

MWI 2210.1
REVISION G
EFFECTIVE DATE: August 13, 2013
EXPIRATION DATE: December 4, 2023

MARSHALL WORK INSTRUCTION

IS01

MSFC REPOSITORY DOCUMENTATION PROCESSING

COMPLIANCE IS MANDATORY
DIRECTIVE IS UNCONTROLLED WHEN PRINTED
Verify current version before use at <https://dml.msfc.nasa.gov/directives>

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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-P05.1-C06 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new organizational codes and titles. Para. 3, Applicable Documents: Changed "MMI 1440.2" to "MPG 1440.2"; flowchart: document number changed from "MWI 1410.N" to "MWI 2210.1"; renumbered to correct template – deleted #9, Appendices, Data, Reports, and Forms section.
Revision	B	6/14/01	Revised to incorporate/update definitions and instructions. Updated statement of purpose. Clarified definitions (5.1, 5.5, 5.6, 5.7, 5.9). Added definition for EDMS (5.8), Record Copy (5.18), Non-record Copy (5.19). Deleted definitions for Computer Output Microform (5.5), Microforms (5.13), Micrographics Projects (5.15), Micrographics Standards (5.16), Micrographics Systems (5.17), and RAOIS (5.22). Updated Instructions (6.1.2.1, f), (6.1.4.1), (6.2.1.2 (a),(b)). Added Instruction (6.1.2.1, (h)), and procedures for retirement of official records (6.4). Deleted Instructions (6.1.2.2), (6.2.1.2 (b)), (6.2.1.4 (b)(d)). Revised Appendix (Documentation Input Mode) to reflect emphasis on submitting electronic data vs. conventional formats (1.(a)(f)), (2.(a)(e)).
Revision	C	4/17/03	Changed title of organization to "Office of the Chief Information Officer" in DEFINITIONS (5.3 & 5.4).
Revision	D	9/27/2004	Revised to update requirements and to delete unnecessary guidelines and obsolete requirements. In Applicable Documents (3), changed NPG 1141.1 to NPR 1441.1, and MPG 1440.2 to MPR 1440. In Instructions (6), deleted guidelines for data management projects which are explained in MSFC Form 4354 instructions. In para. 6.1.3.1, clarified responsibility of recording document requests on MSFC Form 433. In 6.1.4.2, deleted unnecessary document request info. In para. 6.2.1.1, deleted unnecessary references to microfilm and reproduction systems. In para. 6.3.1 and 6.3.3, revised wording to reflect current processes.
Revision	E	9/8/2005	Revised organizational references and instructions. Added Applicable Documents (3.2) MPD 2210.1 and (3.4) MWI 7120.4. Clarified wording in 6.3.3 MSFC Form 433 Preparation. In Instructions (6) and Records (9), deleted references to MSFC Form 4354, that was replaced with a MSFC Products & Services Catalog process.
Revision	F	2/21/2008	Revised 2. Applicability statement to reflect transition of MAF from GOCO to GOGO. Revised organizational references and instructions. Added Applicable Document (3.1) NPD 1440.6. Revised documentation request procedures and flowchart to reflect process change from MSFC Form 433 to the MSFC Service Request System (SRS). Reflects minor editorial changes. [On 10-17-08, an administrative correction made at 6.2.1.2 a. to update the url.]
Change	1	1/4/2013	On 1/4/13, at the request of the OPRD, an administrative change was made in 3. Applicable Documents and 6.1.1.1 to delete MPD 2210.1 citation and add MPR 2800.2 citation.

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Revision	G	8/13/2013	Revised to update requirements and definitions, and to delete obsolete requirements. In Applicability (2), updated this section. In Definitions (Appendix A), Data Management Projects, updated Repository services. In Electronic Data, added Adobe Portable Document Format (PDF). In Established Project, updated compact disk types. In (5.1.2.1), revised wording to reflect MSFC Integrated Service Management (MISM) replacement of SRS. In (5.1.3.2), added e-mail option for requesting automated documentation distributions. Deleted obsolete Repository requirements in (5.1.4) and (5.2.3). In (5.3.3), added PDF as an electronic drawing format. In Records (Appendix D), updated MSFC Service Request System to MISM. Deleted Flow Diagram. In Appendix E, Documentation Input Mode, deleted obsolete listing of document and drawing formats. Re-formatted to comply with new required template per MPR 1410.2J and as instructed in MWI 1410.1F. Changed title from "MSFC Documentation Repository Input/Output and Data Management Project Requests" to "MSFC Repository Documentation Processing."
Change	1	5/7/2014	On 5/7/2014, at the request of the OPRD, an administrative change was made in 4. Applicable Documents and Forms and in 5.2.1.2(c), to delete MWI 7120.4 and add MPG 7120.3 and MPR 8070.1.
Change	2	2/28/2017	On 2/28/17, at the request of the OPRD, administrative changes were made to update title of NPR 1441.1, change MISM to NISM, and updated website for document submission process. Updated 2.1 Applicability statement by moving MAF applicability to 2.2.
Revalidation	G	12/4/2018	Distributing for five-year review as required by NPR 1400.1 with no changes to the process or requirements.

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1. PURPOSE

To provide instructions for input/output of documentation to the MSFC Repository in accordance with MPR 2800.2, and submittal of data management project requests.

2. APPLICABILITY

2.1 This Marshall Work Instruction (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.

3. AUTHORITY

MPR 2800.2, MSFC Information Technology Services

4. APPLICABLE DOCUMENTS AND FORMS

4.1 NPD 1440.6, NASA Records Management

4.2 NPR 1441.1, NASA Records Management Program Requirements

4.3 NRRS 1441.1, NASA Records Retention Schedules

4.4 MPR 1440.2, MSFC Records Management Program

4.5 MGM 7120.3, MSFC Data Management Guidance

4.6 MPR 8070.1, Administration of MSFC Technical Standards and MSFC Standard Data Requirements Descriptions

4.7 MSFC–STD–555, MSFC Engineering Documentation Standard

4.8 MSFC Form 2896, Document Input Record - MSFC Documentation Repository

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4.9 MSFC Form 578, MSFC Records Transmittal and Receipt

5. INSTRUCTIONS

Introduction: The MSFC Repository is the official receipt, storage, and distribution point for MSFC engineering drawings, specifications, standards, procedures, and handbooks with the objective to electronically receive, maintain, and distribute information.

5.1 Documentation Management

5.1.1 Technical managers in charge of an in-house project, or responsible for preparing the contract work statement and monitoring the contract perform the following:

5.1.1.1 A copy of all relevant official technical documentation (e.g., engineering drawings, project reports) developed under an in-house project or task to the MSFC Repository shall be submitted in accordance with MPR 2800.2. (See Class I Engineering Data Definition, Appendix A.)

5.1.1.2 Instructions for contractors to submit copies of specified technical documentation to the MSFC Repository shall be included in the contracts. (See Class II Engineering Data Definition, Appendix A.)

5.1.1.3 A proper mechanism (e.g., Master Parts List, Drawing Release List, Master Release Record, End Item Drawing List) for the MSFC Repository Manager to monitor the submission of technical documentation to the Government shall be provided.

5.1.1.4 When applicable, shall ensure that a copy of all released MSFC technical data is provided to the MSFC Repository by the contractor or in-house project organization(s).

5.1.1.5 Data submitted to the MSFC Repository shall be by acceptable-quality media (see Appendix E).

5.1.1.6 Electronic data submittal requests, especially batch data submittals, shall be coordinated with the MSFC Repository Manager.

5.1.1.7 Required indexing attributes shall be included for all electronic data submitted to the MSFC Repository (coordinate with the MSFC Repository Manager and Records Specialists).

5.1.2 Organizations requiring repository data management projects:

5.1.2.1 Repository project requests shall be initiated through the NASA Integrated Service Management (NISM) System.

5.1.2.2 When initiating or discontinuing a project, shall obtain concurrences of other affected organizations.

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5.1.2.3 Official records, in conventional paper or electronic format, shall be handled in accordance with current records management regulations. (See NPD 1440.6, NPR 1441.1, and MPR 1440.2.)

5.1.3 Data requests:

5.1.3.1 Individual requests for documents shall be submitted through the NASA Integrated Service Management (NISM) System, or directly to the Repository Work Order Desk clerk in Building 4491, Room 103.

5.1.3.2 Requests for automatic distribution shall be submitted by letter or through NASA's electronic mail system. (The responsible program/organizational manager, organizational data manager, or their equivalent approves all automatic distribution requests.)

5.1.4 The MSFC Repository:

5.1.4.1 Provides documentation on the following basis:

- a. Automatic distribution using predetermined listings of those personnel requiring the documents.
- b. Individual requests for existing documents (i.e., not requiring a revision to an automatic distribution list).
- c. Documentation approved for release under solicitations.

5.2 Input of Documentation.

5.2.1 Submitting organizations:

5.2.1.1 Shall coordinate with the MSFC Repository Manager in determining:

- a. The appropriate data input mode see Appendix E).
- b. The schedule most advantageous to the Government for transferring documents into the MSFC Repository.
- c. The type of monitoring mechanism that is required to verify that the document submission is compatible with the MSFC Repository's capabilities.

5.2.1.2 All documentation of the type referred to at 5.1 are to be delivered to the MSFC Repository by:

- a. Submitting documentation with MSFC Form 2896, or through an approved electronic data submission process. (See <https://explornet.nasa.gov/groups/msfc-document-repository>)

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b. Ensuring that all engineering drawings and technical documentation submitted to the MSFC Repository include a completed MSFC Form 2896, or equivalent electronic data that contain the required indexing, availability, and official record status information.

c. Ensuring that documentation meets applicable quality standards (e.g., MGM 7120.3 and MPR 8070.1) to facilitate legible reproductions.

5.2.1.3 Delivery of documentation to the MSFC Repository from external activities shall be coordinated by:

a. Informing the external activity of the delivery method required (e.g., United Parcel Service, U.S. Mail, Air Freight).

b. Notifying the MSFC Repository of the method of routing, or when the method of routing is revised so that the receipt of documents can be monitored.

c. Ensuring that documentation is packaged in a manner to ensure carrier acceptance, prevention of damage during shipment, and safe delivery at destination.

5.2.2 The MSFC Repository:

5.2.2.1 Advises the submitting organization of the proper input mode.

5.2.2.2 Receives, catalogues, processes, and stores documentation submitted in accordance with the provisions of this MWI.

5.3 Output of Documentation.

5.3.1 Documentation Requests. MSFC customers shall submit requests for documentation through the NASA Integrated Service Management (NISM) System, or to the Repository Work Order Desk clerk in Building 4491, Room 103 (telephone: 256-544-4490, facsimile: 256-544-6500, electronic mail: repository@msfc.nasa.gov). Requests are to include the requester's project code.

5.3.2 External Requests. The MSFC Repository:

5.3.2.1 Shall obtain authorization determination from the designated Procurement representative during the solicitation process.

5.3.2.2 If the request is for a classified document, shall obtain verification from the MSFC Protective Services Office of the contractor's facility and/or requester's clearance when **not** under contract to MSFC.

5.3.2.3 Does not (typically) fill external requests for documents that are available at a nominal charge from the NASA Center for Aerospace Information, Superintendent of Documents, U.S.

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Government Printing Office, or the National Technical Information Service.

5.3.2.4 Requires the solicitation number or contract number, as appropriate, to which the documentation pertains.

Note: Computerized engineering drawings distributed from the Repository will be in formats that are compatible with current MSFC engineering and documentation management systems (e.g., PDF, CAD, HPGL, raster images).

5.4 Retirement of Official Records.

5.4.1 The MSFC Repository:

5.4.1.1 Shall retire records for which it has been assigned records responsibility in accordance with NPD 1440.6, NRRS 1441.1, and MPR 1440.2.

5.4.1.2 Shall electronically record and catalog the appropriate project (when applicable), records schedule, and retention period for all documentation received.

5.4.1.3 Upon completion or termination of an approved MSFC project, shall coordinate the identification, packaging, and shipment schedule for the project's official records held by the MSFC Repository with the project office and the MSFC Records Manager.

5.4.1.4 Periodically reviews its holdings (both record and nonrecord), and disposes of selected nonrecord copies, or in the case of long-term, approved MSFC projects, shall retire record copies in accordance with Agency and Center records retirement requirements.

5.4.1.5 NASA Documentation Manager shall submit the required records retirement forms to the MSFC Records Manager.

6. CANCELLATION

MWI 2210.1F-1, MSFC Documentation Repository Input/Output and Data Management Project Requests dated February 21, 2008

Original signed by

Jody Singer
Director

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APPENDIX A

DEFINITIONS

Automatic Distribution. Prearranged distribution of selected documents that are sent to established recipients.

Class I Engineering Data. A term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by the MSFC Configuration and Data Management Team, Engineering Policies and Programs Office, Engineering Directorate. (See MSFC-STD-555.)

Class II Engineering Data. A term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by MSFC contractors or other external entities.

Data Management Projects. Repository services that include document/drawing scanning, electronic storage/ retrieval, data conversion/indexing, and compact disk (CD/DVD) production.

Disposition. Records management action taken with regard to noncurrent records that include retirement to a records center for temporary storage, transfer to National Archives and Records Administration (NARA), or destruction.

Electronic Data. Engineering drawings and book-form documents that are in computerized formats (e.g., Adobe PDF, native CAD, Hewlett-Packard Graphics Language (HPGL), or raster images).

In-House. Within MSFC.

Microfilm. The production of miniature images on roll film.

MSFC Documentation Repository (the Repository). A Center facility located in Building 4491 that functions as a central point for the collection, management, reproduction, and distribution of MSFC technical documentation.

NARA (National Archives and Records Administration). An independent federal agency that oversees the management of all federal records.

Nonrecord Copy. Copy of a document preserved only for convenience of reference.

Program/Organizational Manager. As used herein, an individual having overall cognizance of a program/project or task.

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Record Copy. Usually the original of a record or the first-generation of the original that is maintained by the office of primary responsibility in lieu of the original.

Solicitation. As used herein, includes Request for Proposal, Request for Offer, NASA Research Announcement, Cooperative Agreement Notice, or Invitation for Bid.

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APPENDIX B

ACRONYMS

CAD	Computer Aided Design
CASI	Center for Aerospace Information
CD	Compact Disk
DVD	Digital Versatile Disk
HPGL	Hewlett-Packard Graphics Language
GPO	Government Printing Office
NARA	National Archives and Records Administration
NTIS	National Technical Information Service
PDF	Portable Document Format

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APPENDIX C

(Reserved for Verification Matrix)

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APPENDIX D

RECORDS

D.1 MSFC Form 2896 is a contractor record received and maintained by the MSFC Repository contractor. MSFC Form 2896 records are stored with the applicable documentation until final disposition of the documentation records.

D.2 Documentation output records are requests for documentation and related document output records managed within the NASA Integrated Service Management (NISM) System.

D.3 MSFC Form 578 will be maintained per NRRS 1441.1 1/75/A/1/(c), then destroyed 6 years after the related records are destroyed or transferred to the National Archives and Records Administration (NARA), whichever is applicable.

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APPENDIX E

DOCUMENTATION INPUT MODE

The following are acceptable media for submitting documentation to the MSFC Repository.

E.1 Documents, Engineering Drawings, and Associated Documents.

E.1.1 Electronic format (Electronic submittals will be coordinated with the MSFC Repository Manager.)

E.1.2 Hard Copy format (e.g., paper, microfilm) submittals will be coordinated with the MSFC Repository Manager