

ISSUANCE TRANSMITTAL
SHEET

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National Aeronautics and
Space Administration

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

Issuance Number: MMI 1420.1H, Ch. 1

Date: June 13, 1989 |

Material Transmitted:

1. Management Instruction, MMI 1420.1H, Ch. 1, subject: "MSFC Forms Management Program"
2. This Instruction has been changed to reflect responsibility authority.
3. Make the following pen and ink changes:
 - a. Paragraph 6, line 1 and line 5, change "Director, Management Operations Office" to "Chief, Resources and Operations Support Division."

Orig. s/by

C. D. Bean
Director
Administrative Operations Office

Distribution:
SDL 2

Filing Instructions:

Make the pen and ink changes indicated above and file this transmittal sheet in front of MMI 1420.1H.

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Issuance Number: <u>MMI 1420.1H</u>	Date: <u>OCT 28 1986</u>
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Material Transmitted:

1. Management Instruction, MMI 1420.1H, subject: "MSFC Forms Management Program."
2. This Management Instruction has been revised to:
 - a. Change format to comply with current edition of MMI 1410.1, subject: "MSFC Directives System."
 - b. Incorporate Change 1 to MMI 1420.1G in with the basic document and attachments.
 - c. Update it organizationally.
 - d. Make editorial improvements.
 - e. Address the acceptability of electronically prepared forms.

Filing Instructions:

Remove MMI 1420.1G and Change 1 and replace with MMI 1420.1H.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

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

Originating Organization: CN01	Effective Date: OCT 28 1986	MMI: 1420.1H
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Subject: MSFC FORMS MANAGEMENT PROGRAM

1. PURPOSE

This Instruction implements current NMI 1420.1, "NASA Forms Management Program" by setting forth MSFC standards, guidelines, procedures and forms to be used in the initiation, revision, standardization, reproduction and stocking of forms.

2. APPLICABILITY

This instruction is applicable to all Center organizational elements.

3. REFERENCE (Only applicable parts of most recent edition apply.)

NMI 1420.1, subject: NASA Forms Management Program.

4. DEFINITIONS (See Attachment A.)

5. OBJECTIVES

The objectives of the MSFC Forms Management Program are to:

- a. Insure that forms are developed and designed to best serve the requirements of the user.
- b. Prevent the initiation of unnecessary forms and eliminate or consolidate those forms serving similar or related functions.
- c. Insure that instructions and procedures governing the use of forms are clear, concise and complete.
- d. Provide a central source of reference and control for those forms which are used within MSFC.

MMI 1420.1H

6. RESPONSIBILITIES

- a. Chief, Resources and Operations Support Division, Management Operations Office, is responsible, through the MSFC Forms Management Officer, for the management and administration of a Center-wide forms management program. The MSFC Forms Management Officer will be designated by the Chief, Resources and Operations Support Division, Management Operations Office.
- b. Directors/Managers of office/laboratories are responsible, either personally, or through the Forms Management Representatives designated by them, for utilizing prescribed forms and authorizing requests for new or revised forms in accordance with procedures outlined in Attachment B of this instruction only when an established form does not exist.

7. PROCEDURES (See Attachment B.)

8. CANCELLATION

MMI 1420.1G, dated December 31, 1981 and Change 1 thereto.

(Original signed by)
James R. Thompson, Jr.
Director

Attachments:

- A. Definitions
- B. Procedures

Distribution:

SDL-2

OCT 28 1986

MMI 1420.1H
ATTACHMENT A

DEFINITIONS

1. Form: A form is any document, including letters, post cards, tags, and labels, printed or otherwise reproduced with space for filling in information, descriptive material, or addresses. Certain printed items without fill-in space, such as contract provisions, instruction sheets, notices, tags, labels, and posters, may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms. Forms approved through the established process may be generated electronically if the basic format requirements are adhered to.
2. MSFC Form: A form whose purpose and function requires its use on a recurring basis. It is standardized to meet internal requirements of the Center and bears an MSFC number. Example - MSFC Form 161 (Rev. August 1973). No changes or deletions will be made to a form without prior approval of the MSFC Forms Management Officer, Management Operations Office. MSFC forms are designated as follows: (1) MSFC Forms, (2) MSFC Form Letters, (3) MSFC Covers, (4) MSFC Labels, (5) MSFC Tags, (6) MSFC/MAF Forms.
3. One-Time Form: A form required for a one-time purpose, usually of short duration, and bearing either a laboratory/office or MSFC one-time number. Example - EC One-Time Form 5 (December 1979) or MSFC One-Time Form 50 (December 1979). The laboratory/office one-time form number will be assigned by the duly appointed organization Forms Management Representative (FMR). (See Attachment B, para. 3.f.). The MSFC one-time number will be assigned by the MSFC Forms Management Officer.
4. NASA Form: A form developed for application in at least two installations, subject to approval of the NASA Forms Management Officer, which may be prescribed for mandatory use by a NASA directive.
5. Standard Form: A form prescribed by a Federal agency, pursuant to its authority, and approved by General Services Administration (GSA) for mandatory use.
6. Optional Form: A form developed for use in two or more agencies and approved by GSA for use as appropriate.
7. Overprinting: On occasion, in order to minimize clerical effort, it may be desirable to add certain repetitive fill-in data to existing officially numbered forms. Such overprinting, however, must be done without alteration of the basic printed matter already present on the form. Prior approval of the MSFC Forms Management Officer is required. (See Attachment B, para. 2.a.).

OCT 28 1986

MMI 1420.1H
ATTACHMENT B

PROCEDURES

1. Directors/Managers of offices/laboratories, if applicable, will:
 - a. Appoint a Forms Management Representative (FMR) and alternate to coordinate all forms requirements for their organization. Revalidate this appointment annually during the first week of November.
 - b. Forward names, organization positions, office symbols, and telephone numbers of appointees by letter to the MSFC Forms Management Officer, Management Operations Office. Changes will be handled in a similar manner as they occur.
 - c. In organizations that do not submit a designation, it is assumed that the office head retains the authorities and responsibilities given the Forms Management Representatives, and no written designation is required.

2. Forms originators/users will:
 - a. Prepare in triplicate MSFC Form 161 (Request for Clearance of a Form) for initiation or revision of any permanent-type form (MSFC or higher authority) or request for overprinting. Forward request in triplicate together with one copy of the proposed form through their FMR to the MSFC Forms Management Officer.
 - b. Obtain approval from their FMR for one-time forms to be used within their organization. One-time forms are not to be submitted for reprinting.
 - c. Notify their FMR by letter (in duplicate) when a form originated within their organization is no longer required.
 - d. Prepare a letter (original only) for requesting non-MSFC forms (NASA, Standard, Optional, etc.) not stocked in Central Forms Supply, Management Operations Office. The letter should include reason form is required, form number, including correct prefix, title, where form can be obtained, quantity, how long quantity will last, and whether forms are to be stocked in the Management Operations Office or by the requesting organization only. If available, attach copy of form to the letter..

OCT 28 1986

MMI 1420.1H
ATTACHMENT B

- e. Obtain stock of blank forms:
 - (1) Personnel located in buildings 4200, 4201, and 4202, may draw "across-the-counter" from Central Forms Supply, Equipment Branch, Property Management Division, Management Operations Office, building 4200, room G-30.
 - (2) All other MSFC personnel will requisition blank forms through their FMR.
 - (3) Personnel may request by telephone a replenishment of non-stocked (stocked by using organization only) forms.

- 3. Organizational Forms Management Representatives (FMR's) or Alternates will:
 - a. Represent their organization on form matters and serve as liaison between their organization and the MSFC Forms Management Officer.
 - b. Receive and review requests for forms, revision of forms, or overprinting of existing forms for essentiality and completeness. If request meets review criteria, sign and forward MSFC Form 161 to the MSFC Forms Management Officer.
 - c. Upon receipt of a letter obsoleting a form, forward original of the letter to the MSFC Forms Management Officer.
 - d. Review annually the MSFC forms originated by their organization for current necessity and adequacy.
 - e. Review MSFC forms submitted on MSFC Form 161-1 (Revalidation of MSFC Form) for current necessity and adequacy and return to MSFC Forms Management Officer.
 - f. Approve/disapprove requests for one-time forms which can be reproduced by MSFC reproduction. Forward two copies of each published one-time form to the MSFC Forms Management Officer.
 - g. Consolidate requisitions for supply of blank forms from personnel within their organization monthly and forward request on MSFC Form 160 (Requisition for Publications and Blank Forms) to Central Forms Supply, Equipment Branch, Property Management Division, Management Operations Office.

OCT 28 1986

MMI 1420.1H
ATTACHMENT B

4. MSFC Forms Management Officer will:
 - a. Process to higher authority all requests for approval of new or revised higher echelon forms.
 - b. Upon receipt of a request for approval of an MSFC or MSFC/MAF form, review, analyze, and approve/disapprove form.
 - c. Approve/disapprove requests for overprinting of forms.
 - d. Request the initial reproduction of approved new or revised MSFC forms and the reproduction of MSFC one-time forms.
 - e. Submit annually to FMR's a computer listing of MSFC forms originated by their organization to be reviewed for current necessity and adequacy.
 - f. Submit MSFC Form 161-1 to FMR for review of any questionable MSFC form for current necessity and adequacy when deemed necessary.
 - g. Keep Central Forms Supply advised of all forms which have become obsolete, and direct disposition of remaining stock on hand.
 - h. Publish annually and distribute a current MSFC Functional Forms Listing to all FMR's and/or Administrative Officers and the NASA Forms Management Officer.

5. Central Forms Supply, Equipment Branch, Property Management Division, Management Operations Office will:
 - a. Make initial distribution and furnish the MSFC Forms Management Officer with five copies of new or revised MSFC Forms upon receipt of stock.
 - b. Furnish "across-the-counter" issue of forms to MSFC personnel located in buildings 4200, 4201, and 4202.
 - c. Maintain a 90-day supply of existing blank forms (MSFC, NASA, Standard, etc.) required by personnel at the Center which have been requested to be stocked in Central Forms Supply. MSFC, NASA, Standard forms, etc., that are not centrally stocked will be ordered and requester will be notified when forms are ready for pickup.

OCT 28 1986

MMI 1420.1H
ATTACHMENT B

- d. Upon receipt of MSFC Form 160 from organizations not located in buildings 4200, 4201, and 4202, fill orders and contact requesters for pickup.
 - e. Prepare MSFC Form 161-1 and submit to the MSFC Forms Management Officer when reordering replenishment stock of MSFC forms.
 - f. Destroy stocks of obsolete or revised MSFC forms when notified by the MSFC Forms Management Officer.
6. MSFC Contracting Officer Representative or duly designated MSFC person will advise Central Forms Supply of what forms contractor personnel are permitted to draw from supply.