

**MPR 1100.1**  
**REVISION F**  
**EFFECTIVE DATE: April 16, 2012**  
**EXPIRATION DATE: June 5, 2022**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

**HS01**

## **MARSHALL SPACE FLIGHT CENTER ORGANIZATION**

**COMPLIANCE IS MANDATORY**  
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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		2/3/00	This document is a complete rewrite of MM 1107.1.
Revision	A	2/15/01	Updated URL in Section P.5, References.
Revision	B	5/29/01	NHB 1101.3 was changed to NPG 1000.3 throughout the document.
Revision	C	10/23/2004	Updated format without content changes. Document revised to bring it in compliance with the HQ Rules Review (CAITS 04-DA01-0387).
Revision	D	6/19/2006	Updated Org Codes/Titles, URL, and Reference documents. [Administrative correction of header organization code (CD01 to HS01) made on 5-23-2007.]
Revision	E	12/10/2008	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility. [On 10/30/09 at the request of the OPRD, and administrative correction was made at 4. Records to update an organizational office name.] [On 4/12/11, at the request of the OPRD, administrative changes were made on cover and in header to change title from "Marshall Space Flight Center Organizational Manual," at P.1 Purpose to clarify and add citation, at P.2 Applicability to update to latest standard statement, at P.4 Applicable Documents to delete NPD 1000.3, and at P.5 References to delete NPD 1000.3 and url.]
Revision	F	4/16/2012	Revised 2.2, added 3.2.4 requirement for CFO, and edited to comply with MWI 1410.1.
Change	1	4/30/15	On 4/30/15, at the request of the OPRD, administrative changes were made to remove the Note at P.1 and paragraphs 3.4, 3.4.1, 3.4.2, 3.4.3, and 3.5 containing outdated information regarding the location of MSFC Charters and organization charts. Updated NASA Records Retention Schedules citation from "NPR" 1441.1 to "NRRS" 1441.1.
Revalidation	F	6/5/2017	Five-year expiration review. No changes.

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## PREFACE

### P.1 PURPOSE

This MPR provides Center-specific requirements for establishing, modifying, and documenting the MSFC organization structure and the organizational change process as required by NPD 1000.3.

### 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

NPD 1000.3, The NASA Organization

### P.4 APPLICABLE DOCUMENTS AND FORMS

NRRS 1441.1, NASA Records Retention Schedule

### P.5 MEASUREMENT/VERIFICATION

None.

### P.6 CANCELLATION

MPR 1100.1E, Marshall Space Flight Center Organization, dated December 10, 2008.

*Original signed by*

Todd A. May  
Director

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## **CHAPTER 1. RESPONSIBILITIES**

1.1 The Office of Human Capital shall:

1.1.1 Manage the formal MSFC organization chart/charter system to ensure that organizations are designed to minimize layering, fragmentation, and overlapping responsibilities in accordance with good position and organizational management practices.

1.1.2 Advise the Center Director on the merit of proposed changes, coordinate with NASA Headquarters on charters requiring Headquarters' approval, and make appropriate distribution of approved changes.

1.2 The Office of Strategic Analysis and Communications shall:

1.2.1 Work with the Office of Human Capital to ensure strategic alignment with MSFC goals and objectives.

1.3 The Office of the Chief Financial Officer shall:

1.3.1 Work with the Office of Human Capital to ensure funding alignment and availability.

1.4 Heads of basic Center organizations shall promote the greatest capability of the human workforce and fiscal resources which are efficient and responsive toward meeting Agency and Center missions.

1.5 Supervisors shall develop proposals to establish or modify their organizations or to assign functional responsibilities, and submit proposals through the organizational head to the Office of Human Capital.

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## **CHAPTER 2. PROCEDURES**

2.1 When organizational changes are necessary, the organizational head shall submit the following to the MSFC Office of Human Capital:

2.1.1 A memorandum addressed to the MSFC Office of Human Capital describing proposed changes to the organizational chart and/or charter;

2.1.2 A red-lined version of the original chart and/or charter; and

2.1.3 A proposed staffing plan.

2.2 Upon receipt, the MSFC Office of Human Capital shall:

2.2.1 Review the proposed changes.

2.2.2 Work with the organizational head to resolve issues.

2.2.3 Coordinate with the Office of Strategic Analysis and Communications to ensure strategic alignment with MSFC goals and objectives.

2.2.4 Coordinate with the Office of the Chief Financial Officer to ensure funding alignment and availability.

2.2.5 Prepare the package for submission to the Center Director or NASA Headquarters as appropriate.

2.3 Upon approval, the Office of Human Capital shall make appropriate distribution to basic organizations and the on-line Web-based charts and charters manager.

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## **APPENDIX A**

### Definitions

Basic Organization. Basic MSFC organizations are headed by officials reporting directly to the Center Director as appearing on the organization chart approved by the Associate Administrator for Institutions and Management in accordance with NPD 1000.3. Basic organizational charts/charters are signed by the Center Director.

Organizational Charters. Formally approved documents that establish or modify MSFC organizations including mission statements and enumerated responsibilities.

Organizational Charts. Formally approved charts that reflect new or modified organizational structures.

Staffing Plan. A chart showing the makeup of a basic organization and reflecting proposed movement of positions or employees from one organizational element to another.

## **APPENDIX B**

### Acronyms

None.

## **APPENDIX C**

### Verification Matrix

None.

## **APPENDIX D**

### Records

Official MSFC charts and charters are permanent records maintained in the Human Resources Services Office. Disposition in accordance with NRRS 1441.1, schedule 1/12/A.