

MPR 1420.1
REVISION R

EFFECTIVE DATE: September 9, 2015
EXPIRATION DATE: September 9, 2025

MARSHALL PROCEDURAL REQUIREMENTS

IS01

MSFC FORMS MANAGEMENT PROGRAM

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Revision	I	8/20/99	History log added with this revision; previous history contained in Directives Manager's Reference File. This Directive is being revised to change ownership from CO01 to AD01; update from MMI to MPG; and add pertinent records for forms management program.
Revision	J	4/25/01	This Directive is being revised to reflect change in records. Added NPG 1441.1 to section P.4; spelled out GSA in 1.5; changed reference in 1.6 to 3.2.1; used acronym for GSA in 1.7; changed "Chapter 2" to "Chapter 3" in 2.2; changed 3.2.4.1 to read "Personnel may draw from Central Forms Supply, Supply and Equipment Management Office, Logistics Services Department, Center Operations Directorate, located on the ground floor, building 4200"; and deleted 3.5.1 and 3.6.
Revision	K	4/21/03	Updated URL footers; added reference; changed definition of a form in 1.1 to include electronic format; revised definition of MSFC form in 1.2; deleted definition of overprinting in 1.6; added definition of organization in 1.6; added definition of organizational form in 1.7; updated organization name to reflect recent change; changed "Chapter 3" to "section 3" in 2.2; deleted all references to overprinting; clarified procedure 3.4.2; added new procedure 3.4.4.
Revision	L	9/20/2004	Revision in response to HQ Rules Review Action (CAITS: 04-DA01-0387). Changed procedure for ordering blank forms.
Revision	M	6/20/2005	Changed org. code from AD01 to IS01. Performed review per Transformation Review Action.
Revision	N	8/17/2007	Document revised to reflect new NPD 1420.1, "NASA Forms Management." Changed MSFC Forms Manager designation responsibility in 2.1, and all references to Forms Management Officer to Forms Manager.
Revision	O	3/6/2008	Revised 2. Applicability statement to reflect transition of MAF from GOCO to GOGO.
Revision	P	7/29/2009	Revised to incorporate "or designee" as tasked by Supervisor Workload Study team.
Revision	Q	8/3/2011	Remove reference to One-time Forms as they are no longer used, replace references to MSFC Form 161 with the Services Request System (SRS), add user requirement to use current version of forms, changed form review requirements from annual to biennial as required by NPD 1420.1, added responsibility for MSFC Printing Officer.
Change	I	3/11/14	On 3/11/14, at the request of the OPRD, an administrative change was made to replace all references to Services Request System (SRS) with MSFC Integrated Service Management (MISM). Updated footers to show the current URL for directives.
Revision	R	9/9/2015	Revised and renumbered to meet directives format requirements, updated applicable documents to reflect current document titles, added statement to P.2 Applicability that explains exclusion for program or project specific forms that are managed under program/project configuration management and data management processes, added P5 Measurement/Verification, changed 2.1 "Form originator" to "Form owner," changed "originated by" to "assigned to" throughout Chapter 2, replaced all references to "MISM (MSFC Integrated Service Management)" to "NISM (NASA Integrated Service Management)," moved definitions to APPENDIX A, updated definitions to match NPD 1420.1A, and moved "Records" to APPENDIX D.

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Revalidation	R	8/20/2020	On 8/20/20, at the request of the OPRD, MPR 1420.1R is being revalidated. Replaced references to NASA Integrated Service Management (NISM) with NASA Form 1 for requesting new form development, revision, reinstatement or discontinuation of an MSFC form.
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PREFACE

P.1 PURPOSE

The purpose of this MPR is to implement NASA forms management policy in NPD 1420.1 by providing requirements to be used in the initiation, revision, standardization, control, reproduction, and electronic provision of forms.

P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. “Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.
- b. This MPR applies to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR does not apply to program or project specific forms which are managed under program/project configuration management and data management processes in accordance with NPR 7120.5 and NPR 7123.1. At MSFC, these forms are controlled through program/project specific configuration management and data management processes in compliance with the requirements in MPR 7120.1 and MPR 7123.1.

P.3 AUTHORITY

NPD 1420.1, NASA Forms Management

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NRRS 1441.1, NASA Records Retention Schedules
- b. NPR 7120.5, NASA Space Flight Program and Project Management Requirements
- c. NPR 7123.1, NASA Systems Engineering Processes and Requirements
- d. MPR 1410.1, Organizational Issuances

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- e. MPR 7120.1, MSFC Engineering and Program/Project Management Requirements
- f. MPR 7123.1, MSFC Systems Engineering Processes and Requirements
- g. NASA Form 1, Form Request

P.5 MEASUREMENT/VERIFICATION

The MSFC Forms Manager conducts a biennial review of Center forms for adequacy, revising forms as necessary, and canceling forms no longer needed.

P.6 CANCELLATION

MPR 1420.1Q, MSFC Forms Management Program, dated August 3, 2011.

Original signed by

Patrick E. Scheuermann
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 Center Director or designee shall appoint the MSFC Forms Manager as directed in NPD 1420.1.

1.2 MSFC Chief Information Officer (CIO) or designee, Office of the CIO, shall be responsible, through the MSFC Forms Manager, for the management and administration of a Center-wide forms management program.

1.3 Directors/Managers or designees of directorates/offices/departments:

1.3.1 Shall ensure that their organization utilizes forms in accordance with this MPR.

1.3.2 Shall authorize requests for new or revised forms in accordance with procedures outlined in section 2 of this MPR only when an established form does not exist.

1.3.3 Shall be responsible for forms owned by their organization.

1.3.4 Shall ensure their Organization Forms are created and controlled in accordance with MPR 1410.1, NPD 1420.1, and this MPR.

1.3.5 May appoint a Forms Management Representative (FMR) and alternate to coordinate all forms requirements for their organization. If an FMR and alternate are appointed, the Director/Manager shall:

1.3.5.1 Forward names, organization positions, office symbols, and telephone numbers of appointees in writing (memorandum or e-mail) to the MSFC Forms Manager, Office of the CIO.

1.3.5.2 Forward updated information as changes in appointments occur.

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CHAPTER 2. PROCEDURES

An Organization Form shall not be used in place of an MSFC Form whose use is required by a MSFC Directive.

2.1 Form owners and end users shall:

2.1.1 Prepare an MSFC Forms request using the NASA Form 1 for new form development, revision, or reinstatement of any permanent-type form (MSFC or higher authority).

2.1.2 Attach a copy of the proposed form to NASA Form 1 and route for approval by their Director/Manager or appointed FMR.

2.1.3 Submit a request through NASA Form 1 to discontinue an MSFC form assigned to their organization that is no longer required.

2.1.4 Submit a request through NASA Integrated Service Management (NISM) to obtain supply and reprinting of MSFC, NASA, and other government forms.

2.1.5 Only use the current versions of MSFC forms.

2.1.6 Ensure the current version of a form is used by checking revision status on the applicable Master List. Many older forms, first edition forms, and small forms do not bear an obsolescence statement; however, absence of an obsolescence statement does not indicate that the previous version may be used.

2.2 Directors/Managers or designees of directorates/offices/departments or, if appointed, FMRs or Alternates shall:

2.2.1 Represent their organization on form matters and serve as liaison between their organization and the MSFC Forms Manager.

2.2.2 Review form development, revision, or reinstatement requests for necessity, approving those that meet review criteria.

2.2.3 Review and approve discontinuation requests ensuring that the form is no longer needed.

2.2.4 Review biennially MSFC forms assigned to their organization for current necessity and adequacy.

2.3 MSFC Forms Manager shall:

2.3.1 Process to higher authority all requests for approval of new or revised higher-echelon forms.

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2.3.2 Manage the development, revision, reinstatement, and discontinuation of MSFC forms.

2.3.3 Centrally control and maintain MSFC forms.

2.3.4 Request the initial reproduction of approved new or revised MSFC forms.

2.3.5 Process form supply and reprinting requests received through the NISM system.

2.3.6 Request Directors/Managers or designees of directorates/offices/departments and appointed FMRs to biennially review MSFC forms assigned to their organization for current necessity and adequacy.

2.3.7 Maintain an electronic master list of current MSFC official forms accessible via a Web page.

2.4. MSFC Printing Officer shall:

Forward all printing and reproduction requests for forms to the MSFC Forms Manager for processing.

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APPENDIX A. Definitions

End User. The person who completes (fills out) the forms.

Form (definition for responsible offices and end users). A container for collecting data in a structured manner. The container may be any media, from paper to electronic. A form does one or more of the following: initiates an action, records a transaction, and/or reports an activity. Any forms or data collection tools/systems that are under NASA Configuration Control or registration mechanism are excluded from this definition.

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. March 1998).

NASA Forms. Forms originated within NASA, numbered with the prefix "NF," and including an edition date, and obsolescence statement, as applicable. To be used by NASA employees and, as applicable, contractors. Required when a form is intended for use by more than one NASA installation.

Organization. Generic term used to describe an MSFC Organization that has an official organization code.

Organization Forms. Forms created for use within a particular organization, distinguishable by a unique form number, and are not used by any other organization, or posted and accessible by any other organization. Scope of use is internal only.

NASA Integrated Service Management (NISM). An automated work order system used to request services.

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APPENDIX B. Acronyms

CIO Chief Information Officer

FMR Forms Management Representative

NISM NASA Integrated Service Management

NRRS NASA Records Retention Schedules

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APPENDIX C. Verification Matrix (Reserved)

None.

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APPENDIX D. Records

D.1 Forms Management Records

D.1.1 Master copy of each MSFC form is maintained by the MSFC Forms Manager for 5 years after related form is discontinued, superseded, or canceled per NRRS 1/74/A.

D.1.2 Master List of current MSFC forms is maintained by the MSFC Forms Manager until related forms are discontinued, superseded or canceled per NRRS 1/74/B.

D.1.3 Background documentation is maintained by the MSFC Forms Manager until related forms are discontinued, superseded or canceled per NRRS 1/74/B.

D.1.4 Number assignment log is maintained by the MSFC Forms Manager until related forms are discontinued, superseded or canceled per NRRS 1/74/B.