

**MWI 1280.5  
REVISION N**

**EFFECTIVE DATE: September 24, 2019  
EXPIRATION DATE: September 24, 2024**

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# **MARSHALL WORK INSTRUCTION**

**QD01**

## **MSFC ALERT PROCESSING**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P14.2-C01 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/20/99	Document changed to match revised MSFC organization and to eliminate MMI 5310.2.
Revision	B	4/8/02	Revised to eliminate reference to specific S&MA organization codes and to match web-based response techniques.
Revision	C	8/16/02	Reduce launch-imminent mode processing from 2 weeks prior to FRR to 2 days before a launch, apply launch-imminent processing for only hardware directly involved in the imminent mission, give the S&MA Shuttle Assurance Manager or his designee authority to evaluate the need for launch-imminent ALERT release, clarify that most distributions are not by groups, and change Open ALERT Summary report from monthly to quarterly (per ISO surveillance audit finding).
Revision	D	1/24/03	Change Footer URL; Change name of records retention document; Revise applicability.
Revision	E	11/21/2003	Add 7-day announcement, delinquent announcement, and 30-day extension features.
Revision	F	10/15/2004	Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387). Changes were also made to reflect S&MA organizational name changes (i.e., QS to QD).
Revision	G	6/27/2007	Changed Retention Table reference from 8/5 <N1-255-94-3> to 8/107 <N1-255-04-3> in keeping with updates to NPR 1441.1. Corrected URL reference in Appendix A. Reflects minor editorial changes.
Revision	H	2/3/2009	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility; Incorporated DCB review comments corrections; Split paragraphs with multiple "shall" statement; Deleted Section 2.3 as redundant; Changed traceability comments to match MPR 8040.2; Deleted non-used documents from Applicable Documents; Translated some acronyms; Incorporated various non-technical formatting and wording changes; Added definitions for certain job titles/tasks; Updated ALERT data system URL; Updated Appendix D for updated form and data field descriptions Added MPR 1440.2 as an Applicable Document and referenced it in Section 9.
Revision	I	6/28/2010	Added more detail to processing steps, especially those related to MSFC ALERT Coordination activities in Sections 6 and 11; Specifically, expanded Section 6.2; split previous Section 6.3 Receiving and Distributing ALERTs; Expanded contents Section 6.3 Receipt, Prescreening and Response Time Determination and Section 6.4 ALERT Distribution; Incremented previous section numbers for previous sections 6.4 through 6.6; to sections 6.5 through 6.7; Adjusted flow diagrams in sections 11.4 through 11.6 accordingly. Added Engineering Independent Technical Authority (ITA) and Project Office to launch-imminent ALERT disposition process for impacted ALERTs; Also reflects minor editorial and non-technical format changes; In Section 3, changed section title; Revised title of referenced document NPD 1280.1; Added Applicable Document MPR 3410.1; Added Applicable Document STS/RM-ALERT and removed Appendix A. In Section 5, Revised 5.1 definition, added acronyms for the specific types of documents; merged 5.8 definition into a single statement with "must" statement removed;

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Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
			<p>Changed 5.9 MSFC ALERT Originator to be Finding Organization Technical Representative and consistently used that term throughout the document; Changed 5.11 from Coordinator to Actionee and consistently used that term throughout the document. In Section 6, Added URL reference in 6.1.1; generalized from just “flight project hardware” in 6.1.4; added “calendar days” or “work days” throughout document; in 6.2 changed “Legal” to “Office of Chief Counsel” and similar throughout document; Added reference to NPR 8735.1 and GIDEP SO300-BT-PRO-010 as sources for criteria of various types of ALERT-type document; Eliminated more than 4-level deep number in keeping with MWI 1410.1 both here and throughout document; In 6.3.2, revised from “aerospace applicability” to “MSFC applicability”; In 6.3.4.1 and throughout, revised from “significant” to “related” milestones; Throughout 6.3.4, added “safety” in addition to “mission success”; In 6.3.4.3, replaced “Engineering ITA” with “Chief Engineer”; In 6.4.5.1, eliminated use of “will” statement; In 6.4.6 and throughout document, replaced “point(s) of contact” with “Actionee(s)”; In 6.5.2, replaced “launch” with “mission use”; Added 6.7.1.2; In 6.7.2.2, added “of each year” to the “November 1” statement; Added 6.7.7.3; Added new daily informational and status report “from Flight Readiness Review...” thru actual event distributed to parties involved for general awareness. In Section 9, added subsection numbers; Added that ALERT training records to be maintained in general employee training records as described in MPR 3410.1. In Section 11, added lead-in sentence introducing flow diagrams to follow; Made flow diagrams match changes to Section 6 write-ups; Corrected a few mistaken or missing process flow arrows. Re-sequenced remaining Appendices labels. Corrected various other non-technical grammatical, spelling, formatting, and typographical errors.</p>
Revision	J	6/8/2011	<p>Revised in response to NASA Headquarters REDAA flow down 07/08/2010 gap analysis between this document and NPR 8735.1B; mandatory closed-loop processing for flight and safety-critical systems added to 2.3; MPD 2190.1 export control document added to Applicable documents (3.8); Past ALERT-type documents review added for new reviewing organization as 6.1.3.2 and subs; MSFC NASA Advisory Form added as Appendix A.2 and referenced in 6.2.1.3 Note; Review of draft MSFC-initiated ALERT-type document by Export Control Representative added to 6.2.2.3 and as new 6.2.2.2 and sub; Referenced source documents for GIDEP and NASA Advisory during submittal process in 6.2.3.2; Added new 6.2.3.2.a to include providing copy of MSFC-initiated NA to Deputy Assistant Inspector General in NASA HQ Office of Inspector General; Updated flowchart diagrams in 11.1 and 11.2 to include changes described above. Added new Appendix B, “Acronyms and Abbreviations.” Removed all “shall” statements from the Appendices, except for those directly quoted from an external document. Added reference to sample acceptable Parts List formats in 6.1.3.2 and in the 4. References. Provided typical restrictions and their source in 6.3.1.1. Added the Applicable to MAF statement at new 2.2. Alphabetized terms in Section 5 Definitions and added the definition for Safety Critical Item. Removed restriction of not requesting extension to within 7 days of due date in 6.5.3.a. Updated GIDEP form to September 2009 version. Moved 5. References content to Appendix E in compliance with MWI 1410.1. Corrected various non-technical grammatical, spelling, formatting, and typographical errors.</p>

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Revision	K	1/10/2014	Updated to address recent changes to the MSFC environment, including revised MWI format, other document changes (titles and contents), and Revision C in parent document NPR 8735.1. Changes include: In 1.1 replaced reference from MPD 1280.1 to MPR 1280.10; In 1.2 removed reference to NSTS 5300.4(1D-2); In 2. NOTE, deleted “for Flight Systems” in Figure 1 title; In 4. deleted MPD 1280.1 (4.7) and NSTS 5300.4(1D-2) (4.13) and replaced them with MPR 1280.10, respectively; Replaced un-numbered MSFC NASA Advisory Form with new MF4627 in 4.17 and Appendix E.2; In A.10, added mention of Associate MSFC ALERT Coordinator; in A.15, modified definition to add “facility”, “loss of mission”, and “safety-critical”; Added new Section 5.8 and subs and new App J.8 (flowchart) to address termination/transfer of closed-loop ALERT processing for a specific program or project; Updated Cancellation Revision, Date, and Center Director; In 5.7.4, added specific reference to supporting DMSMS; In Appendix E.2, added new data fields for Date Issued, Manufacturer Address, Part Serial Number, and MSFC Advisory Coordinator e-mail address; In Appendix B, deleted NSTS and added DMSMS.
Revision	K-1	5/3/2017	On 5/3/17, at the request of the OPRD, the following administrative changes were made: Throughout replaced S&MA with SMA. Changed NPR 1441.1 to NRRS 1441.1 throughout document. Deleted NPD 2110.1 “Foreign Access to NASA Technology Transfer Materials” from 4.4 and 5.5.4.2a. Replaced MPD 2190.1 with MPR 2190.1. Replaced MPD 8040.2 “Product Identification and Traceability” with MPR 7123.1 “MSFC Systems Engineering Processes and Requirements”. Added 2 new Applicable Documents to Section 4: STD/DE-ABPL “STD Design and Development Engineering (DE) As-Built Electrical, Electronic, and Electromechanical (EEE) Parts List” and STD/DE-ADPL “STD DE As-Designed EEE Parts List”
Revision	L	11/30/2017	Revised throughout to match the terminology, process flow, and displays of Agency-wide NASA Advisories, Notices, and Alerts Distributions and Response Tracking System (NANADARTS). Removed quotes from titles in Sections 3 and 4. Removed MPR 1280.10 as Authority Document in Section 3. Eliminated use of ALERT as an acronym. Removed quarterly review of Extensions (old Section 5.7.7). Removed MSFC database electronic record responsibilities and moved it to NANADARTS administrators in Appendix D. Added sample, filled-out Part Used response form in Appendix G. In Appendix D.2, changed MPR 3410.1 sections referenced to be that document’s Appendix D.
Revision	M	3/13/2019	In 3.2 and Appendix E.2, revised the title of NPR8735.1 per Rev D. In 4, added applicable document NPD 8730.5. In 5.3.3.2.a, added reference to critical work as a criteria for mandatory closed-loop response determination. In 5.5.1.2.a, clarified distinction between “use” and “impact”. Inserted new 5.7.8 and revised Appendix J.7 to address quarterly information provided to NASA Agency Alert Coordinator in support of OSMA Baseline Performance Review. In 5.8.2 and Appendix J.8, terminated Alert involvement for any cancelled or completed Project/Program. In Appendix E.2, replaced September 2013 version of MSFC Form 4627 with October 2018 version. In Appendix I.2, replaced 3-year training requirement with training every 2-year per NPR 8735.1.
Revision	N	9/24/2019	Inserted 2,6 to describe tailoring approved for SLS. Added references to STD/DE-ABPL, STD/DE-ADPL, SLS-RQMT-014, and NASA Form 1707 to 4. Added NOTE below 5.2.3.2 to call-out specific URL and e-mail for submittals. Added NANADARTS URL to 5.3.1. Added new

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			5.7.9 to describe use of NF1707. Added NANADARTS URL to NANADARTS definition in Appendeix A. Added SLS and NARS to Appendix B. Updated MF4627 in Appendix E.2 to February 2019 version. Eliminated old Appendix H; Decrementd old Appendices I and J to H and I, respectively. Revised Appendix A “Lead” entry to “Organization Lead” to match usage throughout document text. In Appendix A, referenced NPR 8735.1 as source of information describing MSFC Alert Coordinator and Alternate MSFC Alert Coordinator.

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## **1. PURPOSE**

1.1 To provide instructions for processing NASA Advisories (NAs) and Government-Industry Data Exchange Program (GIDEP) Failure Experience Data (FED), hereafter referred to as Alert-type notifications.

1.2 The MSFC system for processing Alert-type notifications is designed to: (1) prevent occurrence on MSFC-controlled products of nonconformances documented in the GIDEP, NA processing systems, or similar notification systems; (2) provide the impact of identifying and correcting Alert-type product problems on MSFC-controlled products when requested; (3) prevent occurrence on other government products of product supplier problem issues which are found on MSFC government products; and (4) satisfy requirements of NPD 1280.1 and NPR 8735.1.

## **2. APPLICABILITY**

2.1 This MWI 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.)

2.2 This MWI applies to the Michoud Assembly Facility.

2.3 This MWI 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.

2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.

2.5 This MWI applies to all MSFC organizations and programs which use, develop, or provide products for the Government or Government entities when the product requires configuration item identification per MPR 7123.1. This includes flight hardware, ground support equipment, test equipment, and other products as defined by the design control process owner and program/project manager/customer/user.

*NOTE: For flight projects and systems that contain safety critical items, closed-loop processing reporting response is based on critical work as defined in NPD 8730.5. This includes screening procurement requests against GIDEP and NASA Advisories for safety critical hardware and software, and flight hardware and critical ground support equipment being procured with a NASA Purchase Card (P-Card) and meeting the definition of critical work.*

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2.6 The Space Launch System (SLS) has GIDEP and NASA Advisory processing in its SLS Program Safety and Mission Assurance Requirements (SLS-RQMT-014) and each of the prime contractors are required to evaluate, report, and address Alerted parts usage for their Elements. The SLS Program (signed off by the SLS Program Manager), Marshall (signed off by the Marshall Center Director), and Office of Safety and Mission Assurance (OSMA) (signed off by the OSMA Chief) have granted flexibility in how that is to be accomplished. An element may use its own internal system for tracking and recording Alert evaluations and report usage results to SLS in accordance with SLS-RQMT-014.

### **3. AUTHORITY**

3.1 NPD 1280.1, NASA Integrated Management System Policy

3.2 NPR 8735.1, Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP)

### **4. APPLICABLE DOCUMENTS AND FORMS**

4.1 NPD 8730.5, NASA Quality Assurance Program Policy

4.2 NRRS 1441.1, NASA Records Retention Schedules

4.3 MPR 1440.2, MSFC Records Management Program

4.4 MPR 2190.1, MSFC Export Control Program

4.5 MPR 3410.1, Training

4.6 MPR 7123.1, MSFC Systems Engineering Processes and Requirements

4.7 MPR 8730.3, Control of Nonconforming Product

4.8 SO300-BT-PRO-010, GIDEP Operations Manual

4.9 SLS-RQMT-014, SLS Program Safety and Mission Assurance Requirements

4.10 STD/DE-ABPL, As-Built EEE Parts List

4.11 STD/DE-ADPL, As Designed EEE Parts List

4.12 STD/RM-ALERT, Standard (STD)-Reliability and Maintainability (RM) Data Requirement Description (DRD) STD/RM-ALERT, MSFC ALERT System Documentation

4.13 MSFC Form 420, Input Form for Engineering Parts List

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4.14 MSFC Form 4627, MSFC NASA Advisory Form (Reference Appendix E.2)

4.15 NASA Form 1707, Special Approvals and Affirmations of Requisitions

4.16 Government-Industry Data Exchange Program (GIDEP) Form 97-1, GIDEP ALERT (Reference Appendix E.1)

## 5. INSTRUCTIONS

The following instructions (illustrated in related Appendix I process flow diagrams) shall be followed when processing Alert-type notifications:

<u>Actionee</u>	<u>Section</u>	<u>Perform all actions</u>
MSFC Organization Lead	5.1	<u>Include Alert-type Notification Processing in Organization Plans/Contract Requirements.</u>
MSFC Organization Lead	5.1.1	Assure that Alert-type notification processing is specified in the Project Plan, the Reliability Plan, a task agreement, operating instructions, or the contract, modeling their requirements after the sample requirements statement referenced in STD/RM-ALERT, at URL: <a href="https://masterlist.msfc.nasa.gov/drm/drd_masterlist.taf">https://masterlist.msfc.nasa.gov/drm/drd_masterlist.taf</a> .
MSFC Organization Lead	5.1.2	Appoint Required Responder Group Actionees to serve as prime points of contact for Alert-type notification, tracking, review, and response.
MSFC Organization Lead	5.1.2.1	Inform the MSFC Alert Coordinator of these appointments and any subsequent changes to them.
MSFC Alert Coordinator	5.1.3	Add organization (Responder Group) and Actionees (Required Responders) to distribution for Alert-type notifications.
MSFC Alert Coordinator	5.1.3.1	Provide training materials and/or instruction in Alert-type notification processing and use of NASA Advisories, Notices, and Alerts Distribution and Response Tracking System (NANADARTS) to all new Required Responder Group Actionees, as described in Appendix H.
MSFC Alert Coordinator	5.1.3.2	If a parts list (with at least as much detail as described in MSFC Form 420; DRD STD/DE-ABPL; or STD/DE-ADPL) is available for the new recipient organization, perform data comparison queries of the parts list from the

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<u><b>Actionee</b></u>	<u><b>Section</b></u>	<u><b>Perform all actions</b></u>
		newly-added organization against historic Alert-type data by sending it to the GIDEP Operations Center for them to compare against historical GIDEP FED and to NASA data system(s) for historic NAs.
	a.	For each impacted Alert-type document found to impact a component on the newly-added organization's parts list:
MSFC Alert Coordinator	(1)	Initiate a new open case of the existing Alert-type document in NANADARTS against the newly-added organization.
Required Responder Group Actionees	(2)	Process each of the impacted Alert-type documents as described below in Sections 5.5 and subsections.
Involved Safety and Mission Assurance (SMA) Representative	5.1.4	If Alert-type document processing is required for the organization/project per NPR 8735.1 and/or Project Manager direction, assure that adequate parts traceability is specified in keeping with the requirements of MPR 7123.1.
MSFC Alert Coordinator, Finding Organization, Office of Chief Counsel, Export Control	5.2	<u>According to SO300-BT-PRO-010, generation of a GIDEP FED report is the obligation of the organization that initially discovers product nonconformance.</u> Therefore, within 60 calendar days of identification of a potential Alert-type document, work together to determine reportability and, if warranted, submit the proper Alert-type notification using the following steps:
Finding Organization Technical Representative	5.2.1	Initiate contact with the MSFC Alert Coordinator to develop an appropriate Alert-type draft document, if justified, by performing the following steps:
Finding Organization Technical Representative	5.2.1.1	Inform the MSFC Alert Coordinator of the issue, providing a description of the potential Alert-type notification.
MSFC Alert Coordinator	5.2.1.2	Determine whether or not an Alert-type document is justified, based on criteria specified in NASA's NPR 8735.1 and/or GIDEP's SO300-BT-PRO-010.
MSFC Alert Coordinator	a.	If it is determined that no Alert-type document is required, no further actions are required.

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<b><u>Actionee</u></b>	<b><u>Section</u></b>	<b><u>Perform all actions</u></b>
MSFC Alert Coordinator	5.2.1.3	If an Alert-type document is needed, provide the best NASA or GIDEP form associated with that type issue [based on such factors as potential extent of the issue (i.e., within MSFC only, within NASA, or throughout multiple industries), the risk associated with the issue (i.e., severity and likelihood), and any confidentiality concerns] to the Finder Organization Technical Representative.

*NOTE: Typical sets of information, specifically for the GIDEP Alert Form and the MSFC NA Form, are provided in Appendix E.*

Finder Organization Technical Representative	5.2.1.4	Provide the information requested on the form to the best of their ability to the MSFC Alert Coordinator, explaining the issue with factual data.
MSFC Alert Coordinator	5.2.1.5	Review the draft Alert-type document for completeness, factual statements, consistency, and clarity.
MSFC Alert Coordinator and Finding Organization Technical Personnel	5.2.1.6	Obtain consensus with the Finding Organization Technical Personnel for any changes recommended to the draft document.
MSFC Alert Coordinator	5.2.2	If a manufacturer/vendor/supplier is mentioned in the draft document and could be interpreted to be at fault:
MSFC Alert Coordinator	5.2.2.1	Provide a copy of the draft to MSFC Office of Chief Counsel for its review and approval prior to its release.
MSFC Office of Chief Counsel	a.	Review the draft from a legal liability perspective, providing any concerns or comments to the MSFC Alert Coordinator.
MSFC Alert Coordinator	5.2.2.2	Provide a copy of the draft to the organization's Center Export Representative for review and approval prior to its release.
Center Export Representative	a.	Review the draft from an MSFC Export Control Program perspective in keeping with MPR 2190.1, providing any concerns or comments to the MSFC Alert Coordinator.
MSFC Alert Coordinator and Finding Organization Technical Personnel	5.2.2.3	Obtain consensus with the Finding Organization Technical Personnel for any changes to the draft document directed by the MSFC Office of Chief Counsel and/or the organization's Center Export Representative.

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<u><b>Actionee</b></u>	<u><b>Section</b></u>	<u><b>Perform all actions</b></u>
MSFC Alert Coordinator	5.2.2.4	Send the completed draft form to the product manufacturer/vendor/ supplier, providing them an opportunity to respond within 15 working-days, unless the issue is considered a Safe Alert (SA) needing immediate release.
MSFC Alert Coordinator	a.	If the draft is an SA, inform the product manufacturer/vendor/supplier without delaying submittal to the appropriate data system for the 15 work-day response period (i.e., immediately proceeds to Section 5.2.3).
MSFC Alert Coordinator and Finding Organization Technical Personnel	5.2.2.5	If the manufacturer/vendor/supplier requests changes to the draft, obtain consensus with the Finding Organization Technical Personnel and, if needed, from MSFC Office of Chief Counsel, for any changes to the draft document resulting from review by the product manufacturer/ vendor/supplier.
MSFC Alert Coordinator	5.2.3	Once the document has been thoroughly vetted and a document acceptable to the involved MSFC parties has been generated:
MSFC Alert Coordinator	5.2.3.1	Sign and date the official form.
MSFC Alert Coordinator	5.2.3.2	Officially submit the signed document along with any manufacturer/vendor/supplier official response for inclusion in the data system associated with that type of document (i.e., NASA Advisory System for an NA per NPR 8735.1, or GIDEP for an SA, AL, PA, or Agency Action Notice (AAN) per SO300-BT-PRO-010).

*NOTE: GIDEP documents are submitted via e-mail to [GIDEP@gidep.org](mailto:GIDEP@gidep.org) and NAs are submitted on-line directly into the NASA Advisory Reporting System (NARS) at URL: <https://nars.nasa.gov>*

MSFC Alert Coordinator	a.	If the document is an NA, provide a copy of it to the Deputy Assistant Inspector General in the NASA Headquarters Office of Inspector General (OIG).
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<u><b>Actionee</b></u>	<u><b>Section</b></u>	<u><b>Perform all actions</b></u>
MSFC Alert Coordinator	5.3	<u>Receipt, Prescreening, and Response Time Determination for NANADARTS Distributions.</u>
MSFC Alert Coordinator	5.3.1	Receive or obtain Alert-type notifications from NANADARTS, including GIDEP, other NASA Centers, and within MSFC, by E-mail notification followed by data system query and file download from URL: <a href="https://nanadarts.nasa.gov">https://nanadarts.nasa.gov</a> .
MSFC Alert Coordinator	5.3.1.1	If distribution restrictions/limitations are specified by the originator or distributor regarding the received document, strictly abide by those restrictions, as for timing (release and/or response), mode of distribution, and/or document recipients distribution, unless specifically relaxed for Marshall processing by the document originator or the OIG.
MSFC Alert Coordinator	5.3.2	Screen the information for potential MSFC applicability.
MSFC Alert Coordinator	5.3.2.1	If the information is not potentially applicable, terminate further processing of the document in question (i.e., it is screened out from response).
MSFC Alert Coordinator	5.3.3	If information <i>is</i> potentially applicable:
MSFC Alert Coordinator	5.3.3.1	Review the information to determine if it is in an acceptable format, sufficiently specific, understandable, cleared for release by the originator, and consistent enough to be acted upon.
MSFC Alert Coordinator	a.	If the information is <i>not</i> actionable, attempt to enhance the information to remedy the deficiencies involved.
MSFC Alert Coordinator	(1)	If the information is not enhanced sufficiently to be actionable within one week, terminate further processing of the document in question (i.e., it is screened out from response).
MSFC Alert Coordinator	(2)	If the information is enhanced sufficiently to be actionable within one week, continue processing to Section 5.3.3.2.

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<b><u>Actionee</u></b>	<b><u>Section</u></b>	<b><u>Perform all actions</u></b>
MSFC Alert Coordinator	5.3.3.2	Determine if this is new or updated information by comparing the information against historic NANADARTS data, as follows:
MSFC Alert Coordinator	a.	If this is new information with potential impact on MSFC critical work as defined in NPD 8730.5, assign a new MSFC Alert-type notification number to the item for eventual release for CLOSED-LOOP MANDATORY RESPONSE.
MSFC Alert Coordinator	b.	If there is significant new information in a revised report, assign the next revision letter to the related historic MSFC Alert-type notification number to the item for eventual release for CLOSED-LOOP MANDATORY RESPONSE.
MSFC Alert Coordinator	c.	If there is no significant new information in a revised report, assign the next revision letter to the related historic MSFC Alert number to the item for eventual release as an ACKNOWLEDGE ONLY distribution.
MSFC Alert Coordinator	5.3.3.3	Enter the Alert-type notification information into the paper receipt log.
MSFC Alert Coordinator	5.3.4	To determine when to release the notification and specify the timeframe for required disposition:
MSFC Alert Coordinator	5.3.4.1	If there is no potential related milestone event for the involved organization within the next 30 calendar days, schedule immediate release with a 30 calendar-day disposition requirement.
MSFC Alert Coordinator	5.3.4.2	If there is a potential related milestone event for the involved organization within the next 30 calendar days but the event is at least 2 work days away, schedule immediate release with disposition required prior to the event.
MSFC Alert Coordinator	5.3.4.3	If there is a potential related milestone event for the involved organization within the next 2 work-days, evaluate release of the Alert-type notification according to the launch-imminent mode review process, as follows:

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MSFC Alert Coordinator and Program Safety Technical Authority (STA)	a.	Evaluate the report for its potential to impact safety or mission success-based on the severity of report type and/or known applications of the component.
MSFC Alert Coordinator	b.	If the MSFC Alert Coordinator and the involved Program STA concur that the item does not impact safety or mission success, hold release of the notification until after either the milestone event occurs or, if the event is delayed, until the milestone event is scheduled for a delay of more than 2 work days.
MSFC Alert Coordinator	c.	If the MSFC Alert Coordinator and the involved Program STA determine that the item is likely to impact safety or mission success, schedule immediate release as an OPEN CLOSED-LOOP MANDATORY RESPONSE with disposition required prior to the milestone event.
MSFC Alert Coordinator	5.4	<u>Document Distribution Process.</u> Based on the evaluations from Section 5.3 and subsections above:
MSFC Alert Coordinator	5.4.1	Set the number of days for disposition response for each involved MSFC NANADARTS Required Responder Group as determined from Section 5.3 and subsections into NANADARTS.
MSFC Alert Coordinator	5.4.2	Issue the pending distribution to the MSFC Required Responder Group Actionee through NANADARTS, as follows:
MSFC Alert Coordinator	5.4.2.1	Indicate to the database the organizations that are to receive the Alert-type notification as ACKNOWLEDGE ONLY, as INFORMATION ONLY, or as an OPEN CLOSED-LOOP MANDATORY RESPONSE as determined during Section 5.3 processing.
MSFC Alert Coordinator	a.	For those MSFC Required Responder Groups receiving OPEN CLOSED-LOOP MANDATORY RESPONSEs, indicate the specified response disposition date as determined during Section 5.3 processing.
MSFC Alert Coordinator	5.4.2.2	Submit the MSFC NANADARTS record for distribution to the MSFC Required Responder Groups.

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MSFC Alert Coordinator	5.4.3	The NANADARTS creates data records for each receiving group and sends e-mail notifications to all receiving groups Required Responder Group Actionee that the new NANADARTS record has been distributed.
MSFC Alert Coordinator	5.4.4	If an active MSFC Required Responder Group Actionee does not have direct access to NANADARTS, e-mail a copy of the distributed image file and a blank response form comparable to the NANADARTS response screen (as shown in Appendix G) for their use in evaluating the document.
<i>NOTE: Historical MSFC-issued Alert-type notifications and responses as specified in NRRS 1441.1 may be obtained by contacting the MSFC Alert Coordinator.</i>		
Required Responder Group Actionee	5.5	<u>Evaluating and Responding to Alerts-Type Notifications.</u> When an MSFC NANADARTS distribution is received by a Required Responder Group Actionee:
Required Responder Group Actionee	5.5.1	Perform Alert-type document evaluation by comparing each identified hardware item against hardware used within or stocked by the organization.
Required Responder Group Actionee	5.5.1.1	For each item for which the hardware is NOT used or stocked by the organization, submit a NOT USED indication into the NANADARTS response data record. (See Appendix G.)
Required Responder Group Actionee	5.5.1.2	If a part identified in an Alert-type notification involves the Required Responder Group's hardware:
Required Responder Group Actionee	a.	Record USE in the NANADARTS Response data record, along with the required parameters shown in Response Sheet (Appendix G), including contact, where the part is used, whether or not the use is impacted by the alerted condition, and an assessment of the significance of the issue for the Required Responder Group's sphere of responsibility.
Required Responder Group Actionee	b.	Coordinate development of an appropriate response to the potential discrepant condition including, but not limited to, generation of nonconformance correction documentation. (See MPR 8730.3.)

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Required Responder Group Actionee	5.5.2	Within the required initial response time (30 calendar days or prior to mission use), submit the required information through data record update to NANADARTS or to the MSFC Alert Coordinator.
Required Responder Group Actionee	5.5.3	If unable to meet the specified response schedule, initiate a one-time up-to-30 calendar-day response extension by selecting the Request Extension option from the electronic system menu, specifying the document involved, and entering justification for the extension if:
Required Responder Group Actionee	a.	The response is not more than 30 calendar days after becoming delinquent.
Required Responder Group Actionee	b.	The hardware is not applicable to a mission/use occurring before the Requested Extension Date.
Required Responder Group Actionee	c.	There is a legitimate justification for needing an extension.
<i>NOTE: Once approved by the MSFC Alert Coordinator, this will cause the due date to be extended to up to 30 calendar days beyond the original Response Due Date.</i>		
Required Responder Group Actionee	5.5.4	If usage was identified, submit the NANADARTS Response information into the NANADARTS record by the established Response Due schedule.
Required Responder Group Actionee	5.5.4.1	If an impacted Alert-type notification is evaluated within 2 work days prior to a scheduled launch/milestone event, in addition to normal processing described above:
Required Responder Group Actionee (CSO, Chief Engineer, and Project Manager)	a.	Obtain approval of the disposition and use/flight rationale from the involved Chief Safety Officer (CSO), Chief Engineer, and Project Manager.
Involved Project Manager	(1)	Be responsible for reporting what is evaluated as significant Alert-type notification impacts to the Program Requirements Control Board (PRCB) or Mission Management Team (MMT) in support of launch, flight, or use decisions.

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Required Responder Group Actionee(s) or MSFC Alert Coordinator	b.	If timing does not permit entry into the data system, notification disposition entry into the database may be delayed until after the launch/milestone event or the MSFC Alert Coordinator may input the Required Responder Group Actionee-provided Usage/Impact Response for the organization either before or after the launch/milestone event.
Required Responder Group Actionee	5.5.4.2	For international partners:
Required Responder Group Actionee	a.	Provide summary information only (based on information similar to that shown in Appendix F: NANADARTS Summary Chart) to the international partner, per NASA and GIDEP regulations.
Required Responder Group Actionee	b.	Coordinate potential impact evaluations with information provided by the international partner.
MSFC Alert Coordinator	5.6	<u>Tracking/Evaluating ALERT Responses.</u>
<i>NOTE: All NANADARTS required response distributions except those distributed “FOR INFORMATION ONLY” are considered open against each organization receiving the document until either a NO IMPACT or an IMPACT but acceptable counter-measure is approved by the Required Responder Group Actionee(s) through the NANADARTS or through the MSFC Alert Coordinator.</i>		
Required Responder Group Actionees	5.6.1	If there is no usage by the organization receiving an distribution:
Required Responder Group Actionee	5.6.1.1	Submit a CLOSE NO USAGE evaluation.
Required Responder Group Initial Reviewer Delegate	5.6.1.2	Approve that evaluation before the Group document is closed in the data tracking system for that Required Responder Group.
Required Responder Group Actionee	5.6.2	If USAGE is identified, enter that information into the data system.

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Required Responder Group Initial Reviewer Delegate and Final Reviewer Delegate	5.6.2.1	When the completed impacted NANADARTS Record evaluation response and counter-measure information is entered, review the information to determine whether or not a sufficient counter-measure has been identified.
Required Responder Group Initial Reviewer Delegate and Final Impact Reviewer	a.	If an acceptable counter-measure is specified, enter closure concurrence into the NANADARTS. This results in the Group Record being considered closed for the involved Required Responder Group.
Required Responder Group Actionee(s)	b.	If the counter-measure is not satisfactory based on evaluation by the Initial Reviewer Delegate and/or Final Reviewer Delegate:
Required Responder Group Initial Reviewer Delegate and/or Final Reviewer Delegate	(1)	Record in the database the inadequacies.
Required Responder Group Initial Reviewer Delegate and/or Final Reviewer Delegate	(2)	Submit the closure rejection into the database. This causes the data system to forward the rejection notification to the Required Responder Group Evaluator for resolution or clarification.
Required Responder Group Initial Reviewer Delegate and/or Final Reviewer Delegate	(3)	If a mutually-acceptable resolution is not obtained through technical interface interaction, elevate the issue to the SMA Director and the organization lead for resolution.
MSFC Alert Coordinator	5.6.3	File and maintain records of each organization's response as specified in the Records portion of this document. (See Appendix D.)
MSFC Alert Coordinator	5.7	<u>Generating Regular and Ad Hoc Reports.</u>
MSFC Alert Coordinator	5.7.1	<b>Within 15 calendar days after the end of each quarter:</b> Use the NANADARTS Database to generate an Open NANADARTS Status, which lists the delinquent Alert-type documents open against the various MSFC organizations.
MSFC Alert Coordinator	5.7.1.1	Circulate the information in this report to the various MSFC organizations.

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Management of MSFC Organization(s) Having Delinquent Closures	5.7.1.2	Assist their respective Required Responder Group Actionee(s) in expediting delinquent closures.
MSFC Alert Coordinator	5.7.2	<b>For the GIDEP Annual Utilization Report during each October:</b> In accordance with GIDEP requirements as specified in SO300-BT-PRO-010:
MSFC Alert Coordinator	5.7.2.1	Generate a GIDEP Utilization Report.
MSFC Alert Coordinator	5.7.2.2	Itemize in this report the impacts and cost avoidances to MSFC resulting from the use of GIDEP resources.
MSFC Alert Coordinator	5.7.2.3	Submit this report to the GIDEP Operations Center by November 1 of each year.
MSFC Alert Coordinator	5.7.3	<b>In support of mission milestones:</b> The MSFC Alert Coordinator shall:
MSFC Alert Coordinator	5.7.3.1	Extract open Alert-type notifications using NANADARTS.
MSFC Alert Coordinator	5.7.3.2	Compare the open NANADARTS notifications and organizations against the mission manifest.
MSFC Alert Coordinator	5.7.3.3	Provide an itemized list of all open notifications against organizations involved in the mission for the mission milestone review meeting.
MSFC Alert Coordinator	5.7.4	<b>For ad hoc data requests:</b> Respond to ad hoc requests from various NASA organizations regarding Alert-type notification processing information. This includes organizations such as Procurement Quality Assurance and the MSFC Electrical, Electronic, and Electromechanical (EEE) Parts Engineering Organization in reference to parts obsolescence and Diminishing Manufacturing Sources and Material Shortages (DMSMS) information.
MSFC Alert Coordinator	5.7.5	<b>For MSFC Requests for open Alert-type notifications against an organization:</b> Access the NANADARTS, stored electronic data, and/or the hardcopy data to provide requested open Alert-type data in an acceptable format.

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MSFC Alert Coordinator	5.7.6	<b>When the current date is 7 calendar days before the Response Due Date or is the day after the Response Due Date and the notification is not CLOSED for an organization:</b> NANADARTS automatically initiates electronic notification to the Responder Group Actionees to inform them of the approaching or actual delinquent closure.
MSFC Alert Coordinator	5.7.7	<b>At least once each working day from Flight Readiness Review (FRR) or similar major use or milestone event readiness review through execution of the event:</b>
MSFC Alert Coordinator	5.7.7.1	Compile a list of known potential and active Alert-type notifications from the various feeder data sources.
MSFC Alert Coordinator	5.7.7.2	Circulate the list (with supporting data, as appropriate) to the involved Required Responder Group Actionees for their awareness.
MSFC Alert Coordinator	5.7.8	<u>At the end of each quarter, provide a list of MSFC Alert activities along with any needed risk assessment regarding Center Alert operations to the NASA Office of Safety and Mission Assurance (OSMA) Alert Coordinator for possible inclusion in the OSMA Quarterly Baseline Performance Review.</u>
Requestor of Safety-Critical or other desired Quality Assurance procurement	5.7.9	<u>In support of safety-critical procurement or upon specific desire, the requestor shall complete and submit NF 1707 to specify GIDEP screening for Quality Assurance of the involved part(s) prior to purchase.</u>
	5.8	<u>Terminating a Project or Program from Alert-Type Notification Processing.</u>
Program/Project Manager or Required Responder Group Actionee		Send an e-mail or hardcopy document along with appropriate rationale/justification to request that the MSFC Alert Coordinator terminate Alert-type notification processing for that Project/Program.
	5.8.1	If the termination is based on a WAIVER or DEVIATION to NPR 8735.1, then:

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MSFC Alert Coordinator	5.8.1.1	Review the approved DEVIATION or WAIVER request for compliance with NPR 8735.1 requirements.
MSFC Alert Coordinator	5.8.1.2	If the DEVIATION/WAIVER has not been approved by the NASA Headquarters SMA Chief, coordinate review and disposition of the WAIVER/DEVIATION between the Project/Program and the NASA Headquarters SMA Chief.
MSFC Alert Coordinator	a.	If the NASA Headquarters SMA Chief approves the DEVIATION/WAIVER, proceed to terminate Alert-type notification processing, as described in 5.8.5.
MSFC Alert Coordinator	b.	If the NASA Headquarters SMA Chief rejects the DEVIATION/WAIVER, inform the requestor of the reason for the rejection.
MSFC Alert Coordinator	5.8.2	If the termination request is based on Project/Program termination or end of all scheduled missions, proceed to terminate processing, as described in 5.8.5.
MSFC Alert Coordinator	5.8.3	If the termination is based on transfer of Program/Project responsibilities to another NASA Center or other U.S. Government entity:
MSFC Alert Coordinator	5.8.3.1	Assemble any NA or GIDEP supporting information on the Project/Program (i.e., Alert-type document dispositions and any Open notifications) from NANADARTS and local MSFC records.
MSFC Alert Coordinator	5.8.3.2	Provide that information on the Project/Program to the NA and/or GIDEP Coordinator of the NASA Center or other U.S. entity taking responsibility for the Project/Program.
MSFC Alert Coordinator	a.	If the NA and/or GIDEP Coordinator of the NASA Center or other U.S. entity accepts the responsibility for coordinating A processing for the Project/Program;
MSFC Alert Coordinator	(1)	Proceed to terminate Alert-type document processing by the involved NANADARTS Responder Group, as described in 5.8.5.

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MSFC Alert Coordinator	b.	If the NA and/or GIDEP Coordinator of the NASA Center or other U.S. entity refuses to take responsibility for coordinating Alert-type document processing for the Project/Program;
MSFC Alert Coordinator	(1)	Seek to coordinate resolution of the issue among the MSFC Project/ Program, the receiving Center or entity, NASA Headquarters, and/or the GIDEP organization, as necessary.
MSFC Alert Coordinator	(2)	If the issue is resolved so that transfer of Alert-type document processing is accepted, proceed to terminate NANADARTS processing by the associated Responder Group, as described in 5.8.5.
MSFC Alert Coordinator	(3)	If the issue is not resolved, inform the requestor of the reason for the rejection.
MSFC Alert Coordinator	5.8.4	If the termination is based on some other rationale:
MSFC Alert Coordinator	5.8.4.1	Compare that rationale to requirements of NPR 8735.1.
MSFC Alert Coordinator	a.	If the justification is a valid rationale for terminating Project/Program processing, proceed to terminate NANADARTS Alert-type document processing for the involved Responder Group, as described in 5.8.5.
MSFC Alert Coordinator	b.	If the rationale is not clearly addressed in NPR 8735.1, then;
MSFC Alert Coordinator	(1)	Work with the Program/Project, MSFC SMA, and/or the Agency NA and GIDEP Coordinator to come to a mutually-accepted resolution of the issue.
MSFC Alert Coordinator	(2)	If the decision is to terminate Project/Program Alert-type document processing, proceed to terminate NANADARTS Alert-type processing, as described in 5.8.5.
MSFC Alert Coordinator	(3)	If the decision is to not allow Project/Program NANADARTS Alert-type processing termination, inform the requestor of the reason for the rejection.

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MSFC Alert Coordinator	5.8.5	Once the termination of Project/Program NANADARTS Alert-type processing has been approved;
MSFC Alert Coordinator	5.8.5.1	Deactivate NANADARTS Alert-type processing for the involved Program/Project Responder Group.
MSFC Alert Coordinator	5.8.5.2	Perform a blanket closure of any NANADARTS ALERT-type records still open against the involved Project/Program Responder Group.
MSFC Alert Coordinator	5.8.5.3	Inform the Project/Program Manager, the requestor, and the Organization Actionees of termination of NANADARTS Alert-type processing for the involved Project/Program Responder Group.
MSFC Alert Coordinator	5.8.5.4	Store documentation justifying termination of the Organization's NANADARTS Alert-type Responder Group processing.

## **6. CANCELLATION**

MWI 1280.5M, MSFC Alert Processing, dated March 13, 2019.

*Electronically approved by*

Jody Singer  
Director

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## **Appendix A Definitions**

Specific definitions relative to this instruction are as follows:

Actionable Information. Information provided in a standard Alert-type document having sufficient detail, clarity, and specificity to be reasonably evaluated by the Required Respondents.

Alert. A standardized report prepared by a Government-Industry Data Exchange Program (GIDEP) participant for the identification and notification of actual or potential problems on nonconforming parts, components, materials, manufacturing processes, test equipment, construction materials, office equipment, chemicals, or computer software.

Alert-Type Notification. A general term for any product notification comparable to GIDEP Alerts sent out by NASA Advisories, Notices, and Alerts Distribution and Response Tracking System (NANADARTS) with an identification number for evaluation and impact. Included notification types are GIDEP Alerts (AL), GIDEP Problem Advisory (PA), GIDEP Safe Alert (SA), GIDEP Agency Action Notice (AAN), NASA Advisory (NA), Office of Inspector General (OIG) information request, facsimile notification, and NASA Advance Notification (AN) of potential problem situations.

Finding Organization Technical Representative. MSFC person, who identifies a potential situation meeting requirements for initiation of an Alert-type document, generates a draft document providing information as illustrated in Appendix E, provides the draft to the MSFC NA and GIDEP Center Coordinator for review, and reviews technical accuracy of proposed changes.

GIDEP Agency Action Notice (AAN). A document for distributing problem information issued by a Government agency to GIDEP participants.

Government-Industry Data Exchange Program (GIDEP). A cooperative activity between Government and industry participants seeking to reduce or eliminate expenditures of resources by making maximum use of existing information. The program provides a medium to exchange technical information essential during research, design, development, production, and operation phases of the life cycle of systems, facilities, and equipment. GIDEP is managed and funded by the U. S. and Canadian Governments. Among its participating organizations are U. S. Government, Canadian Government, and hundreds of industrial organizations producing parts, components, and equipment for the respective Government.

Acknowledge Only. Information is only an augmentation of a previous notification, not of a critical nature, or not expected to affect a vendor's operation, that does NOT requiring a response from actionees unless an impact requires remedial or corrective action.

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MSFC Alert Coordinator. Short for the MSFC NASA Advisory and GIDEP Coordinator, described in NPR 8735.1 as a NASA civil servant nominated by the MSFC Safety and Mission Assurance (SMA) Director, approved by the Agency NASA Advisory and GIDEP Coordinator, and appointed by the Center Director to coordinate Alert-type document processing for MSFC, to be the official MSFC interface with GIDEP and other NASA Centers regarding Alert-type documents, and to approve release of a Marshall-initiated Alert-type document, the GIDEP annual utilization report, and pre-launch Alert-type document screening decision-making, or their designated representative. Also based on NPR 8735.1, the designated Alternate MSFC NASA Advisory and GIDEP Coordinator (i.e., Alternate MSFC Alert Coordinator), may be a non-civil servant employee, goes through the same nomination and approval cycle and has comparable responsibilities, except cannot represent NASA if not a civil servant.

NASA Advisory (NA). A NASA document for exchanging significant parts, materials, software, or processes safety problems or concerns among NASA activities.

NASA Advisories, Notices, and Alerts Distribution and Response Tracking System (NANADARTS). Agency-wide data system for obtaining Alert-type data records from GIDEP and other similar data resources and making them available for distribution by NASA Advisory and GIDEP Center Coordinators; access, query, and response for approved NASA personnel; process tracking and eventual record closure by designated NASA personnel; available at URL: <https://nanadarts.nasa.gov>

Organization Lead. MSFC-related organization, Office, Directorate or Project individual having ultimate responsibility for specifying or implementing activities/requirements/processes within that organization/Office/Directorate/Project; typical titles include Office Manager, Directorate Director, Project Manager.

Required Responder Group Actionee(s). Person(s) designated by the organization's lead (Directorate lead, Project Manager, etc.) to coordinate Alert-type document processing by the MSFC organizational unit. They include a Required Responder who reviews the Alert-type document for applicability and offers counter-measures for impacts, an Initial Review Delegate who reviews both of those inputs for accuracy, a Final Review Delegate reviews the adequacy of counter-measures for impacted Alert-type documents, and perhaps an organization coordinator who monitors status of NANADARTS responses within the organization and prompts for timely response.

Problem Advisory (PA). A GIDEP document reporting a problem with parts, components, materials, manufacturing processes, specifications, software, facilities, or test equipment having an unknown or low probability of causing problems for other users.

Procurement Quality Assurance. A person or group within the Quality Assurance Branch of the Safety and Mission Assurance Directorate charged with reviewing procurement of quality-sensitive items, including coordination of resolution of any Alert-type document impacts against them.

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Safe Alert (SA). A notice of defective or non-conforming items, products, or conditions that create a safety hazard for personnel or equipment.

Safety Critical Item. A part, assembly, installation equipment, launch equipment, ground support equipment, recovery equipment, or support equipment for an aircraft, launch vehicle, space vehicle, or facility if the part, equipment, or assembly contains a characteristic whose failure, malfunction, or absence could cause a catastrophic or significant failure resulting in the loss of or serious damage to the craft/vehicle, facility, loss of mission, an unacceptable risk of personal injury, or loss of life.

SMA Representative. Individual, team or branch SMA person assigned with coordinating, leading and/or performing safety-related tasks for a specific project.

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## **Appendix B Acronyms**

AAN	Agency Action Notice
AN	Advance Notification
CSO	Chief Safety Officer
DMSMS	Diminishing Manufacturing Sources and Material Shortages
E-mail	electronic mail
EEE	Electrical, Electronic, and Electromechanical
FED	Failure Experience Data
FRR	Flight Readiness Review
GIDEP	Government-Industry Data Exchange Program
MMT	Mission Management Team
NA	NASA Advisory
NANADARTS	NASA Advisories, Notices, and Alerts Distribution and Response Tracking System
NARS	NASA Advisory Reporting System
OIG	Office of Inspector General
OPR	Office of Primary Responsibility
OSMA	Office of Safety and Mission Assurance (at NASA Headquarters)
PA	Problem Advisory
PRCB	Program Requirements Control Board
R	Redundant (as in Criticality 1R and 1SR)
S	Safety Monitoring (as in Criticality 1S and 1SR)

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- SA                    Safe Alert
  
- SLS                  Space Launch System
  
- SMA                Safety and Mission Assurance
  
- STA                Safety Technical Authority
  
- URL                Uniform Resource Locator

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**Appendix C  
(Reserved for Verification Matrix)**

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## Appendix D Records

D.1 In keeping with MPR 1440.2, the following records are kept and maintained by the SMA Directorate MSFC Alert Coordinator:

<u>Record</u>	<u>Repository</u>	<u>Period of Time</u>
D.1.1 MSFC Alert Responses (hard copy, if any)  QD: Office of Primary Responsibility (OPR)	QD: Designated MSFC SMA ALERT Coordinator - Maintained manually in hard copy files.	NRRS 1441.1  If impacted: 5/28 Destroy 10 years after end of the project.  If no impact: 8/107 Destroy/delete 7 years after program/project termination.

*NOTE: All official electronic database records (distributed Alert-type documents, responses, and disposition records) are maintained in the NANADARTS as defined in NPR 8735.1 and NRRS 1441.1 by the NASA Office of Safety and Mission Assurance (OSMA) software support contractor.*

D.2 Training records are maintained as defined in MPR 3410.1, Appendix D.

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## Appendix E Forms

### E.1 GIDEP Form 97-1 and Instructions

GOVERNMENT - INDUSTRY DATA EXCHANGE PROGRAM		
ALERT		
1. TITLE (Class, Function, Type, etc.)		2. DOCUMENT NUMBER
		3. DATE (DD-MMM-YY)
4. MANUFACTURER AND ADDRESS	5. PART NUMBER	6. NATIONAL STOCK NUMBER
	7. SPECIFICATION	8. GOVERNMENT PART NUMBER
	9. LOT DATE CODE START	10. LOT DATE CODE END
11. MANUFACTURER'S POINT OF CONTACT	12. CAGE	13. MANUFACTURER'S FAX (     )
14. MFR. POC PHONE (     )	15. MANUFACTURER'S E-MAIL	
16. SUPPLIER	17. SUPPLIER ADDRESS	18. SUPPLIER CAGE
19. PROBLEM DESCRIPTION / DISCUSSION / EFFECT		
20. ACTION TAKEN/PLANNED		
21. DATE MFR. NOTIFIED/ SUPPLIER NOTIFIED	22. MFR./SUPPLIER RESPONSE <input type="checkbox"/> REPLY ATTACHED  <input type="checkbox"/> NO REPLY	23. ORIGINATOR ADDRESS/POINT OF CONTACT
24. GIDEP REPRESENTATIVE	25. SIGNATURE	26. DATE

GIDEP Form 97-1 (September 2009)

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**INSTRUCTIONS FOR COMPLETING  
ALERT/SAFE-ALERT/PROBLEM ADVISORY FORMS  
(GIDEP Forms 97-1 and 97-2)**

<u>BLOCK NO.</u>	<u>INSTRUCTION</u>
------------------	--------------------

**1. TITLE (Class, Function, Type, etc.)**

Enter the class, function, type, etc., of the item, part, component, material, chemical, software, specification or process which is non-conforming. (You may use DLA Handbook H2/H6 for guidance or contact the GIDEP Operations Center for assistance.)

**2. DOCUMENT NUMBER**

Leave Blank. The GIDEP Operations Center will enter the ALERT/SAFE-ALERT/Problem Advisory number. The document number is composed of your participant code (See Roster); a dash; the letter 'A' for ALERT, 'S' for SAFE-ALERT; or 'P' for Problem Advisory followed by a dash; the government fiscal year (October to September); a dash; and your next sequence number. If you are amending the report, the GIDEP Operations Center will add a letter starting with 'A', in ascending order.

Examples:                                      S3-A-94-01                                      WR-S-94-03A                                      F3-P-97-01

**3. DATE**

Leave Blank. The GIDEP Operations Center will enter the date that the report is prepared. Date format is DD-MMM-YY.

Example:                                      20-AUG-96

**4. MANUFACTURER**

Enter the name of the manufacturer (of the item or service described in block 19, including the address. If more than one manufacturer or distributor is being cited, submit a separate report for each manufacturer. If a specification is the cause of the non-conformance, cite the cognizant authority that issued the specification.

**5. PART NUMBER**

Enter the part number of the original manufacturer or the value added manufacturer, depending on the origin of the non-conformance or defect.

**6. NATIONAL STOCK NUMBER**

Enter the government's National Stock Number(s) (NSN) for the parts. If unknown, enter the Federal Stock Class (FSC). Use DLA Handbook H2/H6 or CD-FICHE if available. The GIDEP Operations Center will review NSN's that may match part numbers identified in the report.

**7. SPECIFICATION**

Enter the procurement specification number to which the item was acquired or manufactured. For Commercial Off-The-Shelf (COTS) items, the referred-to specification must have previously been published. If the specification caused the non-conformance, indicate the responsible agency or activity in Block 4.

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**8. GOVERNMENT PART NUMBER**

Enter the government part number(s) or government drawing number(s) described in Block 1.

**9. LOT DATE CODE START**

Enter the beginning lot date code when the manufacturer suspected non-conforming items began to be manufactured. Serial numbers and lot numbers should be included in the Block 19 discussion, if applicable. The date format will normally be YYWW where Y is the year and W is the week.

**10. LOT DATE CODE END**

Enter the latest lot date code identified with the reported non-conformance.

**11. MANUFACTURER'S POINT OF CONTACT (POC)**

Enter the name of the point of contact (POC) at the manufacturer's plant that should be contacted for information.

**12. CAGE**

Enter the CAGE (Commercial and Government Entity) Code for the company location where the parts were manufactured (see DLA Handbook H4/H8).

If the CAGE Code is unknown or doesn't exist, enter NONE. The Operations Center will verify the submitted CAGE Code, if any.

**13. MFR. FAX**

Enter the phone number of the manufacturer's POC facsimile (FAX) machine.

**14. MFR. POC PHONE**

Enter the phone number of the manufacturer's POC (current as of date of document)

**15. MFR. E-MAIL**

Enter the e-mail address of the manufacturer's POC (current as of date of document)

**16. SUPPLIER**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**17. SUPPLIER ADDRESS**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**18. SUPPLIER CAGE**

Enter "Not Available". Reserved for Suspect Counterfeit reports.

**19. PROBLEM DESCRIPTION/DISCUSSION/EFFECT**

Describe as accurately and concisely, as possible, the types of item(s) involved, number of items manufactured or involved, number of items tested, number of items non-conforming or failed, failure mode exhibited and cause of failure based upon your failure analysis. Provide any detailed information that may help GIDEP users determine if similar conditions may exist at the plant or activity. Attach any documentation including test reports, failure analysis, Scanning Electron Microscope (SEM) reports, field reports, photographs, etc. Include all correspondence with the manufacturer, distributor and other participants that may help to resolve the problem. If the originator is aware of a previously published FED on the same general problem, the document number(s) should be referenced in this block. Note! The manufacturer's or supplier's analysis of the problem, non-conformance, defect or safety condition cited does not have to agree with the originator's technical review. If the specification is the cause of the problem, describe the difficulty encountered when using the document. ALERTs/SAFE-ALERTs/Problem Advisories being

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reissued to provide supplemental information or the manufacturer's response or information received from another source (participant) will contain the statement, "ALERT (or, SAFE-ALERT/Problem Advisory) IS AMENDED TO INCLUDE (*state reason*)". SAFE-ALERTs issued concurrently with letter of notification to the manufacturer, will contain the statement, "SAFE-ALERT IS ISSUED CONCURRENTLY WITH NOTIFICATION TO THE MANUFACTURER."

**20. ACTION TAKEN/PLANNED**

Describe actions your organization or the manufacturer is taking, or plans to take, to resolve the problem and prevent recurrence of the non-conformance, defect, or problem. Do not include statements such as "Manufacturer not recommended as a source". Do not make recommendations for actions that GIDEP participants should take regarding the issue.

**21. DATE MFR. NOTIFIED/SUPPLIER NOTIFIED**

Enter the date of your letter of notification to the manufacturer. The date entered shall correspond to the latest copy of the notification provided to the Operations Center with the report.

**22. MFR./SUPPLIER RESPONSE**

Check the appropriate block. You must attach all of the manufacturer's response (without modification or abridgement) if the block - REPLY ATTACHED is marked (even if it disagrees with your findings).

**23. ORIGINATOR ADDRESS/POINT OF CONTACT**

Enter the name of the person from the organization originating the report that GIDEP users may contact for additional information. Be sure to include the organization, address, and telephone number/e-mail address.

**24. GIDEP REPRESENTATIVE**

Enter the name of the GIDEP Representative - the Representative must be the one listed in the GIDEP Roster of Representatives. If the report is being issued by an organization not currently a participant in GIDEP, enter the name of the executive manager authorized to issue such reports.

**25. SIGNATURE**

Sign the ALERT, SAFE-ALERT, or Problem Advisory prior to forwarding the report to GIDEP. If the report is being submitted electronically, the submitter's authenticity will be verified by the Operations Center. The signature must match the name in block 24 and the registered GIDEP Representative in the Roster of Representatives.

**26. DATE**

Enter the date when the report is signed or, if electronically submitted, the date transmitted to GIDEP.

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## Appendix E.2 MSFC Form 4627 MSFC NASA Advisory Form

### MARSHALL SPACE FLIGHT CENTER NASA ADVISORY FORM

National Aeronautics and  
Space Administration



1. SUBJECT:		2. MANUFACTURER (WITH ADDRESS):		Page 1 of 2
3. PROCUREMENT SPEC:		4. CAGE CODE:		DATE ISSUED:
5. PART/MATERIAL NUMBER:		6. SERIAL NUMBER/LOT DATE CODE:		7. FSC CODE:
8. REFERENCE:				
<b>GENERAL INFORMATION</b>				
<small>This is a NASA Advisory issued in accordance with the requirements of NASA Procedural Requirements 8735.1, "Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP)." For information concerning processing and actions required to be conducted in conjunction with this information, refer to your contract or NASA Procedural Requirements 8735.1.</small>				
<small>9. RESTRICTIONS ON RELEASE: The information in a NASA Advisory is only for the use of NASA, NASA contractors, and approved NASA International partners, where the later is based on signed mutual data exchange agreements between NASA and the respective International partners. Distribution is limited to persons who require knowledge of its contents to aid them in minimizing adverse effects on projects and equipment under their purview. This information has been compiled and presented as accurately, completely, and objectively as possible consistent with the primary objective of alerting potentially affected projects as early as possible. A NASA Advisory is not intended and shall not be interpreted to imply discredit on any manufacturer or to imply that other products may be preferred. This information may be altered, revised or rescinded by subsequent developments or additional tests; these changes could be communicated by other NASA documents. Neither NASA, nor the United States government, nor any person acting on their behalf, assumes any liability resulting from any distribution or use of this information.</small>				
10. PROBLEM DESCRIPTION:				
<i>(Continue with Problem Description on following page(s))</i>				
11. ACTION TAKEN:				
<i>(Continue with Action Taken on following page(s))</i>				
12. NAME/TITLE OF ORIGINATOR:		13. ORIGINATOR'S PHONE NUMBER:		14. DATE PREPARED:
NASA ADVISORY NUMBER: <b>NA-MSFC-XXXX-XXXX</b>	15. MSFC ADVISORY COORDINATOR (WITH E-MAIL ADDRESS):		16. RELEASED BY (SIGNATURE)*:	
<small>*This signature certifies that the notice is being released as a NASA Advisory because it does not meet GIDEP release requirements.</small>				

MSFC Form 4627 (February 2019)

Previous Versions Obsolete

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**MARSHALL SPACE FLIGHT CENTER NASA ADVISORY FORM  
(Continued)**

<b>NASA ADVISORY NUMBER:</b> <b>NA-MSFC-XXXX-XXXX</b>	Page 2 of 2
--	-------------

10 A. PROBLEM DESCRIPTION *(Continued)*:

11 A. ACTION TAKEN *(Continued)*:

17. GRAPHICS:

<b>X</b>	
<b>X</b>	
<b>X</b>	
<b>ADD A GRAPHIC</b>	

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**Appendix F  
NANADARTS Problem Summary Chart – Typical with Explanation**

Link	Document Number	Document Title	Response Type	Date Sent	Date Response Due	Group Name	Status	Days Open
<a href="#">Link</a>	MT2-A-17-01	MICROCIRCUIT, HYBRID, DC/DC CONVERTER	Response Required	06/07/2017	09/22/2017	MSFC Flight Hardware (AS42)	New	104
<a href="#">Link</a>	PE2-A-17-07	ITT CANNON TO MIL-DTL-38999 "KJB" SERIES ILL NEXT GENERATION, CLASS F &W	Response Required	06/14/2017	08/30/2017	SLS Core Stage Boeing-HSV	Pending Initial Review	97
<a href="#">Link</a>	BKE-A-17-01	SUSPECT COUNTERFEIT, 8GB SDRAM MEMORY MODULE	Response Required	06/26/2017	08/25/2017	HEDO MSRR1.TECS PREECE	New	85
<a href="#">Link</a>	NA-GSFC-2017-002	Multilayer Ceramic Capacitors with Internal Delaminations and Cracks Leading to Reduced Insulation Resistance Failure Modes in Service.	Response Required	06/27/2017	08/26/2017	SLS Core Stage Boeing-HSV	New	84
<a href="#">Link</a>	PE2-A-17-08	ITT CANNON TO MIL-DTL-38999 SPECIFICATION, KJAJ/KJL SERIES I, II, III AND SERIES I AND II HERMETIC CONNECTORS	Response Required	07/07/2017	09/05/2017	SLS Core Stage Boeing-HSV	New	74
<a href="#">Link</a>	PE2-A-17-08	ITT CANNON TO MIL-DTL-38999 SPECIFICATION, KJAJ/KJL SERIES I, II, III AND SERIES I AND II HERMETIC CONNECTORS	Response Required	07/07/2017	09/06/2017	SLS Booster Orbital-ATK	Pending Initial Review	74
<a href="#">Link</a>	AAN-U-17-246A	REMOVAL OF ITT CANNON FROM DLA LAND AND MARITIME QPL PROGRAM FOR CAUSE; FSC 5935	Response Required	07/12/2017	09/10/2017	SLS Booster Orbital-ATK	Pending Initial Review	69
<a href="#">Link</a>	AX8-P-17-02	SUBASSEMBLY OPTION ON M39029/90 AND /91 TWINAX CONTACTS	Response Required	07/17/2017	09/15/2017	SLS Core Stage Boeing-HSV	New	64
<a href="#">Link</a>	VV-A-17-03	SOLENOID VALVE	Response Required	08/01/2017	09/29/2017	HEDO MSRR1.TECS PREECE	New	49
<a href="#">Link</a>	ABG-A-17-01	SUSPECT COUNTERFEIT, CAPACITOR	Response Required	08/01/2017	09/29/2017	HEDO MSRR1.TECS PREECE	New	49
<a href="#">Link</a>	NA-JSC-2016-001A	304 Stainless Steel Prone to Rapid Corrosion Due to Undesirable Microstructure Permitted by Material Specification	Response Required	08/02/2017	10/01/2017	SLS Core Stage Boeing-HSV	New	48
<a href="#">Link</a>	F9Y-S-17-02	SUSPECT COUNTERFEIT, M22520 MIL-SPEC CRIMP TOOLS	Response Required	08/09/2017	09/08/2017	HEDO MSRR1.TECS PREECE	New	41
<a href="#">Link</a>	F9Y-S-17-01	SUSPECT COUNTERFEIT, M22520 MIL-SPEC CRIMP TOOLS	Response Required	08/09/2017	09/08/2017	HEDO MSRR1.TECS PREECE	New	41
<a href="#">Link</a>	H1-P-17-01	HI-LOK FASTENER, FAILED LOCKING COLLAR	Response Required	08/11/2017	10/25/2017	SLS Core Stage Boeing-HSV	New	39
<a href="#">Link</a>	CE9-P-17-01	MICROCIRCUIT, LINEAR, WIDEBAND OPERATIONAL AMPLIFIER, MONOLITHIC SILICON PULSE WIDTH MODULATOR, REGULATING	Response Required	08/14/2017	09/13/2017	HEDO MSRR1.TECS PREECE	New	38
<a href="#">Link</a>	CE9-P-17-01	MICROCIRCUIT, LINEAR, WIDEBAND OPERATIONAL AMPLIFIER, MONOLITHIC SILICON PULSE WIDTH MODULATOR, REGULATING	Response Required	08/14/2017	10/13/2017	SLS Core Stage Boeing-HSV	New	38
<a href="#">Link</a>	AAN-U-17-384	NVIDIA RECALLS EUROPEAN PLUG HEADS SOLD WITH POWER ADAPTORS DUE TO ELECTRIC SHOCK HAZARD	Acknowledge Only	08/18/2017	09/17/2017	HEDO MSRR1.TECS PREECE	New	32

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### **Explanation of NANADARTS Problem Summary Chart**

Link	Hot-link directly to referenced NANADARTS record
Document Number	GIDEP, NA, or other document unique identifier, usually from a source external system, that includes a trailing sequential alphabetic character if this is an update to a previously-distributed report.
Document Title	Name of the faulty component (by class, function, and type taken from the TITLE field of the feeder system report.
Response Type	Needed response: either Information Only=No response Required/Issued as Closed; Acknowledge Only=Will automatically close once accessed by the respondent; Response Required=Full Closed Loop Response required/must enter either NOT USED closure or PART USED with Closure Rationale..
Date Sent	Official Date of NANADARTS Distribution.
Date Response Due	Currently required date for record closure; MSFC default is 30 days from Date Sent. Can be expanded by up to 30 additional days with rationale and usage rationale for any event/milestone/usage planned before requested new Response Date.
Group Name	NANADARTS Required Responder Group responsible for review and disposition of the Alert-type document in question. Usually identifies a Project, Project Element, contract, or internal MSFC organization.
Status	Identifies location of Alert-type document review in process flow; New=no recorded action since initial release; Open=Data entered, but not yet submitted for closure; Pending Review=Closure Request has been submitting and is waiting for review by a Designated Reviewer or the Center Coordinator; Closed=All required responses and approvals have been completed

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## Appendix G NANADARTS Evaluation/Response Sheet with Completed Sample and Explanation

<u>NANADARTS ALERT / NASA ADVISORY RESPONSE SHEET</u>		Page 1 of 1
DOCUMENT NUMBER: _____ ; RESPONDENT NAME: _____		
GROUP NAME: _____ ; DATE SUBMITTED: _____		
DOCUMENT TITLE: _____		
<input type="checkbox"/> CLOSE NO USAGE ; <input type="checkbox"/> REQUEST DUE DATE EXTENSION: To _____ Because _____		
<input type="checkbox"/> PART USED RESPONSE:		
Technical POC Name:	Phone:	E-Mail:
Reference Tag:		
Notes:		
<u>PART USAGE</u> [Repeat as needed for each individual used part.]		
<b>Part Number</b>	<b>Part Name</b>	<b>Serial Number</b>
<b>Lot Code</b>	<b>Date Code</b>	
<b>Usage?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Project Hardware Affected:</u>		
Where Used? (System/Subsystem/Assembly/Sub-assembly)		
Criticality? (1, 1R, 1S, 1SR, 2, 2R, 3)		
Safety Critical?		
Other Notes?		
<b>Impact?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>Corrective Action(s) Taken</u>		
<u>Continued Usage Rationale</u>		
<u>Nonconformance Document Number(s)</u>		
Doc Type:	Doc Number:	Doc Status:
<b>Delegate(s) [for Closure Review/Concurrence]</b>		
Name:	Org Code:	Phone Number:
Name:	Org Code:	Phone Number:
<b>Recipient(s) [for Closure Notification Only]</b>		
Name:	Org Code:	Phone Number:
Name:	Org Code:	Phone Number:
<b>Attached Document(s)</b>		
File Name:	File Type:	Content:

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## NANADARTS Evaluation/Response Sheet Completed Sample

<b>NANADARTS ALERT / NASA ADVISORY RESPONSE SHEET</b>		Page 1 of 1
DOCUMENT NUMBER: <u>PE2-A-17-06</u> ; RESPONDENT NAME: <u>John McPherson</u>		
GROUP NAME: <u>MSFC ALERT ADMINISTRATION</u> ; DATE SUBMITTED: <u>06/22/2017</u>		
DOCUMENT TITLE: <u>JTT Cannon to MIL-DTL-83513 Specification</u>		
<input type="radio"/> CLOSE NO USAGE ; <input type="radio"/> REQUEST DUE DATE EXTENSION: To _____ Because _____		
<input checked="" type="radio"/> <b>IMPACT RESPONSE:</b>		
Technical POC Name: <u>Jane Doe</u>	Phone: <u>256-544-0000</u>	E-Mail: <u>jane.doe@nasa.gov</u>
Reference Tag: <u>N/A</u>		
<b>Notes:</b>		
<u>1 Part Number Used but No Impact</u>		
PART USAGE [Repeat as needed for each individual used part.]		
<b>Part Number</b>	<b>Part Name</b>	<b>Serial Number</b>
<b>Lot Code</b>	<b>Date Code</b>	
<u>M83513/01-DN</u>	<u>Micro D Plug Connector</u>	<u>N/A</u>
	<u>1428-305</u>	<u>N/A</u>
Usage? <input checked="" type="radio"/> Yes <input type="radio"/> No		
<b>Project Hardware Affected:</b>		
Where Used? (System/Subsystem/Assembly/Sub-assembly)		
<u>ISAT Project, GPA Engineering Unit Test Cable.</u>		
Criticality? (1, 1R, 1S, 1SR, 2, 2R, 3)		
<u>3</u>		
Safety Critical?		
<u>No</u>		
Other Notes? <u>Only one of the 5 connectors ordered was put in the field.</u>		
Impact? <input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Corrective Action(s) Taken</b>		
<u>None for connector in the field. The other 4 connectors will be electrically tested to ensure they meet requirements. Those that pass will be returned to stock.</u>		
<b>Continued Usage Rationale</b>		
<u>The /01 connectors are only affected by the Electrical testing portion of this Alert, which effectively states that DWV and IR were not properly performed. Upon the connector's usage in a ground or flight cable assembly DWV and IR testing is performed and any defects found and corrected before the item is fielded. The one connector fielded in the ISAT GPS Engineering Unit test cable, passed DWV and IR testing with no issues. It has also not experienced any problems in the field. The 4 remaining connectors will be electrically tested.</u>		
<b>Nonconformance Document Number(s)</b>		
Doc Type: <u>MSFC DR</u>	Doc Number: <u>DR-9999</u>	Doc Status: <u>In Work</u>
<b>Delegate(s) [for Closure Review/Concurrence]</b>		
Name: <u>Bill Smith</u>	Org Code: <u>ED42</u>	Phone Number: <u>256-544-1234</u>
Name: <u>Richard Roberts</u>	Org Code: <u>QD32</u>	Phone Number: <u>256-544-7777</u>
<b>Recipient(s) [for Closure Notification Only]</b>		
Name: <u>John Jones</u>	Org Code: <u>XX20</u>	Phone Number: <u>256-544-1111</u>
Name:	Org Code:	Phone Number:
<b>Attached Document(s)</b>		
File Name: <u>Admin Use Response PE2-A-17-06.pdf</u>	File Type: <u>.pdf</u>	Content: <u>MSFC Alert Admin PE2-A-17-06 Usage NANADARTS Closure Request Form</u>

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## **Explanation of NANADARTS Evaluation/Response Sheet**

G.1 The Required Responder submits an individual NANADARTS Response either by direct on-line NANADARTS data entry or via submittal of the provide evaluation/response sheet for each Alert-type notification assigned to them that requires a response (i.e., not required for Information Only nor, if viewed on-line, for Acknowledge Only).

G.2 Identify the document being addressed and yourself: DOCUMENT NUMBER; RESPONDENT NAME, GROUP NAME (NANADARTS Required Responder Group), DATE SUBMITTED (Date You Filled Out Form), and DOCUMENT TITLE

G.3 Identify the action being requested via this form by marking either CLOSE NO USAGE; or REQUEST DUE DATE EXTENSION, along with TO (Requested New Response Date) and BECAUSE (rationale for extension date); or IMPACT RESPONSE (if associated Alert-type document involves a part, software, or process used by your Respondent Group).

G.4 If CLOSE NO USAGE or REQUEST DUE DATE EXTENSION was selected,

G.4.1 Submit the Form to the MSFC Center Coordinator or NANADARTS and no additional information is needed at this time.

G.5 If IMPACT RESPONSE was selected, proceed on to fill in the remaining Response Form data fields, as follows.

G.5.1 Identify a Technical Point of Contact (either yourself or someone else able to discuss this Impact) by Name, Phone number, E-Mail, and a Reference Tag (a way to identify the impacted issue or a job title/role that person has in addressing this situation).

G.5.2 Identify the specific component(s) used, from the line(s) on the individual Parts listed on the NANADARTS Alert-type record.

G.5.3 The response to “Usage?” should be “Yes,” and then proceed to explain the Responder Group item using the Alerted component

G.5.3.1 Criticalities are defined as follows:

<u>CRITICALITY</u>	<u>DEFINITION</u>
1	Single failure point that could result in loss of vehicle or loss of flight or ground personnel.
1R	1 Redundant; Redundant items, all of which if failed, could result in loss of vehicle or loss of flight or ground personnel.

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1S	1 Safety-Monitoring; A single failure point of the system component designed to provide safety or protection capability against a potentially-hazardous condition or event or a single failure point in a safety or hazard monitoring system that causes the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle (e.g., fire suppression, medical hardware).
1SR	1 Safety-Monitoring Redundant; Redundant components designed to provide safety or protection capability against a potentially-hazardous condition or event, all of which if failed could cause the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle; OR redundant components within a safety or hazard monitoring system, all of which if failed could cause the system to fail to detect, or operate when needed during the existence of a hazardous condition that could lead to loss of flight or ground personnel or vehicle.
2	Single failure point that could result in loss of critical mission support capability.
2R	2 Redundant; Redundant items, all of which if failed, could result in loss of critical mission support capability.
3	All others.

G.5.3.2 The response to “Safety Critical?” should be “YES” if the Criticality is 1 or 1R or if significant injury, although not life-threatening, could occur from lack of adequate performance of the hardware/software/process involved.

G.5.4 According to NPR 8735.1, “Impact” is defined to mean “The issue presented in the NA, GIDEP Notice, or other released document potentially has an adverse effect on operation of the system being evaluated.” Therefore, respond to “Impact?” by marking either “Yes” or “No” based on that definition.

G.5.5 In response to “Corrective Actions Taken,” describe what has been or is being done to prevent or ameliorate the effects of the Alerted condition for the future, if any, or why none is required.

G.5.6 In response to “Continued Usage Rationale”, describe what has been or is being done to address the issue on current components or until the Corrective Actions have been implemented, or why none is required.

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G.5.7 If there is a documented nonconformance/problem/anomaly report that has been generated associated with this issue, enter the Document Type (Problem Report, Discrepancy Report, Nonconformance Report, etc.), Document Number (unique document identifier), and Document Status (Open, Approved, In Work, Closed, etc.) of that associated report.

G.5.8 Under “Delegate(s) [for Closure Review/Concurrence],” provide the contact information for a person who needs to review and concur with this closure rationale -- especially if this is someone other than the regular reviewers already defined with the MSFC Center Coordinator.

G.5.9 Under “Recipient(s) [for Closure Notification Only],” provide the contact information for anyone else that should be notified once the Impact Response Closure has been approved.

G.5.10 If there is/are supporting data file(s) related to analysis/resolution/implementation/etc. of this that would be useful in justifying or explaining your response and/or actions, convert it into an Adobe Acrobat (.pdf) file, attach it to the Form submittal, and identify the file(s) under “Attached Document(s)” by File Name, File Type, and a description of the Content.

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## **Appendix H Personnel Training and Certification**

H.1 Each Required Responder Group Actionee attends an initial orientation training session provided by the MSFC or Agency NANADARTS Coordinator prior to taking their new role, as specified in Section 5.1.3.1.

H.2 MSFC Alert Coordinator attends a GIDEP workshop or clinic, or NASA Alert training event at least once every 2 years, as specified in 3.1.5 of NPR 8735.1.

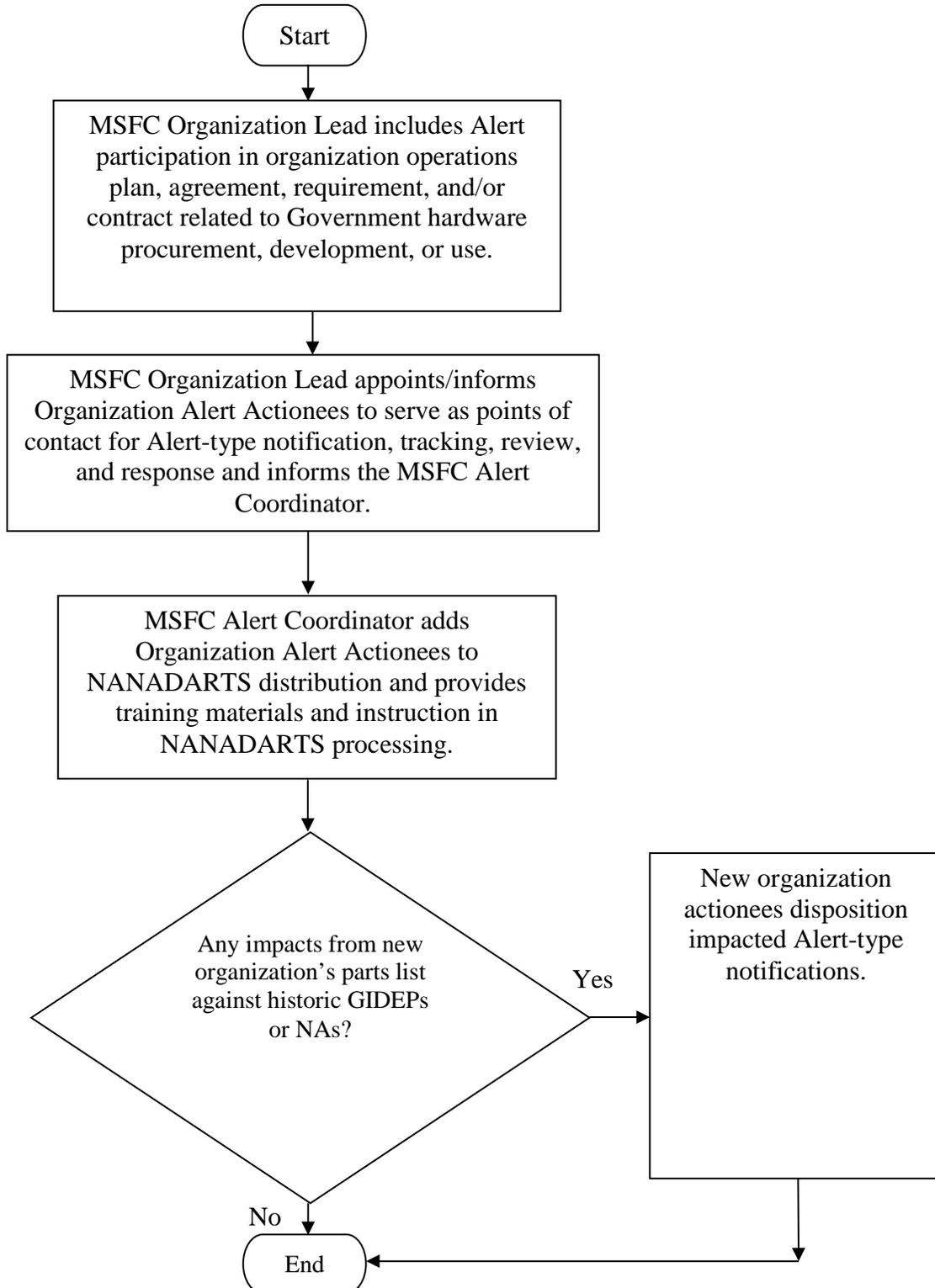
<b>Marshall Work Instruction QD01</b>		
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**APPENDIX I  
Flow Diagrams**

Flow diagrams are provided in the following subsections.

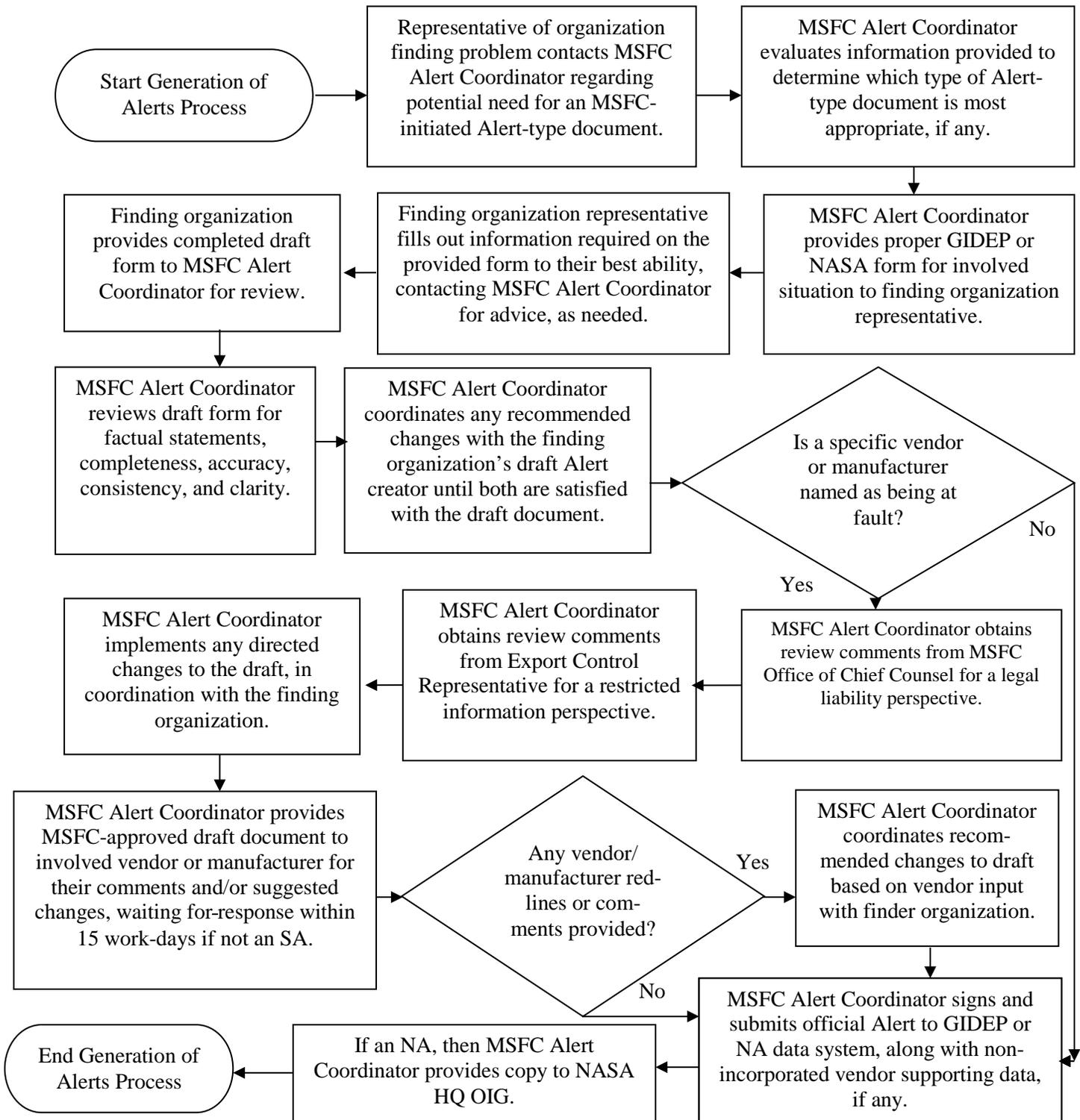
<b>Marshall Work Instruction QD01</b>		
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I.1 Including Alert Processing in Organization Plans/Contract Requirements Flowchart (Ref: Section 5.1)

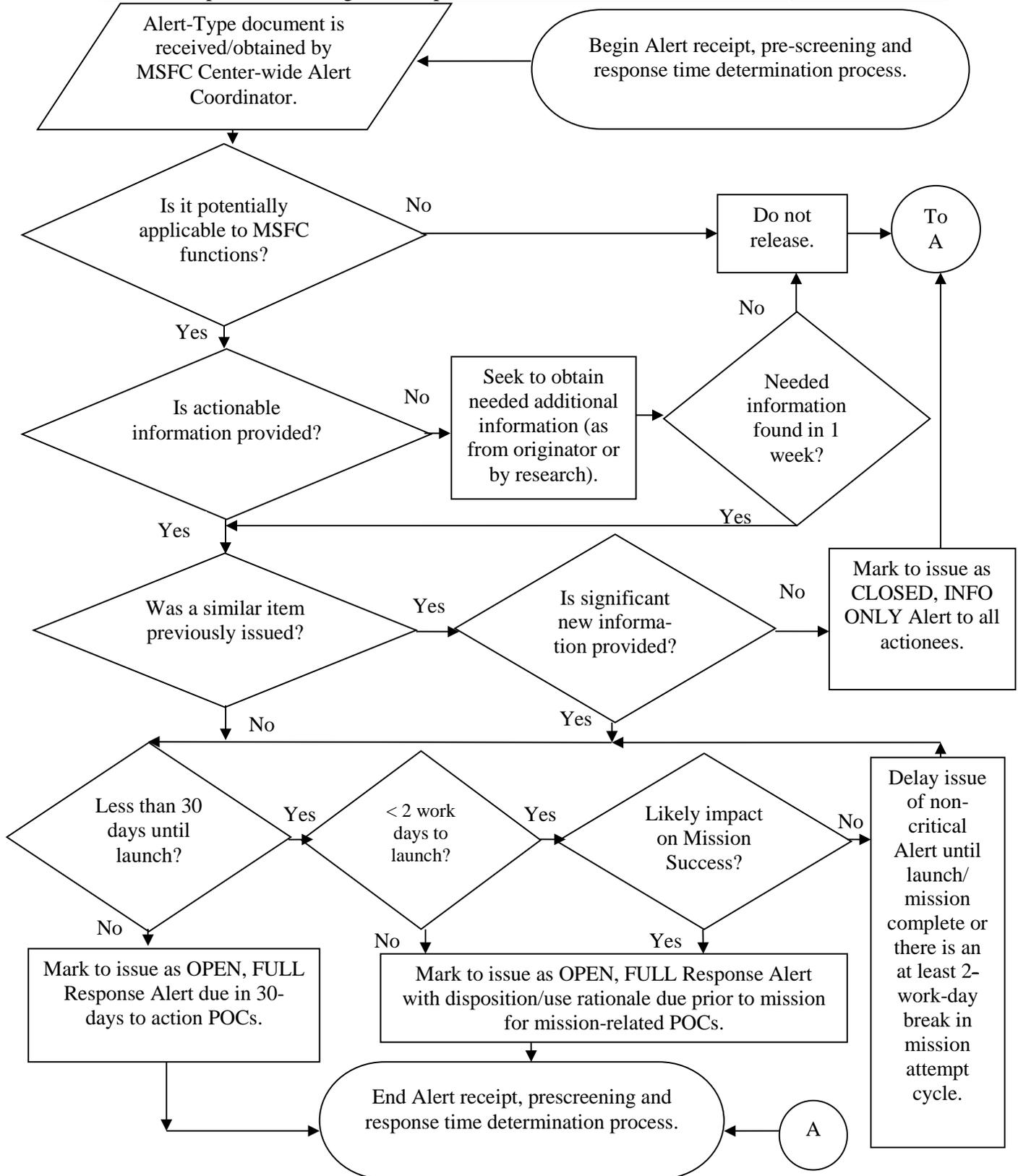


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I.2 Generation of Alerts Flowchart (Ref: Section 5.2)

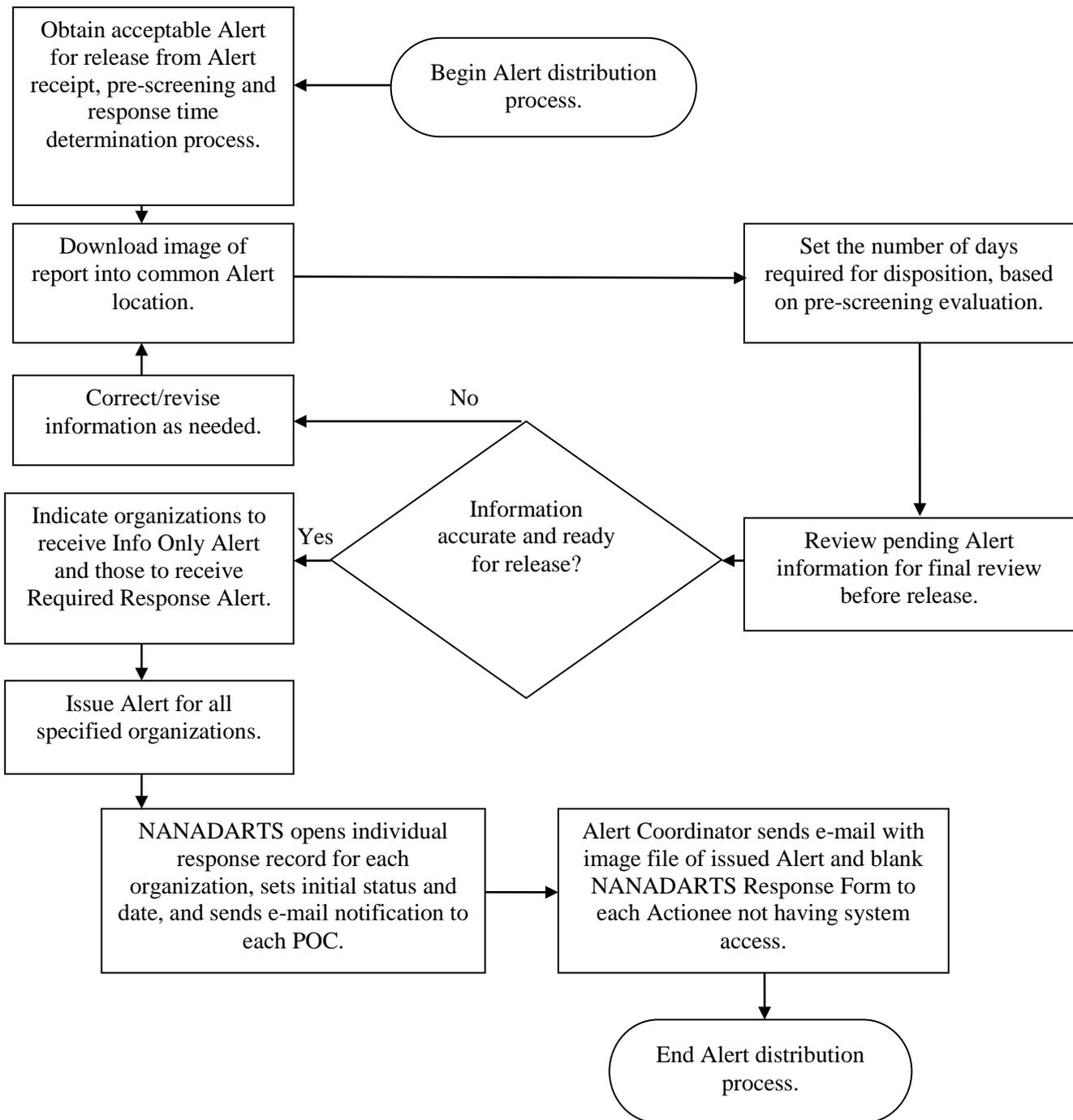


**I.3 Alert Receipt, Prescreening and Response Time Determination Flowchart (Ref: Section 5.3)**



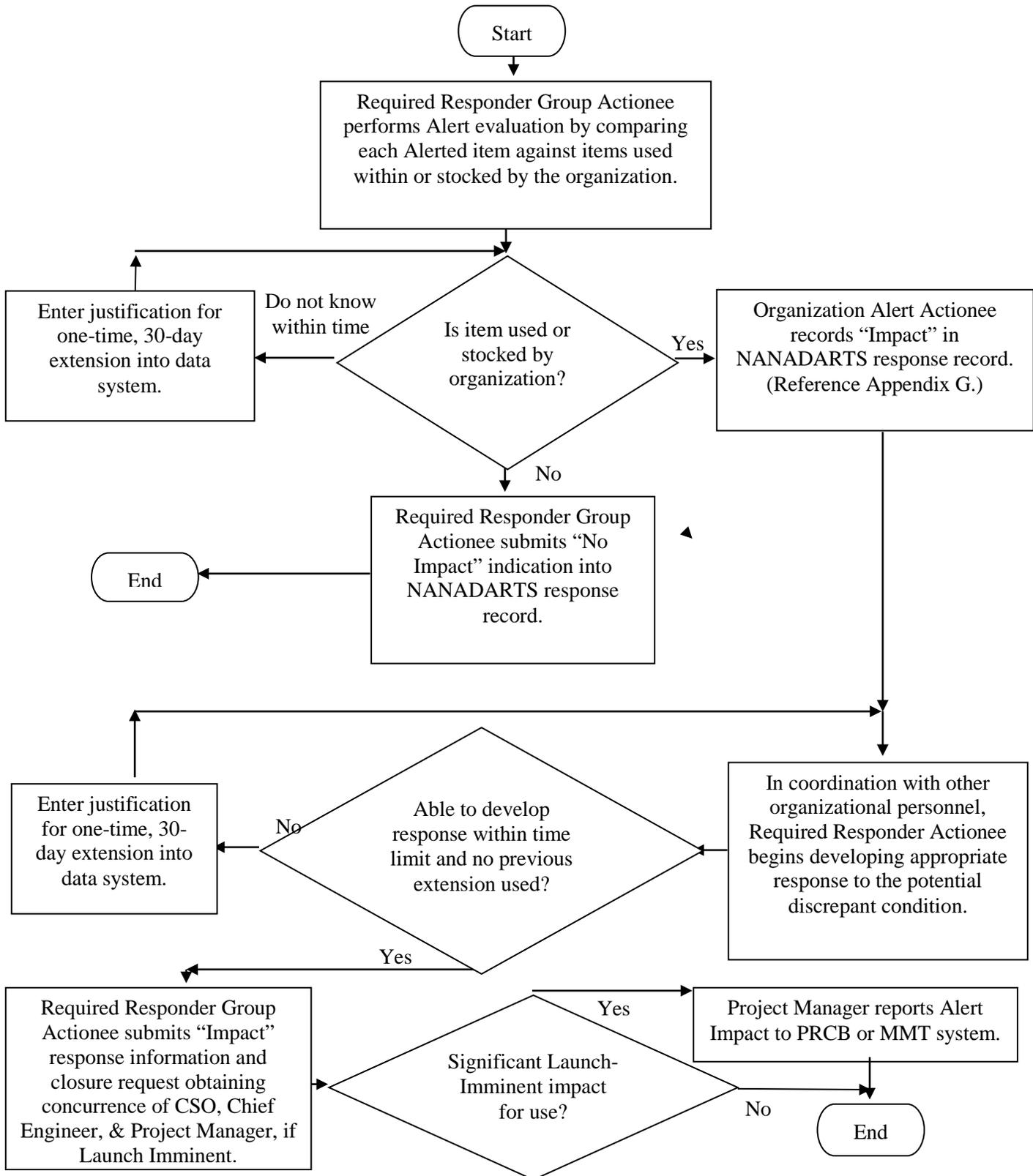
<b>Marshall Work Instruction QD01</b>		
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I.4 Alert Distribution Process Flowchart (Ref: Section 5.4)

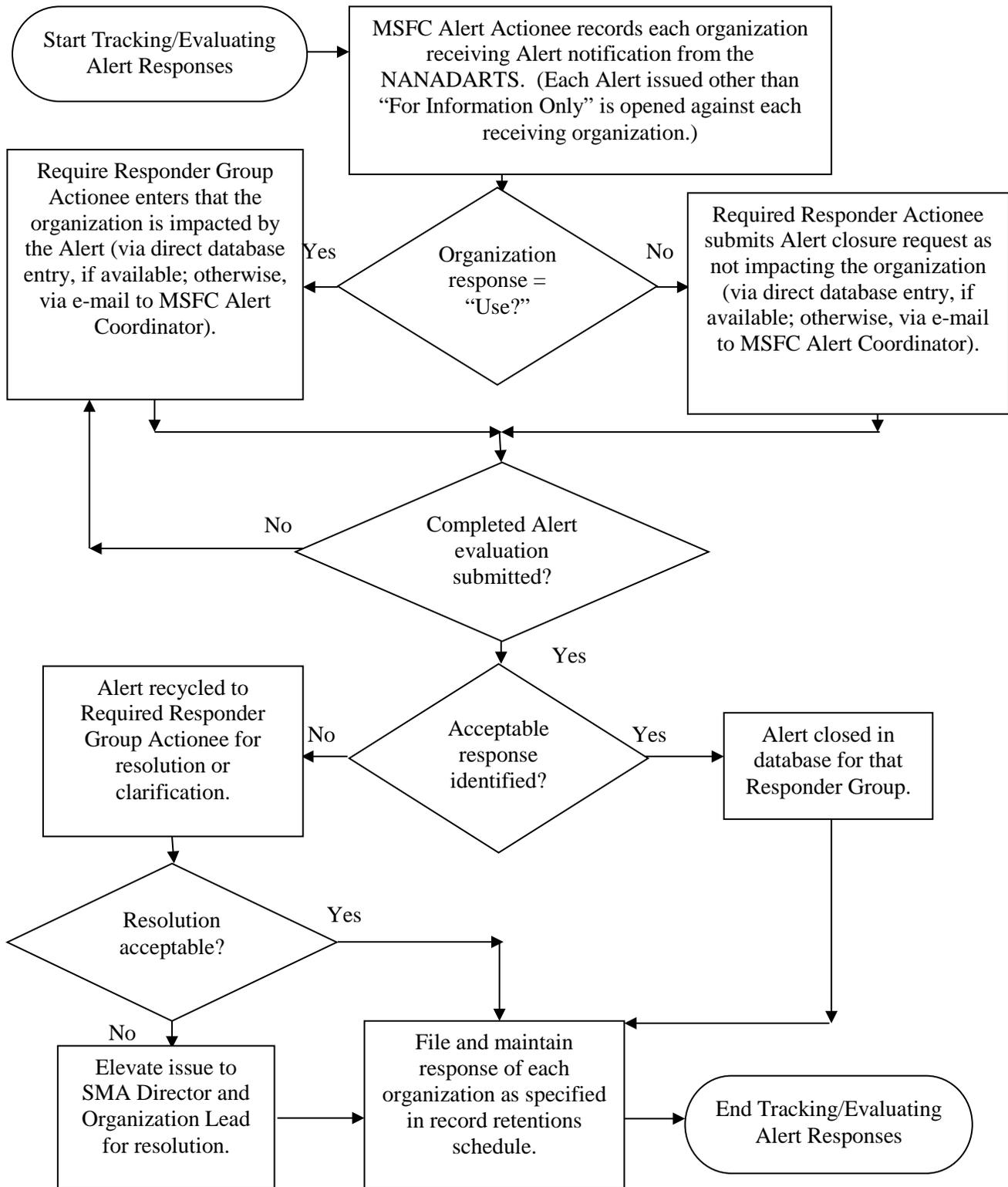


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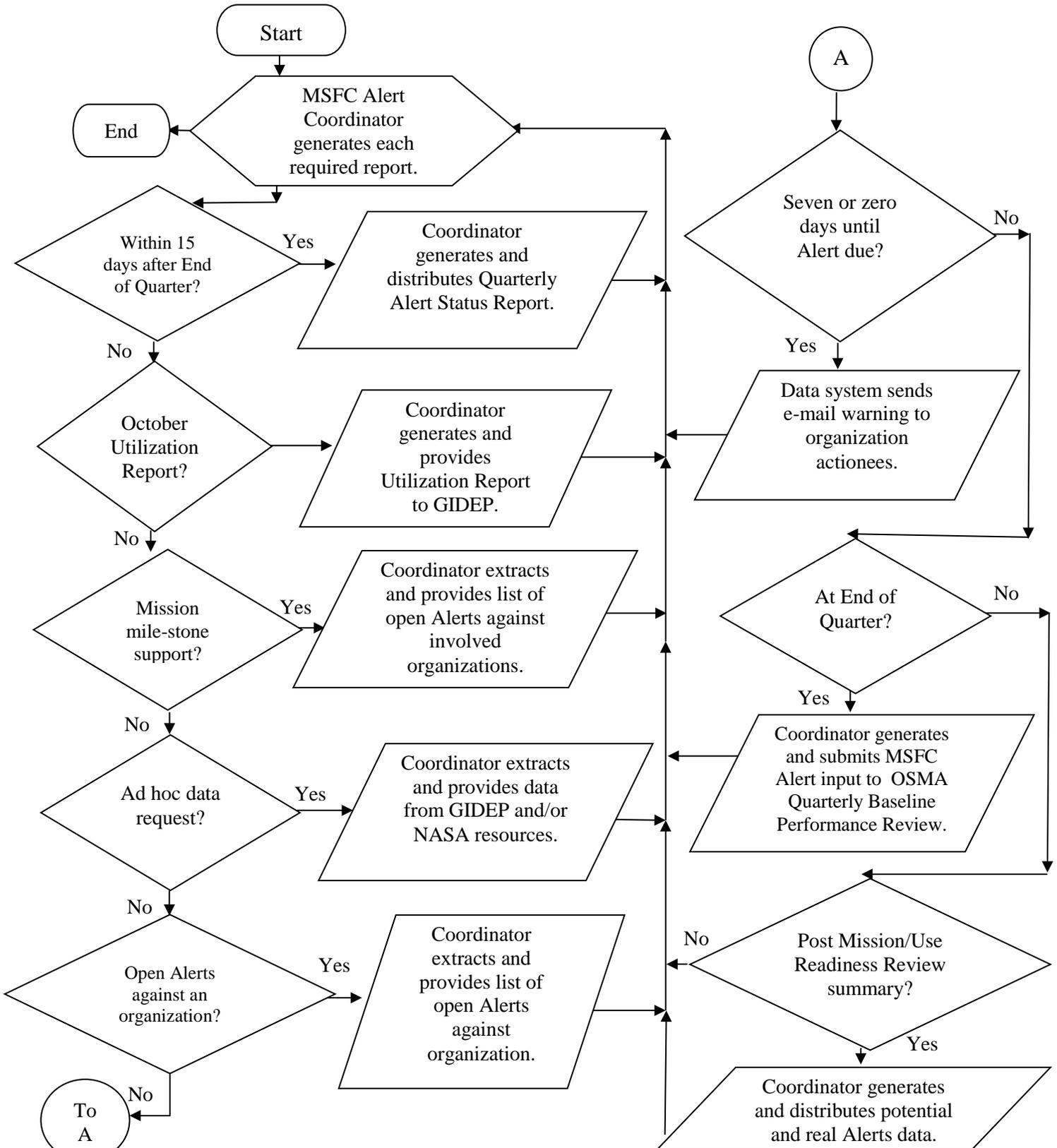
I.5. Evaluating and Responding to Alerts Flowchart (Ref: Section 5.5)



I.6 Tracking/Evaluating Alert Responses Flowchart (Ref: Section 5.6)



I.7 Generating Regular and Ad Hoc Reports Flowchart (Ref: Section 5.7)



**I.8 Terminating a Project or Program from Alert Processing (Ref: Section 5.8)**

