

ISSUANCE TRANSMITTAL  
SHEET

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

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Issuance Number: MMI 2214.3, Ch. 2

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Material Transmitted:

1. Management Instruction, MMI 2214.3, Change 2, subject: "Control, Review, and Approval of Management Publications."
2. This Instruction has been changed to reflect an organizational change.
3. Page 1, change the Originating Organization from "AS01" to "CN01."
4. Page 2, paragraph 7.b., change "The Director, Administration and Program Support" to "The Director, Administrative Operations Office."

(Original Signed By)

J. A. Bethay  
Acting Director  
Administrative Operations Office

Distribution  
SDL - 2

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Filing Instructions:

Make the pen and ink changes and file this Transmittal Sheet in front of MMI 2214.3, Change 1.

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Issuance Number: MMI 2214.3, Change 1

Date: Nov. 15, 1983

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Material Transmitted:

1. Management Instruction, MMI 2214.3, Change 1, subject: Control, Review, and Approval of Management Publications
2. In paragraph 6.a. line out the reference NMI 7040.1A and insert in its place NMI 1380.8.

(Original signed by)

J. N. Foster  
Director, Administration and  
Program Support

Distribution:  
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Originating Organization: CN01	Effective Date: July 27, 1983	MMI: 2214.3
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Subject: CONTROL, REVIEW, AND APPROVAL OF MANAGEMENT PUBLICATIONS

1. PURPOSE

This Instruction establishes the review and approval procedure and reporting requirement for management publications.

2. APPLICABILITY

This Instruction applies to all MSFC Organizations.

3. SCOPE

This Instruction encompasses the production of all management publications, including those procured through NASA contractors. It is particularly directed toward new printed products and reprints of existing products having a distribution of more than 50 copies outside the Agency.

4. AUTHORITY (Only applicable parts of most recent edition apply.)

- a. Section 203 (a)(3) of the National Aeronautics and Space Act of 1958, as amended, which states..." to provide for the widest practicable and appropriate dissemination of information concerning its activities and the results thereof."
- b. Paragraph 8.d. of NMI 2214.1, "Control of the Production and Distribution of NASA Publications and Audiovisual Products."
- c. OMB Bulletin 81-16, "Elimination of Wasteful Spending on Government Periodicals, Pamphlets, and Audiovisual Products."
- d. Government Printing and Binding Regulations Published by the Joint Committee on Printing, Congress of the United States and Title 44 of the United States Code.

5. POLICY

MSFC encourages the timely and effective dissemination of all management publications concerning its activities consistent with public law. The management publications produced by the

Center will be limited to those essential to meeting these objectives. These management publications must be consistent with the Center's mission, current administration goals and priorities, and will be produced or procured at the minimum cost that will provide an acceptable product for the appropriate audience.

## 6. DEFINITIONS

Management publications are those publications, periodicals, and pamphlets, as defined by NMI 2214.1, that are not within NASA's formal publication series. The formal publications series include:

- a. Education and Information Products as defined by NMI 1380.8, "Control of Education and Information Products", and
- b. Scientific and Technical Information as defined by NMI 2220.1B, "Definitions and Characteristics of NASA Scientific and Technical Publications."

## 7. RESPONSIBILITIES

- a. THE EXECUTIVE ASSISTANT TO THE DIRECTOR is responsible for policy overview and executive oversight of systems of control requiring approval in accordance with paragraph 8.d. of NMI 2214.1.
- b. THE DIRECTOR, ADMINISTRATIVE OPERATIONS OFFICE is responsible for the final approval of each management publication request, for the operational oversight of the production of all management publications, for the evaluation of the MSFC program to eliminate wasteful spending, and for assuring compliance with all controls outlined in this Instruction.
- c. THE DIRECTOR, MANAGEMENT OPERATIONS OFFICE is responsible for reviewing the need for the management publication and determining whether the cost and distribution are consistent with the policy outlined in this Instruction, and for preparing necessary reports.
- d. DIRECTORS/MANAGERS OF LABORATORIES/OFFICES or their designees are responsible for reviewing management publication proposals originating in their organizations, and for recommending approval.

## 8. MANAGEMENT PUBLICATION PROPOSAL (MSFC Form 3958)

- a. The Management Publication Proposal (MSFC Form 3958) provides the means for MSFC personnel to outline their management publication needs.

- b. MSFC Form 3958 must be prepared in triplicate and submitted through the reviewing officials to the Director, Management Operations Office, in accordance with the instructions on the form.

9. REPORTING

The semiannual report on management publication activities will be prepared in sufficient detail to satisfy the needs for internal review and to meet the requirements of the OMB report. These reports will be approved by the Executive Assistant to the Director and will be submitted to the Associate Administrator for Management through the Associate Administrator for Space Flight.

(Original Signed By)

W. R. Lucas  
Director

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