

MPD 1200.3
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EFFECTIVE DATE: July 21, 2017
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MARSHALL POLICY DIRECTIVE

DA01

DELEGATIONS OF AUTHORITY FOR MARSHALL SPACE FLIGHT CENTER (MSFC) *With Change 2 (10/30/20)*

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 2 of 60

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Revision	A	8/19/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Directive updated to change ownership from CO01 to AD01; updated to new MPD format; and changed organizational symbols and titles to reflect reorganization. Paragraph I.2: changed "MICOM" to "AMCOM" and changed "U.S. Army Missile Command" to "U.S. Army Aviation and Missile Command". Paragraph IV.1.2 added "...and Chief Counsel".
Revision	B	10/5/99	Added Section II.16 to address Intergovernmental Personnel Act (IPA). Deleted paragraph 2 under Section IV.1 and added the following paragraph: "For the loan of equipment due to off center emergencies, the MSFC Emergency Plan (MPG 1040.3) will be followed"; section IV.2, changed reference to NPG 4200.1; section VII.3, changed numbering for (3)-(6) to a-e; paragraphs II.4.1.a. and II.4.2.c.: changed "Personnel Management Advisory Committee" to "Personnel Management Advisory Board"; deleted paragraphs II.15.1.a. and b. and replaced with "Resolve individual and class complaints and require appropriate remedial actions at any time prior to issuance of a final Agency decision by the Associate Administrator for Equal Opportunity Programs or the receipt of a recommended decision from an Equal Employment Opportunity Commission (EEOC) Administrative Judge and subsequent final Agency decision by the Associate Administrator for EO Programs"; and changed NMI to NPD in paragraph II.15.2.
Revision	C	2/2/00	Added paragraph "b" to section II.4.1; Added "Team leaders" to section II.8.1.d; Added MPG 3600.1 to authority document listing in sections II.8, II.9, and II.10; Added "the Director, Customer and Employee Relations Directorate" to section II.14.2.a.; changed "NMI" to "NPD" in section VII.3.1.c; and changed NMI 7330.1, "Delegation of Authority-Approval Authorities for Facility Projects" to NPD 7330.1, "Approval Authorities for Facility Projects," in section VII.3, paragraph 2.
Revision	D	2/6/01	Updated section II.10 to address deviations from the standard tour of duty; changed section VII.2.1. from "The Director, Center Operations Directorate, is..." to "The Manager, Facilities Engineering Department, is..."; and added section VI.2.
Revision	E	9/14/01	Changed Part I.3.2.a. from NHB 1101.3 to NPG 1000.3; and changed part 11.14.2.a. to read "...Relations Directorate, or designee; and the Chief Counsel or designee...."
Revision	F	5/9/03	Updated Master List URL in footers. Paragraph 7. Added policy statement. Paragraph 8. Changed "Information Services Department" to "Office of the Chief Information Officer." Updated Appendix A as directed by the responsible organizations. Added titles to authority documents throughout appendix, as available. II.2. 2.a. Added "and including." II.4 2.b. Changed "less than \$50,000" to "\$50,000 or less." II.5. 1. Deleted paragraph b. II.10. 1.b. Changed "GS-9" to "GS-10 step 1." Added II.17. "Power and Authority—To Appoint/Approve Program/Project Managers." III.2. Added HS01 as responsible office. VII.2 1. Changed responsibility for delegation of Facilities Utilization Officer to Integrated Customer Support Department.
Revision	G	3/30/2004	Changes made to appendix as directed from the 2003 annual review. Changed "NPG" to "NPR" throughout the document. Appendix section II. Deleted section for "Power and Authority To Approve Training Orders for Off-the-Shelf Training Courses," and renumbered paragraphs accordingly.

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 3 of 60

			Paragraph II.2.1. Changed cash award authority from \$7,500 to \$10,000. Added "Informal Recognition Awards" to the table in II.2.2. Added two references to II.2.3. VII.4.1. Changed "Delegation" to "Redelegation." Paragraph V.1.1.a. Added exception statement to end of sentence. Added Environmental to Appendix section VII.
Revision	H	9/13/2004	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).
Revision	I	1/16/2007	Revised to reflect organizational transfer of ownership from AD01 to CS01 and to update organizational changes resulting from Center Transformation.
Revision	J	11/19/2007	Revised organizations, references, and titles throughout. Corrected numbering in A.2. Revised A.2.8. Added A.7.6. Edited grammar.
Revision	K	9/25/2009	Changed responsible office from CS to DA. Revised document applicability statement for Michoud Assembly Facility and added authority references. Appendix A.1, corrected document reference in authority. Appendix A.2, corrected award chart, spelled out abbreviations in legend, and updated approval authority codes. Appendix A.2, removed references to Chief Financial Officer where appropriate, updated job titles, and corrected authority references. Appendix A.3, corrected job title. Appendix A.4 revised Chief Operating Officer redelegation. Appendix A.5, provided clarity for Fee Determination Official and Term Determination Official redelegations and added correct titles for citations. Appendix A.6, added Logistics Officer redelegation. Appendix A.7, added title for citation, and corrected office title. Edited grammar throughout. [On 1/14/10, at the request of the OPRD, an administrative change was made at A.7.5.1 d. to update title from "Logistics" Officer to "Environmental" Officer.]
Revision	L	5/11/2016	This is a complete rewrite and reformatting of the directive. Reformatted this directive to the new requirements for MSFC directives. Updated document titles. To facilitate the use of the directive, created Attachment D to contain all updated delegations of authority rather than incorporating authorities into the narrative of the MPD.
Revision	M	12/13/2016	Added center further redelegation authority to NPR 3600, page 33.
Revision	N	7/21/2017	Made changes to several directive titles in 4. Applicable Documents and Forms with corresponding changes in Attachment D; changed NID on Phased Retirement to NPR; Added NPD 7100.10 with Center Director authority to Section 4 and Attachment D; added NPR 8621.1 with Center Director authority to Section 4 and Attachment D.
Change	1	6/24/2020	On 6/24/20, at the request of the OPRD, an update was made to this directive to reflect the cancellation of NPD 7410.3 Performance of Communication Activities; NID 9700.1 NASA Conference; and NID 9700.2 Travel. Minor administrative updates were made to NPD 9645.2, NPR 3711.1, NPR 3792.1, NPR 8735.2 and NPR 9090.1.
Change	2	10/30/2020	On 10/30/20, at the request of the OPRD, an administrative change was made to remove "Manual" from the title of NPR 5200.1 at 4.rrr.

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 4 of 60

1. POLICY

To approve, revise, and cancel all authority delegations from the Center Director as directed in National Aeronautics and Space Administration (NASA) Policy Directives (NPDs), NASA Procedural Requirements (NPRs), and other Federal Statutes and Regulations, and to consolidate these delegations within this MPD and the other MSFC document referenced herein, as permitted by NPD 1000.0 and NPD 1000.3.

2. APPLICABILITY

- a. This MPD applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPD applies to the Michoud Assembly Facility (MAF).
- c. This MPD applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. This MPD applies the following: all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

- a. NPD 1000.0, NASA Governance and Strategic Management Handbook
- b. NPD 1000.3, The NASA Organization

4. APPLICABLE DOCUMENTS AND FORMS

- a. Training, 5 U.S.C. Chapter 41
- b. Regulations, 5 U.S.C. § 5548 (a)
- c. Claims for overpayment of pay and allowances, and of travel, transportation and relocation expenses and allowances, 5 U.S.C. § 5584
- d. Annual leave; accumulation, 5 U.S.C. § 6304
- e. Fair Labor Standards Act, 29 U.S.C., ch 8

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 5 of 60

- f. Randolph Sheppard Act, 20 U.S.C. § 107
- g. Security requirements, 42 U.S.C. § 2455 (b)
- h. Permission to use firearms, 42 U.S.C. § 2456
- i. Intergovernmental Review of Federal Programs, E.O. 12372, 3 CFR (1982)
- j. Performance Based Reduction in Grade and Removal Actions, 5 CFR pt. 432
- k. Pay Under the General Schedule, 5 CFR pt. 531
- l. Maximum Payable Rate Rule, 5 CFR pt. 531.221
- m. Grade and Pay Retention, 5 CFR pt. 536
- n. Optional Grade Retention, 5 CFR pt. 536.202
- o. Optional Pay Retention, 5 CFR pt. 536.302
- p. Compensatory Time Off, 5 CFR pt. 550.114 (e)
- q. Forfeiture of Unused Compensatory Time Off, 5 CFR pt. 550.1407(e)
- r. Payment of Relocation Bonus, 5 CFR § 575.205
- s. Designating Agency Official to Approve Exigencies, 5 CFR pt. 630.305
- t. Office of Personnel Management, Adverse Actions, 5 CFR pt. 752
- u. Standards of Ethical Conduct for Employees of the Executive Branch, 5 CFR pt. 2635
- v. Vending Facility Program for the Blind on Federal and Other Property, 34 CFR pt. 395
- w. Application for Permits, 34 CFR pt. 395.34
- x. Federal Acquisition Regulation (FAR) pt. 1802, subpt. 101
- y. NASA FAR Supplement (NFS), pt. 1845, subpt. 503-70
- z. NFS 1845.503-70, Delegations of Property Administration and Plant Clearance
- aa. NPD 1050.1, Authority to Enter into Space Act Agreements.

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 6 of 60

- bb. NPD 1050.2, Authority to Enter into Cooperative Research and Development Agreements
- cc. NPD 1460.1, Agency Mail Management Program
- dd. NPD 1600.2, NASA Security Policy
- ee. NPD 2010.1, Court Actions or Proceedings Involving NASA or NASA Employees
- ff. NPD 2090.6, Authority To Enter Into License Agreements and Implementation of Licensing Authority
- gg. NPD 2521.1, Communications and Material Review
- hh. NPD 2800.1, Managing Information Technology
- ii. NPD 3000.1, Human Capital Management
- jj. NPD 3410.2, Employee and Organizational Development
- kk. NPD 3511.1, Classification, Position Management, and Promotions
- ll. NPD 3713.6, Delegation of Authority To Act in Matters Pertaining to Discrimination Complaints
- mm. NPD 4200.1, Equipment Management Program
- nn. NPD 7100.10, Curation of Institutional Scientific Collections
- oo. NPD 7900.4, NASA Aircraft Operations Management
- pp. NPD 8500.1, NASA Environmental Management
- qq. NPD 8730.5, NASA Quality Assurance Program Policy
- rr. NPD 8810.2, Master Planning for Real Property
- ss. NPD 8820.2, Design and Construction of Facilities
- tt. NPD 9050.6, NASA Exchange and Morale Support Activities
- uu. NPD 9645.2, Claims for Erroneous Payment of Pay and Allowances, Travel, Transportation, and Relocation Expenses and Allowances
- vv. NPD 9710.1, Delegation of Authority—To Authorize or Approve Temporary Duty Travel on Official Business and Related Matters

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 7 of 60

- ww. NPR 1400.1, NASA Directives and Charters Procedural Requirements
- xx. NPR 1441.1 NASA Records Management Program Requirements
- yy. NPR 1600.1, NASA Security Program Procedural Requirements
- zz. NPR 1800.1, NASA Occupational Health Program Procedure
- aaa. NPR 1850.1, Quality Assurance of the NASA Medical Care
- bbb. NPR 1900.3, Ethics Program Management
- ccc. NPR 2200.2, Requirements for Documentation, Approval, and Dissemination of Scientific and Technical Information
- ddd. NPR 2830.1, NASA Enterprise Architecture Procedures
- eee. NPR 3300.1, Employment, Appointment Authorities, and Details
- fff. NPR 3319.1, Management of Senior Scientific or Professional (ST) and other Senior Level (SL) Positions
- ggg. NPR 3335.1, Merit Promotion and Placement
- hhh. NPR 3430.1, Employee Performance Communication System
- iii. NPR 3451.1, NASA Awards and Recognition Program
- jjj. NPR 3530.1, NASA Pay and Compensation Policy
- kkk. NPR 3600.1, Attendance and Leave
- lll. NPR 3711.1, Labor Management Relations Program
- mmm. NPR 3771.1, NASA's Administrative Grievance System (AGS)
- nnn. NPR 3792.1, NASA's Plan for a Drug-Free Workplace
- ooo. NPR 4100.1, NASA Supply Support and Material Management
- ppp. NPR 4200.1, NASA Equipment Management Procedural Requirements
- qqq. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 8 of 60

- rrr. NPR 5200.1, Industrial Labor Relations
- sss. NPR 6200.1, NASA Transportation and General Traffic Management
- ttt. NPR 7120.5, NASA Space Flight Program and Project Management Requirements
- uuu. NPR 7120.8, NASA Research and Technology Program and Project Management Requirements
- vvv. NPR 7120.11, NASA Health and Medical Technical Authority (HMTA) Implementation
- www. NPR 7123.1, NASA Systems Engineering Processes and Requirements
- xxx. NPR 7150.2, NASA Software Engineering Requirements
- yyy. NPR 7900.3, Aircraft Operations Management.
- zzz. NPR 8530.1, NASA Sustainable Acquisition.
- aaaa. NPR 8553.1, NASA Environmental Management System
- bbbb. NPR 8621.1 NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- cccc. NPR 8705.6, Safety and Mission Assurance (SMA) Audits, Reviews, and Assessments
- dddd. NPR 8715.3, NASA General Safety Program Requirements
- eeee. NPR 8735.2, Management of Government Quality Assurance Functions for NASA Contracts
- ffff. NPR 8800.15, Real Estate Management Program
- gggg. NPR 9090.1, Partnership Agreements, Financial Requirements, and Administration
- hhhh. NPR 9220.1, Journal Voucher Preparation and Approval and Intragovernmental Transactions
- iiii. NPR 9260.1, Liabilities
- jjjj. NPR 9610.1, Accounts Receivable, Billings, and Collection
- llll. NPR 9710.1, General Travel Requirements

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 9 of 60

5. RESPONSIBILITIES

Organizations responsible for the delegations as designated in Attachment D shall coordinate with the OPRD of this MPD to initiate modifications or cancellations to delegations of authorities on an on-going basis as changes occur to ensure this MPD remains current and aligned with associated documents.

The OPRD shall review all updates to Agency directives as they are published to check for changes, additions to, or elimination of, delegations of authority.

Once the review is complete, the OPRD shall coordinate with the MSFC Directives Manager to ensure all modifications to delegations of authority are updated in this MPD as soon as possible after they occur.

6. DELEGATION OF AUTHORITY

Attachment D contains specific delegations of authority categorized following the Agency Filing Scheme found in NPR 1441.1:

1000-1999: Organization and Administration
2000-2999: Legal Policies
3000-3999: Human Resources and Personnel
4000-4999: Property, Supply and Equipment
5000-5999: Procurement, Small Business and Industrial Relations
6000-6999: Transportation
7000-7999: Program Formulation
8000-8999: Program Management
9000-9799: Financial Management
9800-9999: Audits and Investigations

Delegations of Authority not captured in the directives system are included in the last section of Attachment D titled, *Memos, Letters and Other Sources of Delegation*.

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

MPD 1200.3N-1, Delegations of Authority for Marshall Space Flight Center (MSFC), dated July 21, 2017.

Original signed by

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 10 of 60

Todd A. May
Director

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 11 of 60

ATTACHMENT A. (Reserved for Definitions)

None.

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 12 of 60

ATTACHMENT B. Acronyms

AA	Assistant Administrator; Associate Administrator
AFGE	American Federation of Government Employees
AMD	Aircraft Management Division
CCPS	Center Chief of Protective Services
CCS	Center Chief of Security
CD	Center Director
CEA	Center Enterprise Architect
CEMO	Center Environmental Management Office
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CHMO	Chief Health and Medical Officer
CMO	Chief Medical Officer
CMP	Center Real Property Master Plan
CMR	Communications Material Review
CPIC	Capital Planning and Investment Control
CRADA	Cooperative Research and Development Agreements
CSO	Competitive Sourcing Official
DAA	Document Availability Authorization
DCB	Directives Control Board
DFWP	Drug Free Workplace Program
DM	Directives Manager
DPC	Drug Program Coordinator
EA	Enterprise Architecture
EEOC	Equal Employment Opportunity Commission
EMD	Environmental Management Division
EO	Executive Order
EPCS	Employee Performance Communication System
ETA	Engineering Technical Authority
FAD	Final Agency Decision
FAIR Act	Federal Activities Inventory Reform Act
FAR	Federal Acquisition Regulation
FRED	Facilities and Real Estate Division
FUO	Facilities Utilization Officer
HCA	Head of Contracting Activity
HMTA	Health and Medical Technical Authority
IAO	Inventory Adjustment Officer
IPA	Intergovernmental Personnel Act
IPO	Industrial Property Officer
JPL	Jet Propulsion Laboratory
LWOP	Leave Without Pay

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 13 of 60

MAF	Michoud Assembly Facility
MEL	Minimum Equipment List
MESA	Marshall Engineers and Scientists Association
NEX	NASA Excepted Service
NMO	NASA Management Office
NODIS	NASA On-Line Directives Information System
NRC	Nuclear Regulatory Commission
NSSC	NASA Shared Services Center
OCE	Office of the Chief Engineer
ODEO	Office of Diversity and Equal Opportunity
OHCM	Office of Human Capital Management
OIC	Official in Charge
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OSMA	Office of Safety and Mission Assurance
OSPP	Office of Security and Program Protection
PDO	Property Disposal Officer
PMAC	Personnel Management Advisory Committee
RPAO	Real Property Accountable Officers
RPM	Restoration Project Manager
R&T	Research and Technology
SAA	Space Act Agreement
SAAM	Space Act Agreement Maker
SEMO	Supply and Equipment Officer
SEMP	Systems Engineering Management Plan
SES	Senior Executive Service
SL	Senior Level
SMA	Safety and Mission Assurance
SMD	Science Mission Directorate
SMSR	Safety and Mission Success Review
SRB	Survey Review Board
ST	Scientific and Professional
STMD	Space Technology Mission Directorate
SwTA	Software Technical Authorities
TA	Technical Authority
TOA	Time Off Awards
TO/TM	Traffic Officer/Traffic Manager
U.S.C.	United States Code

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-2
	Date: July 21, 2017	Page 14 of 60

ATTACHMENT C (Reserved for Records)

None.

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 15 of 60

ATTACHMENT D: Delegations of Authority

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 1000.3 The NASA Organization	1.3.1 However, in that event, all authorities of the Administrator that may be legally delegated are delegated to the incumbent official in the following order of precedence: Deputy Administrator; Associate Administrator; Chief of Staff; Center Director for Johnson Space Flight Center; Center Director for Kennedy Space Center; and Center Director for Marshall Space Flight Center.	Line of Succession for NASA		
NPD 1000.3 The NASA Organization	1.3.2 [Officials in Charge] OICs of Headquarters Offices and Center Directors. Whenever an OIC or Center Director is unable to perform assigned duties, the permanently assigned incumbents of the positions listed in the Line of Succession of each mission statement (Chapters 4 and 5) are authorized to serve, in the order listed, in an acting capacity for the OIC or Center Director and to carry out all functions, powers, and duties of such position, except the duty of the OIC or the Center Director to succeed to any other NASA position, pursuant to laws and emergency authorities.	Line of Succession for MSFC 5.9.4 LINE OF SUCCESSION. In the following order: Deputy Director, Marshall Space Flight Center; Associate Director, Marshall Space Flight Center; Associate Director Technical, Marshall Space Flight Center		
NPD 1000.3 The NASA Organization	4.1.5 Except as may be specified in laws, regulations, or directives, OICs and Center Directors have full authority to carry out the responsibilities of their offices, and they may redelegate this authority as deemed appropriate.	To the Center Director	Specific redelegations are assigned below	
NPD 1000.3 The NASA Organization	4.3.2.1 Specifically, the Associate Administrator for [Space Technology Mission Directorate] STMD: i. Delegates STMD programs and projects to Centers and Headquarters for management and execution.	To MSFC STMD Program/Project Managers for management and execution		
NPD 1000.3 The NASA Organization	4.4.2 [Science Missions Directorate (SMD)] Flight programs and projects are selected by Mission Directorate AAs and are delegated to the Centers to execute.	To MSFC [SMD] Flight Program and Project Managers for execution		
NPD 1000.3 The NASA Organization	5.9.2 OVERALL RESPONSIBILITIES. All Center Directors report to the NASA Associate Administrator and are responsible for providing resources, overseeing the assignment of workforce and facilities, and managing Center activities to facilitate program and project execution while ensuring that the statutory, regulatory, and fiduciary compliance requirements for the Center are met. Center Directors also serve as an important link in the Technical Authority line. By means of the Institutional (Technical and Mission Support) Authority vested in them, Center Directors facilitate the activities of the Technical Authorities, as well as Mission Support Authorities, and are	To the Center Director	Specific delegations are assigned below as permitted	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 16 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
	responsible for ensuring that activities at their Centers are implemented in accordance with accepted standards of professional practice and applicable NASA requirements. Center Directors are responsible for the care of institutional assets and for establishing and maintaining the staff and their competency and the facilities required by current and future programs and projects. A key institutional role of Center Directors is that of service across Mission Directorate needs, determining how best to support the various programs and projects hosted at a given Center, in accordance with Agency priorities, and to communicate any issues to Mission Directorate Associate Administrators and higher. 5.9.2.1 e.[Center Director (CD)]Is the Technical Authority for all NASA programs or projects hosted at MSFC. This role requires the Center Director to: (1) Exercise Technical Authority through appropriate delegation.			
NPD 1050.1 Authority to Enter into Space Act Agreements	<p>5.a. The Mission Directorate Associate Administrators, the Officials-in-Charge of Headquarters Offices, the Directors of NASA Centers, and the Manager of the NASA Management Office-Jet Propulsion Laboratory (NMO- JPL), within their areas of jurisdiction, are responsible for the negotiation, execution, amendment, and termination of Reimbursable (except International Agreements), Nonreimbursable (except International Agreements), and Funded Agreements, for the selection of Agreement Managers (except International Agreements), for ensuring that the Space Act Agreement Maker (SAAM) is used to initiate and review Agreements to the maximum extent practicable, and for ensuring that SAAM is used to store all Agreements (except International Agreements).</p> <p>f. As used in this NPD, "Signing Official" means a NASA employee delegated the responsibility to execute Agreements for the Agency. The Officials authorized, in paragraph 5.a and 5.c herein, to execute Agreements may delegate the responsibility, in accordance with paragraph 5.h herein, to one or more Signing Officials. Each Signing Official is responsible for determining that each Agreement within his/her area of jurisdiction has been properly reviewed, consistent with this NPD.</p> <p>h. The Officials authorized in paragraph 5.a. herein, to execute, amend, and terminate Agreements, may delegate their responsibility as follows: for Nonreimbursable Agreements (except International Agreements) and Reimbursable Agreements (except International Agreements), the authority to execute, amend, and terminate may be delegated to any NASA employee having management responsibility for projects or activities required to</p>	To the Center Director	To the Associate Center Director	To the Direct Reports to the Center Director, in their functional areas. (See special re-delegation for Center Engineering Directorate below in Center Director Memo for Record: Delegation of Authority to Execute Space Act Agreements August 24, 2015)

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 17 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
	support the Agreement objectives. For International Agreements, the Assistant Administrator for External Relations may establish with the Mission Directorate Associate Administrators, the Officials-in-Charge of Headquarters Offices, the Center Directors, and the Manager (NMO-JPL) those circumstances under which the designees at Headquarters, Centers, or NMO-JPL may appropriately execute, amend, and terminate International Agreements. For Funded Agreements, the authority to execute, amend, and terminate may be delegated one level below the authorized official. Any such delegation of authority to execute, amend, and terminate Agreements must be in writing and indicate the extent of the delegation. The Mission Directorate Associate Administrators, the Officials-in-Charge of Headquarters Offices, the Assistant Administrator for External Relations, the Directors of NASA Centers, and the Manager of the NMO-JPL, within their area of jurisdiction, may delegate responsibility for selecting Agreement Managers to any NASA employee.			
NPD 1050.2 Authority to Enter into Cooperative Research and Development Agreements	<p>b. This NASA Policy Document (NPD) provides authority for Center Directors to negotiate, execute, amend, and terminate domestic [Cooperative Research and Development Agreements] CRADAs when the activity does not benefit a foreign entity within their areas of jurisdiction. It does not address policies for CRADAs executed under authority remaining with the Administrator. Authority to enter into CRADAs with, or for the benefit of, foreign (non-U.S.) entities is not delegated to Center Directors and remains with the Administrator.</p> <p>(a)The Directors of NASA Centers may not further delegate the execution authority delegated herein.</p>	To the Center Director	Not permitted	
NPR 1400.1 NASA Directives and Charters Procedural Requirements	1.2.1.2 The Administrator approves all NPDs. Center Directors, or designees, approve all Center directives (e.g., CPDs, CPRs, and CIDs).	To the Center Director	To the Chair, Directives Control Board (DCB)	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 18 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 1400.1 NASA Directives and Charters Procedural Requirements	1.2.4 NASA Centers may issue directives when no Agency-level directive exists that provides the required policy or instruction, when an Agency-level directive does not provide adequate policy or instruction, or when a situation is unique to a particular Center. <i>Note: It is at the discretion of Center management to determine whether Agency-level directives are sufficient or if more specific requirements are needed by the Center.</i>	To the Center Director	To the Chair, Directives Control Board (DCB)	
NPR 1400.1 NASA Directives and Charters Procedural Requirements	2.6 Center Directors 2.6.1 Center Directors, or designees, are responsible for: a. Ensuring compliance with Agency-level directives and ensuring that Center-level directives do not conflict with material provided in Agency-level directives. b. Designating a Center [Directives Manager] DM as a point of contact to assist, guide, and monitor directives activities. c. Determining which Agency-level directives the Center should review during the official review and approval process. d. Signing Center-level directives.	To the Center Director	a, b, c: To the Chair, DCB	
NPD 1460.1 Agency Mail Management Program	5.c Center Directors shall appoint a Center Mail Manager to be responsible for ensuring that Center mail management activities comply with applicable laws, regulation, and Agency policies and requirements.	To the Center Director	To the Manager, Logistics Services Office	To the Mail Manager
NPR 1600.1 NASA Security Program Procedural Requirements	2.4.1 [Center Chief of Protective Services/Center Chief of Security] CCPS/CCS, Center Directors, and the Headquarters Operations Director or their designees may order the temporary denial of access or removal from NASA facilities/resources of any person who violates NASA security requirements, national security regulations, or whose continued presence on NASA property constitutes a security or safety risk to persons or property.	To the Center Director	To the Center Chief of Security	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 19 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 1600.2 NASA Security Policy	<p>6. DELEGATION OF AUTHORITY</p> <p>c. Authority is delegated to the officials designated below to make the determination and certification required by 42 U.S.C. Section 2455(b) for access by NASA representatives to Restricted Data in the possession of personnel of the Nuclear Regulatory Commission (NRC) and the Department of Energy and their contractors, and NRC and DoD cleared personnel of other Federal departments and agencies (except that access to Restricted Data within NASA and the DoD, based on a NASA or DoD clearance, is handled in the same manner as access to other classified information) and their contractors. The officials designated below may also authorize, in writing, subordinate officials under their jurisdiction to exercise the authority in their names. Such certification will identify, by position title, the following official in whose name the subordinate is acting:</p> <p>(1) Headquarters Associate Administrators (2) Center Directors (3) Director, NASA Security Management Division</p>	To the Center Director	To the Center Chief of Security	
NPD 1600.2 NASA Security Policy	<p>6. DELEGATION OF AUTHORITY</p> <p>a. Center Directors may perform the following:</p> <p>(1) Grant temporary security clearances to employees under their jurisdiction, subject to the eligibility standards set forth in Reference 4.a, as amended, and based on legitimate access requirements. This authority shall be redelegated to the Center Chief of Security.</p> <p>(2) Suspend an employee's security clearance. Procedures for the suspension of NASA personnel security clearances are set forth in reference 4.a., as amended. This authority shall be redelegated to the Center Chief of Security.</p>	To the Center Director	To the Center Chief of Security	
NPD 1600.2 NASA Security Policy	<p>6. DELEGATION OF AUTHORITY</p> <p>b. The [Assistant Administrator] AA for [Office of Security and Program Protection] OSPP is delegated the authority, under 42 U.S.C. Section 2456, to authorize such NASA employees, and contractor and subcontractor employees to carry firearms in the course of their duties when engaged in the protection of persons or property owned by the United States located at facilities owned or contracted to the United States.</p> <p>This authority may be redelegated to the Center Chief of Security (CCS).</p>	To the AA for OSPP	To the Center Chief of Security	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 20 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
ORGANIZATION AND ADMINISTRATION (Directives 1000-1999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 1800.1 NASA Occupational Health Program Procedure	1.2.2 The [Chief Health and Medical Officer] CHMO delegates authority to each NASA Center's Chief Medical Officer/Medical Director (where appropriate)	To the Center Occupational Health Officer	To the Center Medical Director	
NPR 1850.1 Quality Assurance of the NASA Medical Care	1.5.2 Center Chief Medical Officers/Medical Directors (where appropriate), in collaboration with NASA Center Occupational Health Contracting Officer Technical Representative (COTR) or the appropriate official that serves as that COTR, and in the case of the Johnson Space Center, the Clinical Services Branch Chief, shall be responsible for: a. Ensuring appropriate medical credentials reviews of all NASA civil service and detailee licensed medical professionals and NASA civil service and detailee non-licensed health-care support personnel and, assuring that the same criteria are stated for health-care providers in all statements of work for contracts procuring health care or human research services; 1.5.3 No individual shall approve or review his/her own credentialing or privileging. The privileging authority for NASA Center [Chief Medical Officer] CMOs is the CHMO. Privileging authority for contracted Medical Directors at NASA Centers is delegated to contract entities through the mechanism described in section 1.5.2.a.	To the Center Occupational Health Officer	To the Center Medical Director	
NPR 1900.3 Ethics Program Management	(2) For Center employees, the Center Director, who may delegate specific responsibilities of the Agency Designee to the Center Chief Counsel or to another official who reports directly to the Center Director	To the Center Director	To the Center Chief Counsel	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 21 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
LEGAL POLICIES (Directives 2000-2999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 2010.1: Court Actions or Proceedings Involving NASA or NASA Employees	Center Directors may provide for acceptance of personal service of process by specific directive. Otherwise, delegation of authority is not applicable.	To the Center Director	To the Chief, Protective Services Office for the acceptance of personal service of process	
NPD 2090.6 Authority To Enter Into License Agreements and Implementatio n of Licensing Authority	5a. The Directors of NASA Centers and the Manager of the NASA Management Office-Jet Propulsion Laboratory (NMO-JPL) are responsible for: (1) Executing (i.e., signing on behalf of the Agency) license agreements related to NASA-developed or NASA-funded technology to which NASA has title and executing modifications and terminations of such license agreements. The authority to sign such agreements may be delegated pursuant to paragraph 5h.(below) h. The authority set forth in paragraph 5a of this directive may be delegated to NASA employees reporting directly to those enumerated in paragraph 5a. However, any such delegation will be limited to the fewest number of individuals or organizations practicable in order to enhance efficient management of the licensing process. And, such delegation will not be made to any individual within or supervising an organization having responsibility for providing recommendations or guidance to the Signing Official related to the licensing of NASA inventions under paragraphs 5b and 5c of the directive. All such delegations must be in writing and indicate the extent and term of the delegation.	To the Center Director	To the Associate Center Director	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 22 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
LEGAL POLICIES (Directives 2000-2999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 2200.2 Requirements for Documentation, Approval, and Dissemination of Scientific and Technical Information	6.5.1 The [Document Availability Authorization] DAA process is based on statutory requirements for NASA and is coordinated with the Headquarters Offices of General Counsel, Office of International and Interagency Relations, Office of the Chief Information Officer, and Security and Program Protection. The responsibility held by the OICs of Headquarters offices is delegated to NASA Center Directors (with the exception of policy and standards information requiring review by the OIIR).	To the Center Director		
NPD 2521.1 Communications and Material Review	5.d. Each NASA Center will identify a Center [Communications Material Review] CMR point of contact for implementing policies and methodology, disseminating CMR information and standards, and coordinating Center compliance with the CMR, NASA Graphics Standards Manual (Style Guide) and Communications Portfolio requirements. The authority of the Center point of contact will be established and supported by the Center Director and the Headquarters Office of Communications. Center policies will adhere to the guidelines set out in this NPD.	To the Director of The Office of Strategic Analysis and Communications		
NPD 2800.1 Managing Information Technology	The NASA CIO delegates to the Center CIOs the responsibility, authority, and accountability to ensure that Center IT investments, support, services, solution architectures, policies, procedures, standards, guidelines, and practices align with Federal and Agency requirements and directions. They shall support the NASA CIO in the review of IT investments and ensure Center compliance with the Agency's IT and information management policies and procedures, including [Capital Planning and Investment Control] CPIC, [Enterprise Architecture] EA, IT security, records management, and privacy.	To the Center Chief Information Officer		
NPR 2830.1 NASA Enterprise Architecture Procedures	b. Each Center Director, via the Center CIO, has delegated to the Center Enterprise Architect (CEA) responsibility for the Center-specific EA program and processes that shall align and complement the Agency-level EA efforts	To the Center Director	To the Center Chief Information Officer	To the Center Enterprise Architect

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 23 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3000.1 Human Capital Management	(j) NASA shall delegate, to the lowest practicable level, the authority to use the flexibilities in applicable laws and regulations and are required to hold managers accountable for exercising sound judgment and complying with applicable laws and regulations. Therefore, the officials designated in paragraph 5.b [includes Center Directors] are hereby delegated the authority, not retained by the Administrator in paragraph 5.a, to administer all human capital management programs, including administering the Oath of Office and personnel-appointing authorities, in accordance with applicable laws and regulations.	To the Center Director	To the Director, Center Office of Human Capital as permitted	Specific redelegations assigned below
NPD 3000.1 Human Capital Management	Authority to approve outside employment [Ref: 5 [Code of Federal Regulations] CFR 2635, Subpart D and [Executive Order] EO 12731]	To the Center Director	To the Manager, Human Resources Services Office	
NPD 3000.1 Human Capital Management	Authority to approve restoration of annual leave that has been forfeited due to (1) an exigency of public business, (2) administrative error; or (3) sickness, that prevented use of scheduled annual leave [Ref: 5 USC 6304 and 5 CFR 630.305]	To the Center Director	To the Associate Director	
NPD 3000.1 Human Capital Management	Authority to approve restoration of Compensatory Time Off for Travel lost due to, "an exigency of the service beyond the employee's control." [Ref: 5 USC 5548 (a) and 5 CFR 550.1407 (e)]	To the Center Director	To the Associate Director	
NPD 3000.1 Human Capital Management	Authority to approve payment for Compensatory Time Off when an FLSA non-exempt employee is unable to take accrued comp time due to an exigency of the service beyond the employee's control. [Ref: 5 CFR 550.114 (e) (2)]	To the Center Director	To the Associate Director	
NPD 3000.1 Human Capital Management	Authority to approve Leave Without Pay (LWOP) for more than 30 days	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office
NPD 3000.1 Human Capital Management	Authority to approve excused leave for individual employees for more than 5 work days.	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 24 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3000.1 Human Capital Management	Authority to approve excused leave for individual employees for periods of time greater than 1 hour and up to 5 work days.	To the Center Director	To heads of organizations reporting directly to the Center Director	
NPD 3000.1 Human Capital Management	Authority to approve excused leave to prepare and present appeals and grievances, official time for union activities, and for individual employees for less than 1 hour.	To the Center Director	To supervisors and leave-granting assistant managers and team leaders	
NPD 3000.1 Human Capital Management	Authority to approve other requests for absence or leave in accordance with applicable laws and regulations, including, but not limited to: sick leave, military leave, leave for religious observance, court leave, compensatory time off and compensatory time off for travel.	To the Center Director	To supervisors and leave-granting assistant managers and team leaders	
NPD 3000.1 Human Capital Management	Authority to approve leave for employees of component installations (other than military and civilian detailees)	To the Center Director	To heads of MSFC component installations	
NPD 3000.1 Human Capital Management	Authority to authorize dismissal of groups of employees due to adverse weather, disaster, power or service breakdown, supply or work flow interruption, or other administrative determinations in the public interest.	To the Center Director	To the Associate Director	
NPD 3000.1 Human Capital Management	Authority to approve optional grade retention. [Ref: 5 CFR 536.202]	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office
NPD 3000.1 Human Capital Management	Authority to approve optional pay retention. [Ref: 5 CFR 536.302]	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 25 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3000.1 Human Capital Management	Authority to approve requests for deviations from the standard tour of duty [Note Requests for deviations from employees whose hourly rate of basic pay does not exceed GS-10 Step 1 shall have the concurrence of the Manager, Human Resources Services office, who ensures compliance with the Fair Labor Standards Act.]	To the Center Director	To Supervisors	
NPD 3000.1 Human Capital Management	Authority to administer the Industrial Labor Relations Program [See NPR 5200.1, Industrial Labor Relations Manual for guidance] Note: The term "Industrial Labor Relations" refers to interaction with the unions representing contractor employees and their employers.	To the Center Director	To the Director, Office of Center Operations	To the Assistant Director for Industrial Labor Relations
NPD 3000.1 Human Capital Management	Authority to furlough (5 C.F.R. Part 752)	To the Center Director	To the Manager, Human Resources Services Office	
NPD 3000.1 Human Capital Management	Authority to suspend for more than 14 days, reduce in grade or pay, remove or otherwise separate an employee for cause including, misconduct or unacceptable performance. (5 C.F.R. Part 752 and 5 C.F.R. Part 432). [This authority is redelegated subject to OPM regulations, NASA policies, and the following conditions and limitations: (1) Before a notice of proposed or final adverse action in accordance with 5 C.F.R. Part 752 or 5 C.F.R. Part 432 is issued (or a determination is made to take no action) it shall be concurred in by the Manager, Human Resources Services Office and the Chief Counsel, (or designee) to ensure evenness, appropriateness, and defensibility of the action taken; (2) Adverse actions (other than furloughs) shall be decided by officials at a higher organizational level than the official who proposed the action; and (3) Authority delegated by this directive does not extend to actions involving members of the Senior Executive Service.	To the Center Director	To officials in charge of organizational elements that report directly to the Center Director.	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 26 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3000.1 Human Capital Management	Authority to suspend for 14 days or less (5 C.F.R. Part 752) [This authority is redelegated subject to the following conditions and limitations: (1) Before a notice of proposed or final disciplinary action in accordance with 5 C.F.R. Part 752 is issued (or a determination is made to take no action) it shall be concurred in by the Manager, Human Resources Services Office and the Chief Counsel, (or designee) to ensure evenness, appropriateness, and defensibility of the action taken; (2) Disciplinary actions shall be decided by officials at a higher organizational level than the official who proposed the action; and (3) Authority delegated by this directive does not extend to actions involving members of the Senior Executive Service.	To the Center Director	To supervisors at least one level above the employee's immediate supervisor	
NPD 3000.1 Human Capital Management	Authority to reprimand [Note: Authority delegated by this directive does not extend to actions involving members of the Senior Executive Service.]	To the Center Director	To immediate supervisors	
NPR 3300.1 Employment, Appointment Authorities, and Details	3.1.1 Center Directors and Officials-in-Charge are authorized to certify appointments and extensions of appointments of experts and consultants and set pay. This authority may be delegated in accordance with NPD 3000.1.	To the Center Director	To the Director, Center Office of Human Capital	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 27 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3300.1 Employment, Appointment Authorities, and Details	5.4.1 Unless otherwise delegated, the Administrator retains authority to approve new [Intergovernmental Personnel Act] IPA agreements, modifications, and extensions to NASA including IPA details of foreign nationals to NASA [Senior Executive Service] SES, [Scientific and Professional] ST, [Senior Level] SL and [NASA Excepted Service] NEX positions. The Administrator also retains authority to approve IPA assignments of NASA SES, ST, SL and NEX employees to non-Federal entities. 5.4.2 Unless otherwise delegated, Center Directors retain authority to approve new IPA agreements, modifications, and extensions of GS positions.	Authorities in 5.4.2 To the Center Director	To the Director, Center Office of Human Capital	
NPR 3319.1 Management of Senior Scientific or Professional (ST) and other Senior Level (SL) Positions	2.1 The Administrator is responsible directly and personally for the overall management of the ST and SL resources at NASA. Where not prohibited by law or regulation, any or all of the individual responsibilities may be delegated to an appropriate management level. Such delegations may be communicated by memoranda and are considered as incorporated into this NPR.	To Executive Position Managers [The Center Director is MSFC's Executive Position Manager.]		NOTE: See Administrator's memo (listed below) dated January 13, 2015; Delegation of Authority (SES, ST, SL, and NEX personnel and position actions)
NPR 3335.1 Merit Promotion and Placement	2.1.1 Human Resources Directors are responsible for implementing and administering the Competitive Placement Plan. Unless expressly prohibited, all authorities and responsibilities vested by this plan to the Human Resources Director may be redelegated.	To the Director, Center Office of Human Capital	To the Manager, Human Resources Office	To Staffing Team Lead

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 28 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3410.2 Employee and Organizational Development	<p>5.d. Center Directors, the Executive Director for Headquarters Operations, and the Executive Director of the [NASA Shared Services Center] NSSC shall:</p> <p>(2) Establish procedures for recovery of training costs for courses that are not successfully completed by their employees. Procedures will include a process for consideration of full or partial waivers of training costs in circumstances where recovery of repayment would be against equity and good conscience or the public interest.</p> <p>(3) Manage their respective Center's resources for training and development in accordance with financial accounting requirements. They are accountable for adhering to the policies and guidelines set forth by the Office of Human Capital Management for ensuring that training and developmental activities are funded, fully supported, and conducted.</p> <p>(4) Budget for and use training and development resources to improve organizational and individual performance, including allowing the use of funds to pay for an academic education, credentials, and licenses.</p>	To the Center Director		
NPD 3410.2 Employee and Organizational Development	<p>5.g. The NASA Center Human Capital Directors and/or Human Resources and Organizational Development (Training) Officers shall:</p> <p>1) Be responsible for developing and implementing employee and organizational development programs at the operating organizational levels.</p> <p>(2) Be responsible to Center Directors for providing technical advice and human resource development functional support to their Center managers and for providing training plans, as required, to the Office of Human Capital Management for purposes of Agency program planning and evaluation.</p> <p>(3) Authorize a full or part-time planned academic education to address identified systemic Agency needs linked to specific Agency strategic goals.</p>	To the Director, Center Office of Human Capital		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 29 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3410.2 Employee and Organizational Development	5.d. Center Directors, the Executive Director for Headquarters Operations, and the Executive Director of the NSSC shall: (1) Grant a waiver of the Agency's right to recover full or partial repayment from an employee who fails to fulfill the terms of the continued service agreement. A full or partial waiver shall be based on the written documentation of circumstances that demonstrate that the recovery of repayment would be against equity and good conscience or the public interest. Costs equal to or in excess of \$10,000 may be delegated to one organizational level below the Center Director. Costs less than \$10,000 may be delegated further.	To the Center Director	To the Director, Center Office of Human Capital for costs equal to or in excess of \$10,000 and less than \$10,000	
NPD 3410.2 Employee and Organizational Development	5.h. Center Training Officers shall: (1) Be required to obtain a signed continued service agreement in both Center and Agency-wide training or developmental programs in excess of 80 consecutive hours. Requests for waivers shall be handled as set forth by this NPD and implementing directives. (2) Assess all academic education requests to ensure that employees obtain academic education only through established academic training programs and processes. (3) Establish an annual cap for academic education and establish a formal process for consideration of exceptions. Pursuant to 5 U.S.C. Chapter 41, the Administrator hereby delegates to the specified officials mentioned above the authority to fulfill the duties set forth in section 5. Responsibility.	To the Center Training Officer		
NPD 3410.2 Employee and Organizational Development	Authority to authorize training and training expenditures incident to the education and training of MSFC employees at Government expense with endorsement of the request by the appropriate head of the organization, when the total expenditure exceeds \$50,000. [This includes full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Committee (PMAC).]	To the Center Director	To the Director, Office of Human Capital	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 30 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3410.2 Employee and Organizational Development	Authority to authorize training and training expenditures incident to the education and training of MSFC employees at Government expense with endorsement of the request by the appropriate head of the organization, when the total expenditure is \$50,000 or less. [This includes full-time academic study and executive development programs subject to the recommendations of the Personnel Management Advisory Committee (PMAC).	To the Center Director	To the Director, Office of Human Capital	To the Manager, Training and Incentives Office
NPD 3410.2 Employee and Organizational Development	Authority to approve travel for training	To the Center Director	To supervisors/managers at a higher organizational level who are authorized to approve an employee's travel	
NPD 3410.2 Employee and Organizational Development	Authority to approve travel for training when hosting, sponsoring, or cosponsoring a conference.	To the Center Director	To the Director, Office of Human Capital	
NPR 3430.1 Employee Performance Communication System	Authority to determine "Acceptable Level of Competence." (Performance at the fully successful level or higher that justifies an increase to an employee's rate of basic pay to the next higher step of the grade.)	To rating and reviewing officials [Note: Per NPR 3430.1, [Employee Performance Communication System] EPCS, reviewing officials are responsible for reviewing and approving the assignment of a performance summary rating of "unacceptable."		

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 31 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3451.1, NASA Awards and Recognition Program	1.5.1.5 Center Directors are authorized to approve cash awards for NASA employees' performance and superior accomplishments not to exceed \$10,000. (This does not apply to SES/ST/SL Rank Awards or SES bonuses.)	Center Director	Specific redelegations are contained in MWI 3451.1, Incentive Awards and Suggestions	
NPR 3451.1, NASA Awards and Recognition Program	1.6.1.4 Authority to grant time-off awards (TOAs) without further review or approval for periods not to exceed one workday.	To first line supervisors		
NPD 3511.1 Classification, Position Management, and Promotions	Authority to classify General Schedule and Federal Work System positions at Grades GS-15 and below	To the Center Director	To the Director, Center Office of Human Capital	To intervening management levels to qualified human resources specialists without power of further redelegation
NPR 3530.1 NASA Pay and Compensation Policy	b. Center Directors are authorized to approve requests to waive bonus repayments for employees who fail to fulfill their service agreements. This authority may not be delegated below the Center Director level. For cases in which the bonus is approved at a level higher than the Center Director, authority to waive bonus repayments rests with the Associate Administrator for Institutions and Management.	To the Center Director	Not permitted	
NPR 3530.1 NASA Pay and Compensation Policy	c. Center Directors are authorized to waive incentive repayments for employees who fail to fulfill their service agreement. This authority may not be further delegated. In cases in which the incentive is approved at a level higher than the Center Director, authority to waive incentive repayments rests with the AA for Institutions and Management.	To the Center Director	Not permitted	
NPR 3530.1 NASA Pay and Compensation Policy	OICs of Headquarters Offices and NASA Center Directors are responsible for making discretionary pay and compensation decisions within their area of responsibility in a fair and consistent manner. This authority may be delegated in writing.	To the Center Director	To the Director, Center Office of Human Capital	Authority to approve discretionary grade or pay retention is redelegated to the Manager, Human Resources Services Office

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 32 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3530.1 NASA Pay and Compensation Policy	OIC of Headquarters Offices and NASA Center Directors are authorized to set pay using the maximum payable rate rule under 5 CFR § 531.221, Maximum Payable Rate Rule. This authority may be delegated in writing.	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office
NPR 3530.1 NASA Pay and Compensation Policy	OICs of Headquarters Offices and NASA Center Directors are responsible for determining whether to grant employees optional grade or pay retention under 5 CFR § 536.202, Optional Grade Retention, or 5 CFR § 536.302, Optional Pay Retention. This authority may be delegated in writing.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	The approving official is the person to whom the Center Director or AA, [Office of Human Capital Management] OHCM has delegated authority under NPD 3000.1, Management of Human Resources, to set pay under this section. NASA Center Directors and the AA, OHCM are authorized to set pay under this provision. This authority may be delegated in accordance with NPD 3000.1, Management of Human Resources.	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office
NPR 3530.1 NASA Pay and Compensation Policy	Center Directors will establish a plan, in accordance with governing regulations, for implementing the Student Loan Repayment Program in accordance with regulatory requirements. Center Directors have the authority to approve student loan repayments and waive, in whole or in part, recovery of an employee's debt to the Center. These authorities may be delegated.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	Center Directors are authorized to approve advances in pay. This authority may be delegated in writing.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	a. Center Directors are authorized to approve bonuses. Approval authority may be delegated in accordance with NPD 3000.1, Management of Human Resources, except that the approving official must be at a higher level than the individual recommending the bonus, except the Administrator who may both recommend and approve bonuses.	To the Center Director	To the Director, Center Office of Human Capital	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 33 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3530.1 NASA Pay and Compensation Policy	Center Directors are authorized to waive the 50-mile requirement for payment of a relocation incentive in accordance with 5 CFR § 575.205, Payment of Relocation Bonus. Approval authority may be delegated in accordance with NPD 3000.1, Management of Human Resources.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	13.2.1 Center Directors (or designees) have the authority to determine when an emergency exists and to determine work that is critical to the mission of the Agency. 13.4 Critical Work Center Directors (or designees) have sole discretion in determining that an employee is needed to perform work that is critical to the mission of the Agency. For any pay period where such a determination is made, covered employees will be paid under the annual maximum earnings limitation.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	13.2.2 Center Human Resources Offices are responsible for notifying the NSSC when employees are subject to the annual limitation on premium pay and the beginning and ending dates of such coverage.	To the Director, Center Office of Human Capital		
NPR 3530.1 NASA Pay and Compensation Policy	Center Directors are authorized to approve incentives, except as provided in paragraph 16.5.1.(NOTE: there is no paragraph 16.5.1) Approval authority may be redelegated in accordance with NPD 3000.1, Management of Human Resources. The approving official must be at a higher level than the individual recommending the incentive, except the Administrator who may both recommend and approve incentives.	To the Center Director	To the Director, Center Office of Human Capital	
NPR 3530.1 NASA Pay and Compensation Policy	10.2.3 NASA Center Directors, Center Human Resources Directors, and the AA, OHCM have authority to authorize travel, transportation, and relocation expenses for a new appointee to the same extent, in the same manner, and subject to the same conditions as payments of such expenses to an employee transferred in the interest of the U.S. Government.	To the Center Director and the Director, Center Office of Human Capital		
NPR 3600.1 Attendance and Leave	4.1.d Approve a NASA employee's voluntary written request to transfer leave to the leave account of an approved leave recipient.	To the Center Director	To Direct Supervisors	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 34 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3600.1 Attendance and Leave	5.1.1 NASA Center Directors and the Assistant Administrator for Human Capital Management have authority to determine that a period of qualified non-Federal service is creditable under this provision for annual leave accrual purposes. This authority may be re-delegated in accordance with Center policy.	To the Center Director	To the Director, Center Office of Human Capital	To the Manager, Human Resources Services Office
NPR 3711.1, Labor Management Relations Program	2.1.1. Chief Human Capital Officer is responsible for Making the final Agency determination as to the compelling need for regulations issued at the Agency level with respect to a bargaining proposal. This authority may not be redelegated, except by virtue of succession. 2.2 Center Directors, or designees, are responsible for labor-management relations at their respective Centers. This includes meeting, negotiating, and participating in discussions with labor representatives for the purpose of reaching an agreement on issues relating to the working conditions of employees subject to any conditions and limitations that may be imposed by higher authority.	To the Director, Office of Human Capital	To the Manager, Human Resources Services Office	To the Labor and Employee Relations Officer
NPR 3711.1, Labor Management Relations Program	1.1.1 Agency has granted National Consultation Rights (NCR) to the International Federation of Professional and Technical Engineers (IFPTE) and the American Federation of Government Employees (AFGE). 1.1.2 NCR entitles the IFPTE and AFGE to be informed of any substantive change in conditions of employment proposed by the Agency and be permitted reasonable time to present their views and recommendations regarding the changes.	To the Center Director		Servicing Human Resource Directors (HRDs)

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 35 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 3713.6 Delegation of Authority to Act in Matters Pertaining to Discrimination Complaints	6.c The Center Directors, Executive Director, HQ Operations, and the Executive Director, NSSC, are delegated authority to resolve individual complaints of discrimination and to require appropriate remedial actions at any time prior or subsequent to issuance of a [Final Agency Decision] FAD or final order by the AA, [Office of Diversity and Equal Opportunity] ODEO or the receipt of a decision from an [Equal Employment Opportunity Commission] EEOC Administrative Judge. 6.d. In consultation with the AA for ODEO and the NASA General Counsel, the Center Directors and the AA for Mission Support are delegated authority to resolve class complaints.	To the Center Director		
NPR 3771.1 NASA's Administrative Grievance System (AGS) [Note: This NPR describes the NASA Administrative Grievance System. MSFC's negotiated grievance procedures (which differ from the administrative procedure) are contained in the applicable AFGE or MESA Collective Bargaining Agreements]	The authority to act on grievances may be redelegated from NPD 3000.1 in accordance with the following provisions: 1.1.1. Informal Grievances. 1.1.1.1. First-level supervisor. 1.1.1.2. Upon an employee's request, and for an acceptable reason, a second-level supervisor may accept and decide. 1.1.2. Formal Grievances--one level above those authorized to decide informal grievances.	To first-level or second level supervisors as appropriate		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 36 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
HUMAN RESOURCES AND PERSONNEL (Directives 3000-3999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 3792.1, NASA's Plan for a Drug-Free Workplace	2.6 Center Directors held accountable for full compliance with this directive and applicable laws and regulations that support a safe and drug-free workplace, including adhering to instructions on random drug testing notification.	To Director, Office of Human Capital	To the Agency Drug Program Manager (DPM)	Drug Program Coordinators (DPCs)
NPR 3831.1 Phased Retirement	2.3.1 Center Directors are responsible for: a. Approving or denying applications for phased retirement, requests for extensions to initial phased retirement periods, and requests from phased retirees to return to regular employment. This authority may be further delegated to management officials at least one level above the applicant's immediate supervisor. b. Considering and making decisions on requests for reconsideration arising from denial of an employee's application for phased retirement. This authority may be further delegated to management officials at least one level above the manager who denied the initial phased retirement application. c. Approve waivers of the mentoring requirement in appropriate circumstances, in accordance with paragraph 8.2.1. of this directive. This authority may be further delegated.	To the Director, Office of Human Capital	For a. and b. To appropriate management officials at least one level above the applicant's immediate supervisor	See Center Director memo, August 18, 2015 below for further delegations

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 37 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROPERTY, SUPPLY AND EQUIPMENT (Directives 4000-4999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 4100.1 NASA Supply Support and Material Management	1.6.3.5. Center Directors are responsible for appointing a single Supply and Equipment Management Officer (SEMO) to perform the functions and responsibilities in this manual.	To the Center Director	To the Manager, Logistics Services Office	To the Supply and Equipment Management Office (SEMO)
NPR 4100.1 NASA Materials Inventory Management Manual	1.6.3.6 Center Directors are responsible for appointing an Inventory Adjustment Officer who shall be senior to, or of equivalent rank with, the SEMO.	To the Center Director	To the Inventory Adjustment Officer (IAO)	
NPD 4200.1 Equipment Management Program	5.b. Center Directors shall designate a Survey Officer and a Survey Review Board (SRB) in writing. The SRB consists of at least four senior manager, one of who shall be designated as the SRB Chairperson	To the Center Director	To the Supply and Equipment Management Office (SEMO)	
NPR 4200.1 NASA Equipment Management Procedural Requirements	1.2.10 The IPO is the individual designated by the Center Director to manage and coordinate Center property matters among the various contracting officers, technical officials, contractor officials, delegated property administrators, and plant clearance officers. The responsibilities of the IPO, under the Contract Property Management Program, are outlined in NASA [Federal Acquisition Regulation] FAR Supplement. Generally, the [Industrial Property Officer] IPO is responsible for the Contract Property Management function. This function includes the performance of required property administration and plant clearance, when required, but is not delegated to the DOD.	To the Center Director	To the Manager, Logistics Services Office	To the Industrial Property Officer (IPO)
NPR 4300.1 NASA Personal Property Disposal Procedural Requirements	1.2.2 The Center Director of each NASA Center shall appoint a Property Disposal Officer (Center PDO) to implement an effective property utilization and disposal management program.	To the Center Director	To the Manager, Logistics Services Office	To the Property Disposal Officer (PDO)

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 38 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
TRANSPORTATION (Directives 6000-6999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 6200.1 NASA Transportation and General Traffic Management	<p>1.3.1 Directors of NASA Centers shall appoint a qualified individual as the Center Transportation Officer or Traffic Manager (TO/TM) to supervise the administration and accomplishment of all traffic management functions, both commercial and Government, for which the Center has responsibility.</p> <p>1.3.2 Directors of NASA Centers shall establish necessary internal policies and controls to ensure that the appointed TO/TM serves as a technical representative in procurements involving the acquisition of transportation assets.</p>	To the Center Director	To the Manager, Logistics Services Office	To the Center Transportation Officer or Traffic Manager (TO/TM)

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 39 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM FORMULATION (Directives 7000-7999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 7100.10, Curation of Institutional Scientific Collections	<p>5. (3) The Center Director of the NASA center that houses the institutional scientific collection(s), shall be responsible for the long-term curation and management of each institutional scientific collection, which includes the following:</p> <p>(a) Documentation, accessioning, preparation, inventory monitoring, labeling, and deaccessioning of samples.</p> <p>(b) The physical security, including suitable storage and curation facilities, protection, preservation and proper environment of samples.</p> <p>(c) The development and maintenance of the system of detailed procedures through which the distribution of curated materials are controlled, and the implementation of that system in conjunction with other NASA offices as necessary.</p> <p>(d) Online publication of information about institutional collections and the samples contained within them, without restriction, except as required to maintain security, privacy, comply with federal law, and or to address other matters of national interest.</p> <p>(e) Making samples in institutional scientific collections and associated data accessible to qualified proposers within and outside of the Agency, subject to privacy, security, and export control restrictions; procedures for requesting access to samples and information about how such requests will be evaluated shall be posted online publicly.</p> <p>(f) Identifying, to the fullest extent that is practicable, representative portions of all curated specimens to be preserved for future generations of researchers.</p> <p>(g) The periodic review (not less than every 5 years) of project scientific collections for consideration as institutional scientific collections to maximize availability of NASA's samples to qualified proposers.</p> <p>6. Delegation of Authority The NASA Mission Directorate Associate Administrators and Center Directors may delegate the responsibilities listed in section 5 to others within their directorates and center staff as necessary</p>	To the MSFC Center Director	To appropriate directorate/staff personnel as needed	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 40 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM FORMULATION (Directives 7000-7999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 7120.5 NASA Space Flight Program and Project Management Requirements	<p>3.3.1.1 [Technical Authority] TA originates with the Administrator and is formally delegated to the NASA AA and then to the NASA Chief Engineer for Engineering Technical Authority; the Chief, Safety and Mission Assurance for SMA Technical Authority; and then to the Center Directors.</p> <p>Subsequent TA delegations are made to selected individuals who are funded independent of the Programmatic Authority. Such delegations are formal and traceable to the Administrator. TAs located at Centers remain part of their Center organization, and their personnel performance appraisal is signed by the management of that Center organization. The Center Director (or designee) is responsible for establishing and maintaining Center TA policies and practices, consistent with Agency policies and standards.</p> <p>3.3.8.2 The Center Director (or the Center SMA director or designee) is the Center SMA TA responsible for Center safety and mission assurance processes, specifications, rules, best practices, etc., necessary to fulfill mission performance requirements for programs, projects, and/or major systems implemented by the Center. The Center Director (or designee) also monitors, collects, and assesses institutional, program, and project SMA financial metrics and performance results. The Center Director delegates Center SMA TA implementation responsibility to an individual in the Center's safety and mission assurance leadership.</p>	To the Center Director	To the Director, Center Office of Safety and Mission Assurance	Reference MCP 8070.2, (MSFC) Technical Authority Implementation Plan, for detailed information concerning further redelegation of Technical Authority at MSFC.
NPR 7120.5 NASA Space Flight Program and Project Management Requirements	<p>3.3.1.1 TA originates with the Administrator and is formally delegated to the NASA AA and then to the NASA Chief Engineer for Engineering Technical Authority; the Chief, Safety and Mission Assurance for SMA Technical Authority; and then to the Center Directors. The Administrator delegates Health and Medical Technical Authority (HMTA) to the NASA Chief Health and Medical Officer. HMTA may then be delegated to the Center Chief Medical Officer with the concurrence of the Center Director.</p>	Reference MCP 8070.2, (MSFC) Technical Authority Implementation Plan, for information concerning implementation of HMTA at MSFC.		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 41 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM FORMULATION (Directives 7000-7999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 7120.5 NASA Space Flight Program and Project Management Requirements	3.3.1.1 TA originates with the Administrator and is formally delegated to the NASA AA and then to the NASA Chief Engineer for Engineering Technical Authority; the Chief, Safety and Mission Assurance for SMA Technical Authority; and then to the Center Directors. a. Center Director - The Center Director (or the Center engineering director or designee) is the Center [Engineering Technical Authority] ETA responsible for Center engineering design processes, specifications, rules, best practices, etc., necessary to fulfill mission performance requirements for programs, projects, and/or major systems implemented by the Center. The Center Director delegates Center ETA implementation responsibility to an individual in the Center's engineering leadership.	To the Center Director	To the Director, Engineering Directorate	Reference MCP 8070.2, (MSFC) Technical Authority Implementation Plan, for detailed information concerning further redelegation of Technical Authority at MSFC.
NPR 7120.5 NASA Space Flight Program and Project Management Requirements	Appendix C. Compliance Matrix The head of the requirement owner's organization has the authority for tailoring unless this authority has been formally delegated. An "X" indicates the Headquarters' requirements owner has retained approval authority for tailoring of the requirement. When there is no "X" in the "Tailor" column, tailoring authority may have been delegated by the responsible organization. In this case, program and project managers should work with the Center representative of the responsible organization (e.g., Office of Safety and Mission Assurance (OSMA)) to determine if tailoring authority has been delegated to a Center person and, if so, who is the delegated authority. Note that [Office of the Chief Engineer] OCE delegations can be found in the "Letter of Delegation" located on the OCE tab under the "Other Policy Documents" menu in the NASA On-Line Directives Information System (NODIS).	Reference MPR 7120.1, MSFC Engineering and Program/Project Management Requirements, for detailed information concerning requirements for which the authority is retained by various Headquarters offices, and those for which the authority has been delegated to the MSFC Center Director.	Reference MPR 7120.1, MSFC Engineering and Program/Project Management Requirements, for detailed information concerning further redelegation of authority for tailoring OCE requirements at MSFC.	
NPR 7120.8 NASA Research and Technology Program and Project Management Requirements	3.8.2 Each Center Director is responsible for conducting of [Research and Technology] R&T activities and investigations that are assigned or awarded to that Center and to ensuring that the Center follows appropriate practices. The Center Director is responsible for Center scientific processes, specifications, rules, practices, and other activities, necessary to ensure the quality of results from R&T programs and projects accomplished by the Center. The CD may delegate Center responsibility to an individual in the Center's leadership.	To the Center Director		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 42 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM FORMULATION (Directives 7000-7999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 7120.11 NASA Health and Medical Technical Authority (HMTA) Implementation	3.1.1 At NASA Centers with civil service physicians, the CHMO appoints, with the concurrence of the Center Director, a CMO who shall exercise HMTA for that Center. The CMO is independently funded from programs and projects at the Center. There is no individual delegated HMTA at Centers without a CMO. At those Centers, the Center Director, with concurrence of the CHMO, shall develop an HMTA Implementation/Awareness Plan to assure HMTA is appropriately and effectively implemented at the Center.	Reference MCP 8070.2, (MSFC) Technical Authority Implementation Plan, for information concerning implementation of HMTA at MSFC.		
NPR 7123.1, NASA Systems Engineering Processes and Requirements	H.2 Compliance Matrix for Programs/Projects The Compliance Matrix documents the program/project's compliance or intent to comply with the requirements of this NPR or justification for tailoring. It is attached to the [Systems Engineering Management Plan] SEMP when submitted for approval. The matrix lists: -The requirement owner (the organization or individual responsible for the requirement) -The "Requirement Owner" column designates which organization is responsible for maintaining the requirement for the Agency and which, therefore, has the authority for tailoring unless this authority has been formally delegated.	Reference MPR 7123.1, MSFC Systems Engineering Processes and Requirements, for detailed information concerning requirements for which the authority for tailoring has been delegated to the MSFC Center Director.	Reference MPR 7123.1, MSFC Systems Engineering Processes and Requirements, for detailed information concerning further redelegation of authority for tailoring OCE requirements at MSFC.	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 43 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM FORMULATION (Directives 7000-7999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 7150.2, NASA Software Engineering Requirements	<p>2.1.3.6 Serving as Technical Authorities for requirements in this directive, Center Directors, or designees shall:</p> <p>(6) Approving/disapproving requests for relief from requirements designated with "X" in Appendix C, which fall under this Technical Authority's scope of responsibility.</p> <p>Appendix C. Requirements Mapping and Compliance Matrix</p> <p>C.2 The Compliance Matrix documents the program/project's compliance or intent to comply with the requirements of this NPR or justification for tailoring. The matrix lists:</p> <p>d. The Technical Authority Level responsible for assessing a project's compliance matrices, tailoring, waivers, and deviations from requirements in this NPR.</p> <p>C.3 Tailoring Guidance</p> <p>X - Indicates an invoked requirement by this NPR consistent with Software Classification (ref. SWE-139). May be tailored with Technical Authority approval (ref. Chapter 2.2).</p> <p>Center Director - Center Director or the Center Director's designated Engineering Technical Authority or Center Director's designated Safety and Mission Assurance Technical Authority.</p>	To the Center Director	Reference MPR 7120.1, and MCP 8070.2, for detailed information concerning the further redelegation of authority to approve tailoring of software engineering requirements to the MSFC Software Technical Authorities (SwTA).	
NPR 7900.3 Aircraft Operations Management	2.4.1.5 Center Directors shall establish a MEL for all non-test-related equipment for all aircraft operations. [89] Waivers to a [minimum equipment list] MEL may be granted by the Chief of Flight Operations but may not be delegated to a lower office/position.	To the Center Director	Not Permitted	
NPD 7900.4 NASA Aircraft Operations Management	(2) Center Directors have the authority to approve aircraft charters or short-term (30-day) aircraft leases and to approve acquisition of aircraft to be used solely for spare parts, wind tunnel models, or as static displays. Such acquisitions shall be reported in advance to the [Aircraft Management Division] AMD in writing	To the Center Director		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 44 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 8500.1 NASA Environmental Management	<p>5. Responsibility</p> <p>f. Center Directors are responsible for:</p> <p>(1) Ensuring that the Center and each Component Facility under their scope of responsibility have an appointed environmental manager with the authority to accomplish the responsibilities of section 5.g below.</p> <p>g. Center and Component Facility environmental managers are responsible for the following:</p> <p>(1) Coordinating with all internal organizations to ensure compliance with the law and effective implementation of environmental policies, procedures, and processes to reduce risk to mission.</p> <p>(2) Advocating, managing, and allocating assigned environmental program resources, both for the Environmental Compliance and Restoration Program and programs supported by Center resources and direct reimbursements.</p> <p>(3) Serving as the local source of expertise on environmental policies, procedures, requirements, and processes.</p> <p>(4) Supporting functional reviews, as necessary, to ensure that Center programs, projects, facilities, systems, and operations comply with all environmental requirements.</p> <p>(5) Serving on NASA advisory boards, panels, and working groups in accordance with their charters as coordinated and approved by local and Headquarters Senior Management.</p> <p>(6) Reporting information regarding environmental management activities to the Assistant Administrator for Strategic Infrastructure or the designee.</p>	To the Center Director	For responsibilities listed in 5.g. To the Center Environmental Manager and Michoud Assembly Facility (MAF) Environmental Manager	
NPD 8500.1 NASA Environmental Management	<p>5. Responsibility</p> <p>f. Center Directors are responsible for:</p> <p>(2) Ensuring that the Center and each Component Facility under their management scope of responsibility have appointed energy and water manager (s) with the authority to accomplish their responsibilities in NPR 8570.1, NASA Energy Management Program.</p>	To the Center Director		

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 45 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 8530.1 NASA Sustainable Acquisition	Through this NPR, the Agency Environmental Executive is delegating Waiver-approval authority to the designated Environmental Manager at each Center and Component Facility. The Environmental Manager has the authority to delegate waiver approval to an appropriate subordinate.	To the Center Environmental Manager and the MAF Environmental Manager		
NPR 8553.1, NASA Environmental Management System	1.2.4 The Center Director is responsible for the following: c. As applicable, delegating Component Facility environmental management responsibilities to an appropriate Component Facility NASA Authority	To the MAF Environmental Manager		
NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeepin g	3.1.4 The CD and ED/OHO shall: d. Consign formal authority to approve IA travel, resource acquisitions, or responsible organization corrective actions, when delegating AO responsibilities for Type C and D mishaps and close calls. e. When identifying a position to act with AO authority, formally designate that position within the Center MPCP and confer full AO authority upon that position 3.1.7 (footnote 1 to table on page 25): For Centers, AO responsibility may be delegated to the SMA Director but no lower.	To the SMA Director	Not Permitted	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 46 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 8705.6 Safety and Mission Assurance (SMA) Audits, Reviews, and Assessments	3.2.5 The delegated SMA TA shall: a. Chair each Center-led [Safety and Mission Success Review] SMSR (Requirement). b. Conduct a poll of selected SMSR participants at the conclusion of the Center-led SMSR for a recommendation to proceed (Requirement). c. Ensure that the basic elements of a Center-led SMSR, at a minimum, address the NASA Headquarters-led SMSR elements and, to the extent possible, parallel NASA Headquarters-led SMSR residual risk reporting formats (Requirement). d. Complete SMSR actions within the assigned timeframe (Requirement).	To the Director, Center Office of Safety and Mission Assurance		
NPR 8715.3 NASA General Safety Program Requirements	1.3.3 Center Directors are delegated the authority to approve variances to public safety requirements for onsite non-NASA personnel (e.g., press, visitors) if appropriate safety requirements are in place and the risk is no greater than the risk to uninvolved employees.	To the Center Director		
NPR 8715.3 NASA General Safety Program Requirements	1.6.2 Risk Acceptance. Center Directors and project/program managers are delegated the authority to accept residual risk associated with hazards based on risk assessment results and all relevant factors for their assigned activities.	To the Center Director	To Center Program/Project Managers	
NPR 8715.3 NASA General Safety Program Requirements	Note: Without an agreement between a hosting NASA Center and a tenant NASA office from another NASA Center, the host NASA Center Director will provide the services defined in this NPR for the tenant. At the discretion of the hosting NASA Center Director, individual responsibilities and services in this NPR may be delegated to the executive director of the tenant via memorandum of agreement.	To the Center Director		
NPR 8715.3 NASA General Safety Program Requirements	b. One person, trained to recognize electrical hazards, is delegated to watch the movements of other personnel working with electrical equipment to warn them if they get dangerously close to live conductors or perform unsafe acts and to assist in the event of a mishap (Requirement 32304)	Reference MWI 8715.1 for details on MSFC's Electrical Safety Program		

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 47 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 8730.5 Subject: NASA Quality Assurance Program Policy	b. NASA Center Directors: (1) Delegate authority for managing the quality assurance program to an organization not responsible for the cost or schedule of performing NASA work. This will typically be the Safety and Mission Assurance (SMA) organization.	To the Center Director	To the Director, Safety Mission and Assurance Office	
NPR 8735.2 Management of Government Quality Assurance Functions for NASA Contracts	1.2.2 NASA Center Directors are responsible for providing quality assurance services for all projects and programs hosted by, or assigned to, their Center, including the implementation of management controls to ensure proper performance of Government contract quality assurance functions. These responsibilities are typically delegated to the Safety and Mission Assurance (SMA) office	To the Center Director	To the Director, Safety Mission and Assurance Office	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 48 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 8810.2 Master Planning for Real Property	<p>b. NASA Center Directors shall:</p> <p>(1) Establish a Master Planning Steering Group composed of senior leadership individuals representing all key Center activities. The Master Planning Steering Group will develop the Center's future concept and ensure that the [Center Real Property Master Plan] CMP encompass the goals and objectives necessary to meet the Center's current and projected future mission while keeping in harmony with the surrounding community and the natural environment to the greatest extent practical.</p> <p>(2) Designate an organizational element within the Center to be responsible for preparing and updating the CMP.</p> <p>(3) Ensure review of the CMP for compliance with the Agency's strategic planning at an interval not to exceed 5 years.</p> <p>(4) Sign the newly prepared or significantly modified CMP or validate, in writing, that the CMP follows the required reviews. <u>This responsibility cannot be delegated.</u></p> <p>(5) Ensure that the siting and development of all Center facilities, particularly in conjunction with the Construction of Facilities program, has been coordinated with and is consistent with the CMP.</p> <p>(6) Ensure appropriate consultation and review of the CMP by affected State and local governments in compliance with Executive Order 12372.</p> <p>(7) Ensure receipt of Facilities and Real Estate Division concurrence on a newly prepared or significantly modified CMP before signature.</p> <p>(8) Provide copies of or access to (if Web-based) the CMP to the Facilities Engineering and Real Property Division.</p>	To the Center Director (except for b. (4) which may not be delegated)	To the Chairperson, Facilities Utilization Review Committee	
NPD 8810.2 Master Planning for Real Property	<p>b. NASA Center Directors shall: (2) Designate an organizational element within the Center to be responsible for preparing and updating the CMP.</p>	To the Center Director	To the Director, Office of Center Operations	
NPR 8800.15 Real Estate Management Program	<p>c. Center Directors may designate two senior managers to sign real estate documents and letters related to in-grants and out-grants, including permits, easements, and licenses. Designations of signing authority shall be made by the Center Director in writing to the Director, [Facilities and Real Estate Division] FRED.</p>	To the Center Director	To the Associate Center Director and the Director of the Office of Center Operations	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 49 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
PROGRAM MANAGEMENT (Directives 8000-8999)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 8800.15 Real Estate Management Program	8.1.2.1 NASA Center Directors (or an authorized Center Senior Management Official) and the Director, JPL, have the authority to purchase or lease relocatable buildings that are necessary for mission performance. a. The cost of the relocatable building(s) shall not exceed \$500,000 per action. b. The term of the lease shall not exceed three years.	To the Center Director	To the Associate Center Director	
NPR 8800.15 Real Estate Management Program	6.3.1.3 When developing an out-grant agreement, the Center Director designates in writing the Center official, if it is not the [Real Property Accountable Officers] RPAO, who is responsible for developing and negotiating the agreement for the Center. This person may be the [Space Act Agreement] SAA manager assigned in accordance with NPD 1050.1 and will ensure that the RPAO reviews and approves the agreement.	To the Center Director	To the Associate Center Director	
NPR 8800.15 Real Estate Management Program	b. The Center Director shall document appointment of the RPAO and [Facilities Utilization Officer] FUA in writing and furnish copies to: (1) The employee designated. (2) The Center Financial Management Office responsible for maintaining general ledger control accounts of the property. (3) NASA Headquarters, FRED.	To the Center Director		
NPD 8820.2 Design and Construction of Facilities	f. NASA Center Directors are responsible for the execution of all facility projects at their Center. NASA Center Directors, with the concurrence of the Director of the Facilities Engineering and Real Property Division, shall designate a Center official exercising project technical approval authority over all facility projects at the Center.	To the Center Director	To the Director, Office of Center Operations	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 50 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
FINANCIAL MANAGEMENT (Directives 9000-9799)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 9050.6 NASA Exchange and Morale Support Activities	<p>6. DELEGATION OF AUTHORITY The authority to establish Agency policy for Exchanges is delegated to the Assistant Administrator for the Office of Strategic Infrastructure. Any responsibilities of the Center Directors or the Executive Director for Headquarters Operations may be delegated to any responsible NASA official, if the delegation is made in writing.</p> <p>5. RESPONSIBILITY a. Center Directors (who, throughout this document are deemed to include the Executive Director for Headquarters Operations) shall:</p> <p>(1) Establish at the NASA Centers and Component Facilities under their jurisdiction a NASA Exchange and branches to operate activities contributing to the morale and welfare of NASA personnel.</p> <p>(2) Establish policy and procedures appropriate to Exchange management.</p> <p>(3) Operate the Exchange and its elements in a businesslike manner.</p> <p>(4) Authorize Exchanges' use of NASA-controlled real property and facilities and submit real property acquisitions and facility projects to NASA's Facilities and Real Estate Division at NASA Headquarters, in accordance with Attachment A.</p> <p>(5) Ensure that Exchanges observe the Department of Education and cognizant state licensing agency regulations in implementing the Randolph- Sheppard Act Amendments of 1974, 20 U.S.C. § 107 et seq.</p> <p>(6) Complete an annual report of Randolph-Sheppard activities and forward it to the NASA Exchange Official in the NASA Headquarters Logistics Management Division by February 15 each year.</p> <p>(7) Appoint an Exchange Council that includes no less than five Center civil service employees and designate one member as Chairperson, one as Treasurer, and one as Exchange Operations Manager.</p> <p>(8) Forward a list of Council Members to the NASA Exchange Official in the NASA Headquarters Logistics Management Division by February 15 each year.</p>	To the Center Director	To the Center NASA Exchange Manager	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 51 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
FINANCIAL MANAGEMENT (Directives 9000-9799)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 9090.1 Partnership Agreements, Financial Requirements, and Administration	<p>1.3.5 NASA Center Directors and the NASA Management Office (NMO)-JPL are responsible for negotiation, execution, amendment, and termination of reimbursable agreements for their respective Center and may delegate that within their respective Centers.</p> <p>1.3.6 Center [Chief Financial Officers] CFOs or designees acting in their capacity shall:</p> <p>a. Review and approve or disapprove Center-negotiated reimbursable agreements and [Estimated Price Reports] EPRs, including the amount and funding source, if needed, of all price adjustments or applicable waived costs.</p>	To the Center Director	To the Associate Center Director	To the Direct Reports to the Center Director, in their functional areas
NPR 9220.1 Journal Voucher Preparation and Approval and Intragovernmental Transactions	<p>The Center CFO shall designate in writing the approval threshold structure—dollar thresholds and position of approving officials within the Center. In the event that the approval authorities listed above must be delegated to an individual other than the one identified, that delegation must also be documented in writing and signed by the Center CFO.</p>	To the Center Chief Financial Officer		
NPR 9260.1 Liabilities	<p>a. Estimating, documenting, and processing changes to environmental liability estimates for restoration projects in NASA’s approved environmental cost tracking system. CEMOs are also responsible for creating estimates of environmental liabilities outside of the approved system and uploading it to the system for review and documentation in accordance with the procedures established by Agency [Environmental Management Division] EMD and Agency OCFO. The CEMOs shall have the authority to delegate these responsibilities to the respective Restoration Project Managers (RPMs).</p>	To the Lead, Center Environmental Management Office (CEMO)	To the Restoration Project Manager (RPM) as appropriate	

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 52 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
FINANCIAL MANAGEMENT (Directives 9000-9799)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPD 9645.2 Claims for Erroneous Payment of Pay and Allowances, Travel, Transportation, and Relocation Expenses and Allowances	<p>6. Delegation of Authority</p> <p>b. The Executive Director of Headquarters Operations (for claims originating at Headquarters), the NASA Inspector General (for claims of [Office of the Inspector General] OIG employees), and each Center Director (for claims originating at the Center or the respective Component Facility), are delegated the authority to perform the following:</p> <p>1) Grant waiver, in whole or part, of a claim in an amount aggregating not more than \$5,000, when waiver is permitted under 5 U.S.C. 5584.</p> <p>(2) Deny waiver of a claim in any amount, provided that the employee from whom collection is sought is advised of his/her right to request reconsideration of the denial from the Associate Administrator.</p> <p>c. The authority delegated in paragraph 6.b. may be redelegated to not more than one immediate subordinate official who reports directly to the Executive Director of Headquarters Operations, the Inspector General, or Center Director, without further power of redelegation. Such a redelegation will identify, by position title, the subordinate official.</p>	To the Center Director	To the Center Chief Financial Officer	
NPR 9610.1 Accounts Receivable, Billing, and Collection	<p>2.9 Approval Authority Required for Write-Off</p> <p>2.9.3.1 Debts of \$100 or less. Center Deputy CFOs are authorized to periodically group, review, and approve write-off of debts where the amount of each debt is \$100 or less (including interest, penalties, and administrative charges).</p>	To the Center Deputy Chief Financial Officer		
NPR 9610.1 Accounts Receivable, Billing, and Collection	<p>2.9 Approval Authority Required for Write-Off</p> <p>2.9.3.2 Debts of \$20,000 or less. Center CFOs are authorized to approve the write-off of individual accounts receivable with principal amounts not exceeding \$20,000 that have been outstanding for less than two years.</p> <p>2.9.3.3 Debts greater than \$20,000. Center CFOs, with concurrence from the Center Director or designee, will submit write-off requests for individual delinquent debts with principal amounts greater than \$20,000 to the Agency OCFO, Director for FMD, for approval.</p>	To the Center Chief Financial Officer		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 53 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
FINANCIAL MANAGEMENT (Directives 9000-9799)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NPR 9610.1 Accounts Receivable, Billing, and Collection	<p>6.6 Authority for NASA to Compromise, Suspend or Terminate Collection of Public Debt</p> <p>6.6.1. a. Debts less than \$100. Regardless of age (more or less than two-years old) debts whose outstanding balance, including interest, penalties, or administrative charges is \$100 or less and that have been substantially previously collected can be grouped for review and submitted to the Center Deputy CFO for approval to terminate collection on the debt.</p>	To the Center Deputy Chief Financial Officer		
NPR 9610.1 Accounts Receivable, Billing, and Collection	<p>6.6.1. b. Debts not greater than \$100,000. Regardless of age (more or less than two years old), delinquent debts meeting the conditions for suspension of termination of collection having principal amounts not greater than \$100,000 will be individually reviewed by the Center CFO. The Center CFO will forward the request to suspend, terminate, or close-out the debt to the Center Director for approval. The Agency OCFO Director, Financial Management Division shall be informed when these actions are approved.</p>	To the Center Chief Financial Officer	Center Director approves	Agency OCFO Director, Financial Management Division is informed
NPR 9710.1 General Travel Requirements	<p>1.1.1 NASA travel management policies seek to improve the management and systems utilized by Federal employees and contractors to enable efficient travel.</p> <p>1.2.1 The Federal Travel Regulations (FTR) 41 CFR Subpart F, published by the General Services Administration (GSA), is the source for Federal policy on all travel provisions. The FTR implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel at Government expense.</p>	Agency OCFO is Agency Lead; OIIR for foreign travel; Center's Identified Authorizing Individual	NSSC Services oversight & management of centrally-managed travel-related processes	
NPR 9710.1 General Travel Requirements	<p>1.2.2 This NPR is a supplement to the FTR to (a) interpret regulatory and other procedural requirements in a manner that balances the need to ensure that official travel is conducted in a responsible manner with the need to minimize administrative costs, and (b) communicate the resulting policies in a clear manner to NASA employees and travelers.</p> <p>1.2.3 Since this NPR is a supplement to the FTR, it is incumbent upon NASA employees/travelers, authorizing and approving officials, and financial management personnel to be familiar with</p>	Center's Identified Authorizing Individuals		

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 54 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
FINANCIAL MANAGEMENT (Directives 9000-9799)				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
	the provisions of 41 CFR Subtitle F, in relation to their specific roles in all travel related processes.			
NPR 9710.1 General Travel Requirements	<p>1.3.3 Center's Travel Points of Contact: Work directly with the OCFO and NSSC designated Lead to provide oversight and management for travel-related processes at their respective Centers.</p> <p>1.3.4 Office of International and Interagency Relations (OIIR): OIIR is responsible for reviewing and coordinating all foreign travel by NASA personnel.</p> <p>1.3.5 Authorizing and Approving Officials: Authorizing and approving officials, as identified by the employee's Center, may authorize and approve employee travel, but should review each requested authorization and voucher and only approve them in accordance with this NPR and the FTR.</p>	OIIR for foreign travel; Center's Authorized and Approving Officials		
NPR 9710.1 General Travel Requirements	<p>1.3.6 Authorizing and approving officials shall determine which method of transportation is more advantageous to the Government consistent with this NPR and the FTR and other NASA policies such as NPR 6200.</p> <p>1.3.7 Employees and other travelers subject to 41 CFR Subtitle F and this NPR are responsible for following the procedures and guidelines for conducting official Government travel outlined in this NPR and the 41 CFR Subtitle F. This includes the general requirement for each traveler to "ensure all travel expenses are prudent and necessary" (41 CFR §301-71.203(a)).</p>			Employees responsible for following procedures and guidelines

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 55 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
MEMOS, LETTERS AND OTHER SOURCES OF DELEGATIONS				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
Acting Center Director Memo for Record: Delegation of Authority to Execute Space Act Agreements, Dec 16, 2015	The Deputy Director for the Michoud Assembly Facility, is delegated authority to execute, amend, or terminate Space Act Agreements (except for International Space Act Agreements or Funded Space Act Agreements) within the purview of the Michoud Assembly Facility.	To the Deputy Director of the Michoud Assembly Facility		
Center Director Memo for Record: Delegation of Authority to Execute Space Act Agreements August 24, 2015	Authority to execute, amend or terminate Space Act Agreements (except for International Space Act Agreements or Funded Space Act Agreements) within the purview of the Engineering Directorate.	To the Associate Director for Technical Management, Engineering Directorate		
Center Director memo: Policy on Phased Retirements August 18, 2015	The following are the Marshall Space Flight Center delegations of authority for approval/disapproval of applications, reconsideration requests, exceptions for overtime and mentoring requirements in emergency situations: <ul style="list-style-type: none"> a. Approval/disapproval of phased retirement applications b. Approval/disapproval of reconsideration requests c. Waiver of overtime restrictions in emergency situations d. Waiver of mentoring requirements in emergency situations e. Extensions beyond the Initial 2-year period f. Return to regular full-time employment 	b, e, f to the Associate Center Director a, c, d to the Director, Office of Human Capital		

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 56 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
MEMOS, LETTERS AND OTHER SOURCES OF DELEGATIONS				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
NASA Administrator's letter: Delegation of Authority January 13, 2015	<p>Delegations of Authority for SES/ST/SL/NEX:</p> <ul style="list-style-type: none"> • Details, IPAs & developmental assignments of employees within Center/org not to exceed 120 days (except those to DC area which require Administrator's approval) • Annual pay increases for NEX (not greater than allowable for GS employees) • Incentive Awards (Non-Performance) • Initiate and coordinate action with OHCM for removal of executive during probationary period in accordance with NPR 3100.1 • Recruit to fill vacant "established" SES positions (must provide notification to OHCM) • Re-describe existing positions not involving major changes of duties or programs 	To the Executive Position Manager (This is the MSFC Center Director)	Further delegation is not authorized	
MOA Between NASA and the Labor Caucus of the Labor-Management Forum Regarding the Agency's Phased Retirement Program Signed March 31, 2015	<p>3) Center Directors will determine the level at which Phased Retirement applications are decided. Approving Officials must be at least one level above the applicant's immediate supervisor, unless the immediate supervisor is a Center Director. Decisions regarding applications for Phased Retirement will be timely and based on the criteria set forth in the NASA policy. Centers may establish additional criteria or limitations. Denials will be documented and provided to the employee in a timely manner.</p> <p>4) If an employee's request to participate in Phased Retirement is denied, he/she may request reconsideration to an official designated by the Center. If the reconsideration does not overturn the denial, employees may grieve to the extent the matter is covered by the applicable grievance procedure.</p>	To the Center Director	To the Director, Center Office of Human Capital (for (4))	See above for MSFC policy on Phased Retirements and specific delegations related to the policy

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 57 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
MEMOS, LETTERS AND OTHER SOURCES OF DELEGATIONS				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
Center Director Memo: Delegation of Authority for Interagency Agreements Not Covered by the FAR June 24, 2013	To negotiate, execute, amend, or terminate Interagency Agreements not covered by the Federal Acquisition Regulations (FAR). Where NASA is requesting work performed by Federal employees (other than acquisition assistance), or interagency activities where contracting is incidental to the purpose of the transaction; or orders of \$500,000 or less issued against Federal Supply Schedules. (This authority does not include supplies or services obtained using another agency’s contract or the receipt of acquisition services such as awarding and administering a contract, task order, or delivery order; acquisitions regulated by the FAR).	To the Direct Reports to the MSFC Director		
Memo from the Agency Chief Engineer Subject: Delegation of Authority for Granting Relief from Office of the Chief Engineer (OCE) Requirements August 15, 2012	In accordance with NPR 1400.1, NASA Directives and Charters Procedural Requirements, the NASA Chief Engineer is empowered to delegate authority for granting relief from requirements for which the OCE is the responsible office. The enclosure identifies NPDs and NPRs containing OCE requirements for which the NASA Chief Engineer will retain authority for granting relief from requirements. The enclosure also delegates authority for granting relief from specific requirements for which the OCE is responsible. Reference to the OCE memo for details concerning specific requirements delegated to The Center Director	http://nodis3.gsfc.nasa.gov/OCE_docs/OCE_17.pdf		
Federal Acquisition Regulation (FAR) and NASA FAR Supplement (NFS)	For MSFC acquisitions and awards, the authorities granted in the FAR and NFS specifically to the “Head of the contracting activity (HCA)” as defined in NFS 1802.101 when the Center Director is serving as the HCA.	To the Center Director	To the Center Procurement Officer	For specific redelegations reference Procurement Organizational Work Instruction (PS-OWI-05)

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 58 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
MEMOS, LETTERS AND OTHER SOURCES OF DELEGATIONS				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
34 Code of Federal Regulations Part 395 – Vending Facility Program for the Blind on Federal and Other Property	Section 395.34 Application for permits. Applications for permits for the operation of vending facilities other than cafeterias shall be made in writing on the appropriate form, and submitted for the review and approval of the head of the Federal property managing department, agency, or instrumentality. Applicable to the Randolph Sheppard Act.	To the Center Director	To the Manager, Logistics Services Office	
NASA FAR Supplement 1845.503-70	Delegations of property administration and plant clearance. (a) NASA contracting officers shall delegate property administration and plant clearance for contracts performed outside of NASA centers, installations and facilities when: (1) The contract is a cost type contract; (2) The contract is a fixed price contract that contains a cost element allowing or requiring the contractor to acquire property on behalf of the Government and that property is titled to the Government by operation of the FAR property clause; (3) The contract is a fixed price contract and Government property is furnished; or, (b) NASA Contracting officers may retain property administration and plant clearance, in accordance with 1845.503-70, only when there is a compelling need, such as a security requirement or safety requirement that would prohibit a non-cleared property administrator or a plant clearance officer from performing these services. (c) Delegation of property administration activities to other agencies will be made according to the special delegation instructions issued by Logistics Division, Office of Strategic Infrastructure. Variance from these delegations instructions must be authorized by Logistics Division, Office of Strategic Infrastructure. (d) Contracting officers shall retain property administration and plant clearance for all contractors where the place of performance is within a NASA Center, Installation or Facility. (e) Under the clause at 1852.245–71, Installation-Accountable	To NASA contracting officers	As appropriate	

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Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: N-1
	Date: July 21, 2017	Page 59 of 60

ATTACHMENT D: DELEGATIONS OF AUTHORITY				
MEMOS, LETTERS AND OTHER SOURCES OF DELEGATIONS				
Reference Directive	Authority	Delegation	Redelegation	Further Redelegation
	Government Property, property is managed by center logistics functions using NASA internal policy and procedural guidance, except— (1) When contractors are provided or are allowed the use of property that is not governed by that procedural guidance, management of that property is governed by the applicable FAR clause. (2) When the contractor is responsible for performance of any segment of a property system under a FAR property clause, then property administration and plant clearance are required.			

Marshall Policy Directive DA01		
Delegations of Authority for Marshall Space Flight Center (MSFC)	MPD 1200.3	Revision: L
	Date: July 21, 2017	Page 60 of 60

ATTACHMENT E: Reference Documents

- a. MPR 7120.1, MSFC Engineering and Program/Project Management Requirements
- b. MPR 7123.1, MSFC Systems Engineering Processes and Requirements
- c. MWI 3451.1, Incentive Awards and Suggestions
- d. MCP 8070.2, (MSFC) Technical Authority Implementation Plan
- e. PS-OWI-05, Review and Execution of Procurement Documents
- f. Acting Center Director Memo for Record, Delegation of Authority to Execute Space Act Agreements, Dec 16, 2015
- g. MSFC Center Director Memo for Record, Delegation of Authority to Execute Space Act Agreements, August 24, 2015
- h. MSFC Center Director Memo, Policy on Phased Retirements, August 18, 2015
- i. NASA Administrator's Letter, Delegation of Authority, January 13, 2015
- j. MOA Between NASA and the Labor Caucus of the Labor-Management Forum Regarding the Agency's Phased Retirement Program, March 31, 2015
- k. MSFC Center Director Memo, Delegation of Authority for Interagency Agreements Not Covered by the FAR, June 24, 2013
- l. Office of the Chief Engineer Memo, Delegation of Authority for Granting Relief from Office of the Chief Engineer (OCE) Requirements, August 15, 2012