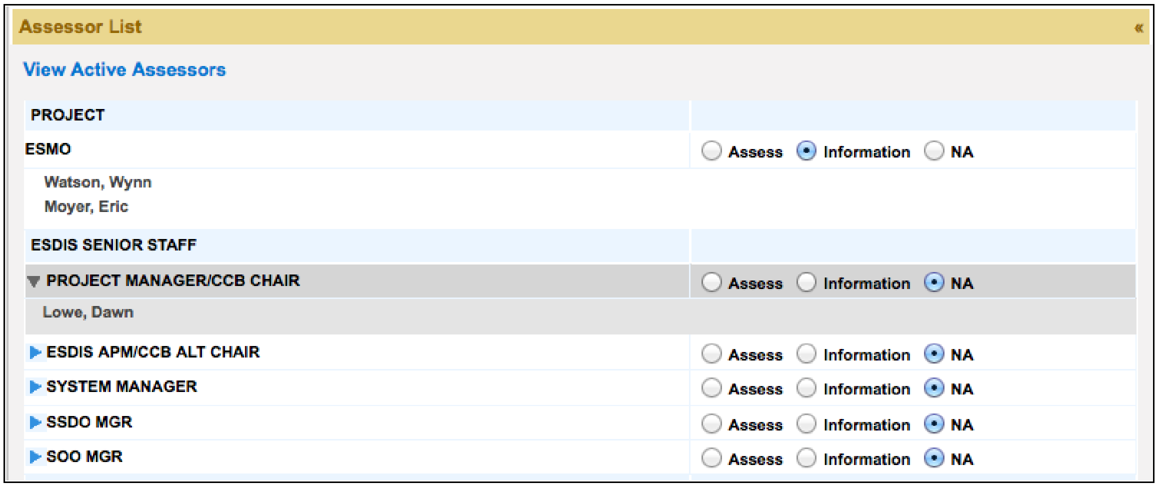

Clicking "View Full Assessors List" will show all the organizations in that Control Board similar to the View Assessor List subtab in the CCR Directory. The assessment requirement for each organization can be updated by selecting "Assess", "Info" or "NA" and clicking the "Update" button at the bottom 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.

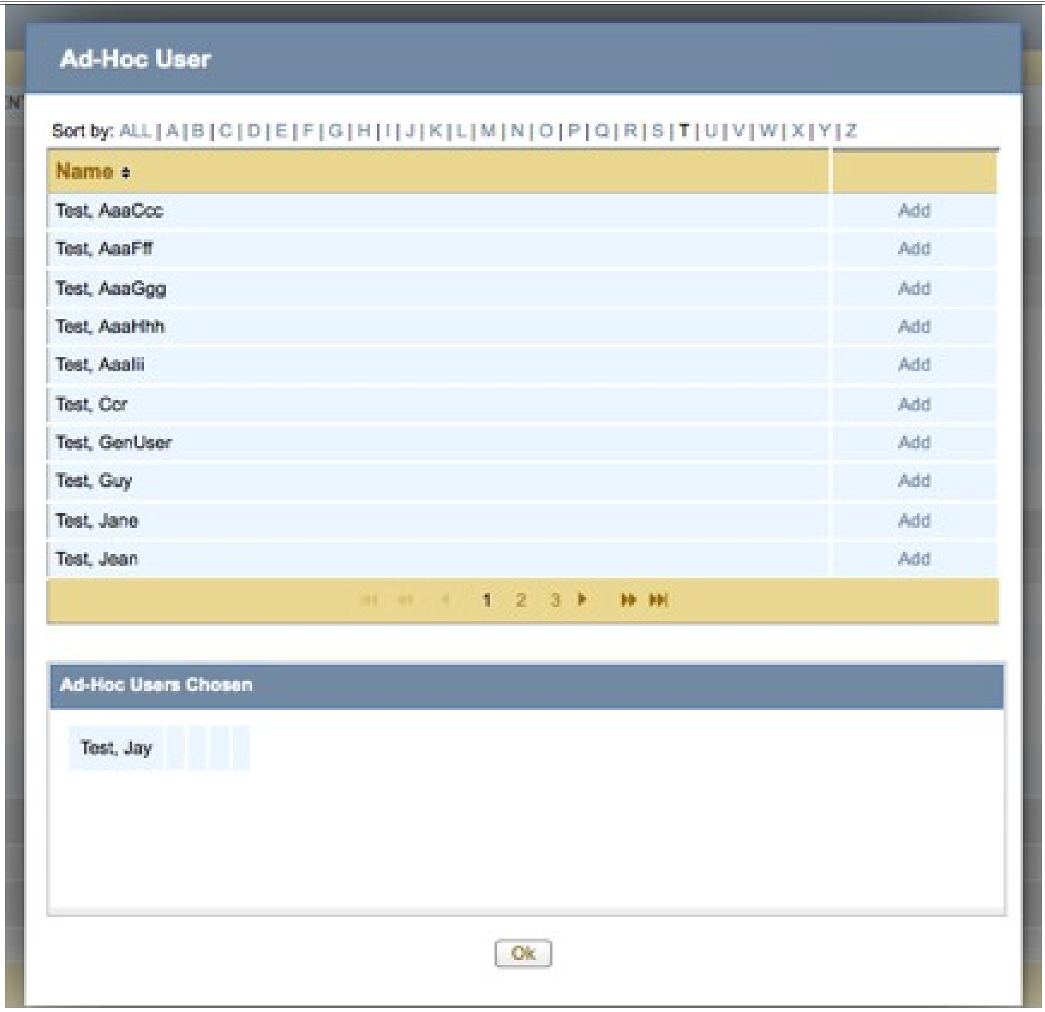
If a user does not have a COMET account, they will have the word "-external" next to their name. This indicates that they do not have access to COMET and may need to be contacted outside the tool.

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

"Info".




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 ups 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.

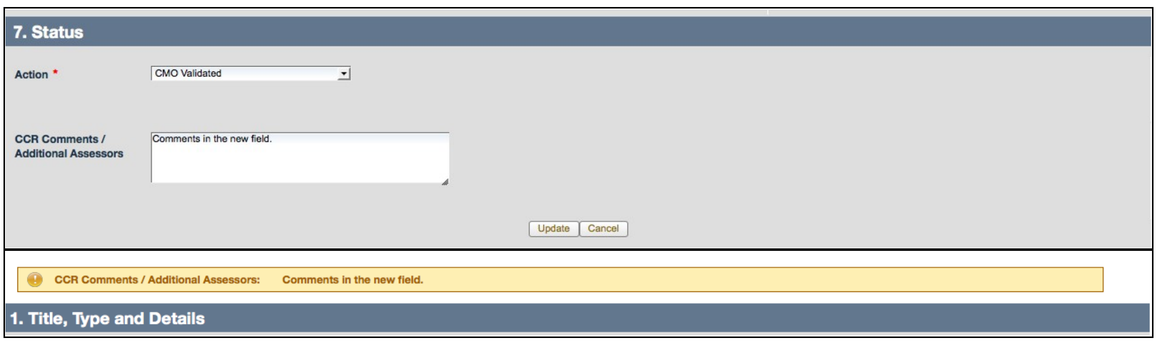
# 6 CCR PROCESS

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

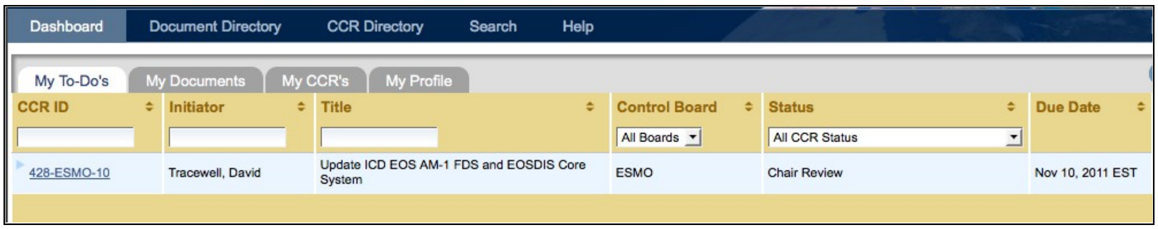
This field has many status choices that move the CCR through the process. After the appropriate user selects a status, an email will be sent to certain CCB members, users, and/or assessors depending on the action required by that status.

*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.*

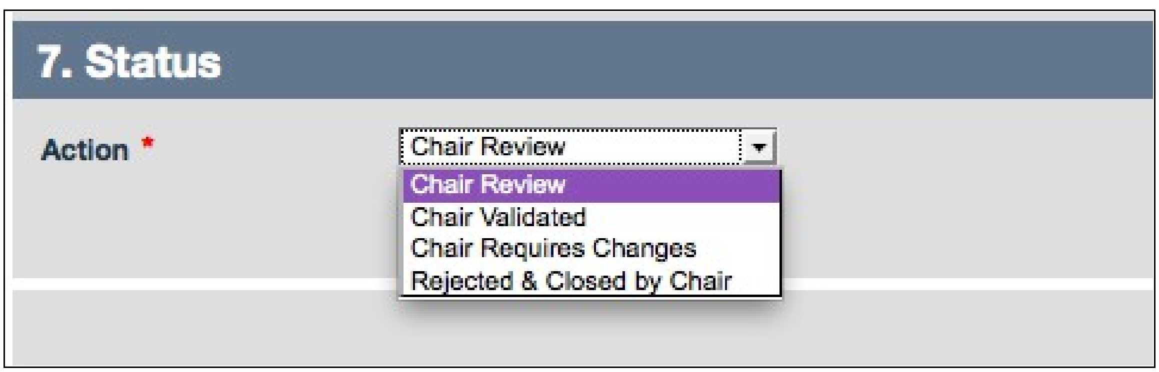
While individual statuses will not be discussed here, it's important to note that they can be grouped into several categories - **validation, assessment, disposition, and publication.**

## 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 <u>My To-Do's</u> tab with an action to **Validate.**




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 <u>My To-Do's</u> 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.

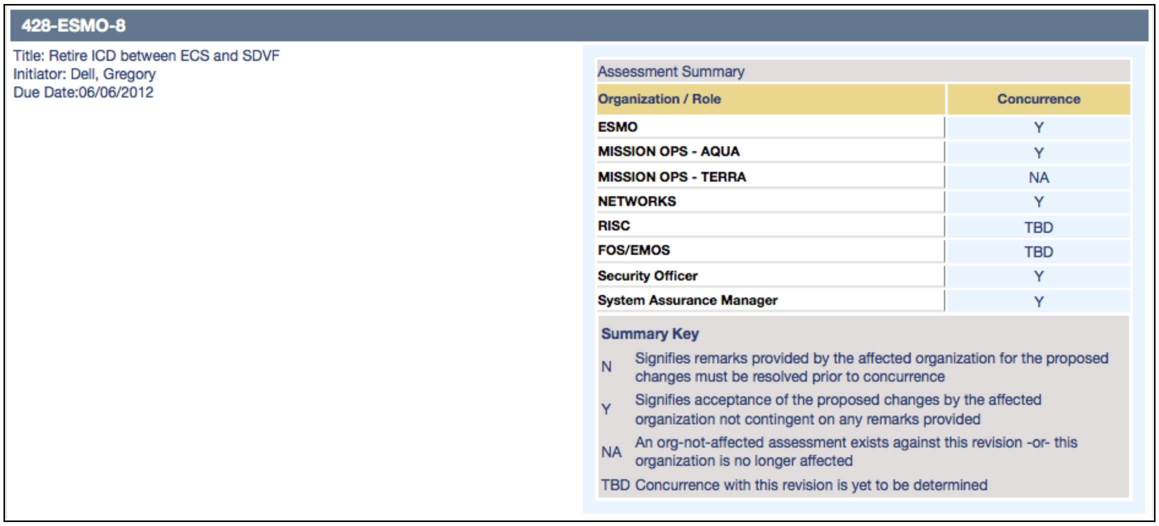
My To-Do's | My Documents | My CCRs | My Profile | Initiate a CCR

| CCR ID | Initiator | Title | Control Board | Status | Due Date | CCR Actions |
|---|---|---|---|---|---|---|
| | | | All Boards | All CCR Status | | |
| 428-EDOS-3 | Masino, Jay | Revision to the ICD between EDOS and the Near Earth Network (NEN) | EDOS | Overdue Assessments | Feb 3, 2012 | Assess |
| 428-EDOS-4 | Masino, Jay | Rev 4 Update to EDOS-TGT ICD | EDOS | Overdue Assessments | Feb 24, 2012 | Assess |
| 428-EDOS-17 | Mclemore, Bruce | Baseline ICD between EDOS and DRL for NPP | EDOS | Assessments Under Review | Aug 22, 2012 | Assess |
| 423-ESDIS-34 | Wasek, Janet | Updating ESDIS DM Handbook 423-10-41 | ESDIS | Overdue Assessments | Oct 25, 2012 | Assess |
| 428-ESMO-10(R1) | Wood, Terri | Update EDOS-EGS ICD to Remove ERPS | ESMO | Overdue Assessments | May 15, 2013 | Assess |
| 423-ESDIS-42 | Stolte, Beth | Change and fix ECHO Appndx to Networks ICD, 423-ICD-002 | ESDIS | Overdue Assessments | May 23, 2013 | Assess |
| 428-ESMO-27 | Wood, Terri | Retire ICD Between ESMO and NIVR | ESMO | Overdue Assessments | May 28, 2013 | Assess |
| 423-ESDIS-44 | Ho, Evelyn | Revise S-NPP VCST and Land PEATE MOU | ESDIS | Overdue Assessments | Jun 12, 2013 | Assess |
| 423-ESDIS-45 | Michael, Karen | Retire the ICD between ECS and LaRC DAAC, 505-41-39 | ESDIS | Released for Assessment | Jun 26, 2013 | Assess |
| 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 | Assess |
| 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 | Assess |
| 423-ESDIS-48 | Michael, Karen | Update Secure Copy of Delivery notices in the ECS, 423-41-57 | ESDIS | Released for Assessment | Jul 13, 2013 | Assess |
| 423-ESDIS-47 | Michael, Karen | Retire the EWOC ICD, 423-45-01 | ESDIS | Released for Assessment | Jul 13, 2013 | Assess |

CSV Versi

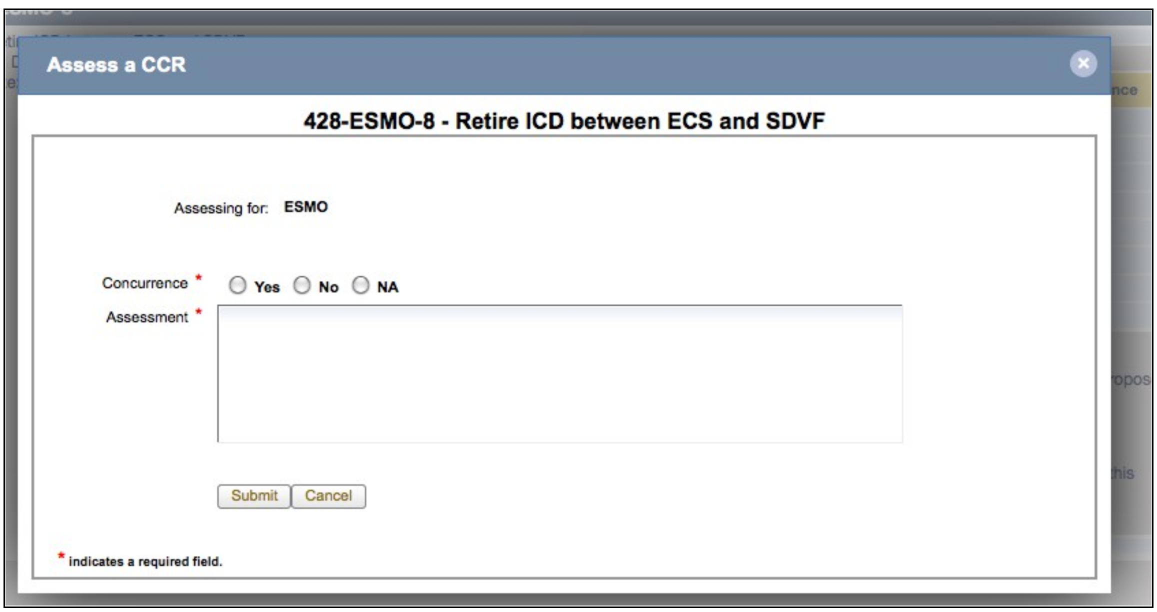
To review the changes to the document associated with the CCR, click the "more info" link on the CCR summary slider to the right. This will bring you to the CCB Configuration Request page. The document can be downloaded from here. See the My To Do's section for more information about this page.

To assess the CCR, click the "**<u>Assess</u>**" link on the line containing the correct CCR.
This brings up the Assessment History Page.




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 <u>Assess a CCR</u> window.

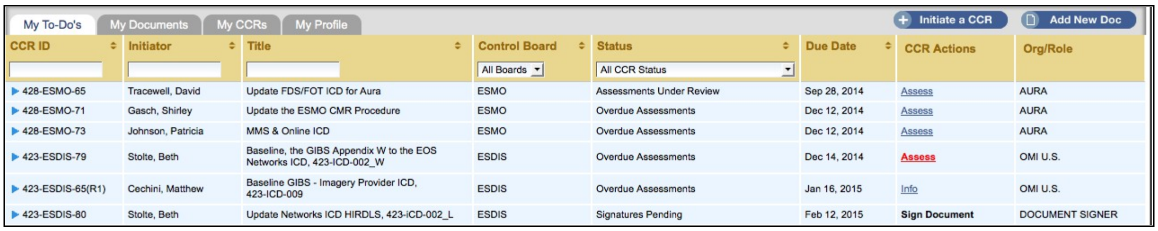


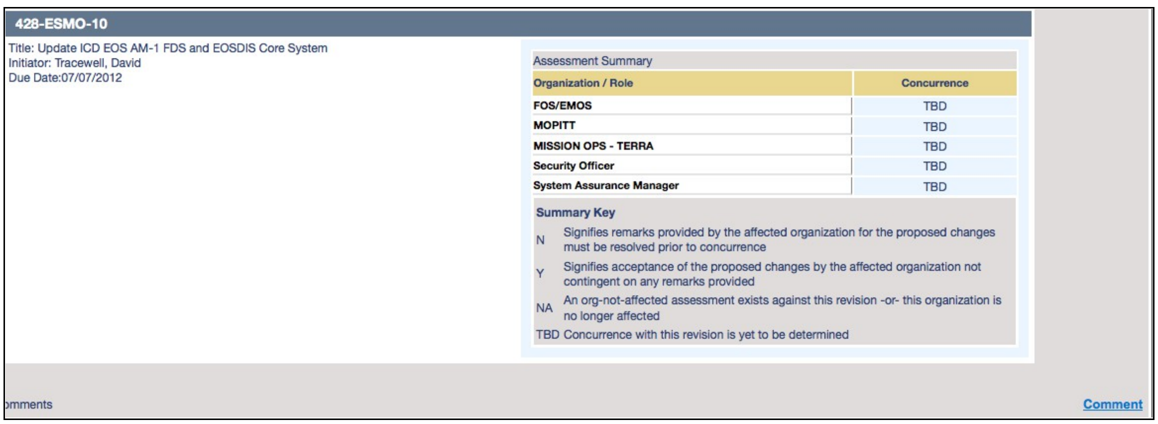

The role or organization, for which you are assessing, is listed on the form. If you have both a control board role and organization relationship to the

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.

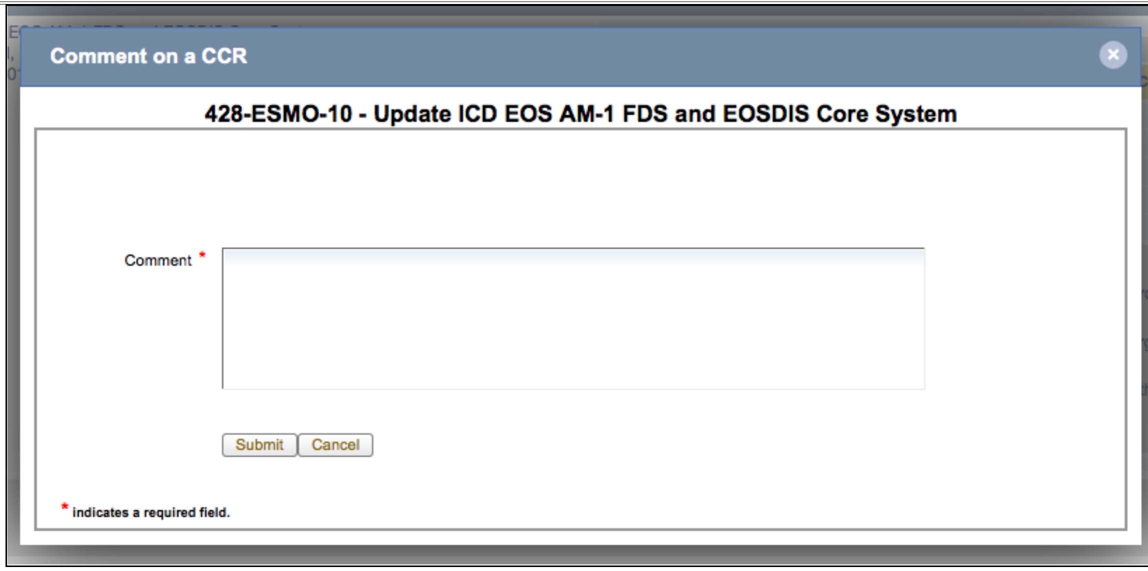
You must indicate whether or not you *concur* and make a comment in the Assessment field. Then click the "Submit" button.

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.



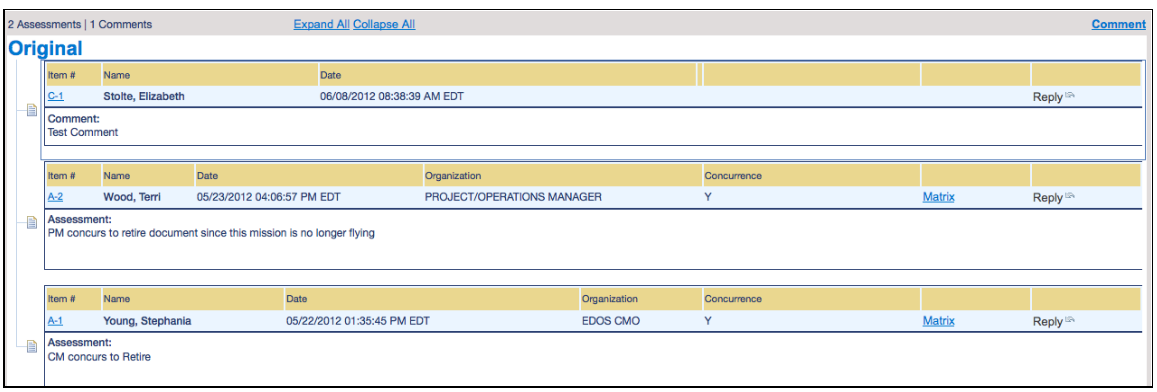




Clicking the "Comment" link, will open the Comment on a CCR window box.



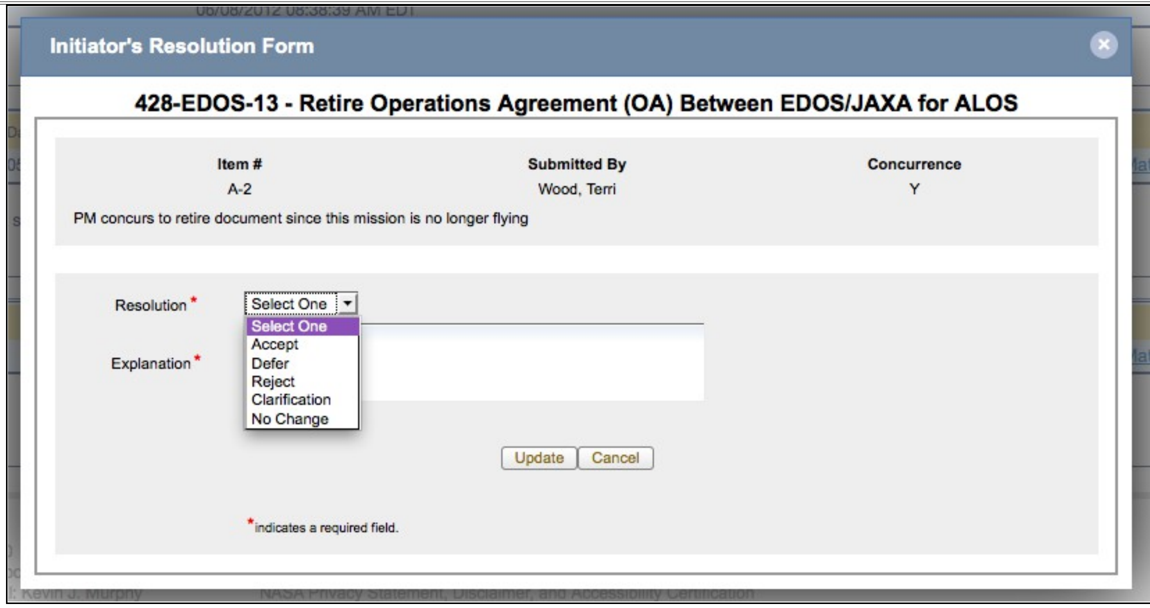

When you fill in the Comment field and click the "Submit" button, your comment will be recorded.

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




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

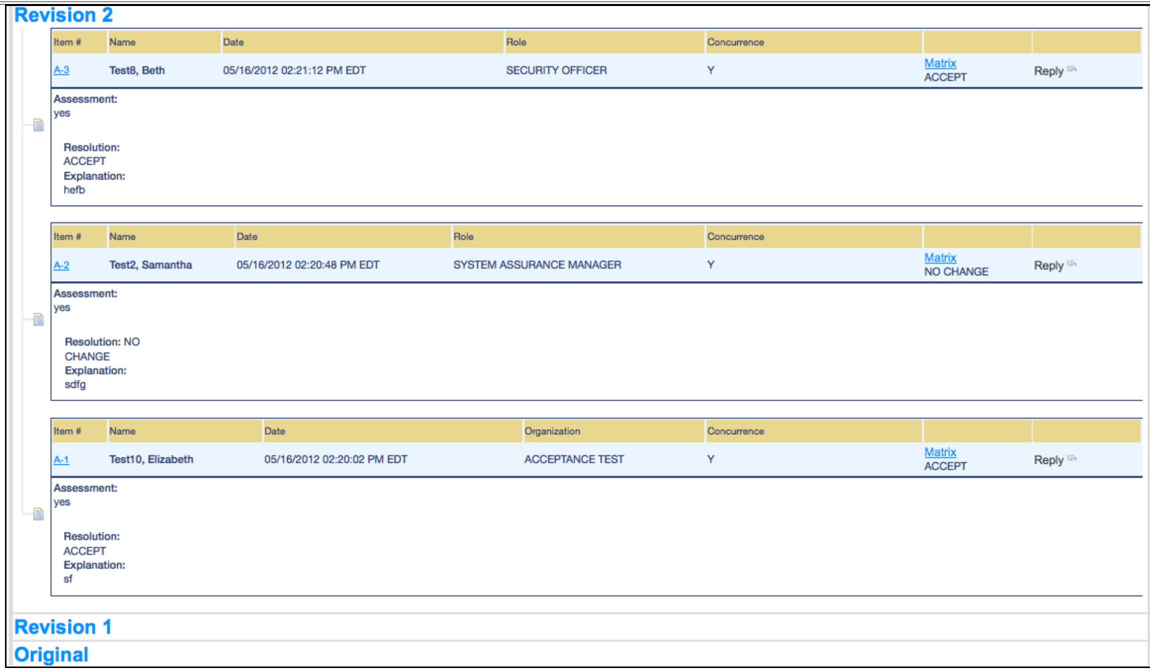
Each assessment must be resolved by the initiator (or CMO). This is accomplished by clicking the blue "Matrix" link in the upper right, bringing up the Resolution form.




The 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..).

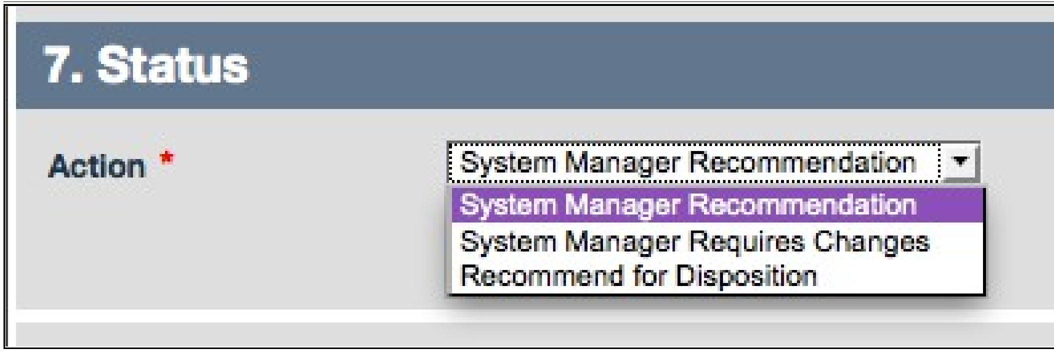



## 6.4 Disposition

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.

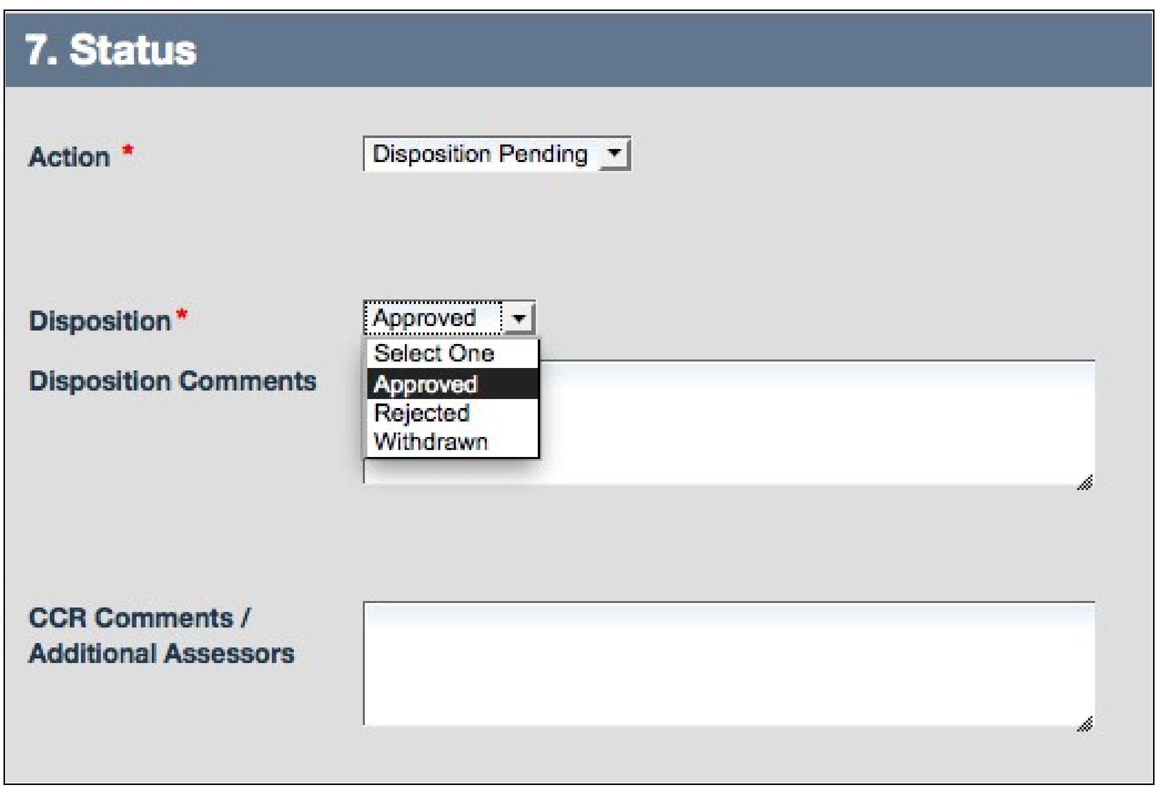
The CMO completes the first round of disposition review and downloads the Assessments Matrix to compare any proposed changes with the final redline with updates from the assessments. When the CMO is satisfied that all assessments have been implemented the CMO will select Systems Manager Recommendation 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* .




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 dispositions 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.



### 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.

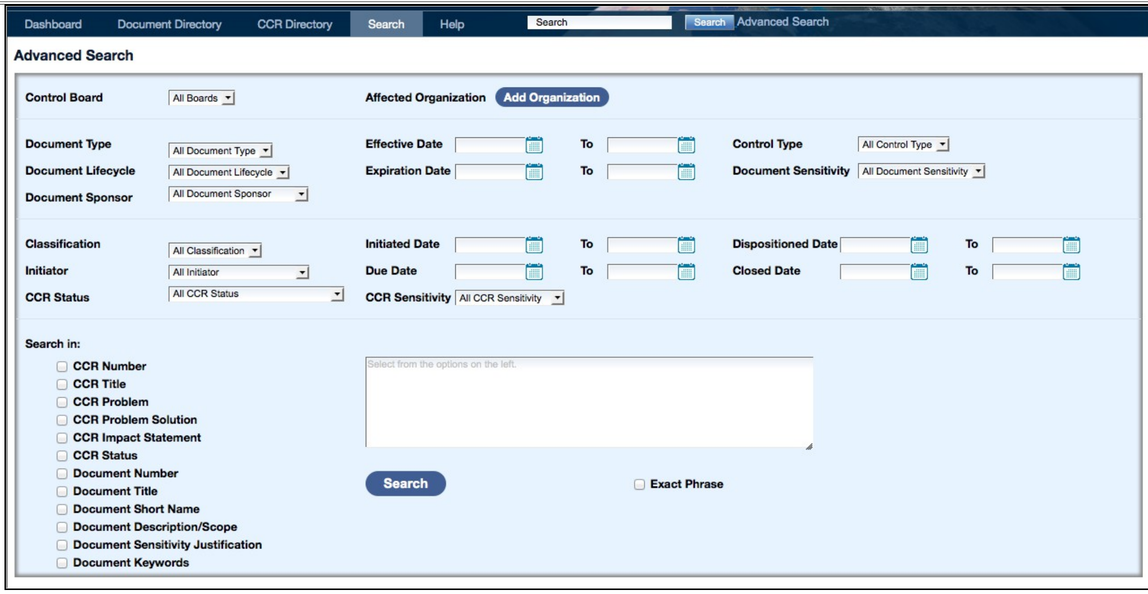
When the CCR is at the status *Signatures Pending*, the Document Signer(s) will receive an email and the CCR will appear on their <u>My To Do's</u> with the action of Sign Document. This is done outside COMET and appears in the tool for information purposes.

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 <u>CCR Directory</u> and Initiator's <u>My CCRs</u> 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.




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

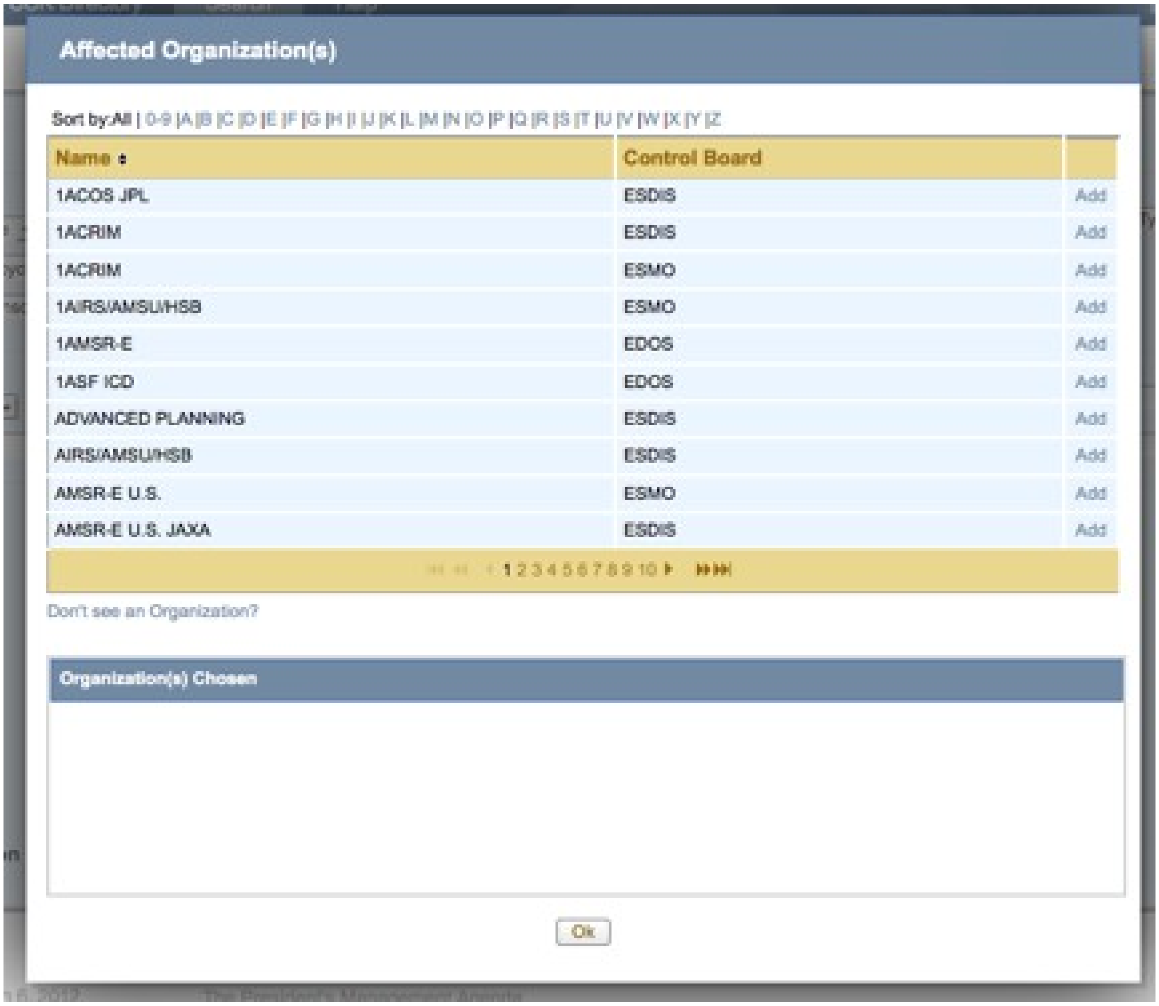
For CCRs, the metadata fields that are searched include:

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*.

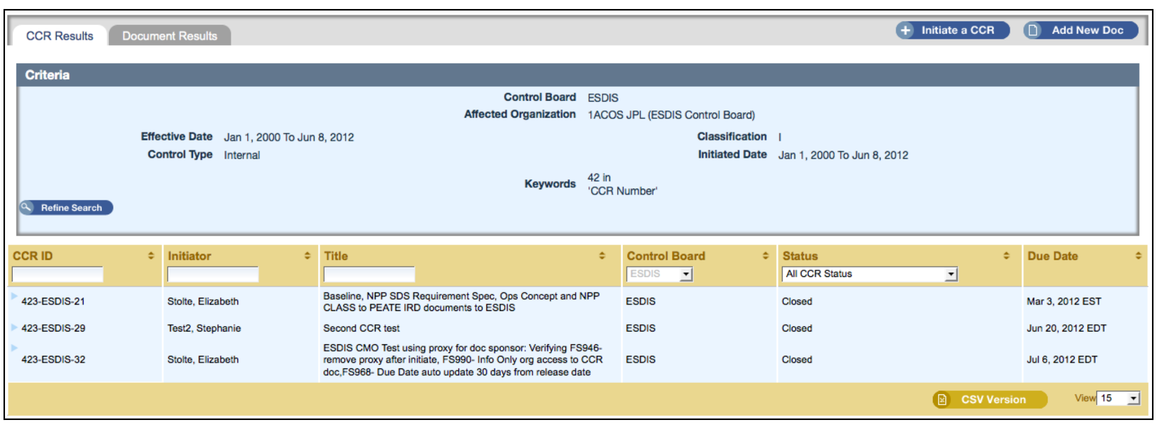
- *ITAR Restricted* will display documents and CCRs for which SBU Restricted has been set to either *Yes* or *No*, EAR Restricted has been set to either *Yes* or *No*, and ITAR Restricted has been set to *Yes*.

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.

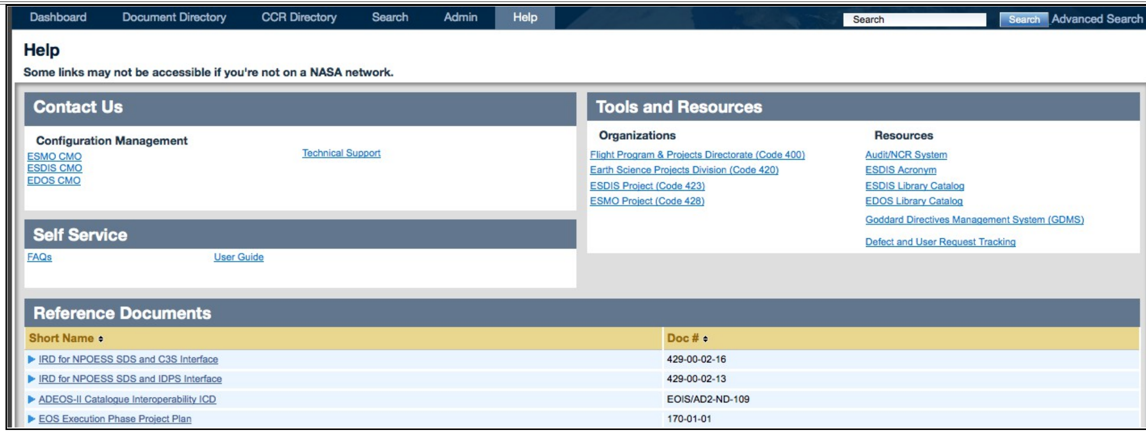
The layout of the search results and documents tabs are identical with CCR directories expanding below the line offering access to metadata by clicking on the blue arrow to the left of the first column.
The search results can be downloaded to CSV file by clicking that button.




# 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 |
| ESDIS | Earth Science Data and Information System |
| ESMO | Earth Science Mission Operations |
| FAQs | Frequently Asked Questions |
| GSFC | Goddard Space Flight Center |
| ICD | Interface Control Document |
| ID | Identification |
| IDMAX | Identity Management and Account Exchange |
| ITAR | International Traffic in Arms Regulations |
| MCDL | Master Controlled Document List |
| Md. | Maryland |
| N/A | Not applicable |
| NAMS | NASA Access Management System |
| NASA | National Aeronautics and Space Administration |
| OA | Operations Agreement |
| PDF | Portable Document Format |
| PM | Project Manager |
| POC | Point of Contact |
| SBU | Sensitive but Unclassified |
| US | United States |