

MPR 1410.3

REVISION A

EFFECTIVE DATE: March 16, 2020

EXPIRATION DATE: March 16, 2025

MARSHALL PROCEDURAL REQUIREMENTS

DA01

MARSHALL CENTER PLANS AND CHARTERS FOR EXECUTIVE COUNCILS, BOARDS, AND COMMITTEES

COMPLIANCE IS MANDATORY

DIRECTIVE IS UNCONTROLLED WHEN PRINTED

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		11/30/2017	Moved contents of MID 1410.1 into this MPR. Clarified roles and responsibilities.
Revision	A	3/16/2020	Updated to clarify responsibilities and processing Center Charters and Marshall Center Plans (MCPs) using the directives review process (DRP).

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PREFACE

P.1 Purpose

This directive describes responsibilities and requirements for creating, revising, reviewing, approving, publishing, and cancelling Marshall Center Plans (MCPs) and Charters for Executive Councils, Boards, and Committees (hereinafter referred to as Center Charters) managed by the Office of the Chief Information Officer (OCIO), and Center Directives Manager (CDM) in coordination with the Office of Strategic Analysis & Communications (OSAC) in accordance with NPR 1400.1 and MPD 1150.1.

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.

P.3 Authority

- a. NPR 1400.1, NASA Directives and Charters Procedural Requirements
- b. MPD 1150.1, Establishment of Councils, Boards, and Committees

P.4 Applicable Documents and Forms

- a. NPR 1600.1, NASA Security Program Procedural Requirements
- b. NRRS 1441.1, NASA Records Retention Schedules
- c. MSFC Form 3074-1, Charter (Committees, Councils, and Boards)

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P.5 Measurement/Verification

- a. MCPs and Center Charters are reviewed annually to ensure compliance with this directive and NPR 1400.1.
- b. Draft MCPs and Center Charters are reviewed prior to release to ensure compliance with the required template, this directive, and NPR 1400.1.

P.6 Cancellation

MPR 1410.3Baseline, Marshall Center Plans and Charters for Executive Councils, Boards, and Committees

Electronically approved by

Jody Singer
Director

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CHAPTER 1. RESPONSIBILITIES

1.1 Center Director, or designee, is responsible for reviewing and approving MCPs and Center Charters covered by this MPR.

1.2 Office of Primary Responsibility (OPRs), or designees, are responsible for:

1.2.1 Assigning an OPRD to be responsible for accuracy of the content for each MCP and Center Charter owned and managed by their organization. When possible, assignee should be the subject matter expert.

1.2.2 Providing CDM written notification of OPRD assignments and re-assignments in a timely manner.

1.2.3 Reviewing and approving MCPs on behalf of the originating office for MCPs.

1.3 CS40, Manager, Office of Analysis, or designee, is responsible for providing CDM recommendation, and endorsement of new Center Charters on behalf of OSAC.

1.4 CDM, or designee, is responsible for:

1.4.1 Reviewing new MCPs and Center Charters in coordination with the Directives Control Board (DCB) Chair.

1.4.2 Ensuring controls are maintained as stated at P.5 of this MPR.

1.4.3 Evaluating requests for administrative changes.

1.4.4 Conducting final concurrence and signature processes as directed by DCB Chair.

1.4.6 Notifying Center of approved and cancelled MCPs and Center Charters.

1.4.7 Coordinating annual reviews.

1.4.8 Maintaining master list of approved MCPs and Center Charters that are electronically linked to the MIDL.

1.4.9 Maintaining and disposing of official files in accordance with NRRS 1441.1.

1.5 Chair of an Executive-level Board/Council/Committee, or designee, is responsible for:

1.5.1 Assigning an OPRD to be responsible for managing Center Charter's content.

1.5.2 Providing CDM written notification of OPRD assignments and assignment changes in a timely manner.

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1.5.3 Reviewing and concurring on changes prior to OPRD submittal to the directives review process (DRP) for final approval.

1.6 DCB Chair, or designee, is responsible for:

1.6.1 Recommending disposition on new MCPs and MCP cancellation requests.

1.6.2 Rendering a final disposition on draft MCPs during the final concurrence and approval cycle.

1.7 OPR Designees (OPRDs) are responsible for:

1.7.1 Consulting with the Manager of OSAC's Office of Analysis prior to establishing a new Center Charter.

1.7.2 Preparing related baselines, revisions, and cancellation requests using current templates and/or official Word documents.

(Note: For revisions, verify your document is formatted according to the current MCP or Charter template. They are frequently updated.)

1.7.3 Preparing MCPs and Center Charters in accordance with the processes defined in Chapters 2 and 3 of this directive.

1.7.4 Conducting annual reviews and submitting completed checklist(s) by the indicated due date.

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CHAPTER 2. PROCEDURES

2.1 MCPs

2.1.1 Preparation and Submittal

2.1.1.1 OPRDs shall prepare new MCPs using the approved template and revisions using the official Word file. Both can be requested through the DRP at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

a. When requesting the approved template or official Word file indicate whether you will be conducting an internal review with key stakeholders prior to release for Center-wide review. Conducting an internal review is not required, but highly recommended.

2.1.1.2 Minimum contents include a purpose statement, an applicability statement, a list of authority documents that are cited at 1. Purpose, a list of applicable documents and forms that have been cited in the plan, the plan, and a cancellation statement as shown in Figure 2-1. If preparing a baseline MCP enter “None” under cancellation.

MCP
Table of Contents
1. Purpose
2. Applicability
3. Authority Documents
4. Applicable Documents and Forms
5. Plan
6. Cancellation
Signature Block

Figure 2-1, MCP Required Content

a. Additional contents may be added as Appendices beginning on a new page following the signature block. There are no reserved Appendices in MCPs (e.g., Definitions, Acronyms, Verification Matrix, Records).

b. Appendices shall not contain requirements.

2.1.1.3 MCP OPRDs shall follow format and paragraph numbering requirements found in NPR 1400.1, 3.7.2. Implementing this requirement established for directives and charters will provide continuity between CDM-managed Center-level documents.

Note: A deviation/waiver to this requirement may be requested through the CDM when a higher-level document dictates a specific format. DCB Chair will be notified of all requests for deviations/waivers to MCP format.

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2.1.1.4 OPRDs shall ensure that requirements levied in MCPs do not restate requirements found in higher-level directives.

2.1.2 Review and Approval

2.1.2.1 MCPs that have been vetted through senior management council/boards may be distributed to key stakeholders for a limited review period. In each case, the CDM will provide specific processing instructions as directed by DCB Chair.

Note: The DCB Chair may elect to use an alternate methodology for the review and/or approval of any MCP as deemed appropriate.

2.1.2.2 MCPs that have been deemed sensitive but unclassified (SBU) by the OPRD shall be distributed, reviewed, approved and maintained in a manner that protects content from unauthorized access in accordance with NPR 1600.1.

2.1.2.3 MCPs are submitted to the DRP for executive review and approval.

2.1.2.4 When approved, signed MCPs are posted to the Marshall Integrated Document Library (MIDL) Directives Master List.

Note: MCPs which are deemed SBU are maintained in accordance with NPR 1600.1, only the cover page is posted on the Directives Master List.

2.1.2.5 Notification to the Center will be done via the Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.1.3 Cancellation

2.1.3.1 Cancellation requests shall be made through the DRP by the OPRD. The Cancellation template will be made available to the OPRD by the CDM through the DRP.

2.1.3.2 OPRDs submit Cancellation requests to the directives review process for Center-wide review, comment submission, and final approvals.

Note: If comments cannot be resolved the Cancellation request will be put on hold pending further action or may be withdrawn by the OPRD.

2.1.3.3 Notification to the Center will be done via the Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

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2.2 Center Charters

Executive Councils, Boards, and Committees are chartered using MSFC Form 3074-1. Information contained in the Charter includes a Purpose statement, Authority document(s), Responsibilities, Method of Operation, Frequency of Meetings, Membership list by functional title, and Duration of Appointment. Center Charters do not expire. They remain in effect until superseded or cancelled.

2.2.1 Preparation and Submittal

2.2.1.1 Preparing a New Charter:

- a. The assigned OPRD shall consult with the Manager of OSAC’s Office of Analysis Management Office about the need for establishing a new Charter.
- b. The Manager of OSAC’s Office of Analysis, in consultation with the MSFC Office of the Director (DA/DD/DE), shall provide recommendation and endorsement of new Center Charters, prior to the OPRD submitting them for processing.
- c. OPRDs shall prepare new Center Charters using MSFC Form 3074-1 in accordance with NPR 1400.1, and this MPR. (See Figure 2-2 for information required by MSFC Form 3074-1.)

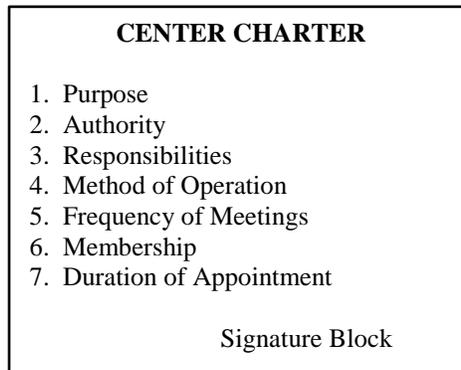


Figure 2-2, Center Charter Required Content

2.2.1.2 Preparing a Revision:

OPRDs shall request the official Word file of the Center Charter through the DRP which will be provided by the CDM through the DRP.

Note: OPRDs, ensure that contents of your Center Charter is on the current version of MSFC Form 3074-1 via the MIDL, under “MSFC Forms.”

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2.2.1.3 New and revised Center Charters shall be submitted to the DRP by the OPRD for final review and approval. Contact CDM to determine what document(s) are required for your specific charter.

2.2.2 Review and Approval

2.2.2.1 The clean copy will be forwarded for review and electronic approval by the CDM. If electronic approval from person(s) other than the Chair and Center Director are needed, the OPRD should contact CDM with those names as soon as they are known.

Note: The review time period for Center Charters may vary. In each case, the CDM will provide specific processing instructions as directed by the DCB Chair.

2.2.2.2 When approved, signed Center Charters are posted to the MIDL, under “MSFC Center-wide Charters and Plans.”

2.2.2.3 Notification to the Center will be done via Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.2.3 Cancellations

2.2.3.1 Cancellation requests shall be made through the DRP by the OPRD.

2.2.3.2 A copy of the meeting minutes, or other CDM approved document, indicating approval of the cancellation by the Chair of the Board, Council, or Committee shall also be submitted to the DRP by the OPRD.

2.2.3.3 CDM obtains final approval of the cancellation request from Center Management through the DRP. Once approved, the Center Charter will be removed from the master list.

2.2.3.4 Notification to the Center will be done via Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.3 Administrative Change Requests

2.3.1 OPRDs may request an Administrative Change to correct or update information in MCPs and Center Charters at any time by electronically requesting the official Word file through the DRP.

Note: Administrative changes do not affect the last annual review and expiration dates of the document.

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2.3.2 The CDM is notified when documents are loaded in these areas and will complete the processing if redlines are administrative in nature. CDM will be in contact with the OPRD if there are questions about the revisions or if they do not qualify to be processed as administrative changes.

2.3.3 Notification to the Center will be done via the Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.4 Deviations/Waivers

2.4.1 Deviation/waiver requests shall be made through the DRP by the OPRD.

2.4.2 Requests will be evaluated by the CDM in coordination with the OPR of the directive containing the requirement(s) and the DCB Chair.

2.4.3 Upon approval, the deviation/waiver will be processed through the DRP by the CDM and posted to the master list.

2.4.4 Notification to the Center will be done via the Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.5 Expiring Documents

2.5.1 When no updates or changes are needed, OPRD may submit a revalidation request to the DRP and it will be processed the same as an administrative change. The expiration date is extended five years and notification to the Center will be done via the Monthly Announcements distributed to DCB Members and posted on the DRP home page at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>.

2.5.2 When updates or changes are needed, OPRD shall request the official Word file and submit revisions to the DRP for processing.

2.6 Annual Reviews

OPRDs will receive notifications from the DRP at 60 – 30 – and 7 day intervals when an annual review is coming due. Courtesy copies of these notifications will be sent to the OPRD’s Primary DCB Member and CDM for their information.

Note 1: Revisions and revalidations push the next annual review date out one year from the document’s effective date or the date of revalidation recorded in the Document History Log of MCPs.

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Appendix A. Definitions

Administrative Change. Update and/or correction that does not alter, add, or affect existing responsibilities, policies or requirements (e.g., document citations, office or position titles, grammar, punctuation, format, or clarification); Center-wide review is not warranted.

Board. A group of persons delegated authority to manage business or control activities.

Committee. A group of persons appointed or chosen to perform a function on behalf of a larger group, typically with formal protocols for managing and recording the group’s work.

Council. A group of persons that leads or governs.

Deviation. An authorization, for a potential operational (or other) compelling circumstance that warrants nonconformance with an approved Center-level directive requirement, which is requested before any applicable requirements are violated.

Monthly Announcements. A list of Agency-level directives and Center-level directives, charters, and plans managed by the CDM that have been revised, revalidated, cancelled, or had a recorded change to content during the period of time being reported.

Plan. A document used to communicate goals, objectives, parameters, requirements, and responsibilities associated with a specifically defined element or subject. Plans may contain requirements.

Sensitive but Unclassified (SBU). Official information and material of a sensitive nature that does not contain national security information, but is controlled to protect against unauthorized access and disclosure. Classification is determined by the OPRD.

Stakeholders. Individuals identified by the OPRD who hold an intercede role in the implementation of the process.

Template. An outline detailing content and format requirements of a particular document type (e.g., MCP, charter, deviation, waiver, or cancellation request).

Waiver. An authorization, for an operational (or other) compelling circumstance that is not in conformity with an approved Center-level directive requirement, which is requested after the applicable requirement has been violated.

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Appendix B. Acronyms

CDM	Center Directives Manager
DCB	Directives Control Board
DRP	Directives Review Process
MCP	Marshall Center Plan
MIDL	Marshall Integrated Document Library
NARA	National Archives and Records Administration
NRRS	NASA Records Retention Schedules
OCIO	Office of the Chief Information Officer
OPR	Office of Primary Responsibility
OPRD	Office of Primary Responsibility Designee
OSAC	Office of Strategic Analysis & Communications
SBU	Sensitive but Unclassified

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Appendix C. Verification Matrix

None

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Appendix D. Records

D.1 MCP signature packages and DCB review documentation will be maintained by the CDM per NRRS 1/72/B/1 [1410]: Permanent. Retire 5 years after cancellation or when superseded. Transfer to NARA in 5-year blocks when 20 years old.

D.1.1 MCPs deemed SBU are maintained in accordance with NPR 1600.1 by the owning organization.

D.2 Center Charter signature packages with completed MSFC Form 3074-1s, will be maintained by the OCIO, CDM per NRRS 1/14/B/2 [1150], then destroyed 2 years after termination or dissolution of the Council, Board or Committee.

D.3 Master Lists of MCPs and Center Charters will be maintained electronically by the CDM, or designee, per NRRS Schedule 1/72/E [1410]: Maintained current; destroy when superseded, obsolete, or no longer needed.

D.4 Annual Review results will be maintained by the CDM per NRRS Schedule 1/26.5/B [1280]: Temporary; destroy when 5 years old.