

MPR 1410.2  
REVISION L-3  
EFFECTIVE DATE: May 25, 2021  
EXPIRATION DATE: May 25, 2026

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# MARSHALL PROCEDURAL REQUIREMENTS

DA01

## MARSHALL DIRECTIVES SYSTEM *With Change 3 (5/3/24)*

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

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## PREFACE

### P.1 PURPOSE

- a. To describe responsibilities and requirements associated with managing Marshall directives (MPDs, MPRs, MIDs, MWIs, and MGMs) in accordance with NPD 1400.1 and NPR 1400.1 utilizing the Directives Review Process (DRP).
- b. To describe responsibilities and requirements associated with conducting Agency-level draft reviews and requesting relief from an Agency-level requirement.

### 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. NRRS 1441.1, NASA Records Retention Schedules
- b. MPD 1150.1, Charter MC-07, Directives Control Board (DCB)
- c. MPR 1440.2, MSFC Records Management Program

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- d. MPR 1280.4, MSFC Corrective Action System
- e. MWI 1410.1, Processing Marshall Directives

**P.5 MEASUREMENT/VERIFICATION**

- a. To comply with NPR 1400.1, P.5.c., directives and memos controlled by this MPR are reviewed periodically as indicated at 2.11 of this MPR and MWI 1410.1, 5.4.
- b. To measure organizational review compliance of drafts controlled by this MPR, monthly measurements are compiled and available from the DRP system as DCB Metrics. See 1.7.1 of this MPR.

**P.6 CANCELLATION**

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

*Electronically approved by*

Steven C. Miley for  
Jody Singer  
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:**

- 1.2.1 Serve as DCB Chair. (MPD 1150.1, Charter MC-07)
- 1.2.2 Review and resolve unfunded mandates in accordance with NPR 1400.1, 2.17.1d.
- 1.2.3 Be the approval authority for directives covered by this MPR.

### **1.3 DCB Chair, or designee shall:**

- 1.3.1 Approve DCB membership.
- 1.3.2 Evaluate requests for new directives and provide authority to proceed or alternate recommendation.
- 1.3.3 Recommend disposition of draft directives, waivers, and cancellation requests or assign further action/coordination.

*Note: Disposition may be rendered without DCB review in extenuating circumstances 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 final concurrence on draft directives and memos controlled by this MPR.
- 1.3.6 Upon request by the Center Directives Manager (CDM), evaluate Center requests for Agency-level requirement waivers.

### **1.4 Direct Report to the Center Director (hereafter called **Direct Report**), or designee shall:**

- 1.4.1 Establish the need for Center-level Baselines, Interims, Revisions, Cancellations, Deviations, and Waivers implementing applicable Agency-level requirements and communicating the established need to the Center Directives Manager (CDM) in writing at the earliest practicable date.

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1.4.2 Appoint primary and alternate DCB Members (MPD 1150.1, Charter MC-07) authorized to speak on behalf of the directorate by informing CDM in writing of initial and subsequent changes in appointment.

1.4.3 Respond to “Agency-level Draft Directives Review” calls, issued as Center-wide Action Item Tracking System (CAITS) actions from the 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, 5.6.

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

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

1.5.1 Appoint an OPR designee (OPRD) for each directive (civil service employee only) by informing CDM in writing of initial and subsequent changes in appointment.

*Note: Subsequent changes in OPR appointments may be made via e-mail notification to the CDM by the Direct Report, OPR Director/Manager, their assigned designee, or respective DCB Member.*

1.5.2 Recommend a final concurrence on draft directives and memos controlled by this MPR during the Final Concurrence/Approval Cycle.

1.5.3 Respond to the Directives Assignment Verification call for verification of active directive and memo assignments controlled by this MPR and DCB Membership issued as a CAITS action from the CDM.

1.5.4 Respond to CAITS requests to review Agency-level draft directives from the CDM.

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

**1.6 Office of the Chief Information Officer, IT Security Office (IS10) shall review Center-level draft directives to determine if controlled unclassified information (CUI) designation is applicable and if applicable, enters comment(s) in the DRP.**

**1.7 DCB Member shall:**

1.7.1 Review and concur or nonconcur with respective Directorate/Office’s comments during Center-wide review by close date indicated on the review site. Be prepared to affirm or defend respective Directorate/Office’s recommendation and comments at DCB meetings. (See also MPD 1150.1, Charter MC-07, 3.c.)

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1.7.2 Enter a final disposition for the “Clean” copy of draft directives and memos controlled by this MPR by draft close date.

1.7.3 Assist CDM with comment resolution when OPRD and commenter are at impasse.

1.7.4 Assist CDM and OPRDs as needed with completing periodic reviews and addressing expiring directives.

**1.8 OPRD shall:**

1.8.1 Perform the role of a subject matter expert (SME) for the technical content of their directive.

1.8.2 Manage directives and memos in accordance with this MPR, NPR 1400.1, and MWI 1410.1 ensuring they are accurate and current.

1.8.3 Identify records created by their directive(s) in accordance with MPR 1440.2.

1.8.4 Coordinate preliminary review (internal review) of draft directives and memos with stakeholders prior to releasing for Center-wide review as needed.

1.8.5 When on a DCB meeting agenda, be prepared to present current status and next actions (e.g., request approval to proceed with final concurrence, or advise if meeting is set with commenter(s)).

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

1.8.7 Complete a periodic review of assigned directive(s)/document(s) and submit a completed checklist in the DRP on or before the stated due date. (See MWI 1410.1, 5.4.)

**1.9 CDM, or designee shall:**

1.9.1 Comply with NPR 1400.1 and this directive.

1.9.2 Serve as DCB Secretariat in accordance with MPD 1150.1, Charter MC-07.

1.9.3 Compile monthly DCB metrics on Directorate/Office’s reviews of draft directives and memos controlled by this MPR.

1.9.4 Ensure control of the Center Directives Master List (DML), DRP, number control logs, related templates, and official files associated with dispositioned Agency and Center-level directives in accordance with NRRS 1441.1.

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

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

1.9.5 Obtain OPR Director/Manager or Deputy and DCB Chair final concurrence on drafts controlled by this MPR.

1.9.6 Obtain Center Director's, or designee's, approval as signature authority on directives and applicable memos.

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

1.9.8 Issue a periodic call to Direct Reports and OPR Director/Managers for verification of active directives and memos controlled by this MPR, OPRD and DCB Member assignments.

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.

1.9.11 Elevate unresolved comments to DCB Chair prior to directive being presented for disposition at a DCB meeting or advanced to Final Concurrence.

1.9.12 Ensure OPRDs and DCB Members receive notification of directives nearing expiration.

### **1.10 Center Personnel:**

1.10.1 May participate in the review of drafts by visiting <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Home.aspx>, and clicking on "All Draft Directives."

1.10.2 Assure against unintended use of any previous/obsolete version. See 2.9 of this MPR.

1.10.3 May report directive deficiencies in accordance with MPR 1280.4 by specifically identifying the deficiency and providing suggested correction(s). See 2.10 of this MPR.



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## CHAPTER 2. REQUIREMENTS

### 2.1 Preparation and Submittal.

#### 2.1.1 New Baseline and Interim Directives (MIDs)

An OPRD or DCB Member may initiate a request for a new Baseline or Interim directive on behalf of their OPR as permitted by NPR 1400.1 through the DRP following MWI 1410.1, 5.1.

2.1.1.1 The need for a new baseline or MID is mandated by management or higher-level directive.

a. MIDs are established to address an immediate need to communicate a new Center policy or procedure and are approved at the higher level of the policy organizing organization. Upon approval to issue a MID, the draft enters the DRP at the final concurrence stage to allow opportunity for review by DCB Members. Center-wide reviews are not conducted on MIDs because requirements have already been agreed upon at a higher level.

b. MIDs expire in one year unlike MPDs, MPRs, MWIs, and MCPs that expire in five years. OPRDs should use this year to incorporate the contents of the MID into an existing directive or develop a baseline MPD, MPR, MWI, or MCP to be published before the MIDs expiration.

#### 2.1.2 Revisions

2.1.2.1 OPRDs may revise directives and memos controlled by this MPR at any time by initiating an action through the DRP following MWI 1410.1, 5.1.

2.1.2.2 Pending Agency-level changes may not be incorporated in center directives until approved and posted on NASA Online Directives Information System (NODIS). Contact the CDM for assistance with CUI in draft directives.

#### 2.1.3 Change Requests

OPRDs may submit a change request when redlines (changes) are limited to a specific section or topic area and only those areas should be commented on during center review. See Appendix A of this MPR for further information.

#### 2.1.4 Administrative Changes

OPRDs may request administrative changes as needed to correct errors, update titles, or clarify existing text when responsibilities, policies, or requirements are not affected. Administrative changes are submitted in the DRP by the OPRD in the Resolved Copy area. See MWI 1410.1, 5.1.

*Note: Administrative changes do not change Effective or Expiration dates. If directive is approaching expiration see 2.1.8 below.*

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### 2.1.5 Cancellations

OPRDs and DCB Members may request cancellation of a directive or memo controlled by this MPR when requirements have been incorporated into another directive, other controlled document(s), or when no longer valid. Cancellation requests shall be prepared and submitted to the DRP System by the OPRD. See MWI 1410.1, 5.1.

### 2.1.6 Deviations

OPRDs and DCB Members may prepare a deviation request on behalf of their Direct Report or designee seeking relief from implementing a Center-level requirement in a current directive by preparing and submitting a deviation request to the DRP following MWI 1410.1, 5.1.

### 2.1.7 Waivers

OPRDs and DCB Members may prepare a waiver request on behalf of their Direct Report or designee seeking relief from violation of a Center-level requirement in a current directive by preparing and submitting a waiver request to the DRP following MWI 1410.1, 5.1. See 2.13 of this MPR for Agency-level Waiver Requests.

### 2.1.8 Expirations

OPRDs receive notification from the DRP when a directive is approaching expiration at 60, 30, and 7 day intervals. A copy of all notifications is sent to the OPRD's primary DCB Member. Expiring directives may be Revalidated, Revised, or Cancelled. If directive cannot be revised and posted to the DML prior to its expiration, OPRDs should request an Expiration Date Extension that will be processed as an Administrative Change:

- a. First extension: Contact the CDM for an Expiration Extension Request which may be submitted for up to a 180 day extension. This will change the expiration date on the directive's cover. New date represents when the revision has gone through the review and approval process and posted on the DML.
- b. Second extension: Contact the CDM to modify existing extension request. CDM will route second request to DCB member for concurrence prior to approval.
- c. Third extension: Contact the CDM to modify existing extension request. CDM will route third request to DCB member and OPR for concurrence prior to approval.

## 2.2 Periodic Reviews.

2.2.1 OPRDs may access a pdf copy for review from the DRP system. When changes are needed OPRD begins the revision process by initiating a DPAC Action from the DRP User Dashboard.

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*Note: Internal Review? If “Yes” is selected a review site will be created in the DRP for inviting stakeholders to participate in a pre-release review. While not required, they are highly encouraged.*

2.2.2 Directives and memos controlled by this MPR are reviewed by the CDM prior to release for Center-wide review for compliance with content and formatting requirements in accordance with NPR 1400.1.

2.2.3 Draft reviews are open to all employees during the Center-wide review. Comments are entered into the DRP by the commenter as being either Administrative or Technical in nature (e.g., Technical Comments affect operations whereas Administrative Comments suggested re-wording for clarity, grammatical changes, paragraph numbering, title corrections, but do not affect processes).

2.2.4 Document reviews are completed in segments, each having distinct time periods for completion. Time periods may be shorted or adjusted by the CDM as needed. See Table A.

**Table A, Review Time Periods**

Center-wide Review Draft 1	10 working days
Draft 2, 3, 4...	5 – 7 working days
DCB Comment Review	3 working days
OPRD Comment Resolution	14 working days
Change or Cancellation Request	5 – 7 working days
Deviation or Waiver Request	5 – 7 working days
<i>Note: Revalidations and Administrative Changes do not go out for Center-wide review.</i>	

### **2.3 Resolution of Comments.**

2.3.1 OPRDs shall respond to each comment entered in the DRP where the DCB Member Response field shows “Concur” or “Nonconcur.” Responses to all comments are encouraged but not required by the system when the DCB Member Response field is blank.

2.3.2 OPRDs are encouraged to have comments resolved within 14 working days. A reminder notification is sent on day 15 from the DRP that comment resolution is Past Due.

2.3.3 In the event that comments cannot be resolved with commenter OPRD shall refer to MWI 1410.1, 5.2.2, \*Escalation Path.

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## **2.4 Late Comments.**

2.4.1 DRP system will not accept comments past the “Draft Review End Date.” Late comments should be emailed directly to the OPRD for consideration prior to release of the Resolved and Clean copies.

*Note: OPRDs are considered the subject matter expert and have the final decision whether to include the comments in this revision, hold them for the next revision, or reject them.*

2.4.2 OPRD shall respond to commenter either accepting or rejecting comments. OPRD may choose to wait until the next revision to incorporate comments. Refer to MWI 1410.1, 5.2.2, “\*Escalation Path” for comment resolution impasse.

## **2.5 DCB Meetings.**

Formal DCB Meetings shall be scheduled by the DCB Secretariat on an as needed basis but are not required to obtain final concurrence. Meetings may be scheduled to request disposition, status a draft or expired directive, relay pertinent information, or as requested by the DCB Chair.

## **2.6 Final Disposition.**

DCB Members shall receive electronic notification when a “Clean” copy of a draft has been uploaded to the DRP and have five calendar days to enter a disposition of “Concur” or “Nonconcur.” If needed, comments may be entered at the bottom of the page.

*Note: DCB Metrics are based on completion of this activity. See P.5b of this MPR. Concurrence may be assumed for administrative comments/no comments entered during Center-wide review if comment disposition is not entered by the due date.*

## **2.7 Final Concurrence and Approval.**

2.7.1 Drafts shall be routed electronically for concurrence by the OPR and DCB Chair and become effective upon electronic concurrence by the Center Director or designee.

2.7.2 Upon approval, CDM posts document on MSFC DML. When a directives is cancelled or expired, CDM removes it from the master list and the cancellation or expiration memo is posted on the MSFC DML Cancellation List.

*Note: Directives deemed CUI are maintained in accordance with NPR 1600.1. Only the cover page is posted on the DML. OPRD retains the record copy.*

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## **2.8 Notification.**

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>

## **2.9 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 DML, 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 of this MPR below.

2.9.2 Verify current version of a directive is used in the work being performed by checking the DML. 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 OPRDs shall ensure directives are updated prior to the stated expiration date.

*Note: DRP notifies OPRDs and their primary DCB Member of pending expirations.*

2.9.4.1 Directives that pass the expiration date will be removed from the DML by the CDM unless a revalidation, revision, cancellation, or extension is in process.

## **2.10 Reporting a Deficiency.**

Any person may report a directive deficiency in accordance with MPR 1280.4. Recommended corrective action should be included with the report.

## **2.11 Periodic Reviews.**

Periodic reviews are due one year from the Last Review Date recorded in the DRP. OPRDs receive courtesy reminders from the DRP at 60, 30, and 7 day intervals prior to a review being due. Past due notification reminders are sent from the DRP once a review becomes past due and weekly thereafter until the review is completed. A copy of all notifications is sent to the OPRD’s primary DCB member.

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2.11.1 All Center-level directives shall be reviewed for validity and accuracy by the OPRD periodically and results documented on the associated checklist submitted to the DRP at <https://sharepoint.msfc.nasa.gov/msfc/DPaC/SitePages/Annual%20Review.aspx>

*Note: Directives or memos determined to need revision or cancellation should be updated and submitted to the DRP within 60 days of the completed periodic review for processing.*

## **2.12 Agency-level Draft Directives Review.**

Agency-level draft reviews shall be conducted upon official notification from the CDM via CAITS in accordance with MWI 1410.1, 5.5.

## **2.13 Agency-level Waiver Requests.**

2.13.1 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 by following MWI 1410.1, 5.6.

2.13.2 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.** 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). These do not go out for Center-wide review and the Effective Date does not change.

**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.** A revision that alters, adds, or affects a limited section, subject, or topic of existing responsibilities, policies, or requirements. Change Requests go out for Center-wide review.

**Controlled Unclassified Information (CUI).** Government created or owned information that requires safeguarding or dissemination controls consistent with applicable laws, regulations and government wide policies.

**Deviation.** An authorization, for a potential operational (or other) compelling circumstance that warrants nonconformance with an approved Center-level 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 (DML).** An electronically-based, controlled list of current Center-level directives accessed from the Marshall Integrated Document Library (MIDL).

**Directives Review Process (DRP).** The electronic system used for managing directives and memos controlled by this MPR. The current DRP is in SharePoint; Directives, Plans, and Councils (DPaC).

**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).

**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.

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**Marshall Interim Directive (MID).** Documents an immediate, short-term Center policy/procedure, and responsibility for implementation that enable immediate communication of new requirements. MID's expire in one year.

**Marshall Integrated Directive Library (MIDL).** A Web site providing access to the current version of controlled documentation including Agency and Center-level directives, forms, Charters, technical standards as well as other technical and organizational documentation.  
(<https://nasa.sharepoint.com/sites/MIDL>)

**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.

**Monthly Announcements.** A list of Agency 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 that is distributed to DCB Members.

**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 content that updates policy, procedures, responsibilities, and/or requirements. 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.



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

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## **APPENDIX B. ACRONYMS**

CAITS	Center-wide Action Item Tracking System
CDM	Center Directives Manager
CUI	Controlled Unclassified Information
DCB	Directives Control Board
DML	Directives Master List
DPaC	Directives, Plans, and Charters
DRP	Directives Review Process
FRC	Federal Records Center
IT	Information Technology
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
OPR	Office of Primary Responsibility
OPRD	Office of Primary Responsibility Designee
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).	Maintained in the DRP system.	NRRS Schedule 1/14/A/2 [1150]: Temporary. Destroy 2 years after termination or dissolution of Board.
DCB Meetings Minutes.	Maintained in the DRP system.	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 Periodic Directives Review of Center Directives.	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, Waivers, and Cancellations including DCB documentation reviews.	Maintained in the DRP system.	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.	PDF Copy maintained in Liferay.	NRRS Schedule 1/72/E [1410]: Maintained current; destroy when superseded, obsolete, or no longer needed.
Agency-level Directives Review Actions.	Original maintained in NODIS.	NRRS Schedule 1/72/E [1410]: Temporary. Destroy when superseded, obsolete, or no longer needed.

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## APPENDIX E. 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

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			3.3.2.6, number 9 – Records: changed “MPR 1441.1” to “MPR 1440.2”; 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

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			Change Request procedures. Removed information/requirements that are already stated in higher-level directives.
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 K to complete the DRP process.
Revision	L	5/25/2021	Major re-write to reflect changes in the DRP process. Removed procedural requirements for Marshall Center Charters and Plans which are now in MPR 1410.3. Added process for Expiration Extension Requests. Moved Document History Log from beginning of directive to Appendix E.
Change	1	3/31/2022	On 3/31/22, at the request of the OPRD, an administrative change was made at 1.7.1 to add "(See MPD 1150.1, Charter MC-07, 3.c.)" for additional awareness. Replaced instances of "annual" reviews with "periodic" reviews where appropriate.
Change	2	3/30/2023	On 3/30/23, at the request of the OPRD, an administrative change was made to replace applicable document MWI 1280.4, MSFC Quality System Deficiency Notice System with MPR 1280.4, MSFC Corrective Action System, and update periodic reviews citations from MWI 1410.1, 5.3 to 5.4.
Change	3	5/3/2024	On 5/3/24, at the request of the OPRD, administrative changes were made to clarify that the Associate Director is the approval authority for directives governed by this MPR and at 2.6 Final Disposition Note, adding that concurrence may be assumed in specific instances.