

MWI 1410.1
REVISION G-2
EFFECTIVE DATE: March 23, 2016
EXPIRATION DATE: June 15, 2021

MARSHALL WORK INSTRUCTION

DA01

PROCESSING MARSHALL DIRECTIVES *With Change 2 (3/16/21)*

COMPLIANCE IS MANDATORY
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DOCUMENT HISTORY LOG

Status: (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date:	Description
Baseline		5/14/99	Document converted from MSFC-P05.1-C05 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files. Document revised to incorporate the merging of the Quality Management System documents into the Marshall Management Directives System.
Revision	A	8/16/99	Changes made to reflect new MSFC reorganization.
Revision	B	4/24/00	Paragraph 6.6.1: added "e – Last Name"; paragraph 6.6.1, section I: deleted OI bullet; deleted "Approving Authority – Department" bullet; updated Administrative bullet to read "...Admin/Curator and DCB Secretariat/DM...Manager or the System Administrator"; paragraph 6.6.1: changed to read "Directives Templates"; added section 6.6.2 – Other Templates; changed Paragraph 6.7.1 to read "Master List Custodian Report" and bullet to read "Master List Custodian Report;" deleted sections 6.8.1 through 6.8.4.3; changed paragraph 6.9 to "Final Approval Cycle"; updated document approval information in paragraph 6.9.1; changed 6.10.1 to read "This screen is used by the System Administrator/Curator and DCB Secretariat/DM to perform administrative functions, and deleted the bullet and following information; deleted paragraphs 6.10.1 through 6.10.3; changed paragraph 6.11.1 to "XX01 DCB Disposition ('XX' will be replaced by the appropriate organizational symbol for that member/alternate)"; added DCB Disposition Status" as paragraph 6.12; deleted "Approving Authority" and "File Name Other" under paragraph 6.13.2.1.a.; added "Title" to Authority Document in paragraph 6.13.2.1.b.; updated paragraph 6.13.2.4.c. to incorporate the use of the track changes tool and the yellow highlight tool; and deleted paragraph 6.14.
Revision	C	4/25/01	Added 3.2 to section 3; section 6.6.1.a: changed "DDS" to IDS"; added section 6.3.3; changed 6.6.2 to read "...source for other current templates..."; added "or not applicable" to section 6.11.1; changed 6.13 to read "...If the need for a directive is authorized..."; Added "Document Location" to section 6.13.2.1.a; reference in 6.13.3 was changed to 6.13.2.4; section 11 changed to read "The following flow diagrams represent the activities outlined in the instructions for the MMDS"; page 14: box 6.12 changed to 6.13; box 6.12.2 changed to 6.6.1.2; box 6.12.2 changed to 6.13.2; deleted 6.10.3; changed diamond-shaped box to rectangle; and changed box 6.12.3.2 to 6.13.2.4; page 15: box 6.12 changed to 6.13; box 6.12.3.1 changed to 6.13.3.1, box 6.12.3 changed to 6.13.3.3; box 6.12.2 changed to 6.13.2; deleted 6.10.3; changed diamond-shaped box to rectangle; and changed 6.12.3.2 to 6.13.2.4.
Revision	D	10/28/2004	Several grammatical and semantic changes made throughout document (ex: "will" changed to "shall", "MPG" changed to "MPR") pursuant to the MSFC Rules Identification and Review action (04-CENTER DIRECTOR-0387). Other semantic changes and textual descriptions made/added throughout document for clarity and to more accurately reflect what the user encounters on the actual web pages of the Management Directives Review Process. Section 1 changed to provide a more general purpose of this document. Guidance statements were separated from requirements and placed in Appendix Z. The two existing flowcharts were deleted. A single flowchart was added to better illustrate the directives review process. Added MCP and MGM as document types. Changed Office of Primary Responsibility organization code per the new Marshall organization structure.
Revision	E	8/11/2009	Total rewrite to be in accordance with changes in MPR 1410.2. This revision reflects a software change from Tango 3.5 to Documentum's Web Development

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			Kit (WDK) technology. [On 12/1/09, at the request of the OPRD, administrative changes were made at 5.12 updating url, at 6.2.2.1 e. clarifying usage, at 6.2.2.1 n. adding "s" to "Procedure," adding 6.3.1.2 for clarification, and at 12. Cancellation removing "Acting" before "Director."] [On 3/21/11, at the request of the OPRD, administrative changes were made at 2. Applicability to update to latest standard statement, at 5. Definitions to define "Attachment" causing re-numbering, at 6.2.1.2 a. to correct from "Policy" to "Purpose," at 6.2.3.6 to add "attachment," at 6.4 and 6.5 to add section headers, and throughout minor editorial changes for clarification and formatting. Table of Contents updated.]
Revision	F	5/3/2012	OPR changed from IS01 to DA01. Title changed from "Processing Marshall Management Directives." Major re-write to reflect MPR 1410.2 Revision J. Directive Templates revised.
Revision	G	3/23/2016	Major rewrite: No new requirements added but clarified in numerous sections how users will interact with the new DRP system. Updated DRP processes; clarified requirements and responsibilities; Implemented comment resolution escalation process; defined revalidation process; revised annual review process. Revised Appendix E, Appendix G, Appendix H. Added Appendix I.
Change	1	4/11/2017	On 4/11/17, at the request of the OPRD, an administrative change was made to update the link for templates to the DRP SharePoint site.
Change	2	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 H to complete the DRP process.

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1. PURPOSE

1.1 To provide instructions and requirements for the preparation, submission, review, and approval of “Draft” Center-level directive baselines, interims, revisions, deviations, waivers, and cancellation requests using the Directives Review Process (DRP), as required by MPR 1410.2.

1.2 To provide instructions for completing Agency-level “Draft” directive reviews and waiver requests according to MPR 1410.2.

2. APPLICABILITY

2.1 This MWI applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

2.2 This MWI applies to the Michoud Assembly Facility.

2.3 In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.

2.5 This MWI applies to Center-level directives developed or revised after the effective date of this MWI. See Appendix H for description of document types supported by this process.

3. AUTHORITY

MPR 1410.2, “Marshall Directives System”

4. APPLICABLE DOCUMENTS AND FORMS

4.1 NPR 1400.1, “NASA Directives and Charters Procedural Requirements”

4.2 MPD 1150.1, “Establishment of Councils, Boards, and Committees”

4.3 MPR 1410.1, “Organizational Issuances”

4.4 Directives Control Board (DCB) Membership Memo

<https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx>

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5. INSTRUCTIONS

5.1 Preparation and Submittal to the DRP.

Note 1: Office of Primary Responsibility (OPR) Designees (OPRDs) should coordinate with respective Directives Control Board (DCB) Member and Center Directives Manager (CDM) in the formative stages of establishing, revising, or cancelling a directive.

Note 2: Refer to Appendix G for an overview of the directives life cycle and the workflow used to submit new directives or revise existing directives.

Note 3: Refer to Appendix I for specifics/details on the tool/system that is used in support of the DRP, (i.e., Accolade).

5.1.1 Baselines. Instructions for preparing a Baseline. Actionee shall:

Actionee		Action
OPR Director/ Manager or Deputy (or Designee)	5.1.1.1	<p>a. Appoint an OPRD to prepare a draft baseline directive.</p> <p><i>Note: Ensure against duplication of requirements in existing Agency or Center-level directives and other organizational documentation.</i></p> <p>b. Notify the CDM via email that a new OPRD has been assigned to prepare a new draft baseline directive.</p> <p><i>Note: See Appendix I for a sample of how to notify the Directives Manager</i></p>
OPRD	5.1.1.2	<p>Notify the CDM that a draft baseline” directive needs to be prepared.</p> <p><i>Note 1: See Appendix I for a sample of how to notify the Directives Manager</i></p> <p><i>Note 2: The OPRD will need an account to use the DRP system. If the OPRD already has an account established, proceed to next step. If the OPRD does not have an account established, they should contact the CDM and request that an account be established.</i></p>
CDM	5.1.1.3	<p>a. Configure the new OPRD user account in the DRP system (if necessary), establish the draft baseline project in the DRP system, and assign the ORPD to the draft baseline directive project.</p> <p>b. Updates the Directives Number Log if necessary.</p>

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OPRD	5.1.1.4	<p>Submit the rough draft of the baseline directive into the DRP system to request an evaluation.</p> <p><i>Note: See Appendix H for help determining directive type and Appendix I for help in how to submit a draft document into the DRP system.</i></p>
CDM	5.1.1.5	<p>Evaluate rough draft of the baseline directive for compliance with 5.2 of this MWI and consult with DCB Chair on authority-to-proceed with new baseline. OPRD will be informed if request is either:</p> <ol style="list-style-type: none"> a. Approved, and a unique directive number is assigned; or b. Denied.
OPRD	5.1.1.6	<p>If approved, use the appropriate required directive template (MPD, MPR, MWI, or MGM) located in the DRP system to prepare draft pre-release directive in accordance with 5.2 of this MWI.</p> <p><i>Note 1: The appropriate template is attached to the draft baseline directive project within the DRP system. The OPRD should contact the CDM if they need to change template types.</i></p> <p><i>Note 2: Contact the IT Security Office (IS10) for assistance with sensitive but unclassified information in “Draft” directives.</i></p>
OPRD	5.1.1.7	<p>Submit draft (pre-release directive) into the DRP system.</p> <p><i>Note 1: An internal organizational review should be conducted prior to submittal to the DRP system.</i></p> <p><i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i></p>
CDM	5.1.1.8	<p>Conduct a pre-review prior to release for Center-wide review to verify compliance with content and formatting requirements as stated at 5.2 of this MWI.</p> <ol style="list-style-type: none"> a. Coordinate corrections or changes with OPRD as needed. b. Release draft baseline directive for Center-wide Review.

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5.1.2 Interims. Instructions for preparing an Marshall Interim Directive (MID). Actionee shall:

Actionee	Action
OPR Director/ Manager or Deputy (or Designee)	<p>5.1.2.1 Appoint an OPRD to prepare a draft interim directive (MID).</p> <p><i>Note 1: Ensure against duplication of requirements in existing Agency or Center-level directives and other organizational documentation.</i></p> <p><i>Note 2: The OPR should immediately notify the CDM if a new OPRD is assigned to a directive or if an existing OPRD assignment needs to be updated for an existing directive.</i></p>
OPRD	<p>5.1.2.2 Notify the CDM that a draft interim directive needs to be prepared.</p> <p><i>Note: The OPRD will need an account in the DRP system. If the OPRD already has an account established, proceed to next step. If the OPRD does not have an account established, they should contact the CDM and request that an account be established.</i></p>
CDM	<p>5.1.2.3 Configure the new OPRD user account in the DRP system (if necessary), establish the draft interim directive project in the DRP system, and assign the OPRD to the draft interim directive.</p>
OPRD	<p>5.1.2.4 Submit the rough draft of the interim directive into the DRP system to the CDM and requests an evaluation.</p> <p><i>Note 1: See Appendix H for help determining directive type and Appendix I for help in how to submit a new or revised documents into the DRP system.</i></p> <p><i>Note 2: An Interim Directive expires upon the effective date of the permanent directive or 12 months after the effective date whichever is earlier. (NPR 1400.1)</i></p>
CDM	<p>5.1.2.5 Evaluate rough draft of the interim directive for compliance with 5.2. Informs OPRD if request is:</p> <p>a. Approved, and a unique directive number is assigned; or</p> <p>b. Denied.</p>
OPRD	<p>5.1.2.6 If approved, use the appropriate required MID template located in the DRP system to prepare draft of pre-release directive in accordance with 5.2 of this MWI.</p>

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		<p><i>Note 1: The appropriate template is attached to the interim directive project within the DRP system. The OPRD should contact the CDM if they need to change template types.</i></p> <p><i>Note 2: Contact the IT Security Office (IS10) for assistance with sensitive but unclassified information in “Draft” directives.</i></p>
OPRD	5.1.2.7	<p>Submit draft interim directive (known as the Pre-Release Directive) into the DRP system.</p> <p><i>Note 1: An internal organizational review should be conducted prior to submittal to the DRP system.</i></p> <p><i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i></p>
CDM	5.1.2.8	<p>Conduct a pre-review prior to release for Center-wide review to verify compliance with content and formatting requirements as stated at 5.2 of this MWI.</p> <p>a. Coordinate corrections or changes with OPRD as needed.</p> <p>b. Release Interim directive for Center-wide Review.</p>

5.1.3 Revisions. Instructions for revising a current directive. Actionee shall:

Actionee		Action
OPRD	5.1.3.1	<p>Obtain OPR Director/Manager or Deputy agreement for any proposed changes which affect requirements or organizational responsibilities.</p> <p><i>Note 1: The OPR/OPRD should immediately notify the CDM if an existing ORPD assignment needs to be updated for an existing directive.</i></p>
OPRD	5.1.3.2	<p>Notify the CDM that a revision needs to be made and request the “official” Word file.</p>
CDM	5.1.3.3	<p>a. Establish the revision project in the DRP system and provide OPRD with access to the “official” Word file.</p> <p>b. If necessary, update the OPRD information in the Directives Master List file.</p>
OPRD	5.1.3.4	<p>Obtain the “official” Word file from the DRP system and identify revisions (redlines) in the “official” Word file using the “track changes” tool.</p>

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		<p>a. Follow content and formatting requirements as stated at 5.2 of this MWI.</p> <p>b. Request an exception from the CDM if changes constitute a major rewrite and the use of the Word “track changes” tool would not be value added.</p> <p>(1) Redlines are still used for changes to the cover page, headers and footers, document history log, the cancellation statement and wherever else this may still be of value to the reviewer.</p> <p style="text-align: center;"><i>Note: Contact the IT Security Office (IS10) for assistance with sensitive but unclassified information in “Draft” directives.</i></p>
OPRD	5.1.3.5	<p>Submit draft of pre-release directive into the DRP system.</p> <p style="text-align: center;"><i>Note 1: An internal organizational review should be conducted prior to submittal to the DRP system.</i></p> <p style="text-align: center;"><i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i></p>
CDM	5.1.3.6	<p>Conduct a pre-review prior to release for Center-wide review to verify compliance with content and formatting requirements as stated at 5.2 of this MWI.</p> <p>a. Coordinate corrections or changes with OPRD as needed.</p> <p>b. Release revised directive for Center-wide Review.</p>

5.1.4 Change Requests. Instructions for submitting a change request to a current directive. Actionee shall:

Actionee		Action
OPRD	5.1.4.1	Notify the CDM that a change request needs to be made and requests the “official” Word file.
CDM	5.1.4.2	<p>a. Establish the revision project in the DRP system and provide OPRD with access to the “official” Word file.</p> <p>b. If necessary, update the OPRD information in the Directives Master List file.</p>

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OPRD	5.1.4.3	<p>Obtain the “official” Word file from the DRP system and identify changes (redlines) in the “official” Word file using the Word “track changes” tool.</p> <p>a. Redlines are used for changes to the cover page, headers and footers, the cancellation statement, and specific paragraphs and/or sections.</p>
OPRD	5.1.4.4	<p>Submit draft change request (known as the Pre-Release Directive) to the DRP system.</p> <p><i>Note 1: An internal organizational review should be conducted prior to submittal to the DRP system.</i></p> <p><i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i></p>
CDM	5.1.4.5	<p>Review request to determine if redlines can be processed as a change request.</p> <p>a. If they qualify, conduct a pre-review prior to release for Center-wide review as a change request with limited review.</p> <p>b. If they do not qualify, notify OPRD and present the option of releasing as a revision for full review.</p> <p>c. Release change request or revision for Center-wide review.</p>

5.1.5 Administrative Change Requests. Instructions for submitting an administrative change request to a current directive. Actionee shall:

Actionee		Action
OPRD	5.1.5.1	Notify the CDM that an administrative change request needs to be made and requests the “official” Word file.
CDM	5.1.5.2	<p>a. Establish the administrative change project in the DRP system and provides OPRD with access to the “official” Word file.</p> <p>b. If necessary, update the OPRD information in the Directives Master List file.</p>
OPRD	5.1.5.3	<p>Identify revisions (redlines) in the “official” Word file using the “track changes” tool.</p> <p>a. Do not redline the cover page, headers and footers, or cancellation statement; just the specific paragraphs and/or sections being changed.</p>

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OPRD	5.1.5.4	Submit redlines of the “official” Word file to the DRP system.
CDM	5.1.5.5	Review request to determine if requested redlines qualify as an administrative change. a. If they qualify, accept changes and record the administrative change on the cover of the directive and in the Document History Log. b. If they do not qualify, notify OPRD to determine appropriate action.
CDM	5.1.5.6	Post directive to the Center Directives Master List.

5.1.6 Cancellations. Instructions for requesting cancellation of a current directive. Actionee shall:

Note: Once a directive is cancelled, the directive number is retired and will not be reissued.

<u>Actionee</u>		<u>Action</u>
OPRD	5.1.6.1	Notify OPR Director/Manager or Deputy and DCB Member of intent to request cancellation of a current directive.
OPRD	5.1.6.2	Use the required Cancellation template located at https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx to prepare the request. <i>Note: Find “Templates,” then select “Cancellation Template.”</i>
OPRD	5.1.6.3	Submit draft cancellation request to the DRP system. <i>Note 1: An internal review should be conducted prior to submittal to the DRP system.</i> <i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i>
OPRD	5.1.6.4	Notify other OPRDs of directives listed in the Directives Master List that reference the directive that is being cancelled.
CDM	5.1.6.5	Conduct a pre-review prior to release for Center-wide review to verify compliance with template content and format. a. Coordinate corrections or changes with OPRD as needed. b. Release directive cancellation request for Center-wide review.

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OPRD	5.1.6.6	Complete cancellation request in accordance with section 5.3. of this directive.
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5.1.7 Deviations and Waivers. Instructions for requesting a Deviation or Waiver from a current requirement. Actionee shall:

Actionee		Action
Requester	5.1.7.1	<p>Notify OPR Director/Manager or Deputy and DCB Member of intent to request a deviation or waiver.</p> <p><i>Note: If circumstances are determined to have Center-wide applicability, or are a routine part of a process, the applicable directives(s) should be revised.</i></p>
Requester	5.1.7.2	<p>Use the required deviation or waiver template located at / to prepare the request.</p> <p><i>Note: Find “Templates,” then select “Deviation or Waiver Template.”</i></p>
CDM	5.1.7.3	<p>Evaluate rough draft of deviation or waiver request for compliance with 5.2 of this MWI. OPRD will be informed if request is either:</p> <p>a. Approved, and a unique deviation or waiver number is assigned; or</p> <p>b. Denied.</p>
DCB Member or designee	5.1.7.4	<p>Submit draft deviation or waiver request to the DRP system.</p> <p><i>Note 1: An internal review should be conducted prior to submittal to the DRP system.</i></p> <p><i>Note 2: Information on “Directives Review Process Access and Use” is available in Appendix E.</i></p>
CDM	5.1.7.5	<p>Conduct a pre-review prior to release for Center-wide review to verify compliance with template content and format.</p> <p>a. Coordinate corrections or changes with DCB Member or designee as needed.</p> <p>b. Release directive cancellation request for Center-wide review.</p>

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5.1.8 Expiring Directives. Instructions for notifying the CDM of the intent to allow directive to expire or requesting an extension of the expiration date. Actionee shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.1.8.1	Review the Expiring Directives Dashboard in the DRP system monthly to determine if there are any directives that will expire within the next six months and notify affected OPR's/OPRD's to begin revisions or process expiration requests as necessary.
OPR or OPRD		a. When directive is no longer needed, notify OPR Director/Manager or Deputy and DCB Member of intent to request cancellation of directive.
		(1) Complete cancellation request in accordance with section 5.1.6 of this directive.
OPR or OPRD		b. When a revision is needed, complete in accordance with section 5.1.3. <i>Note: Revisions must be completed prior to the directive expiration date.</i>
OPR or OPRD		(1) When it is not possible to have the revision of an expiring directive completed prior to the expiration date, request an extension to the expiration date.
OPR or OPRD		(a) Notify the DCB Member and CDM via email that an extension will be needed. <i>Note: Extension may be granted for 180 days. Additional extensions are requested at DCB meeting.</i>
CDM		(b) Review request for extension in consultation/coordination with the DCB Chair. (i) If request is approved: (aa) Notify the OPR/OPRD and DCB Member that the request was approved. (bb) Incorporate an Administrative Change to revise the expiration date notating the directive with the term "Extended."

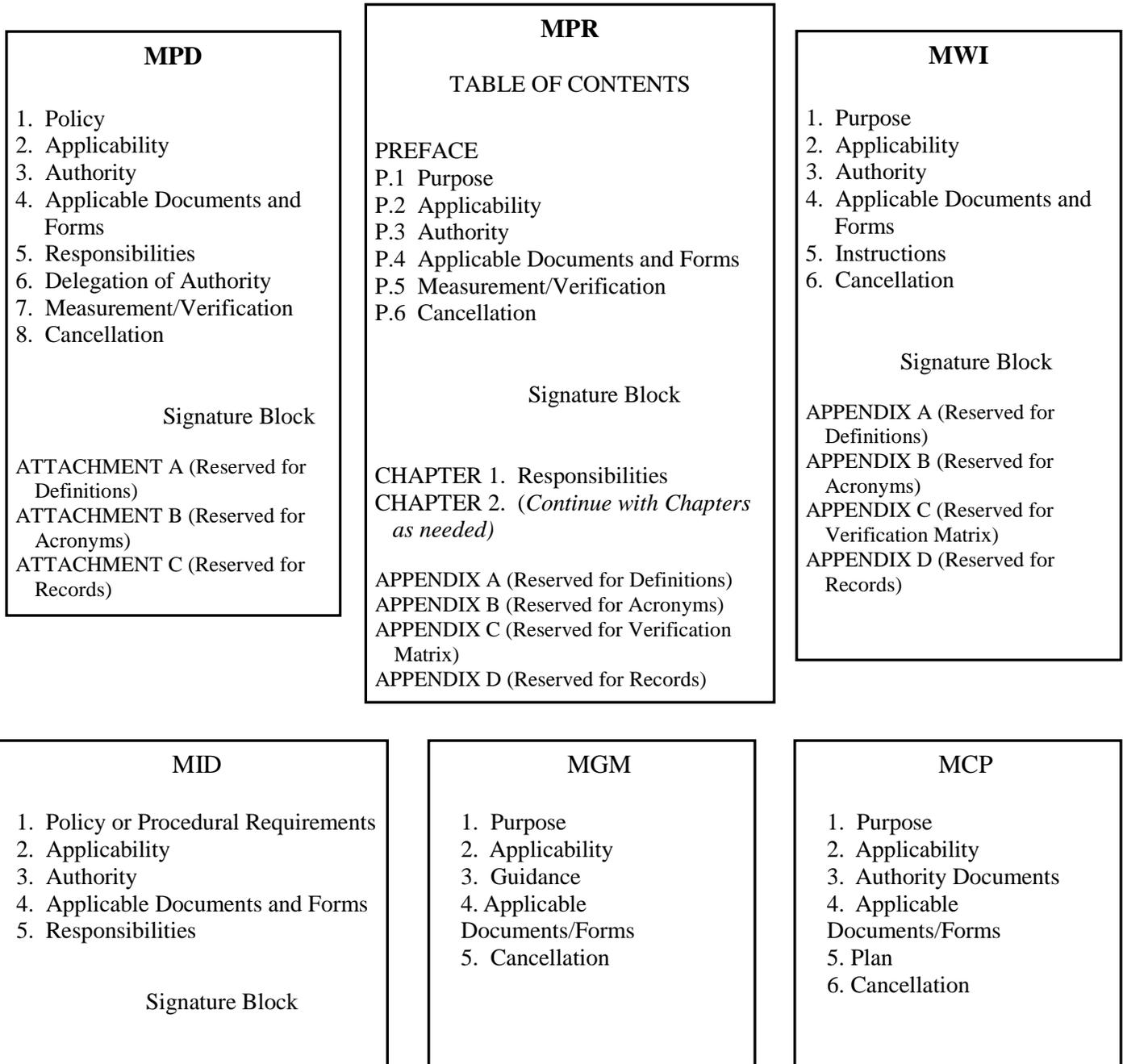
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		(cc) Update the Directives Master List and directive history log to reflect the extension request.
CDM		(ii) If request is denied: (aa) Notify the OPRD and DCB Member that the request was denied and that a cancellation memo needs to be completed for the official record. (bb) Assist OPRD with preparation of MID.
OPR or OPRD		c. When no updates or changes are needed, submit a request for revalidation using the revalidation template located at https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx to prepare the request.
CDM		(1) Release revalidation request for Center-wide review.

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5.2 Template Content, Requirements Statements, and Format.

5.2.1 Template Content. Required sections for each directive type are listed below.



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5.2.1.1 The following list provides instructions for completing specific sections contained in Center-level directives. Applicable directive types are given in parenthesis following the description.

Note: To maintain format standardization, when required sections contain no data indicate “None.”

- a. APPENDIX Identify supporting information, (e.g., definitions, acronyms, records, flow diagrams, references) or guidance useful in implementing or complying with established requirements. (MPR, MWI)

- b. APPLICABILITY Use one of the “approved” applicability statements available at <https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx>. (Find “Templates” then select “Applicability Template.”) Additions or exclusions may be identified in secondary paragraphs. (MPD, MPR, MID, MWI, or MGM)

- c. APPLICABLE DOCUMENTS AND FORMS List documents and forms referred to in the body of the directive (including the unique document or form number and title if available). (MPD, MPR, MID, and MWI)

- d. ATTACHMENT Identify supporting information, (e.g., definitions, acronyms, records) or guidance useful in implementing or complying with established policy. (MPD)

- e. AUTHORITY List the Agency or Center directive(s), or other higher-level documents referred to in the policy or purpose section, that authorizes the respective directive or mandates the need for the directive, including the unique document number and document title (if available). Revision level designations may not be used unless a specific revision is referenced and approved for use (use of the latest, most current revision is implied). (MPD, MPR, MID, and MWI)

- f. CANCELLATION State the number, title, revision letter, and date of previous revisions. (MPD, MPR, MWI, and MGM)

- g. CHAPTERS Write responsibilities and associated procedural requirements. (Chapter 1 is reserved for Responsibilities.) (MPR)

- h. DEFINITIONS Provide the meaning of terms exactly as used in the directive without including subparagraphs, notes, or bullets. *Exception:* When using a direct quote and the source should be cited. (MPD, MPR, MWI, MID, and MGM)

- i. INSTRUCTIONS Write detailed steps (in a logical sequence) on “how to” perform a task for compliance with an established requirement. (MWI)

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j. MEASUREMENT/VERIFICATION List standards (e.g., evaluating planned goals, objectives, performance targets) or metrics used to measure the implementation of policy or procedural requirements stated within the directive. (MPD and MPR)

k. POLICY State Center goal, principle, strategy, or course of action with citation of all authority documents. (MPD)

l. PURPOSE State the reason or need for the directive with citation of all authority documents. (MPR, MID, MWI, and MGM)

m. RESPONSIBILITIES List, in hierarchical order by title, the individuals accountable for implementing associated policy or requirements (i.e., who is responsible for what). Responsibilities should correspond to levied policy and/or requirements. (MPD, MPR, and MID)

n. SIGNATURE BLOCK List the approving official's name and title. (MPD, MPR, MID, MWI, and MGM)

5.2.2 Requirements Statements. See NPR 1400.1 on the preparation of requirement statements. Additionally:

5.2.2.1 Avoid vague or subjective text (e.g., "timely manner," "as soon as possible," "as required," "if required," "if at all possible," "must," and "etc.>").

Note: Documents governed by the Federal Acquisitions Regulations (FAR) or clauses that are required to be used from other sources (e.g., NASA FAR Supplement) may be quoted verbatim with citation.

5.2.2.2 Ensure requirements are not placed in appendices, attachments, definitions, guidance, or notes.

Note: Subparagraphs, tables, flow diagrams and other pictorial process representations may contain requirements without each requirement being denoted by the word "shall" if the introductory paragraph, table header or diagram uses the word "shall" to indicate that "the following" are requirements.

5.2.3 Format. Instructions for preparing "Draft" directives: Templates are provided for each directive type and may not be altered.

5.2.3.1 Font Type, Size, and Page Set Up.

a. Use Times New Roman 12 font, except where otherwise noted or indicated in the template, and left-justify all text.

b. Set all page margins at 1-inch (top, bottom, left, and right).

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Note: Exceptions may be permitted by the CDM for pages that include flow diagrams, charts, or other graphics which do not fit within these margins.

5.2.3.2 Paragraph Numbering.

All paragraphs are to be numbered unless a section only has one paragraph. Instructions for paragraph numbering follows:

a. MPD outline format for paragraphs:

- 1. (level 1)
- a. (level 2)
- (1 (level 3)
- (a) (level 4) (paragraph numbering is not to exceed the 4th level)
- Attachment (A, B, C...)

b. MPR outline format for Preface paragraphs:

- P.1 (level 1)
- a. (level 2)
- (1) (level 3)
- (a) (level 4)
- (paragraph numbering is not to exceed the 4th level)

c. MPR, MID, and MWI outline format for paragraphs:

- 1. (level 1)
- 1.1, 1.2 (level 2)
- 1.1.1, 1.1.2 (level 3)
- 1.1.1.1, 1.1.1.2 (level 4) (paragraph numbering is not to exceed the 4th level)
- a. (lists within a paragraph)
- (1) (lists within lettered lists)
- (a) (lists within numbered lists)

d. CHAPTER outline format for paragraphs:

- CHAPTER (1, 2, 3...) (level 1)
- 1.1, 2.1 (level 2)
- 1.1.1, 2.1.1 (level 3)
- 1.1.1.1, 2.1.1.1 (level 4) (paragraph numbering is not to exceed the 4th level)
- a. (lists within a paragraph)
- (1) (lists within lettered lists)
- (a) (lists within numbered lists)

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e. APPENDIX outline format for paragraphs:

APPENDIX (A, B, C, D...)

- A. Definitions (Reserved and unnumbered)
- B. Acronyms (Reserved and unnumbered)
- C. Verification Matrix (Reserved)
- D. Records (Reserved)
 - D.1 (level 1)
 - D. 1.1 (level 2)
 - D.1.1.1 (level 3)
 - D.1.1.1.1 (level 4) (paragraph numbering is not to exceed the 4th level)
- a. (lists within a paragraph)
 - (1) (lists within lettered lists)
 - (a) (lists within numbered lists)

Note: MPD, MPR, MWI, or MID format deviation requests may be submitted to the CDM for evaluation. MGM and MCP outline format and paragraph numbering are at the discretion of the OPRD, but are to be coordinated with the CDM.

5.3 Review, Disposition, and Approval.

5.3.1 Directive Review. Instructions for Center-wide review. Actionee shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.3.1.1	Release for Center-wide review via the DRP system. See Appendix F for Time Periods.
Center Personnel	5.3.1.2	Participate when requested by DCB members, directed by the OPR, or as deemed appropriate by submitting comments to respective DCB Member. (See 4.2 for access to current DCB Membership Memo.)
DCB Member	5.3.1.3	<ul style="list-style-type: none"> a. Review Center-level “Draft” directive content for accuracy and compliance with NASA requirements prior to draft close date. b. Obtain and consolidate Directorate/Office’s comments. c. Enter Directorate/Office’s disposition (“Concurrence,” “Concurrence with Comments,” “Concurrence Pending Resolution”, or “Non-Concurrence”) and any comments into the DRP by draft close date. <p style="text-align: center;"><i>Note: If no comments are entered in the DRP by the due date, Concurrence is assumed. However, a “no response concurrence” does NOT count as “completed review” for metric purposes.</i></p>

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5.3.2 Resolution of Comments. Instructions for responding to comments. Actionee shall:

<u>Actionee</u>		<u>Action</u>
OPRD	5.3.2.1	<p>Log into the DRP system.</p> <p>a. <u>If all Directorates/Offices “Concur”</u>: Accept all track changes conducting a final review for accuracy and submit a “clean” Word file to the CDM via the DRP Proceed to 5.3.5.</p> <p>b. <u>If Directorates/Offices response is “Concurrence with Comments,” “Concurrence Pending Resolution,” or “Non-Concurrence”</u>:</p> <p>(1) Incorporate comment resolutions into the “released” Word file (e-mailed from the CDM) using Word “track changes” <i>and</i> highlight tools. (Save as the “resolved” Word file.)</p> <p>(2) Enter comment resolutions into the DRP within 30 calendar days.</p> <p>(a) Submit the “resolved” Word file (with redlines and highlights, yellow preferred) to the DRP system.</p> <p>(b) Once agreement/concurrence has been reached with all commenters, notify DCB member and CDM.</p> <p><i>Note: If a resolution to comments cannot be agreed upon, notify the CDM.</i></p>
DRP Team		<p>c. Initiate a discussion notification in the DRP system to request concurrence from each DCB Member by a specific date.</p> <p>d. Notify DCB Member the “resolved” copy is available for review.</p>
DCB Member		<p>e. Review “resolved” copy and comment resolutions.</p> <p>f. If additional comments concerning comment resolutions are necessary, contact the OPRD and the CDM for resolution.</p> <p>g. Enter a Final Concurrence in the DRP System. This step is not required but encouraged.</p>
OPRD		<p>h. If additional comment resolutions are warranted, submit an updated final “resolved” Word file to the DRP system for processing. If not</p>

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		needed, submit an email or a discussion notification requesting placement on the next DCB Agenda. i. If comments cannot be resolved, notify the CDM.
OPRD	5.3.2.2	If comment resolutions cause changes to or add new requirements, or result in numerous general changes and a second or third Center-wide review (DRAFT 2, 3...) is warranted, (as determined by the OPRD, the respective DCB Member, and/or CDM) contact the CDM to resume process at 5.3.1.
CDM	5.3.2.3	a. When comments cannot be resolved, facilitate resolution meeting between OPRD and commenter. b. When OPRD and commenter cannot achieve resolution, escalate to OPRD management and commenter management for comment resolution. c. Notify DCB chair of impasse prior to OPRD being added to the DCB agenda to request disposition.

5.3.3 Late Comments. Instructions for submitting late comments (after the directive’s Center-wide review close date). Actionee shall:

<u>Actionee</u>		<u>Action</u>
Commenter	5.3.3.1	Submit late comments to respective DCB member with: a. An explanation of why comments are late. b. Justification warranting consideration of late comments (i.e., why the comments cannot wait until the next revision). c. Indication whether late comments have the potential to affect one or more organization(s) or working group(s).
DCB Member	5.3.3.2	Determine if late comments warrant consideration: a. <u>Disagree</u> . Request commenter to hold comments for the next revision. b. <u>Agree</u> . Forward late comments to respective OPRD and CDM including explanation and justification for consideration.

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OPRD	5.3.3.3	<p>Review late comments determining if:</p> <p>a. Comment warrant inclusion in the current revision.</p> <p>(1) Incorporate late comments using Word’s track changes and highlighting tools.</p> <p>(2) Submit a “DRAFT 2” if necessary.</p> <p>b. Comments warrant being held for the next revision.</p> <p>c. Comments are deemed unwarranted.</p> <p>(1) Coordinate response with CDM.</p>
OPRD	5.3.3.4	Inform DCB Member and CDM of concurrence decision.
DCB Member	5.3.3.5	Inform commenter of OPRD concurrence decision.
CDM or designee	5.3.3.6	<p>If late comments are accepted by the OPRD:</p> <p>(a) Re-open the active project file in the DRP system.</p> <p>(b) Insert late comments in the appropriate project file.</p> <p>(c) Return workflow to OPRD for Comment Resolution.</p> <p>(d) If agreement cannot be gained, refer to 5.3.2.3.</p>
OPRD	5.3.3.7	Returns to step 5.3.2.2

5.3.4 DCB Meeting. Instructions for a DCB Meeting. Actionee shall:

<u>Actionee</u>		<u>Action</u>
OPRD	5.3.4.1	State general reason for establishing, revising, or cancelling a directive, and reports resolutions or non-resolutions of comments.
DCB Member	5.3.4.2	Confirm Directorate’s/Office’s concurrence with comment resolutions upon request by DCB Chair.
DCB Chair	5.3.4.3	<p>Disposition “Draft” directives by one of the following:</p> <p>a. Recommend for final concurrence/approval cycle.</p>

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		<p>b. Assign action(s) or further coordination.</p> <p>c. Grant conditional approval and identifies required action(s).</p> <p>d. Nonconcur.</p> <p><i>Note: Unanimous or even majority concurrence/nonconcurrency is not mandatory for disposition by the DCB Chair.</i></p>
OPRD	5.3.4.4	Upon recommendation by DCB Chair for the final concurrence/approval cycle, proceed to 5.3.5.1.

5.3.5 Final Concurrence/Approval Cycle in the DRP. Instructions for the final cycle “Clean Copy.” Actionee shall:

<u>Actionee</u>		<u>Action</u>
OPRD	5.3.5.1	<p>a. To prepare “clean copy,” accept track changes, remove all highlighting, and delete “DRAFT” from the cover. (A final proofread should be done for accuracy and consistency.)</p> <p>b. Submit the “clean” Word file to the CDM via the DRP system.</p> <p><i>Note: Any changes to the directive after the DCB Chair has recommended Approval will require that the changes be highlighted in the “Clean” copy. This copy will be sent to DCB members for a 3-5 day review and response period.</i></p>
CDM	5.3.5.2	<p>a. Evaluate the “clean” Word file for compliance with 5.3.5.1.</p> <p>b. Request directive to be proofed by executive support staff prior to routing for final concurrence.</p>
OPR Director/ Manager or Deputy (or Designee)	5.3.5.3	Enter a decision of “Approve,” “Decline,” or “Reject” into the DRP system.
CDM	5.3.5.4	<p>a. If decision is “Approve,” proceeds to 5.3.5.7.</p> <p>b. If decision is “Decline”:</p>

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		<p>(1) Incorporate minor change(s) coordinating with OPRD.</p> <p>(2) Request OPRD to incorporate major changes via CDM.</p> <p>c. If decision is “Reject,” notify the OPRD and coordinate resolution.</p>
Office of the Chief Counsel	5.3.5.5	When requested by DCB Chair, OPR Director/Manager or Deputy, or CDM, respond by responding: “Concurrence,” “Concurrence with Comments,” or “Nonconcurrence.”
CDM		<p>a. If response is “Concurrence,” proceed to 5.3.5.6.</p> <p>b. If response is “Concurrence with comments”:</p> <p>(1) Incorporate minor change(s) coordinating with OPRD.</p> <p>(2) Request OPRD to incorporate major changes via CDM.</p> <p>c. If response is “Nonconcurrence,” CDM notify the OPRD and coordinate resolution.</p>
CDM	5.3.5.6	Upon OPR Director/Manager or Deputy concurrence and the Office of the Chief Counsel concurrence (if required), requests final disposition from the DCB Chair.
DCB Chair	5.3.5.7	Disposition by either: “Accept” or “Reject.”
CDM	5.3.5.8	<p>a. If disposition is “Accept,” add “Effective” and “Expiration” dates. Proceed to 5.3.6.1.</p> <p>b. If disposition is “Accept with comments”:</p> <p>(1) Incorporate minor change(s) coordinating with OPRD. Return to 5.3.5.1.</p> <p>(2) Request OPRD to incorporate major changes via CDM. Return to 5.3.5.1.</p> <p>c. If disposition is “Reject,” CDM notify the OPRD and coordinate resolution. Return to 5.3.5.1.</p>

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5.3.6 Final Signature Cycle. Instructions for hard copy signature. Actionee shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.3.6.1	Print hardcopy for signature.
Center Director	5.3.6.2	a. Approve by signing hard copy. b. Disapprove by returning hardcopy unsigned.
CDM	5.3.6.3	a. Upon Center Director signature, notify OPRD and DCB Members. Proceed to 5.3.7.1. b. Upon Center Director disapproval, notify OPR Director/Manager or Deputy, DCB Members, and OPRD.

5.3.7 Approved/Cancelled Directives, Deviations, and Waivers. Instructions when “Drafts” are approved or cancelled. Actionee shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.3.7.1	a. Post approved electronic files on the Directives Master List, filing signed hardcopies. b. Transfer cancelled electronic files from “Active Directives” to “Cancellation List,” filing signed hardcopies.
CDM	5.3.7.2	Announce Center-level directive approvals/cancellations, deviations, and waivers to Center, DCB Members and OPRDs in the form of monthly announcements.

5.4 Annual Directives Review.

Instructions for conducting the Center-level annual directives review. Actionee shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.4.1	Issue an “Annual Directives Review” call via CAITS.
Direct Reports and OPRs	5.4.2	Respond to the “Annual Directives Review” call by: a. Confirming OPRD assignments by the requested due date.

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		<p>b. Ensuring OPRDs review assigned directives.</p> <p>c. Ensuring OPRDs complete associated Checklist(s) by the due date.</p>
OPRs or OPRDs	5.4.3	<p>Complete the annual directives review checklist by:</p> <p>a. Conducting a thorough review of each assigned directive to ensure content reflects current responsibilities, processes and procedures.</p> <p><i>Note: OPRDs revising directives during fourth quarter of the year may complete the upcoming annual review checklist as part of the revision process. Checklist completed during this revision period may be exempt from the upcoming annual directives review call.</i></p>
CDM	5.4.4	Collect and document results of the “Annual Directives Review” call.
CDM	5.4.5	Periodically present results of annual review progress and statistics to the DCB Chair, DCB Members, and/or OPR’s.

5.5 Agency-level “Draft” Directive Review.

Instructions for reviewing draft Agency-level directives. Actionees shall:

<u>Actionee</u>		<u>Action</u>
CDM	5.5.1	<p>a. Issue a call to all Direct Reports for recommended concurrence(s) and any comment(s).</p> <p>b. Request identification from applicable Directorate/Office of a subject expert to evaluate all Center comments and “Explanation of Potential Impact” statement.</p>
Direct Report or designee	5.5.2	<p>a. Respond to the call for recommended concurrence(s) and comment(s) by due date.</p> <p>b. Identify subject expert to evaluate all Center comments and “Explanation of Potential Impact” statement.</p>
CDM	5.5.3	<p>a. Collect and forward all Center comments to subject expert for evaluation.</p> <p>b. If no comments are submitted, notify DCB Chair of recommended concurrence. Proceed to 5.5.7.</p>

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Designated Subject Expert	5.5.4	Evaluate all Center comments for validity by requested due date and recommend disposition.
CDM	5.5.5	a. Consolidate comments evaluated by the subject expert. b. Notify DCB Chair of recommended disposition and comments.
DCB Chair	5.5.6	Render final disposition. (The DCB Chair may revise subject expert's recommended disposition and comments.)
CDM	5.5.7	a. Enter DCB Chair's disposition and any comments(s) into NODIS by the established due date. b. Notifies all commenters of comment dispositions.
CDM	5.5.8	Announce Agency directive approvals/cancellations, deviations, and waivers to Center, DCB Members and OPRDs in the form of monthly announcements.

5.6 Agency-level Waiver Request.

Instructions for requesting an Agency-level Waiver. Actionee shall:

<u>Actionee</u>		<u>Action</u>
Direct Report or designee	5.6.1	Submit written request for Agency-level Waiver to the CDM for coordination. See NPR 1400.1 for required content.
CDM	5.6.2	Review request and forwards to DCB Chair for review.
DCB Chair	5.6.3	Approve or deny the request.
CDM	5.6.4	Submits approved Waiver request to the Agency authority for consideration. (May request Direct Report or designee to submit.)
CDM	5.6.5	Notify DCB Chair and Direct Report or designee of Agency disposition.

Note: For waivers to Agency-level requirements in a sensitive but unclassified directive, contact the CDM.

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6. CANCELLATION

MWI 1410.1G-1, "Processing Marshall Directives," dated March 23, 2016.

Original signed by

Todd A. May
Director

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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.

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

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).

Directives Review Process (DRP) System. Is the tool/system that is used to manage the process workflows associated with the MSFC Directives Review Process (DRP). The system may be typically referred to as Accolade, Accolade DRP, or DRP. <https://accolade.ndc.nasa.gov>

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.

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Marshall Center-wide Plan (MCP). Documents Center-level plans that are required by an MSFC, NASA or other Federal or State Government document.

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.

Marshall Integrated Document 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.

Organizational Issuance (OI). Organizational Issuance - Directorate/Office procedures and instructions for internal use but does not include program/project specific documentation.

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 responsible for ensuring their directive is current and accurate. Serves as the subject matter expert for a specific directive.

Template. An outline detailing content and format requirements of a particular directive (i.e., MPD, MPR, MID, MWI, or 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

CAITS	Center Actions Internal Tracking System
CDM	Center Directives Manager
DCB	Directives Control Board
DRP	Directives Review Process
FAR	Federal Acquisition Regulation
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
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OI	Organizational Issuance
OPR	Office of Primary Responsibility
OPRD	Office of Primary Responsibility Designee
OWI	Organizational Work Instruction

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APPENDIX C. Verification Matrix (Reserved)

None.

APPENDIX D. Records (Reserved)

See MPR 1410.2.

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APPENDIX E.

Directives Review Process (DRP) Access and Use

E.1 Access to the MSFC DRP system is available from the following:

E.1.1 For Users With Established Accounts:

E.1.1.1 If you already have a user account in the DRP system, you may simply use the following link to access your current DRP assignments/directives.

<https://accolade.ndc.nasa.gov>

E.1.1.2 Due to continually changing features and functionality within commercial web browsers, some web browsers may not work as well as others. Accolade supports Chrome and Firefox on both Mac and Windows. Safari on the Mac typically works well, but is not a fully supported browser. Internet Explorer has a limited set of supported functionality and is not recommended.

E.1.2 For Users Without Established Accounts (or to access DRP from Explornet or Inside Marshall)

E.1.2.1 Go to “Inside Marshall” at. <https://explornet.msfc.nasa.gov/welcome>

E.1.2.2 Look under “Knowledge Sharing and Learning Tools (bottom of page).”

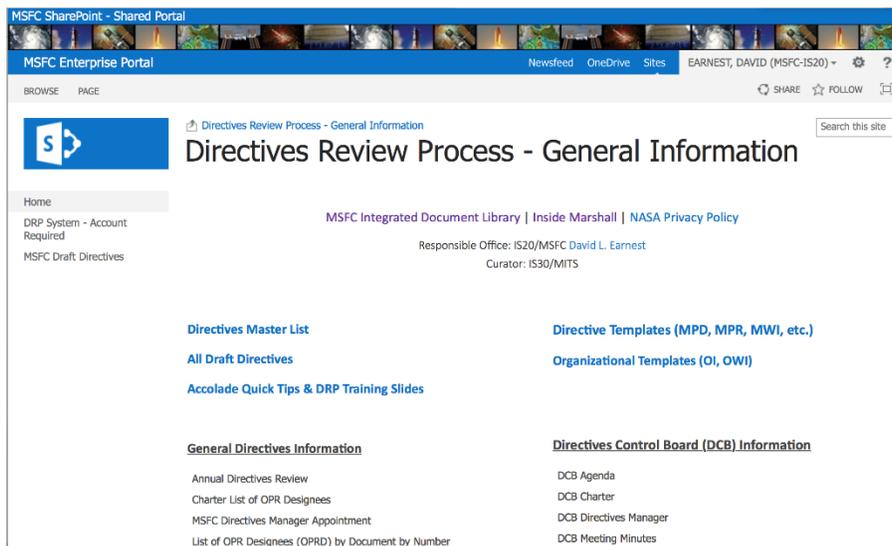
E.1.2.3 Click on “Marshall Integrated Document Library (MIDL)” link at <http://midl.msfc.nasa.gov/>

E.1.2.4 Look under “MSFC” header.

E.1.2.5 Click on “Directives Review Process (DRP)” which takes you to the General Information Page on SharePoint (page shown below)

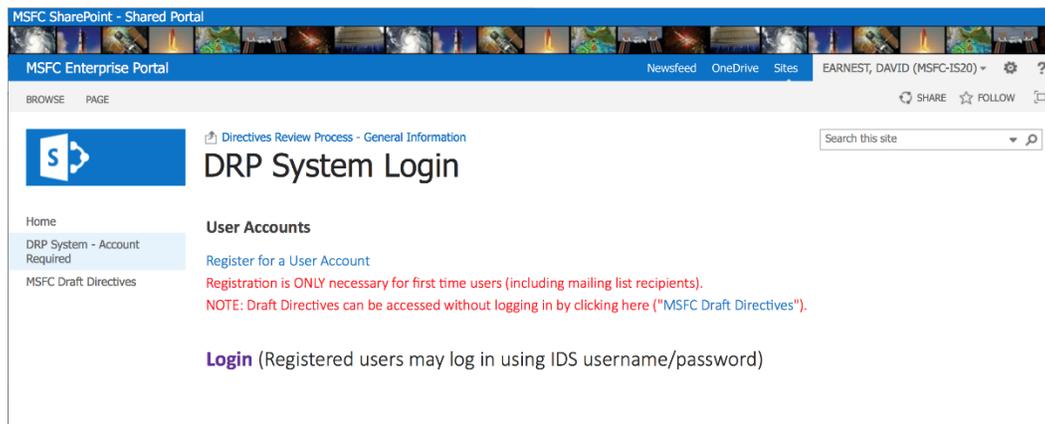
<https://sharepoint.msfc.nasa.gov/sites/shared/drp/SitePages/Home.aspx>

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E.1.2.6 Click on the **DRP System – Account Required** link in the left column.

E.1.2.7 Click on the Login link



E.1.2.8 If you do not have an existing account, click on the Register for a User Account link and send an email request to the DRP support team to request an account be setup for you.

Note: DRP System (Accolade) accounts may be limited. Contact the CDM for additional details.

E.1.3 “MSFC Directives Review Process.”

E.1.3.1 “Directives Review Process – General Info” page has information for all users. (No system login is required.)

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E.1.3.2 “Directives Review Process – Main Menu” page requires a system login account.
(Contact Directives Manager)

E.2 Use of the “MSFC Directives Review Process” is available for “Document Review, Concurrence, Disposition, and/or Approval” of “Draft” directives, waivers, and cancellations requests by:

E.2.1 OPRDs.

E.2.2 DCB Members.

E.2.3 OPR Directors/Managers or Deputy.

E.2.4 Other MSFC employees supporting the DRP process (access will be granted by special permission from the DCB Chair and/or Directives Manager).

E.2.5 Organizations requesting access for individuals other than OPRDs, DCB Members, or OPRs may have to fund licenses for those individuals.

E.2.6 The following information is entered when submitting any “Draft” directive, waiver or cancellation to the DRP system:

E.2.6.1 Directive Type (drop down menu available).

E.2.6.2 Directive Serial Number (e.g., “1410.2”).

E.2.6.3 “Baseline” or New Revision Letter (e.g., “C”).

E.2.6.4 “Draft” Number (“1,” “2,” “3”...).

E.2.6.5 Directive Title (e.g., “Marshall Directives System”).

E.2.6.6 OPRD Name, Organization, and Telephone Number.

E.2.6.7 Authority and Applicable Documents.

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APPENDIX F.

Time Periods for Center-wide Review
(MPR 1410.2)

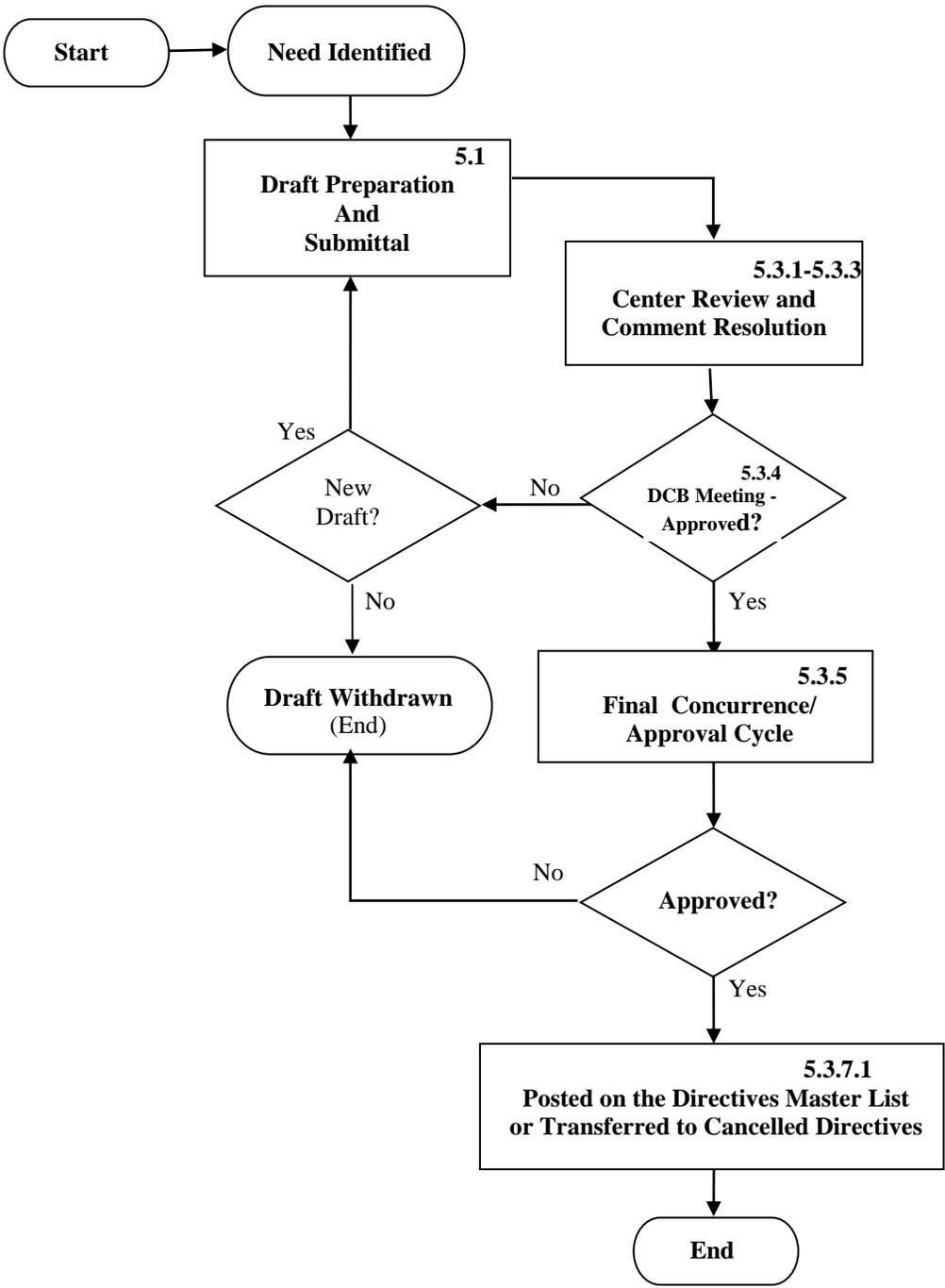
“Baseline”	10 working days
“Interim”	10 working days
“Draft” 1	10 working days
“Draft” 2, 3...	5 – 7 working days
“Change” Request	5 – 7 working days
“Cancellation” Request	5 – 7 working days
“Waiver” Request	5 – 7 working days
“Deviation” Request	5 – 7 working days
“Revalidation” Request	5 – 7 working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

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

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

APPENDIX G.

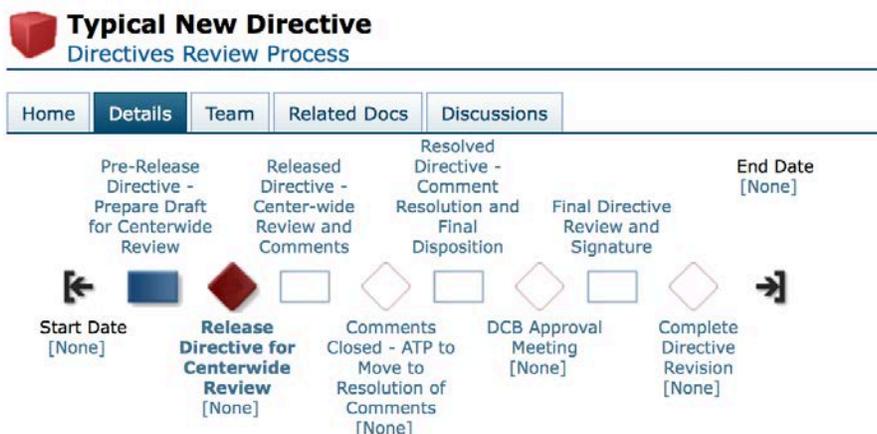
**Directives “Life Cycle”
(Notional)**



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APPENDIX G.

Sample DRP Workflow Submit New Directive or Revise Existing Directive



G.1 The DRP workflow is managed in the DRP system that is available at:

<https://accolade.ndc.nasa.gov>

G.2 OPR's and OPRD's needing to submit a new directive or revise an existing directive should notify the CDM to initiate the workflow in the DRP.

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APPENDIX H.

Determining 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
Center-level guidance for implementing specific processes in order to comply with higher-level requirements.	Center-wide	MGM
Center-specific planning documents that present goals, objectives, and operational details to guide users in achieving NASA’s mission.	Center-wide	MCP
Other Document Types Managed by the MSFC Directives Manager, But Not Through The DRP system		
Directorate/Office procedures and instructions for internal use but does not include program/project specific documentation. (Refer to MPR 1410.1)	Directorate/Office	OI
Charters for councils and boards appointed by the Center Director in accordance with MPD 1150.1.	Directorate/Office	MC

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Note 1: OIs are maintained by Directorates/Offices. A link to “Organizational Issuances” is on the MIDL.

Note 2: Program/Project plan-level documents are not included in Marshall Center Plans and are maintained at the organizational or program/project level.

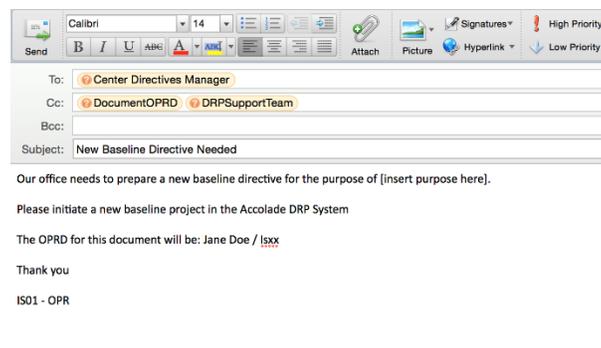
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APPENDIX I SUBMITTING NEW BASELINES AND REVISIONS

I.1 Preparation of New Baseline Directive

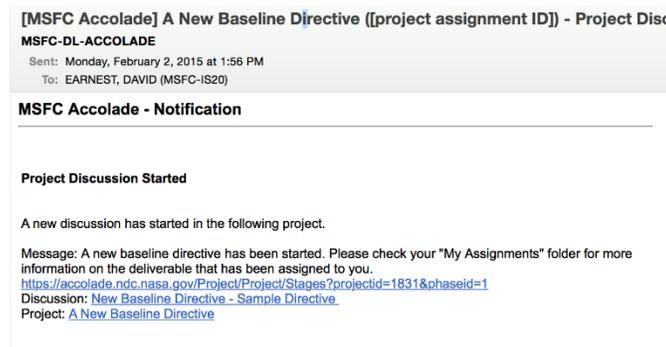
I.1.1 If an organization needs to create a new baseline directive, the organization OPR (or Designee) should send an email to the CDM stating that a new directive needs to be created and identify the OPRD that will manage the overall document.

I.1.2 Sample format for the email is shown below:



I.1.3 Upon receipt, the CDM will establish the OPRD user account if needed, initiate the new baseline directive project in the DRP, make the initial workflow assignments to complete the Pre-Release Directive, and notify the directive team members that a new baseline directive has been initiated (using the Discussion function in the DRP system).

I.1.4 The OPRD will receive an email similar to the one shown below notifying them that they may begin preparation of the baseline directives document.



I.1.5 The OPRD logs into the system, obtains the correct template if needed, completes it, and uploads the Pre-Release Draft Directive.

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I.1.6 The DRP Support Team will review the draft and complete the preliminary checklist for the Pre-Release Draft Directive.

I.1.7 The CDM will review the draft with the DCB Chair and provide authority to proceed.

I.1.8 The OPRD will finalize the Pre-Release Draft Directive and upload it into the system.

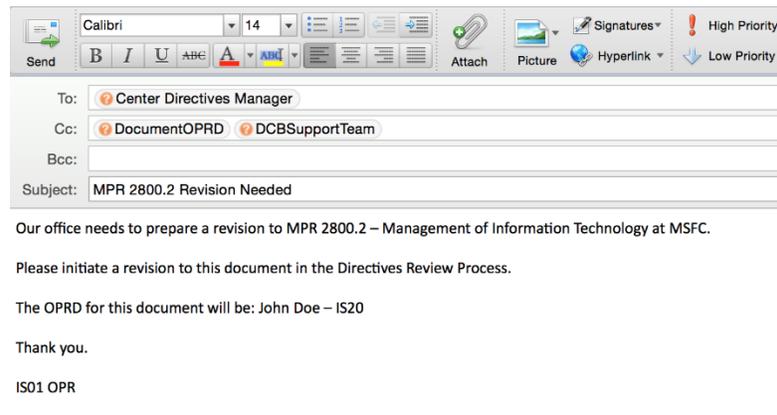
I.1.9 The Directives Support Team will review the submitted draft directive and designate it as ready for Center-wide Review.

I.1.10 The CDM will officially release the Pre-Release Directive for Center-wide Review.

I.2 Preparation of Revised Directive

I.2.1 If an organization needs to revise an existing directive, have the organization OPR or OPRD send an email to the CDM stating that a directive revision needs to be performed and identify the OPRD that will manage the overall document (if the OPRD is changing)

I.2.2 Sample format for the email is shown below



I.2.3 Upon receipt, the CDM will initiate the new revision directive project in the DRP, provide the official Word copy of the directive, make the initial workflow assignments to complete the Pre-Release Directive, and notify the directive team members that a revision directive has been initiated (using the Discussion function in the DRP system).

I.2.4 The OPRD will receive an email similar to the one shown below notifying them that they may begin preparation of the revision directive document.

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MSFC Accolade - Notification

Deliverable ready for your Review

The following Deliverable is ready for your Review.

Deliverable: Pre-Release Directive

(<https://accolade.ndc.nasa.gov:443/?P=DD&PID=1830&DID=7043>)

Stage: Pre-Release Directive - Prepare Draft for Centerwide Review

Project: MPR 8500.2F

(<https://accolade.ndc.nasa.gov:443/?P=PH&PID=1830>) (*Link to Download Official Copy*)

Review: OPRD Updates Word Copy and Uploads Pre-Release Directive Draft

(<https://accolade.ndc.nasa.gov:443/Project/Deliverable/Details?projectid=1830&deliverableid=7043>)

(*Link to Upload Redlined Copy*)

I.2.5 The OPRD will log into the system, obtain the Official Word version of the directive, revise it, and upload the Pre-Release Draft Directive.

I.2.6 The DRP Support Team will review the draft and complete the preliminary checklist for the Pre-Release Draft Directive.

I.2.7 The CDM will officially release the Pre-Release Directive for Center-wide Review.