

MPR 1410.2
REVISION K-1
EFFECTIVE DATE: March 23, 2016
EXPIRATION DATE: June 15, 2021

MARSHALL PROCEDURAL REQUIREMENTS

DA01

MARSHALL DIRECTIVES SYSTEM *With Change 1 (3/16/21)*

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Revision	A	5/14/99	History log added with this revision; previous history contained in Directives Manager's Reference File. Updated format from MM to MPR, changed ownership from CO01 to AA01; and general revision to incorporate the merging of the Quality Management System documents into the Directives Management System.
Revision	B	8/20/99	Changed office symbols and terminology to reflect reorganization; deleted "...and Deputy Director..." from paragraph 2.2; added clarification to paragraph 3.10.1.1 for Deviation/Waiver process; added reference to appendix in paragraphs 3.3.2.5 and 3.3.2.6 (Flow Diagram); and added appendix for flow diagram symbols. Paragraph 1.11 – changed approval level for MWIs to Directorate level or higher. Paragraph 2.4.4: added "and obtaining any appropriate hyperlinks from the OPR. The Directives Manager will verify the correctness of the final document. This completes authentication of the directive." Added paragraphs 2.4.9 and 2.4.10 to Directives Manager responsibilities. Paragraph 2.8.4: added "Any addition of electronic pointers (or hyperlinks) the OPR Designee adds to an approved electronic version of a document is the responsibility of the OPR Designee. The OPR Designee is solely responsible for ensuring the hyperlinks remain current." Paragraphs 3.7.5, 3.7.6, and 3.7.7: deleted "...and Deputy Director..."; Paragraph 3.7.9.1.a: added "If appropriate, hyperlinks will be obtained from the responsible OPR. The Directives Manager will verify the correctness of the document and add... (and is the authenticated electronic version)." Added DCB review process for Deviations/Waivers to the end of paragraph 3.10.1.3.
Revision	C	11/30/99	Added the following sentence to paragraph 3.2: "When a new Baseline directive has not been mandated by management or a higher level directive and the need for the directive is not clear, the Directives Manager will consult the DCB membership for agreement to proceed with a new directive" and added this to step 3.2 of the DCB process flow chart; updated paragraph 3.5.10 to include the approval of the Directorate/Office Head by changing sentence to read "The OPR designee will obtain the approval of the Directorate/Office Head and forward the final document with a statement of approval to the Directives Manager within 5 working days of DCB approval"; and updated paragraph 3.11.4.1.a. to include the use of MSFC Form Letter 7.
Revision	D	12/21/99	Deleted "and MWIs" from paragraph 3.3.1.1.a.; added "...of MPRs and MWIs is..." in paragraph 3.3.1.1.b; added "Note: All current MWIs will be changed to reflect the numbering format when revised"; changed "(June 1999)" to "latest version" in paragraph 3.10.1.1.
Revision	E	4/24/00	Paragraph P.4, changed "MPR 1441.1" to "MPR 1440.2"; Paragraph 1.9, added "or designee" to the end of the paragraph; paragraphs 1.10 and 1.11 changed to read "...approved/signed by the Center Director or designee"; Paragraph 2.8.3.6, changed "MPR 1441.1" to "MPR 1440.2"; Paragraph 3.3.1.1.b, added the following after "Note": "Chapters within MPRs and MWIs will use the same numbering as stated in section 3.3.1.1.b, but will begin with the letters "CH" to denote chapters (i.e., CH1.1, CH1.2, etc.). Note: All current MPRs and MWIs will be changed to reflect the numbering format for chapters when revised."; Paragraph 3.3.2.4, number 9 - Records: changed "MPR 1441.1" to "MPR 1440.2"; number 11 - Cancellation: changed "title" to "date"; Paragraph 3.3.2.5, P.6: changed "title" to "date"; number 4 - Records, changed "MPR 1441.1" to "MPR 1440.2"; Paragraph 3.3.2.6, number 9 - Records: changed "MPR 1441.1" to "MPR 1440.2";

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			number 12 – Cancellation: changed “title” to “date”; Paragraph 3.5.10; changed to read “The OPR will forward the final document to the Directives Manager within 2 working days of DCB approval”; Paragraph 3.7, added sections 3.7.2, 3.7.3 and 3.7.4 to incorporate Directorate/Office Head electronic concurrence”; changed 3.7.2 to 3.7.5 and changed to read “Upon Directorate/Office Head concurrence, the final electronic document will be forwarded to the Chief Counsel for review generally within 1-2 days”; changed 3.7.5 to 3.7.8 and changed to read “Upon Chief Counsel concurrence, the final electronic document is forwarded to the Associate Director for concurrence generally within 5 days”; changed 3.7.11 to read “...final document (hardcopy) to the approving authority for signature”; Paragraphs 3.7.12.1.a. and c., first sentence: deleted “in accordance with MWI 1410.1”; Paragraphs 3.7.12.2.a. and b., first sentence: deleted “in accordance with MWI 1410.1”; Section 4 – Records: deleted “Electronic records of directives reviews” since these are filed with the original directives in the case file; and updated flowchart to incorporate Directorate/Office Head concurrence.
Revision	F	5/2/01	Corrected title in P.4.b; added section 3.5.1.1 for comments received outside of DCB review; and added “Note” to section 3.5.1.1.
Revision	G	10/28/2004	Corrected URL in footers and document. Reorganized the directive to increase clarity. Expanded Table of Contents/Index to aid in locating information. Added definition and process control for Center-wide Plans, Marshall Management Manuals and Appendix Z. Changed mandatory review by Chief Counsel Office during final concurrence cycle, to review as needed/requested by Directives Manager or DCB Chair. (Chief Counsel Office review still takes place during the main Center-wide review and DCB approval.) Added statement to require Directives Manager to advise waiver/deviation OPR when their waiver/deviation needed revalidation/Cancellation. Changed Font to Times New Roman and other changes to bring document in compliance with HQ Rules Review Action (CAITS 04-AD01-0387). (Updated the document OPR and paragraph 2.6 per the new MSFC organization structure.) [2/1/2005- Directives Manager corrected paragraph numbering in 3.7]
Revision	H	9/12/2008	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility.
Revision	I	8/11/2009	Major rewrite to streamline and clarify process and procedure. Removed “Marshall Center-wide Plans (MCPs)” and all references within directive. Added “Marshall Interim Directives (MIDs)” and requirements for establishment through approval. Implemented requirement from NPR 1400.1 that requirements statements (shall) are limited to one per paragraph. Moved Appendix A. “Standard Flow Diagram Symbols” to MWI 1410.1, Appendix B. Removed Appendix Z. Guidelines for Listing/Formatting Authorities and References. Added Appendix C. “Determining Directive Type.” [On 12/1/09, at the request of the OPRD, administrative changes were made at P.6 removing “Acting” before “Director,” at 1.10 updating url, at B.2 updating url, and correcting IMSB to IMSC.] [On 3/18/11, at the request of the OPRD, administrative changes were made at P.1 a. to reverse the order of “implement” and “establish,” at P.2 Applicability to update to latest standard statement, and at 5. Flow Diagram to accurately reflect process for block “3.4 and 3.7.”]
Revision	J	5/3/2012	OPR changed from IS01 to DA01. Title changed from “Marshall Management Directives System.” Major re-write reflects changes in NPR 1400.1E, and results of 2011 Annual Directives Review. Added responsibilities for OPR Director/Manager and IT Security Office (IS10). Removed specific responsibilities for the Office of the Chief Counsel, Human Resources Services Office, and Protective Services Office as they are already established in NPD 1400.1. Added Change Request and Administrative Change Request procedures. Removed information/requirements that are already stated in higher-level directives.

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Revision	K	3/23/2016	Updated to include Marshall Center Charters, Marshall Center Plans, and the process for working in the Directives Review Process (DRP) system. Draft 2: Clarified some instructions and responsibilities. Draft 3: Major Re-write: Updated DRP processes; clarified CDM functions; Implemented comment resolution escalation process; defined revalidation process; revised annual review process.
Change	1	3/16/2021	On 3/16/21, at the request of the OPRD, an administrative change was made to extend the expiration date of the directive from 3/23/21 to 6/15/21 to allow time for revision L to complete the DRP process.

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PREFACE

P.1 PURPOSE

- a. To establish Center-specific requirements for implementing Agency-level policy and Agency-level requirements in MPDs, MPRs, MIDs, MWIs, and MGMs in accordance with NPD 1400.1 and NPR 1400.1 through the Directives Review Process (DRP).
- b. To establish Center-specific requirements for conducting Agency-level draft directive reviews and requesting relief from Agency-level requirements.

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 following terms also apply: “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 applies to Center-level directives established or revised after the effective date of this MPR.

P.3 AUTHORITY

- a. NPD 1400.1, “Documentation and Promulgation of Internal NASA Requirements and Charters”
- b. NPR 1400.1, “NASA Directives and Charters Procedural Requirements”

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. MPD 1150.1, Charter MC-07, “Directives Control Board (DCB)”
- b. MPR 1440.2, “MSFC Records Management Program”
- c. MWI 1280.4, “MSFC Quality System Deficiency Notice System”

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- d. MWI 1410.1, "Processing Marshall Directives"
- e. NRRS 1441.1, "NASA Records Retention Schedules"
- f. Directives Control Board Membership Memo
<https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx>

P.5 MEASUREMENT/VERIFICATION

- a. To comply with NPR 1400.1, P.5.c., all Center-level directives are reviewed annually as indicated at 2.11 of this MPR and 5.4 of MWI 1410.1.
- b. To measure review of draft Center-level directives, monthly measurements are compiled (DCB Metrics).

P.6 CANCELLATION

MPR 1410.2K, "Marshall Directives System," dated March 23, 2016.

Original signed by

Todd A. May
 Director

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CHAPTER 1. RESPONSIBILITIES

1.1 Center Director or designee shall:

1.1.1 Comply with NPD 1400.1 and NPR 1400.1.

1.1.2 Establish the Directives Control Board (DCB). (MPD 1150.1, Charter MC-07)

1.2 Associate Director, or designee shall serve as DCB Chair. (MPD 1150.1, Charter MC-07)

1.3 DCB Chair or designee shall:

1.3.1 Evaluate requests for baseline (new directives) and provides authority to proceed.

1.3.2 Recommend disposition of “Draft” directives, waivers, and cancellation requests or assigns further action/coordination.

1.3.3 Recommend disposition of “Draft” directives without DCB review in extenuating circumstances, and upon request by the DCB Secretariat.

1.3.4 Ensure “Draft” directives, waivers and cancellation requests are reviewed for adequacy prior to issue for use to perform work.

1.3.5 Render a final disposition during the “Final Concurrence/Approval Cycle.”

1.3.6 Render a final disposition for Agency-level waiver requests.

1.4 Direct Report or designee shall:

1.4.1 Establish the need for a Center-level Baseline, Interim, Revision, Cancellation, Deviation, and Waiver implementing applicable Agency-level requirements at the earliest practicable date. Implementation of new requirements may warrant:

1.4.1.1 Publication of a Baseline or Interim Center-level directive.

1.4.1.2 Revision or Cancellation of an approved Center-level directive.

1.4.2 Appoint a primary and alternate DCB Member. (MPD 1150.1, Charter MC-07)

1.4.3 Respond to “Agency-level Directives Review” calls from the Center Directives Manager (CDM) by the requested due date.

1.4.4 Request relief from Agency-level requirements, when needed, thru the CDM as instructed in MWI 1410.1.

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1.4.5 Assist CDM with comment resolution when Office of Primary Responsibility Designee (OPRD) and commenter is at impasse.

1.5 Office of Primary Responsibility (OPR) Director/Manager, Deputy (or assigned designee) shall:

1.5.1 Appoint an OPRD for each directive (civil service employee only).

1.5.1.1 Notify CDM of changes in OPRD assignments.

1.5.2 Recommend a final concurrence on draft directives in “Final Concurrence/Approval Cycle.”

1.5.3 Respond to the “Annual Directives Review” call from the CDM by the requested due date.

1.5.4 Respond to requests to review Agency-level directives from the CDM by the requested due date.

1.5.5 Assist CDM with comment resolution when OPRD and commenter is at impasse.

1.6 Office of the Chief Information Officer, IT Security Office (IS10) shall review “Draft” Center-level directives during Center-wide review to determine if sensitive but unclassified information designation is applicable submitting any comments to a DCB Member.

1.7 DCB Member shall:

1.7.1 Collect, consolidate, and enter Directorate/Office’s comments on Center-level directives by draft close date.

1.7.2 Render a recommendation for Directorate/Office on “Draft” Center-level directives by draft close date.

1.7.3 Affirm or defend respective Directorate/Office’s recommendation and comments at DCB meetings.

1.7.4 Coordinate respective Directorate/Office’s Deviation, Waiver, and/or cancellation requests.

1.7.5 Assist CDM with comment resolution when OPRD and commenter is at impasse.

1.7.6 Assist CDM with addressing expiring directives.

1.8 OPRD shall:

1.8.1 Process Center-level “Draft” directives and related requests according to MWI 1410.1.

1.8.2 Ensure assigned directives are accurate and current, in accordance with NPR 1400.1,

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and this MPR.

1.8.3 Identify records in accordance with MPR 1440.2.

1.8.4 Serve as the subject matter expert (SME) for the technical content of their directive(s) and coordinate with other SMEs, as appropriate.

1.8.5 As appropriate, coordinate preliminary review of draft directive with stakeholders prior to submitting to the DRP.

Note: OPRD should obtain approval from OPR prior to submitting to the DRP. (See MWI 1410.1, 5.1.3.1 and 5.1.6.1.)

1.8.6 Brief the DCB when on the agenda.

1.8.7 Contact the CDM when comment resolution cannot be achieved with commenter.

1.9 CDM shall:

1.9.1 Comply with NPR 1400.1 and this directive.

1.9.2 Serve as DCB Secretariat.

1.9.3 Compile monthly DCB metrics on all Directorate/Office's reviews of "Draft" directives, deviations, waivers, and cancellation requests.

1.9.4 Ensure control of the following:

1.9.4.1 The Center Directives Master List (DML).

1.9.4.2 Number control log for Center-level Directives, Deviations, and Waivers.

1.9.4.3 Center-level directive templates.

1.9.5 Obtain OPR Director/Manager or Deputy and DCB Chair final disposition in the Final Concurrence/Approval Cycle.

1.9.5.1 Maintain and disposition all official files associated with dispositioned Agency and Center-level directives in accordance with NRRS 1441.1. (See Appendix D, Records.)

1.9.6 Obtain Center Director's signature in the Final Signature Cycle.

1.9.7 Notify Center of approved, cancelled, and changed Agency and Center-level directives.

1.9.8 Issue an annual call to review Center-level directives.

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1.9.9 Coordinate “Draft” Agency-level directive reviews and waiver requests.

1.9.10 Facilitate resolution of comments during escalation meeting between OPRD and commenters. When resolution cannot be obtained, contact OPRD management and commenter management to assist with comment resolutions.

Note: DCB Members are requested to attend resolution meetings.

1.9.11 Elevate unresolved comments to DCB Chair prior to directive being presented for disposition at the DCB meeting.

Note 1: CDM may shorten, lengthen, or eliminate Center-wide review based on OPR/OPRD or DCB Member requests, nature of changes, and/or circumstances in accordance with this procedure and MWI 1410.1.

Note 2: CDM may delegate certain administrative workflow functions in the DRP system.

1.9.12 Notify OPR & OPRD of upcoming expiration of directives.

1.10 Center Personnel:

1.10.1 May participate in “Draft” directive, deviation, waiver, and cancellation request reviews submitting any comments to their respective DCB members by the draft close date. For late comments (after close date), reference section 2.4.

Note: Access to the current DCB Membership Memo is provided at P.4.

1.10.2 Assure against unintended use of any previous/obsolete version. (See 2.9.)

1.10.3 May report directive deficiencies in accordance with MWI 1280.4, specifically identifying suggested revision.

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CHAPTER 2. DIRECTIVES SYSTEM REQUIREMENTS

Introduction.

The DCB is chartered by the Center Director to control the review and disposition of draft Center-level directive baselines, interims, revisions, deviations, waivers, and cancellation requests. Membership and responsibilities for the DCB are documented in MPD 1150.1, Charter MC-07. The DRP workflow allows recommendations, comments, comment resolutions, and final OPR Director or Deputy, and DCB Chair disposition to be tracked and documented.

2.1 Preparation and Submittal.

2.1.1 Baselines and Interims

2.1.1.1 OPRs may establish a Baseline or Interim directive as permitted by NPR 1400.1. (See Appendix E, Determining Directive Type.)

2.1.1.2 OPRs shall appoint an OPRD (civil service only) for each established directive.

2.1.1.3 OPRD re-appointment may be made via e-mail notification to the CDM by the Direct Report, OPR Director/Manager, Assigned Designee, or respective DCB Member.

2.1.1.4 Baseline and Interim Directives shall be prepared and submitted to the DRP by the OPRD in accordance to MWI 1410.1 using the appropriate template located at <https://sharepoint.msfc.nasa.gov/sites/shared/drp/layouts/15/start.aspx#/SitePages/Home.aspx>

Note: Assistance with sensitive but unclassified information in “Draft” directives may be coordinated through the CDM.

2.1.2 Revisions

2.1.2.1 OPRs/OPRDs may revise a current directive when new requirements or changes to existing Agency-level (or higher authority) directive(s) have been approved and/or when current requirement(s), responsibilities, procedures, or processes are not reflected in an approved (posted on the Directives Master List) Center-level directive.

2.1.2.2 Revisions shall be prepared and submitted to the DRP by the OPRD in accordance to MWI 1410.1 using the official Word file.

Note: Assistance with sensitive but unclassified information in “Draft” directives may be obtained from CDM.

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2.1.3 Change Requests

2.1.3.1 OPRs/OPRDs may request changes to a current directive when only a specific responsibility, policy, or requirement paragraph or section is affected. (See Appendix A, Definitions.)

2.1.3.2 Change requests shall be prepared and submitted to the DRP by the OPRD according to MWI 1410.1 using the official Word file.

2.1.4 Administrative Change Requests

2.1.4.1 OPRs/OPRDs may request an administrative change to a current directive when responsibilities, policies, or requirements are not affected. (See Appendix A, Definitions.)

2.1.4.2 Administrative Change requests shall be prepared and submitted to the CDM by the OPRD according to MWI 1410.1 using the official Word file.

Note: Change requests do not change directives effective or expiration date.

2.1.5 Cancellations

2.1.5.1 OPRs/OPRDs may request cancellation of a current directive when requirements have been incorporated into another directive, other controlled document(s), or when they are no longer valid.

2.1.5.2 Cancellation requests shall be prepared and submitted to the DRP System by the OPRD according to MWI 1410.1 using the required template located at https://sharepoint.msfc.nasa.gov/sites/shared/drp/_layouts/15/start.aspx#/SitePages/Home.aspx

2.1.6 Deviations

2.1.6.1 Direct Reports or designees may request relief from implementing a Center-level requirement in a current directive. (See Appendix A, Definitions.)

2.1.6.2 Deviation requests shall be prepared and submitted to the DRP by an OPRD or DCB Member according to MWI 1410.1 using the required template located at https://sharepoint.msfc.nasa.gov/sites/shared/drp/_layouts/15/start.aspx#/SitePages/Home.aspx

2.1.7 Waivers

2.1.7.1 Direct Reports or designees may request relief from violation of a Center-level requirement in a current directive. (See Appendix A, Definitions.)

2.1.7.2 Waiver requests shall be prepared and submitted to the DRP by an OPRD or DCB Member according to MWI 1410.1 using the required template located at https://sharepoint.msfc.nasa.gov/sites/shared/drp/_layouts/15/start.aspx#/SitePages/Home.aspx

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2.1.8 Expiring Documents

2.1.8.1 When no updates or changes are needed, OPRD shall submit request for revalidation using the required template located at

https://sharepoint.msfc.nasa.gov/sites/shared/drp/_layouts/15/start.aspx#/SitePages/Home.aspx

Note: Directive is released through DRP for 5 day review and OPRD will request final disposition at DCB Meeting.

2.1.8.2 When updates or changes are needed, OPRD shall request extension (up to 180 days) by using the required template located at

https://sharepoint.msfc.nasa.gov/sites/shared/drp/_layouts/15/start.aspx#/SitePages/Home.aspx

Additional extensions (after 180 days) will be requested at DCB meeting.

2.1.8.3 When directive is no longer needed, OPRD shall request cancellation in accordance with Section 2.1.5.2 of this directive.

2.2 Directives Review.

Baselines, Interims, Revisions, Change Requests, Cancellations, Deviations, and Waivers shall be pre-reviewed by the CDM prior to release for Center-wide review for compliance with content and formatting requirements according to MWI 1410.1.

2.2.1 Baselines, Interims, Revisions, Change Requests, Cancellations, Deviations, and Waivers shall be released by the CDM for Center-wide review according to MWI 1410.1.

2.2.1.1 Center-wide review time periods are as follows:

“Baseline”	10 working days
“Interim”	10 working days
“Draft” 1	10 working days
“Draft” 2, 3...	5 – 7 working days
“Change” Request	5 – 7 working days
“Cancellation” Request	5 – 7 working days
“Deviation/Waiver” Request	5 – 7 working days
“Revalidation” Request	5 – 7 working days

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Note 1: Center-wide review time periods may be changed/adjusted by the CDM.

Note 2: Administrative changes do not require Center-wide review, final concurrence/ approval, or final signature.

2.2.2 Directorate/Office's disposition and substantive comments shall be entered into the DRP System by a DCB Member.

Note 1: Administrative Comments are to be entered into the DRP system and noted as "Administrative" rather than "Technical."

Note 2: DCB Metrics are compiled monthly based on a Directorate/Office's official inputs into the DRP system. (See P.5 Measurement/Verification.)

2.3 Resolution of Comments.

2.3.1 All comments submitted into the DRP system shall receive a response from the OPRD in accordance with MWI 1410.1.

2.3.2 Notification shall be made to the CDM by the OPRD when all comments have been resolved, or when any comment(s) cannot be resolved in accordance with MWI 1410.1.

2.3.2.1 When OPRD cannot resolve comments, CDM shall facilitate resolution meeting with OPRD, commenter, and their respective DCB members.

2.3.2.2 When OPRD and commenter cannot achieve resolution of comments, CDM shall contact OPRD management and commenter management to gain resolution, prior to notifying DCB Chair of impasse.

2.3.2.3 CDM shall notify DCB Chair of impasse prior to the OPRD being added to the DCB Agenda to request disposition.

2.4 Late Comments.

2.4.1 Commenter may request consideration of late comments from the commenter's respective DCB Member after the "Draft Close Date" but shall make the request prior to the DCB meeting where OPRD requests disposition. (See MWI 1410.1.)

2.4.2 If the DCB member agrees the late comment warrant consideration, they shall forward the request to the respective OPRD and CDM. (See MWI 1410.1, 5.3.3.2)

2.4.3 OPRD (in coordination with CDM) shall review late comments and make a determination whether the comments will be accepted or rejected. (See MWI 1410.1, 5.3.3.3, and 5.3.3.4)

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2.4.4 The CDM or designee shall coordinate entry/recording of late comments into the DRP system. (See MWI 1410.1, 5.3.3.6.)

2.5 DCB Meeting.

2.5.1 Formal DCB Meetings to disposition or status “Draft” directives, deviations, waivers, cancellation requests, and any action items shall be scheduled by the DCB Secretariat.

Note: DCB Secretariat may request the DCB Chair to render a disposition outside a formal meeting. (See 1.3.2.)

2.5.2 A request for disposition or status on a “Draft” directive, deviation, waiver, cancellation request shall be provided by the OPRD to the DCB.

2.5.3 Recommendation for each “Draft” directive, deviation, waiver or cancellation request presented for disposition shall be rendered by the DCB Chair.

Note: DCB Chair may solicit feedback from DCB Members.

2.6 Final Concurrence/Approval Cycle.

2.6.1 “Draft” directives, deviations, waivers or cancellation requests shall be validated by an OPR Director/Manager, Deputy, or Assigned Designee by entering a final concurrence in the DRP system.

2.6.2 “Draft” directives, deviations, waivers or cancellation requests shall be validated by the DCB Chair by entering a final concurrence in the DRP system.

2.7 Final Signature Cycle.

Directives, deviations, waivers or cancellation requests shall be signed by the Center Director upon validation by OPR Director/Manager or Deputy and DCB Chair.

Note: A directive, deviation, waiver, or cancellation becomes effective when signed by the Center Director.

2.8 Approved/Cancelled Directives, Deviations, and Waivers.

2.8.1 Approved Center-level directives, deviations, and waivers shall be posted on the Directives Master List by the CDM or designee.

2.8.1.1 Cancelled Center-level directives, deviations, and waivers shall be removed from the Directives Master List by the CDM or designee.

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2.8.2 Approved/cancelled directives, deviations, and waivers are announced to the Center at large, DCB Members, and respective OPRD by the CDM or designee.

2.9 Assurance Against Unintended Use of Obsolete or Expired Directives.

2.9.1 To assure against unintended use of any previous/obsolete version of any directive on the Directives Master List, users should comply with one of the following:

2.9.1.1 Destroy/delete all un-needed copy(-ies) of obsolete directive.

2.9.1.2 If retained, mark copy as “Reference.”

2.9.1.3 If needed for continued use, be able to suitably explain the need to use the obsolete directive. (See 2.9.3)

2.9.2 Verify current version of a directive is used in the work being performed by checking the Directives Master List.

Note: A directive is uncontrolled when downloaded and/or printed.

2.9.3 Provide documented authority to use obsolete directive to perform work when specified by contractual arrangement, customer agreement, or other documented authority.

2.9.4 OPR’s/OPRD’s shall ensure directives are updated prior to the stated expiration date.

Note: CDM will notify ORPs/OPRDs of upcoming expiration of directives.

2.9.4.1 Directives that pass the expiration date will be removed from the directives master list unless:

a. the OPR/OPRD has requested an extension with justification that is approved by the DCB Chair, or

b. the OPR/ORPD has already submitted a revision or revalidation request into the directives review process for review and approval by the DCB.

2.9.4.2 When a document is retained per 2.9.4.1(a) or (b), the CDM shall incorporate an administrative change to the document to extend the expiration date, notate the directive with the term “Extended,” and update the Directives Master list to reflect the extension.

2.10 Reporting a Deficiency.

Any person may report a directive deficiency in accordance with MWI 1280.4.

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2.11 Annual Directives Review.

2.11.1 All Center-level directives shall be reviewed for validity and accuracy by the OPR and/or OPRD, with results documented.

2.11.2 The CDM shall coordinate the annual call to review Center-level directives.

Note: The CDM may elect to issue an annual call to review all Center-level directives at the same time, or may elect to spread the reviews throughout the year in order to improve process efficiency and effectiveness.

2.11.3 When directives are revised during the fourth quarter of the year, OPRDs may complete the upcoming annual review checklist as part of the revision process. Checklist completed during this revision period may be exempt from the annual call for review.

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CHAPTER 3. AGENCY-LEVEL DIRECTIVES

3.1 Agency-level Directive Review.

Agency-level “Draft” directive reviews shall be conducted upon official notification from the CDM, in accordance with MWI 1410.1.

3.2 Agency-level Waiver Request.

3.2.1 Relief from an Agency-level requirement may be requested via the CDM when Center-level processes, procedures, or operations are not in conformity with Agency-level requirements, in accordance with MWI 1410.1.

3.2.2 Final approval to request an Agency-level waiver is rendered by the Associate Director/DCB Chair.

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APPENDIX A. DEFINITIONS

Administrative Change Request. Update and/or correction to an approved directive 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 and the effective date of the directive is not changed (except per Section 2.9.4.2).

Center Directives Manager (CDM). The individual appointed by the Center Director as the focal point for matters dealing with and pertaining to Agency and Center-level directives. Serves as the DCB Secretariat.

Center-level Directive. Subject-specific document (i.e., MPD, MPR, MID, MWI, or MGM) issued by the Center Director to establish policies, procedures, instructions, or guidance for conducting business at MSFC, or its component facilities.

Change Request. Limited revision to an approved directive that alters, adds, or affects one section, subject, or topic of existing responsibilities, policies, or requirements; Center-wide review is warranted. A new effective date and expiration date is noted on the revised document.

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.

Directives Control Board (DCB). A functional body chartered to control the review and disposition of “Draft” Center-level directive baselines, interims, revisions, waivers, and cancellation requests. (MPD 1150.1, Charter MC-07)

Directives Master List. An electronically-based, controlled list of current Center-level directives accessed from the Marshall Integrated Document Library (MIDL).

Guidance. “A statement of expectation that does not mandate compliance.” (NPR 1400.1) Information helpful to implement or understand the process(es) (e.g., guidelines, best practices, process-oriented lessons learned, or helpful hints) within a directive.

Late Comments. Comments submitted after the “Draft” review close date and prior to requesting disposition at the next DCB meeting.

Marshall Guidance Manual (MGM). Documents Center-level guidance (e.g., guidelines, best practices, process-oriented lessons learned, or helpful hints) on implementing Agency-level, Center-level, and/or federal policies and requirements, but does not contain requirements.

Marshall Interim Directive (MID). Documents an immediate, short-term statement of Center policy/procedure, and responsibility for implementation.

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Marshall Integrated Directive Library (MIDL). A Web site that provides access to the current version of controlled documentation that includes Agency-level and Center-level directives, forms, charters, technical standards as well as other technical documentation, and Center-level Organizational Issuances. (<http://midl.msfc.nasa.gov/>)

Marshall Policy Directive (MPD). Documents Center-level policy and responsibility for policy implementation.

Marshall Procedural Requirements (MPR). Documents Center-level procedural requirements for implementing Agency-level, Center-level, and/or federal policies and requirements.

Marshall Work Instruction (MWI). Documents Center-level instructions (“how to”) for compliance with Agency-level, Center-level, and/or federal policies and requirements.

Office of Primary Responsibility (OPR). Directorate/Office accountable for the content and process of a directive.

Office of Primary Responsibility Designee (OPRD). Individual appointed by the OPR to document and maintain current policy, procedures, requirements, instructions, or guidance in a Center-level Directive.

Record. All books, papers, maps, photographs, negatives, machine-readable materials, diskettes, microfilm, audio tapes, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein. Machine-readable materials include, but are not limited to, optical disk, magnetic tape, sound recordings, microforms, and any other such recording medium regardless of how produced.

Revision. A substantive change to directive content that updates policy, procedures, responsibilities, and/or requirements in a directive. A new effective date and expiration date is noted on the revised document.

Subject Matter Expert (SME). An individual with expert knowledge about a particular area or topic.

Template. An outline detailing content and format requirements of a particular directive (i.e., MPD, MPR, MID, MWI, MGM), 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
DML	Directives Master List
DRP	Directives Review Process
FRC	Federal Records Center
IT	Information Technology
MC	Marshall Charter
MCP	Marshall Center Plan
MGM	Marshall Guidance Manual
MID	Marshall Interim Directive
MIDL	Marshall Integrated Document Library
MPD	Marshall Policy Directive
MPR	Marshall Procedural Requirements
MWI	Marshall Work Instruction
NARA	National Achieve and Records Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
OI	Organizational Issuance
OPR	Office of Primary Responsibility
OPRD	Office of Primary Responsibility Designee
OWI	Organizational Work Instruction
SME	Subject Matter Expert

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APPENDIX C. VERIFICATION MATRIX (Reserved)

None.

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APPENDIX D. RECORDS

<u>RECORD</u>	<u>REPOSITORY</u>	<u>RETENTION</u>
DCB Membership Listing (Memo). (Paper Copies)	Original maintained in CDM's office filed in cabinet by date. (From 2006 forward.)	NRRS Schedule 1/14/A/2 [1150]: Temporary. Destroy 2 years after termination or dissolution of Board.
DCB Meetings Minutes. (Paper Copies)	Original maintained in CDM's office filed in cabinet by date.	NRRS Schedule 1/14/B/1(a) [1150]: Permanent. Retire to Federal Records Center (FRC) when 2 years old. Transfer to National Archives and Records Administration (NARA) when 20 years old.
Results of Annual Directives Review of Center Directives.	Paper copies prior to 2014 are maintained in the CDM's office and from 2014 forward are maintained in the DRP System.	NRRS Schedule 1/26.5/B [1280]: Temporary. Destroy when 5 years old or when no longer needed, whichever is sooner.
Center Directives, Deviations, and Waivers including DCB documentation reviews. (Paper Copies)	Original maintained in CDM's office filed in cabinet by directive case file number.	NRRS Schedule 1/72/B/1 [1410]: Permanent. Retire to FRC 5 years after cancellation or when superseded. Transfer to NARA in 5-year blocks when 20 years old.
Master List of Center Directives. (Electronic)	PDF Copy of Original maintained in Documentum (Repository). Official Word Copy maintained in DRP system.	NRRS Schedule 1/72/E [1410]: Maintained current; destroy when superseded, obsolete, or no longer needed.
Agency-level Directives Review Actions. (Paper Copies)	Original maintained in CDM's office in file cabinet by number.	NRRS Schedule 1/72/E [1410]: Temporary. Destroy when superseded, obsolete, or no longer needed.

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APPENDIX E. DETERMINING DIRECTIVE/DOCUMENT TYPE

If the purpose of the document is to convey...	and the audience is...	then prepare an...
Center-specific policies, or clarify or expand upon a higher level directive, responsibilities and/or delegation of authority.	Center-wide	MPD
Center-specific procedures, requirements and responsibilities pertaining to a higher level directive or to fill a gap in existing directive requirements.	Center-wide	MPR
An immediate, short-term statement of Center-level policies/procedures and responsibilities for implementation.	Center-wide	MID
Center-specific instructions (“how to”) for meeting a higher level directive’s requirements.	Center-wide	MWI

Other:

Center-level plan documents that communicate goals; objectives, parameters, requirements, and responsibilities associated with a specifically defined element or subject (does not include program/project-level plans)	Center-wide	MCP
Center-level guidance for implementing specific processes in order to comply with higher-level requirements.	Center-wide	MGM
Directorate/Office procedures and instructions for internal use but does not include program/project specific documentation.	Directorate/Office	OI/OWI
Charters for councils and boards appointed by the Center Director in accordance with MPD 1150.1.	Directorate/Office	MC

Note: OIs are maintained by Directorates/Offices. A link to “Organizational Issuances” is on the MIDL.