

National Aeronautics and Space Administration  
George C. Marshall Space Flight Center  
Marshall Space Flight Center, AL 35812



November 3, 2010

Reply to Attn of IS01

TO: DA01/Director  
THRU: IS20/Center Directives Manager  
FROM: IS01/Office of the Chief Information Officer  
SUBJECT: Request for Deviation for MPR 1440.2L, MSFC Records Management Program

Deviation Number: MPR 1440.2-DEV01

In accordance with MPR 1410.2, IS01 requests approval for deviation from MPR 1440.2L, paragraph 2.4.4.

1. Define the proposed departure from the requirement(s):

At the beginning of each fiscal year, the Directors/Managers of each MSFC/MAF basic organization and program/project are required to furnish, by memorandum, the name, job title, and organizational element of the appointed Records Liaison Officer (RLO) for their organization. This deviation request is to change the requirement to allow use of Marshall Form 4538, Directorate or Program/Project Appointment of MSFC Organizational Records Liaison Officer.

2. Justification for the deviation (include references to any applicable nonconformance, discrepancy, or deficiency report(s)):

MSFC Form 4538 allows for a consistent means of approving and documenting RLO appointments. It assures that both the manager and RLO have a basic understanding of the responsibilities of the function and allows for the RLO to sign the form in acknowledgement of the appointment.

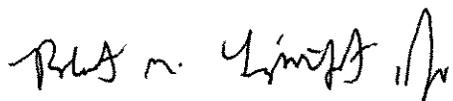
3. Applicability, impacts, and conditions (if any) of deviation:

The requested deviation will stand until MPR 1440.2 is updated to reflect this change in requirement.

4. Alternate plans to meet any ISO 9001 or AS9100 requirement:

None needed.

Approved by:

A handwritten signature in black ink, appearing to read "R.M. Lightfoot". The signature is written in a cursive style with a large, stylized initial "R" and "L".

Robert M. Lightfoot  
Director