

MM 9000.3

MSFC ACCOUNTING AND RESOURCES TRACKING SYSTEM

MARTS MANAGEMENT MANUAL

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

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PREFACE

The MARTS MANAGEMENT MANUAL is the official document containing the policies, procedures, and definitions applicable to the internal operations of the Financial Management Office and all Center financial functions and activities. The MARTS MANAGEMENT MANUAL consolidates into one manual the following:

PART I...Financial Management: Financial Management Manual, MM 9000.1A, containing the detailed accounting codes, procedures for processing financial documents, and instructions applicable to financial management at the Center.

PART II...Personal Services: Timekeeping procedures, a detail description of the Time and Distribution System (TADS), Leave Administration, Payroll procedures and includes MSFC Personnel Manual MM 3000.1, Part 6, Subpart 2.

PART III..NASA FMM 9700, Travel: The NASA and MSFC Travel regulations covering travel request and authorizations, transportation and related expenses, TDY, actual expense travel, permanent change of duty, travel advances and reimbursement claims.

PART IV..The Resources Management Information System (RMIS): Contains graphic and tabular reporting of the planning and tracking of Center resources.

PART V...The Manpower Management Information System (MMIS): Covers the Center manpower reporting and analysis at the programmatic level.

PART VI...The Resources Management Manual: Includes the procedures and requirements for controlling, processing, and reporting of resources authority, allotment, subauthorizations, carrier accounts, reimbursable orders, and specialized processing procedures.

The Financial Management Office is responsible for the preparation, distribution, and maintenance of the MARTS Management Manual. The manual is loose-leaf with major subjects being covered in separate chapters of each part. Changes will be made by page change with an asterisk indicating the changed material. This does not apply to Part III NASA Travel Regulation, which is updated by NASA Headquarters. The manual is distributed to basic organizational elements in pre-printed binders. Additional copies are available in the Financial Management Office.

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