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N A S A
National Aeronautics and
Space Administration

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

Issuance Number: MMI 1415.1	Date: JUL 23 1987
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Material Transmitted:

1. Management Instruction, MMI 1415.1, subject: "MSFC Reports Management Program."
2. This Instruction has been revised to:
 - a. Direct MSFC organizational elements to follow procedural guidelines in NMI 1415.1, "NASA Reports Management Program."
 - b. Change subject classification number from MMI 2312.1 to MMI 1415.1 in compliance with NASA Headquarters instructions.
 - c. Add attachment of applicable definitions.

Filing Instructions:

Remove MMI 2312.1D and insert MMI 1415.1.

MANAGEMENT
INSTRUCTION

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National Aeronautics and
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George C. Marshall Space Flight Center
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Originating Organization: CN01	Effective Date: JUL 23 1987	MMI: 1415.1
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Subject: MSFC Reports Management Program

* 1. PURPOSE

The purpose of this Instruction is to set forth policies and to establish responsibilities for the development and implementation of reports management and to implement the provisions of the latest edition of NMI 1415.1, "NASA Reports Management Program."

2. APPLICABILITY

This Instruction applies to all Center organizational elements.

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

NMI 1415.1, "NASA Reports Management Program"

4. POLICY

The MSFC Reports Management Program provides for the effective management of MSFC reporting requirements by ensuring that the establishment of new reports and the continuance of existing MSFC reports are based on their need, practical utility, and cost benefit to the Center.

* 5. DEFINITIONS

Definition of terms applicable to this Instruction are contained in Attachment A.

* 6. RESPONSIBILITIES

- a. Director, Management Operations Office, is responsible, through the Reports Control Manager (RCM), for the management of the Reports Management Program.
- b. MSFC Reports Control Manager is responsible for the development and administration of the MSFC Reports Management Program and for serving as the point-of-contact with NASA Headquarters and other NASA installations for external reporting requirements.

- c. Director/Managers of Basic MSFC Organizations are responsible for:
 - (1) Designating a Reports Control Officer (RCO), if applicable, to implement the MSFC Reports Management Program within their organization.
 - (2) Serving as the Certifying Officer of reporting requirements originating within their organization and as Certifying Officer for any other reporting requirements for which their organization is the office of primary responsibility.
 - *(3) In organizations that do not submit a designation, it is assumed that the office head retains the authorities and responsibilities given to the Reports Control Officer.

7. PROCEDURES

- a. The procedural guidelines for implementation and operation of the MSFC Reports Management Program are contained in NMI 1415.1, "NASA Reports Management Program."
- b. Specific instructions for the MSFC Reports Management Program are contained in Attachment B.

8. CANCELLATION

MMI 2312.1D, dated January 16, 1986.

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

Attachments:

- A. Definitions
- B. MSFC Reports Management Procedures

Distribution:

SDL 3

*Changed by this revision

DEFINITIONS

1. BASIC ORGANIZATION: Any basic organization existing as a block on the MSFC organization chart signed by the NASA Administrator (for example Administrative Operations Office).
2. CERTIFYING OFFICER (CO): The Director of an Office of Primary Responsibility. An example at MSFC would be the Director, Institutional & Program Support.
3. EXCLUDED REPORTS:
 - a. Specific Exclusions - One-time reports; certain items involved in producing ADP reports, such as error listings and similar output; routine housekeeping documents such as requisitions shipping documents, time cards, SF 52's and 50's, W-2 forms, weekly bulletins; public information releases, routing slips, etc. Also excluded are any reports that have their requirement, preparation, and use restricted to the same organizational elements. Further, any mechanized report that meets the "requirement, preparation, use" stipulation, except that it has crossed the Computer Services Office organization line, is excluded.
 - b. Technical Exclusions - Since Directorate, Program and Project Managers must have continuing access to changing data on activities under their responsibilities, the following typical requests for information will be excluded: engineering drawings and related documentation, specifications and standards, parts lists, failure reports, catalog item identifications, design changes, equipment capabilities, documentation and reporting on research and development findings, technical progress and status data reports.
 - c. Feeder Report Exclusions - Requests for management information by MSFC management officials within any given Directorate that is of a feeder nature, used in the day-to-day management of that Directorate's operations, are excluded. These excluded feeder reports will enter the reports inventory system at that point in which they become a part of a composite report. Feeder report costs will be reflected in the total costs shown for the composite report. Typical of these kinds of reports are: travel projections, equal opportunity reports,

procurement action status, facility status, personnel action status, weekly activity, and productivity measurement reports. All program operating plan (POP) reports and changes thereto are also excluded.

4. EXTERNAL REPORT: Reporting requirements to elements external to the Center including Headquarters and Inter-Center.
5. INTERNAL REPORT: Reporting requirements within the Center including Inter-Directorate and Intra-Directorate.
6. OFFICE OF PRIMARY RESPONSIBILITY (OPR): The office that certifies the need for the reporting requirement. The level of this office is never below the Directorate level with exception of Science and Engineering (S&E), in which case the Assistant Director for Management may serve as the OPR for all of S&E. The Office of Director, MSFC, is an OPR only for those cases in which the Director's Office chooses not to designate some Staff or Program Office to serve as the Office of Primary Responsibility.
7. REPORT: Any requested transmission of data or information which is recurring on a regular or irregular basis. Reports may be narrative, tabular, graphic, questionnaire, punch card, etc. Included are ADP output reports from a single data base or from multiple data bases.* Reports may be used to set goals, fix priorities, provide information, or improve efficiency. The information in reports may be technical, operational, or administrative.
 - * Where a number of reports are generated from a data base, the Reports System should be included in the inventory and the individual reports generated from it listed and costed to the system cost.
8. REPORTING SYSTEMS: Either a single data base, or multiple, out of which two or more reports are produced. A typical example at MSFC would be: Manpower Management Information System (MMIS).
9. REPORTS CONTROL MANAGER (RCM): That person at MSFC responsible for the development, implementation, and administration of the reports management program for both internal and external reporting requirements.

DEFINITIONS (Concluded)

10. REPORTS CONTROL OFFICER (RCO): That individual located within the Office of Primary Responsibility whose function is to implement the procedures of the reports management program within the respective organizational elements of that OPR and maintain a complete inventory on all reports and reporting systems.
11. VALIDATION/REVALIDATION: A certification that the need for a report has been examined and that the report is determined to be justifiable based on a cost-benefit analysis.

MSFC REPORTS MANAGEMENT PROCEDURES

1. The Reports Control Manager (RCM) will:
 - a. Implement all necessary reporting requirements procedures.
 - b. Concur in all new reporting requirements and any subsequent revalidations of these requirements.
 - c. Assign a report control number to new individual reports and reports systems.
 - d. Assure revalidation of all reporting systems on a periodic basis.
 - e. Accumulate statistics on the operation of the Reports Management Program when requested by NASA Headquarters.
 - f. Maintain an inventory of installation reporting requirements.
2. The Certifying Officer (CO) will:
 - a. Assure that all reports and reporting systems within their organizations are accurate and necessary and are in an inventory system.
 - b. Appoint, if applicable, a Reports Control Officer to perform the reports management function for the organization.
 - c. In organizations that do not submit a designation, it is assumed that the office head retains the authorities and responsibilities given the RCO.
3. The Reports Control Officer (RCO) will:
 - a. Cooperate with the RCM to ascertain if the original information is available elsewhere prior to developing a new report or reporting system.
 - b. Assist the RCM in validating new reports or reporting system.
 - c. Maintain an inventory of all reports generated by a reporting system.

- d. Develop reporting costs through the use of the Summary Worksheet (NASA Form 1522). On Intra-Center reports, the optional use of MSFC Cost Form 265 is permitted.
- e. Maintain backup information on cost estimates until the next revalidation.
- f. Revalidate each individual report or reporting system on a periodic basis.
- g. Provide statistical information on reports and costs to the RCM upon call.