

MPG 1410.2

REVISION F

EFFECTIVE DATE: May 2, 2001

EXPIRATION DATE: May 2, 2006

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# **MARSHALL PROCEDURES AND GUIDELINES**

**AD01**

## **MARSHALL MANAGEMENT DIRECTIVES SYSTEM**

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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	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 MPG, 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 MWI's to Directorate level or higher. Paragraph 2.4.4: added "and obtaining any appropriate hyperlinks from the OPR. The DM will verify the correctness of the final document. This completes authentication of the directive." Added paragraphs 2.4.9 and 2.4.10 to DM 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 DM 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 DM 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 DM 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 MWI's" from paragraph 3.3.1.1.a.; added "...of MPG's and MWI's is..." in paragraph 3.3.1.1.b; added "Note: All current MWI's will be changed to reflect the numbering format when revised"; changed "(June 1999)" to "latest

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			version" in paragraph 3.10.1.1.
Revision	E	4/24/00	Paragraph P.4, changed "MPG 1441.1" to "MPG 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 "MPG 1441.1" to "MPG 1440.2"; Paragraph 3.3.1.1.b, added the following after "Note": "Chapters within MPG's and MWI's 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 MPG's and MWI's will be changed to reflect the numbering format for chapters when revised."; Paragraph 3.3.2.4, number 9 - Records: changed "MPG 1441.1" to "MPG 1440.2"; number 11 - Cancellation: changed "title" to "date"; Paragraph 3.3.2.5, P.6: changed "title" to "date"; number 4 - Records, changed "MPG 1441.1" to "MPG 1440.2"; Paragraph 3.3.2.6, number 9 - Records: changed "MPG 1441.1" to "MPG 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 DM 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.

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## PREFACE

### **P.1 PURPOSE**

This Directive establishes the Marshall Management Directives System (MMDS) method of control for the formulation, review, approval, issuance, revision, and cancellation of management directives. The MMDS will consist of Marshall Policy Directives (MPDs), Marshall Procedures and Guidelines (MPGs), and Marshall Work Instructions (MWIs).

### **P.2 APPLICABILITY**

This MPG applies to all Marshall Space Flight Center (MSFC) employees and MSFC contractors working within the MSFC MMDS.

### **P.3 AUTHORITY**

NPD 1400.1, "NASA Directives System"

### **P.4 APPLICABLE DOCUMENTS**

- a. NPG 1441.1, "NASA Records Retention Schedules"
- b. MPD 1150.1, Charter MC-07, "MSFC Management Directives Control Board (DCB)"
- c. MPG 1440.2, "MSFC Records Management Program"
- d. MPG 1280.4, "MSFC Corrective Action System"
- e. MWI 1410.1, "Processing Marshall Management Directives"
- f. MWI 1280.4, "MSFC Quality System Deficiency Notice System"

### **P.5 REFERENCES**

- a. NPG 1400.1, "NASA Directives System"
- b. MPD 1200.3, "Power and Authority Directive for Marshall Space Flight Center (MSFC) Operations"

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**P.6 CANCELLATION**

MPG 1410.2E dated April 24, 2000

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director

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## DOCUMENT CONTENT

### 1. DEFINITIONS

1.1 Basic Organization. For the purpose of uniform application and understanding, use of this term in any management directive falling within the purview of this directive means those organizational blocks on the official MSFC Organization Chart approved by the NASA Administrator and signed by the Center Director.

1.2 Deviation. A specific written authorization, granted to deviate for a specified application or period of time from a directive requirement(s), requested by an organizational element. A deviation request is processed before any applicable requirements are violated.

1.3 Directive. A written communication that documents policy, authorities, responsibilities, organizational structure, operating concepts, and provides procedures and instructions required to implement NASA or MSFC policy.

1.4 Directives Control Board (DCB). A functional body responsible for directing the implementation of baselines and the review and disposition of all revisions and cancellations for all directives.

1.5 Directives Control Board Members. The point of contact in each organization for matters dealing with and pertaining to Marshall directives. They represent their organization with directives activities and issues, including assurance that directives are prepared and coordinated in accordance with prescribed procedures.

1.6 Directives Manager (DM). The individual appointed by the Center Director as the focal point for matters dealing with and pertaining to MSFC directives.

1.7 Directives Master List. The Directives Master List is an electronically based, controlled list of approved Marshall directives, accessible through Inside Marshall.

1.8 Directives System Administrator (DSA). Personnel responsible for maintaining all documents electronically in the MMDS including drafts and background information.

1.9 Marshall Policy Directive (MPD). A directive issued to state policy, formal delegations of authority, identify

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responsibilities, and principal policy relationships. Exceptional (in format and content) MPDs: Marshall formal delegations of authority are specified in MPG 1200.3; Marshall's Quality Management policy is specified in the Marshall Management Manual, or MMM, (MPD 1280.1). These directives shall be approved/signed by the Center Director or designee.

1.10 Marshall Procedures and Guidelines (MPG). A Center-level inter-organizational directive that documents procedural requirements for how Center-level activities are conducted to implement NASA and/or MSFC policy. The MPG directives shall be approved/signed by the Center Director or designee. MPGs are procedures containing mandatory requirements; guidelines are used for reference only and must be clearly noted to prevent confusion with requirements.

1.11 Marshall Work Instruction (MWI). A directive that provides detailed instructions on performing specific duties that apply to all or numerous MSFC organizations. The MWI directives shall be approved/signed by the Center Director or designee.

1.12 NASA Online Directives Information System (NODIS). The NODIS system is an Internet application used for creating NASA directives and for automating the coordination/concurrence process. Approved NASA directives are maintained in the NODIS Directives Library, enabling users to conduct full-text search and retrieval of NASA directives.

1.13 Office of Primary Responsibility (OPR). The OPR is the organization with primary responsibility for a directive and its content or the organization that is responsible for the process represented by the directive.

1.14 OPR Designee. Individual(s) appointed by the office of primary responsibility who is responsible for a specific directive(s) within his or her area. Note: There may be a different designated individual for each directive.

1.15 Organizational Issuances (OI). These issuances provide procedures, instructions, etc., for internal use within an organization. They may apply to two or more organizations if issued jointly by heads of the organizations involved. OI's are not maintained in the MMDS.

1.16 Waiver. A written authorization to deviate from a specific directive requirement(s), requested by an organizational element. A waiver is processed after applicable requirements have been

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violated and is typically triggered by some type of nonconformance or deficiency report.

## 2. RESPONSIBILITIES

2.1 The Center Director, or designated personnel, will ensure that documentation/data has been reviewed for adequacy and will act as the approving authority for the baseline release and any subsequent revisions, deviations and waivers to, and cancellations of Marshall Management Directives required prior to issue for use to perform work.

2.2 The Associate Director is responsible for reviewing and concurring on documentation/data before approval by the Center Director or designated personnel.

2.3 DCB Chair. The DCB Chair, or designated personnel, will:

2.3.1 Establish the Directives Control Board.

2.3.2 Ensure that documentation/data is reviewed for adequacy prior to issue for use to perform work.

2.3.3. Ensure that review and approval of revisions and cancellations of directives are performed prior to issue for use to perform work by the same functions/organizations that performed the original review and approval, unless specifically designated otherwise; retain objective evidence.

2.4 MSFC Directives Manager is responsible for:

2.4.1 Serving as DCB ex officio member, scheduling meetings, preparing and maintaining agenda and minutes, and assisting the DCB chair at DCB meetings; preparing the DCB Charter and membership, and changes thereto, for the DCB Chair's signature and making distribution; and tracking action items to closure for the DCB.

2.4.2 Maintaining the MSFC Management Directives Master List, providing ready access to preclude the use of invalid and/or obsolete documents, and promptly removing invalid and/or obsolete documents from access and the Directives Master List.

2.4.3 Reviewing new or revised directives for potential overlap or duplication of other existing management directives and providing other guidance prior to approval by the DCB Chair; assigning unique document number and, for revisions, assigning revision level.

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2.4.4 Subsequent to DCB disposition, processing directives by submitting the final document for signature; following approval, adding effective and expiration dates of directive; and obtaining any appropriate hyperlinks from the OPR. The DM will verify the correctness of the final document. This completes authentication of the directive.

2.4.5 Initiating action to implement new or revised directives or actions received by the Center; reviewing new Headquarters/NASA policy and procedural changes for applicability to MSFC and determining MSFC action needed.

2.4.6 Issuing an annual call by November 1 to all OPRs to review their directives and report to the DM the status (currency or revision required; continued need or cancellation).

2.4.7 Controlling and maintaining approved deviations/waivers.

2.4.8 Maintaining reference files of all approved/canceled NASA and MSFC directives.

2.4.9 Maintaining control log book for DCB charter numbers, DCB minutes, membership listings, etc.

2.4.10 Determining if links within directives are needed.

2.5 The Chief Counsel is responsible for the legal propriety of MSFC directives prior to signature by the approving MSFC official.

2.6 The Manager, Human Resources Department, is responsible for the coordination of MSFC directives with local offices of Federal labor organizations.

2.7 Directors/Managers of Basic Organizations are responsible for:

2.7.1 Designating a Directives Control Board Member and Alternate within their organization to review all management directive documentation/data for adequacy prior to issue for use to perform work, and to provide assistance and coordination of the directives-related activities of the organization. The name, office symbol, and telephone number of the designee will be reported to the DM with changes reported as they occur.

2.7.2 Appointing an OPR designee for each directive within their organization and reporting changes to the DM as they occur. The

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OPR designee will work with the Directives Control Board Member in the coordination of creating/revising directives. More than one person may be assigned to assist with document activity.

2.7.3 Initiating and maintaining current the MSFC Management Directives within their respective areas. Ensuring the conduct of an annual review of the directives for which their organization is responsible, with the results submitted to the DM by December 1, for maintenance as a record.

2.7.4 Ensuring that directives are coordinated in the formative stages with the DM in order to avoid extensive revisions which would have been prevented by appropriate coordination early in the preparation process.

2.7.5 Ensuring that such directives are necessary, properly prepared and coordinated, of a high editorial quality with appropriate emphasis on brevity and clarity, accuracy, and in accordance with Center policy and practice.

2.7.6 Consulting with the DM on Agency management communications which may impinge upon the Management Directives System.

2.8 OPR Designee. The OPR Designee will:

2.8.1 Identify, prepare, and review document(s), changes or revisions thereto, and cancellations for assigned documents. The nature of the change will be identified in the document (i.e., use the Word revision tool, state in the Document History Log).

2.8.2 Ensure the use of gender-neutral and plain language.

2.8.3 Ensure that all directives provide the following information:

2.8.3.1 Unique document number

2.8.3.2 Revision level

2.8.3.3 Document title/subject

2.8.3.4 OPR organizational code

2.8.3.5 Approving authority (For electronic and nonelectronic documents, signature is required for hard copy.)

2.8.3.6 Identification of quality records within the document as specified in MPG 1440.2.

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2.8.4 Provide applicable document information which will include the unique document number; revision level of the correct version, or a pointer to the location where the revision level of the correct version or the correct version itself may be found; and the document title. This information should not be included in the document itself, but should be provided for the master list information on applicable documents. 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.

2.8.5 Resolve or present to DCB proposed resolution of all comments submitted by DCB members.

2.8.6 Ensure pertinent background information is provided for review and approval.

2.8.7 Ninety days before the expiration date of a directive, take action to revalidate, revise, or cancel the directive.

2.9 Directives Control Board (DCB). For all Marshall directives, the DCB will review draft documentation for adequacy and submit disposition to the OPR or, in formal DCB meetings, to the DCB Chair or designated personnel.

2.10 Directives System Administrator (DSA). The DSA will:

2.10.1 For all directives, maintain documents readily accessible for review and use. The Directives Master List will provide the following five items: (1) Unique document number consisting of subject-classification number, document type, and revision level, (2) Document title/subject, (3) Effective Date, (4) OPR organizational code or proper identification, and (5) Electronically accessible document. Applicable document requirements on the Directives Master List will include the following three items: (1) Unique document number; (2) Revision level of the correct version, or a pointer to the location where the revision level of the correct version itself may be found; and (3) Document title.

2.10.2 Provide pertinent background information for review and approval of documents.

2.10.3 Maintain draft documents accessible for review; draft documents will not be included on the same Directives Master List as approved documents.

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2.11 MSFC Documentation Repository. The MSFC Documentation Repository will:

2.11.1 Maintain repository for officially controlled Marshall Management Directives.

2.11.2 Maintain documents readily accessible for users.

2.11.3 Provide hard copies upon request.

2.11.4 When time criticality of information in an electronic-based document warrants, ensure backup of the correct version(s) will be readily available in contingency situations.

2.12 Any Person. Any person may report an MSFC MMDS documentation deficiency in accordance with MPG 1280.4 and MWI 1280.4. Clearly identify the need for the request and specifically identify any revisions requested.

2.13 Users. Users will, to assure against unintended use of any previous/obsolete version of any document within the Directives Master List system, comply with one of the following:

2.13.1 Destroy the document, or

2.13.2 Mark if retained, e.g., "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc. (e.g., on the face of the document, file cabinet or drawer, a bookcase or shelf), or

2.13.3 Otherwise suitably identify (e.g., via explanation).

Verify correct version of a document is used in the work being performed by checking revision status on the Directives Master List unless superseded by contractual arrangement or customer agreement or other authority.

Users will have documented authority to use previous/obsolete documents to perform work.

### 3. PROCEDURE

#### 3.1 Establishment of the Directives Control Board (DCB).

The Center Director shall establish the DCB in accordance with MPD 1150.1, Charter MC-07. The DCB will review and disposition all directives prior to approval and will process this

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information in accordance with MWI 1410.1. The DSA ensures pertinent background information is accessible for the review.

3.1.1 Membership. The DCB Chair establishes and maintains DCB membership in coordination with the directors/managers of each MSFC organization and per the MSFC DCB Charter. The Director/Manager of each basic organization will designate a member and an alternate as DCB members to the DM with changes reported as they occur. Membership will include the following representatives:

3.1.1.1 Chair. The Associate Director serves as the DCB Chair, or designates alternate to serve during periods of absence. The DCB Chair has the authority to disposition a document without review and disposition by the DCB membership.

3.1.1.2 DCB Members/Alternates. Assigned members/alternates from each MSFC basic organization are responsible for obtaining the consolidated position of their organizations on all applicable DCB activities, and are empowered to act for the organizational director/manager who is ultimately totally responsible for the areas covered by the members. The Manager, Human Resources Department, or designated personnel will determine if coordination with local offices of Federal labor organizations is required and provide input to their DCB member.

### 3.1.2 DCB Support

3.1.2.1 DM. The DM will support the DCB. The DM will assist the DCB Chair by:

- a. Supporting the DCB Chair and directors/managers of basic organizations in determining DCB membership.
- b. Preparing and maintaining the DCB Charter approved by the Center Director and membership memorandum as approved by the DCB Chair.
- c. Preparing and distributing in a timely manner the agenda and minutes for formal DCB meetings. Agendas will establish the DCB meeting date, time, and location; identify material to be presented and who will present; and include any due or past due items or actions. Minutes of meetings will provide the meeting date and location, a list of attendees, a list of agenda items and their disposition, and action items assigned with due dates or actions dispositioned at the meeting.
- d. Tracking action items to closure for the DCB.

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3.1.2.2 Directives System Administrator (DSA). The DSA for directives will be assigned to support the DCB to facilitate the electronic documentation process. The DSA maintains the electronic documentation of the disposition of documents by the DCB.

3.2 Office of primary responsibility establishes need for new or revised directive or cancellation of a directive. The OPR designee serves as a point-of-contact, consults with the DM before taking any action, and is responsible for overseeing the directive from development through review to final approval, any revisions and, if applicable, cancellation of the directive. 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 DM will consult the DCB membership for agreement to proceed with a new directive.

### 3.3 Document Preparation

The OPR will use the electronic templates created to prepare MPD's, MPG's, and MWI's. The templates are accessible from the Marshall Integrated Document Library. All text will be left-justified, courier new 12 point except where otherwise noted or indicated in the template. Page margins will be 1-inch top and bottom, left and right. The following statement will appear at the bottom of every page of the directive as shown in the template:

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For revisions, the OPR designee will prepare the draft document using the Word version of the currently approved document obtained from the DM. Revisions to draft documents will be identified in the draft document (i.e., use the Revision tool in Word) or explained in OPR Resolution of Comments.

#### 3.3.1 Numbering

##### 3.3.1.1 Paragraph Numbering

a. The standard outline format for paragraphs in MPD's is as follows:

1. Purpose
  - a.

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- (1)
- (a)
- i.
- ii. (will not exceed the Roman numeral level)
- b. The standard outline format for the text of MPGs and MWIs is as follows:

- 1.
- 1.1
- 1.2
- 1.2.1
- 1.2.2
- 1.2.2.1
- 1.2.2.2 (will not exceed the 4-digit number level)
- a.
- b.

**Note:** All current MWIs will be changed to reflect the numbering format when revised.

Chapters within MPGs 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 MPGs and MWIs will be changed to reflect the numbering format for chapters when revised.

- c. The standard outline format for the text of Appendices is as follows:

Appendix A  
A.1  
A.1.1  
A.1.1.1

Appendix B  
B.1  
B.1.1  
B.1.1.1

### 3.3.1.2 Subject-Classification Numbers

The number assigned to a management directive is based on its subject. The Subject-Classification Table provided in the attachment to NPG 1400.1, "NASA Directives System," is the list of subjects on which directives are written. The subjects are arranged in logical groupings and a numbering scheme applied.

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The numbers then become subject-classification numbers. Accordingly, when directives are filed in numerical sequence, directives with similar subjects are found in the same part of the file. These numbers are available from the DM.

### 3.3.1.3 Consecutive Numbers

Management directives numbers consist of letters identifying the type of directive (MPD, MPG, or MWI) followed by a subject-classification number, a decimal point, a consecutive number, and in those cases where a revision has been made, a letter. The first revision shall be marked with the letter "A" and succeeding revisions shall be indicated by letters in alphabetical sequence (A, B,...AA, BB).

### 3.3.1.4 Deviation/Waiver Numbers

Deviation and waiver numbers for directives consist of letters identifying the type of directive followed by a subject-classification number; a decimal point; a consecutive number; in those cases where a revision has been made, a letter; a hyphen, the type (DEV or WAV), and the consecutive number for the deviation/waiver for that directive (e.g.: MPG 1410.2-DEV01; MPG 1410.2-WAV01).

## 3.3.2 Document Format

### 3.3.2.1 Cover Page

The cover page will be as shown in the template, modifying information as required for the specific directive. The document number will be in the format specified in paragraph 3.3.1. Enter the word "BASELINE" or, for revisions, enter the word "REVISION" and the revision letter(s) between the document number and the effective date; the effective date is the date the approving authority approves the directive. MPDs, MPGs, and MWIs will bear an expiration date of 5 years from the effective date of the directive. The OPR organizational code will appear below the document type. The title will be uppercase, centered mid-page. Drafts of proposed directives will have the word "DRAFT" typed on the cover page and will be consecutively numbered and dated.

### 3.3.2.2 Header Information

The header will appear on each page except the cover. The header (as shown in the template) will include the following information in table format: Document type centered at the top of the page and OPR organizational code centered on the line below; the title

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of the document on the left-hand side; in the center, the document number and date; and on the right-hand side, revision (enter "Baseline" or the revision letter), page number, and total number of pages. The document page numbers will begin with page 2 on the document history log and continue consecutively to the end of the document.

### 3.3.2.3 Document History Log

The document history log will be a record of the document's history beginning at baseline through all revisions, and, if applicable, the cancellation of the document. The OPR will identify the following in this log:

#### a. Status

- (1) Baseline (enter at the initial release of the document)
- (2) Revision (enter for each revision to the document)
- (3) Canceled (enter upon cancellation of the document)

#### b. Document revision. Enter the revision letter that applies.

c. Description. Enter an identifier (for example, the section or paragraph number, the page number, etc.) and briefly describe the revision(s) made to the document and reasons for the revision(s).

3.3.2.4 MPD Content. The following describes the content and function of each section of an MPD. To maintain format standardization, sections containing no data will be so indicated by entry of "None."

1. PURPOSE. Provide a clear statement identifying the reason or need for the directive.

2. APPLICABILITY. Specify the MSFC organization(s) area, function, group, or personnel to which the directive applies. Exclusions may also be identified.

3. AUTHORITY. NASA directives or other higher-level documents that authorize the directive or mandate the need for the MPD.

4. APPLICABLE DOCUMENTS. List the documents referred to in the body of the directive. Include only those documents required to carry out the directive being presented.

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5. REFERENCES. A document used as a guideline; reference documents may not be controlled. Reference documents shall be identified as such in the text of the document.

6. DEFINITIONS. Define words, phrases, terms, and acronyms that apply specifically to the directive. Acronyms and definitions will be listed separately and in alphabetical order.

7. POLICY. Define MSFC policy and, if applicable, commitment to quality.

8. RESPONSIBILITIES. Specify each functional organization involved in the directive and define each organization's responsibilities and authority. For ISO-related documents, address all applicable ISO "shall" statements.

9. RECORDS. Any documentation/data generated that will be used as a record will be clearly identified in the directive in accordance with MPG 1440.2.

10. MEASUREMENT. State standards such as evaluating planned goals, objectives, and performance targets to measure the implementation of the policy. Program/project measures must be aligned with program plans, and functional measures must be aligned with functional leadership strategies.

11. CANCELLATION. Identify by number and date any directive canceled as a result of this directive.

SIGNATURE BLOCK. Prepare a signature block for approving authority.

3.3.2.5 MPG Content. The following describes the content and function of each section of an MPG. In order to maintain format standardization, sections containing no data will be so indicated by entry of "None." Deviations from MPG format requirements shall be considered only for extraordinary directives and will be coordinated with the DM. Requests for deviation must be justified via memorandum from the OPR Director/Manager to the DM and approved by the DCB Chair. Omission of a document history log will not be approved.

TABLE OF CONTENTS

PREFACE

P.1 PURPOSE. Provide a clear statement identifying the reason or need for the directive.

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P.2 APPLICABILITY. Specify the MSFC organization(s) area, function, group, or personnel to which the directive applies. Exclusions may also be identified.

P.3 AUTHORITY. NASA directives or other higher-level documents that authorize the directive or mandate the need for the MPG.

P.4 APPLICABLE DOCUMENTS. List the documents referred to in the body of the directive. Include only those documents required to carry out the directive being presented.

P.5 REFERENCES. A document used as a guideline; reference documents may not be controlled. Reference documents shall be identified as such in the text of the document.

P.6 CANCELLATION. Identify by number and date any directive canceled as a result of this directive.

SIGNATURE BLOCK. Prepare a signature block for approving authority.

#### DOCUMENT CONTENT

1. DEFINITIONS. Define words, phrases, terms, and acronyms which apply specifically to the directive. Acronyms and definitions will be listed in alphabetical order.

2. RESPONSIBILITIES. Specify each functional organization involved in the directive and define each organization's responsibilities and authority. For ISO-related documents, address all applicable ISO "shall" statements.

3. PROCEDURE. Present in sequence each detailed step or activity of the procedure. The procedure refers to the related flow diagram (section 5) by figure number. For each step of activity, identify and explain the involvement of each organization. Identify what input is necessary for each step or activity and from where and/or whom it will come. Identify what output is produced and to where and/or whom it will go.

4. RECORDS. Any documentation/data generated that will be used as a record will be clearly identified in the directive in accordance with MPG 1440.2.

5. FLOW DIAGRAM (Optional but highly desirable if practical). Use to clarify the procedure outlined in section 3. Briefly present each step or activity in actual sequence. Label each

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flow symbol with the corresponding paragraph number of the procedure section which describes the step or activity depicted by that symbol. Claris Impact is the recommended standard software to use in constructing flow diagrams, but any compatible application is acceptable. The flow diagram will be incorporated into the final document so that the end product is a single Word file. If the standard flow diagram symbols in the Appendix are not used, an explanation of the meaning and/or use of those symbols will be included in the MPG.

6. CHAPTERS. Chapter titles will be listed in the Table of Contents. Chapters will be used for material too extensive for a simple individual section in the Document Content or for a type of material not listed in the standard items for Document Content in the template.

7. APPENDICES. Appendices will be listed in the Table of Contents after the Chapters and will be used for supplementary material.

3.3.2.6 MWI Content. The following describes the content and function of each section of an MWI. In order to maintain format standardization, sections containing no data will be so indicated by entry of "None."

1. PURPOSE. Provide a clear statement identifying the reason or need for the directive.

2. APPLICABILITY. Specify the MSFC organization(s) area, function, group, or personnel to which the directive applies. Exclusions may also be identified.

3. APPLICABLE DOCUMENTS. List the documents referred to in the body of the directive. Include only those documents required to carry out the directive being presented.

4. REFERENCES. A document used as a guideline; reference documents may not be controlled. Reference documents should be identified as such in the text of the document.

5. DEFINITIONS. Define words, phrases, terms, and acronyms which apply specifically to the directive. Acronyms and definitions will be listed in alphabetical order.

6. INSTRUCTIONS. In a logical sequence, identify each detailed step required to perform the task.

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7. NOTES. Enter any general or explanatory information to clarify the MWI.

8. SAFETY PRECAUTIONS AND WARNING NOTES. Provide applicable safety, caution, and warning notes. Where practical, identify the steps in the instruction to which the precautions and warning notes apply.

9. RECORDS. Any documentation/data generated that will be used as a record will be clearly identified in the directive in accordance with MPG 1440.2.

10. PERSONNEL TRAINING AND CERTIFICATION. Identify the education, skills, training, and certification required to perform the MWI.

11. FLOW DIAGRAM (optional but highly recommended). Flow diagram the MWI process showing each step or activity in actual sequence. Label each flow symbol with the corresponding paragraph number of the instruction section which describes the step or activity depicted by the symbol. Claris Impact is the recommended standard software to use in constructing flow diagrams, but any compatible application is acceptable. The flow diagram will be incorporated into the final document so that the end product is a single Word file. If the standard flow diagram symbols in the Appendix are not used, an explanation of the meaning and/or use of those symbols will be included in the MWI.

12. CANCELLATION. Identify by number and date any directive canceled as a result of this directive.

SIGNATURE BLOCK. Prepare a signature block for approving authority.

13. CHAPTERS. Chapters will be used for material too extensive for a simple individual section in the Document Content or for a type of material not listed in the standard items for Document Content in the template.

14. APPENDICES. Appendices will be used for supplementary material.

3.4 Document Submittal. The OPR Designee will submit the draft directive for review to the DM and in accordance with MWI 1410.1.

3.5 Document Review and Disposition

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3.5.1 Reviews will be conducted outside formal DCB meetings when possible. The DSA will establish notification of the DCB membership (primary and alternate representatives) that a draft document is accessible for review and comment. The DM will send an electronic Centerwide notification of all drafts ready for review. The OPR designee will establish a due date of 10 working days for completion of review from notification that a draft document is accessible. If the OPR receives substantial comments from the first review, then a second review will be conducted. The OPR will establish a due date of 5-7 working days for completion of the review of the resolution of comments from the first draft review. The DCB chair may establish any time period for reviewing documents as deemed necessary.

3.5.1.1 Any reviewer wishing to submit comments after the review period has closed will wait until the next revision of that document or walk-on the comments at the DCB meeting in which that document is boarded. If the reviewer plans to walk-on comments, the following actions must be taken: (1) Prior to the DCB meeting, the reviewer shall send comments with a justification as to why the comments are late to the DCB Chair, and should request approval from the DCB Chair to walk-on comments. After DCB Chair approval, the reviewer will forward late comments to the OPR and follow steps (2) or (3) below: (2) If the reviewer and OPR agree that the comments are minor in nature and can be incorporated without substantial impact; the issue can be discussed at the DCB meeting and subject to approval by the Board; and (3) If the late comments are considered to be a substantial impact/change to the procedure being reviewed, the OPR should incorporate the comments and submit another draft in accordance with paragraph 3.5.1 above; and (4) If option (2) is taken, the reviewer should be prepared to present comments on overhead transparencies and provide a hardcopy to the DCB Secretariat for inclusion in the DCB minutes.

**NOTE:** At any time a reviewer identifies a discrepancy or a process improvement that should be implemented in a Marshall directive, it is the reviewer's responsibility to contact (email, telephone call, etc.) the OPR of that directive with the change.

3.5.2 The DCB membership will review and critically evaluate the draft document, also reviewing any pertinent background information and special instructions or requirements, ensuring the following:

- a. Compliance with technical and administrative requirements.
- b. Adequacy for accomplishing MSFC's mission.

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c. Simplicity, consistency, and compatibility with the current NASA and Marshall directives.

**NOTE:** In all cases, revised documents will be reviewed by the same functions/organizations that reviewed the original draft document, unless specifically designated otherwise. Revisions that do not affect the technical or material content of the document (i.e., formatting, clerical, administrative, grammatical, some corrections) do not require DCB disposition.

3.5.3 DCB membership will indicate concurrence, concurrence with comments, or nonconcurrence in accordance with MWI 1410.1. Members who nonconcur will also furnish comments and recommended solutions. Failure to respond by the designated due date constitutes concurrence.

3.5.4 If the DCB "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues with no changes to the document, proceed to step 3.5.10.

3.5.5 If the DCB membership "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues requiring changes to the document, proceed to step 3.5.1 or 3.5.7.

3.5.6 If the DCB "concurs with comments" or "nonconcurs" and the OPR cannot resolve the conflicts/issues, proceed to step 3.5.7.

3.5.7 A formal DCB meeting will be convened to resolve all comments and issues. Unanimous or even majority concurrence/nonconcurrence is not mandatory for disposition by the DCB Chair.

3.5.8 If the formal DCB determines not to concur, the basis for this decision will be documented.

3.5.9 The DSA will remove the draft document from the documentation system.

3.5.10 If DCB members concur, the OPR designee will implement the DCB decisions into the final document if determined necessary by the DCB and will recommend approval of the document. The OPR designee will forward the final document to the DM within 2 working days of DCB approval.

3.5.11 The DM prepares the final document for signature. Proceed to paragraph 3.7.

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### 3.6 Cancellation of a Document

3.6.1 The OPR designee will submit the request to cancel a document, providing reason(s), justification, and pertinent background information for the request in accordance with MWI 1410.1. A due date will be established. The Center Director or DCB chair, or designated personnel, has authority, when necessary, to cancel a document without review and disposition by the DCB membership.

3.6.2 The DCB membership will review and evaluate the request. The request to cancel a document will be reviewed by the same functions/organizations that reviewed the baseline or revised document, unless specifically designated otherwise. The DCB membership will indicate concurrence, concurrence with comments, or nonconcurrence in accordance with MWI 1410.1. Members who nonconcur will furnish comments and recommendations. Failure to respond by the designated due date constitutes concurrence.

3.6.3 If the DCB "concurs with comments" or "nonconcurs" and the OPR resolves the conflicts/issues, proceed to paragraph 3.6.7.

3.6.4 If the DCB "concurs with comments" or "nonconcurs" and the OPR cannot resolve the conflicts/issues, proceed to paragraph 3.6.5.

3.6.5 A formal DCB meeting will be convened to resolve all comments and issues. Unanimous or even majority concurrence/nonconcurrence is not mandatory for disposition by the DCB chairperson.

3.6.6 If the formal DCB determines not to concur, the basis for this decision will be documented and the document will remain approved for use.

3.6.7 If DCB members concur, the OPR or DM will recommend cancellation of the document as specified in MWI 1410.1. The final resolution of comments will be reviewed by the Chief Counsel prior to submitting the request to cancel a directive to the approving authority.

### 3.7 Document Approval

3.7.1 The DSA ensures pertinent background information from the DCB review and OPR resolution of comments is accessible to the approving authorities.

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3.7.2 The DM forwards the final electronic document to the appropriate Directorate/Office Head responsible for that directive for concurrence.

3.7.3 If the Directorate/Office Head concurs with major changes, issues are resolved with DM and OPR; DM notifies DCB.

3.7.4 If the Directorate/Office Head concurs or concurs with minor changes, the DM will incorporate changes if required; DM notifies OPR.

3.7.5 Upon Directorate/Office Head concurrence, the final electronic document will be forwarded to the Chief Counsel for review generally within 1-2 days.

3.7.6 If the Chief Counsel concurs with major changes, issues are resolved with DCB Chair, DM, and OPR; DM notifies DCB.

3.7.7 If the Chief Counsel concurs or concurs with minor changes, the DM will incorporate changes if required; DM notifies DCB.

3.7.8 Upon Chief Counsel concurrence, the final electronic document is forwarded to the Associate Director for concurrence generally within 5 days.

3.7.9 If the Associate Director nonconcur, DSA removes draft document from the system; DM notifies DCB.

3.7.10 If the Associate Director concurs or concurs with minor changes, the DM will incorporate changes and recommend approval; DM notifies DCB.

3.7.11 The DM submits the final document (hardcopy) to the approving authority for signature.

3.7.12 The Center Director, or designated personnel will:

3.7.12.1 Approve or Disapprove a Document.

a. Approve the directive. If appropriate, hyperlinks will be obtained from the responsible OPR. The DM will verify the correctness of the document and add the approved directive information to the electronically accessible Directives Master List in accordance with MWI 1410.1 (and is the authenticated electronic version); or

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b. Approve the directive with comments. Comments will be incorporated by the DM in coordination with the OPR designee and resubmitted to the Chief Counsel for concurrence and to the approving authority for approval. DM notifies DCB of changes.

c. Disapprove the directive. The DM will notify the OPR designee that the directive was not approved and the document will be archived. To resubmit, return to paragraph 3.4.

#### 3.7.12.2 Approve or Disapprove a Cancellation of a Directive.

a. Approve the cancellation of the directive. The DM will remove the canceled directive from the Directives Master List.

b. Disapprove the cancellation of the directive. The directive will remain on the Directives Master List.

3.7.13 The DM will remove the canceled document information from the Directives Master List, identify obsolete versions, place the document in the MSFC Documentation Repository directives cancellation list, and maintain the official record of the obsolete document in the directive case file.

3.7.14 The DM will send an electronic notification to all Centerwide employees, DCB members, and the OPR of all canceled and/or approved documents.

3.8 MSFC Documentation Repository will maintain the repository for official controlled documents, make them readily accessible, and provide hard copies upon request.

3.9 DM maintains file of obsolete versions.

#### 3.10 Deviation/Waiver Process

3.10.1 When operational or other compelling circumstances warrant noncompliance with an approved MSFC directive requirement, a waiver or deviation may be authorized to an MSFC organization and/or specific MSFC employees by the Center official who signed the applicable directive. Deviations and waivers are authorized on a case-by-case basis only. When the circumstances under which a deviation or waiver is requested are determined to have Centerwide applicability or are determined to be routine and can be defined as part of a process, the applicable directive(s) will be revised. Approved deviations or waivers will be identified in the applicable Program/Project Plan.

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3.10.1.1 Requesting organization prepares deviation or waiver request using MSFC Form Letter 133 (latest version), which includes the following:

- a. Requesting organization;
- b. Specific directive requirement(s);
- c. Definition of the proposed departure from the requirement(s);
- d. Justification for the deviation/waiver (waivers must include references to any applicable nonconformance, discrepancy or deficiency report(s));
- e. Applicability, impacts, and conditions (if any) of deviation/waiver.
- f. Alternate plans to meet any ISO 9001 requirement(s).

Note: Deviation/waiver requests may only cover a single directive. If more than one directive is involved, separate requests must be submitted; however, they may all be submitted together under a single cover memorandum.

3.10.1.2 Requesting organization receives approval of deviation or waiver request from their management at the Office or Directorate level (direct reports to the Center Director).

3.10.1.3 Requesting organization submits deviation or waiver request to the Directives Manager, who will assign the deviation/waiver(s) a unique number and track it through approval/disapproval. The deviation/waiver will be submitted to the DCB for a 5-day review prior to approval. The Directives Manager or DCB Chair may shorten or eliminate the DCB review period in exigent circumstances or when the Directives Manager or DCB Chair determines that the issue is not significant enough to warrant DCB involvement.

3.10.1.4 The Directives Manager will route requests for deviations and waivers through the Chief Counsel for concurrence prior to submission for approval.

3.10.1.5 The Center official or designee who signed the directive to which the deviation or waiver is being requested approves or disapproves the deviation/waiver request. The request may also be approved subject to conditions as stated by the approving official.

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3.10.1.6 The Directives Manager will notify the requesting organization of the disposition of the deviation/waiver request, update the applicable directive(s) document information on the Master List, and file approved deviations and waivers as quality records.

3.10.1.7 Within 30 days following the approval of a revision of a directive with a deviation and/or a waiver, the requesting organization must revalidate the need for the deviations/waivers and submit a revalidation request (memo) to the Directives Manager. If no response is received, deviations/waivers will be canceled.

### 3.11 Agencywide Management Directives

NASA Management Directives fall into two categories - those which are informational in nature and require no action by MSFC, and those which require action by the Center.

#### 3.11.1 Informational

3.11.1.1 Those which are of no concern to this Center, such as a directive pertaining only to NASA Headquarters.

3.11.1.2 Those which pertain to another NASA installation, such as that Center's charter and organizational chart.

#### 3.11.2 Action

3.11.2.1 Those which have Agencywide applicability and require general MSFC compliance by a specific MSFC organization having primary interest in or responsibility for the subject, such as preparation of a report, use of certain contract clauses, etc.

3.11.2.2 Those which require issuance or revision of a local directive to provide implementation.

3.11.2.3 Draft of proposed Agencywide directives sent to the field installation for comment prior to approval and incorporation in the NASA Directives System.

#### 3.11.3 Handling of Proposed Agencywide Directives

3.11.3.1 The DM will review all proposed Agencywide directives received at MSFC for disposition to the appropriate basic organizations for review and comment, and will coordinate the development of a response for the signature of the Associate

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Director or designee in conjunction with appropriate Center basic organizations.

3.11.3.2 Director/Manager of basic organizations or designee will review the proposed Agencywide directive and forward comments within the suspense date established by the DM. Failure to meet the required suspense date will result in responses not being incorporated into the final package.

NOTE: Center organizations receiving this type directive for comment direct from the originating NASA Headquarters office will, immediately upon receipt, advise the MSFC Management Directives Manager prior to taking any action.

### 3.11.4 Handling of Approved Agencywide Directives

#### 3.11.4.1 Directors/Managers of MSFC organizations will:

a. When applicable, implement Agencywide directives at the earliest practicable date. The DM will notify affected organizations of approved Agencywide directives via MSFC Form Letter 7. The Director/Manager will complete the form letter and return it to the DM within the requested time frame. Implementation may be in the form of:

- (1) Compliance not requiring a Marshall directive;
- (2) Revision or cancellation of a Marshall directive; or
- (3) Publication of new Marshall directive.

b. Should issuance of an MSFC directive (or revision or cancellation of one) be necessary, process it in accordance with the appropriate guidance offered in this directive.

3.11.5 DM maintains reference file of all proposed/approved Agencywide directives.

### 3.12 Assurance Against Unintended Use of Obsolete Documents

3.12.1 To assure against unintended use of any previous/obsolete version of any document within the Directives Master List, comply with one of the following:

3.12.1.1 Destroy the document, or

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3.12.1.2 Mark if retained, "FOR HISTORICAL PURPOSES ONLY," "FOR LIMITED APPLICABILITY," "REFERENCE," etc., (e.g., on the face of the document, a file cabinet or drawer, a bookcase or shelf), or

3.12.1.3 Otherwise suitably identify (e.g., via explanation).

Verify correct version of a document is used in the work being performed by checking revision status on the Directives Master List unless superseded by contractual arrangement or customer agreement or other authority.

Provide documented authority to use previous/obsolete documents to perform work.

### 3.13 Requests for Directives

Any person may request a directive from the DM or MSFC Documentation Repository.

### 3.14 Reporting a Directive Deficiency

Any person may report an MSFC directive deficiency in accordance with MPG 1280.4 and MWI 1280.4.

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#### 4. RECORDS

<u>Quality Record</u>	<u>Repository</u>	<u>Period of Time</u>
MSFC Directives (Original) including DCB documentation reviews	Maintained in hardcopy in Directives Manager's office	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
NASA and MSFC Directives, Reference Files	Maintained by DM, filed by document number/revision level	NRRS Schedule 1/72/E [1410]: Destroy when superseded, obsolete, or no longer needed
Master List of MSFC Management Directives (Electronic)	Maintained by DM	NRRS Schedule 1/72/E [1410]: Maintained current; destroy when superseded, obsolete, or no longer needed
Minutes of DCB Meetings (Paper Copies)	Original maintained by office of DCB Chair in file cabinet filed by date  Reference copy maintained by DM in file cabinet filed by date	NRRS Schedule 1/14/B.1(a) [1150]- Permanent; retire to FRC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner  NRRS Schedule 1/14B.1(b) [1150] - Destroy when 3 years old or when no longer needed for reference, whichever is sooner
DCB Charter (Paper Copies)	Original maintained in DM's office filed in MPD 1150.1	NRRS Schedule 1/14A.2 [1150]- Destroy 2 years

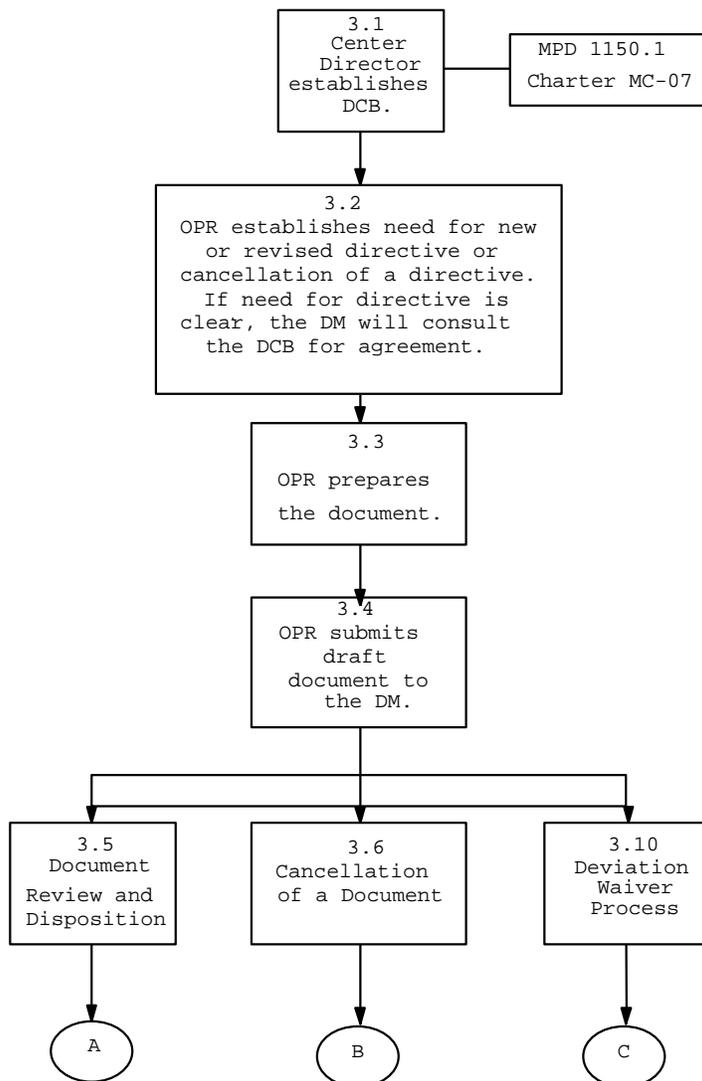
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		after termination or dissolvment of Board
DCB Membership (Memo - paper copies)	Original maintained in office of DCB Chair in file cabinet filed by date  Reference copy maintained by DM in file cabinet filed by date	NRRS Schedule 1/14A.2 [1150]- Destroy 2 years after termination or dissolvment of Board  NRRS Schedule 1/14/A.2 [1150]- Destroy 2 years after termination or dissolvment of Board
General Office Files, Record of Headquarters' Directives Review Actions	Maintained in DM's office in file cabinet filed by directive number	NRRS Schedule 1/78/C [1442]-Destroy or delete when no longer needed
Marshall Management Directives Deviations/Waivers	Original maintained in DM's office filed by deviation/waiver number	NRRS Schedule 1/72/B/1 [1410]: Permanent-retire to FRC 5 years after cancellation or when superseded. Transfer to NARA in 5-year blocks when 20 years old
Results of Annual Reviews of Directives	Maintained by DM	NRRS Schedule 1/78D [1442] (N 1-9h). Destroy when 1 year old or when no longer needed, whichever is sooner.

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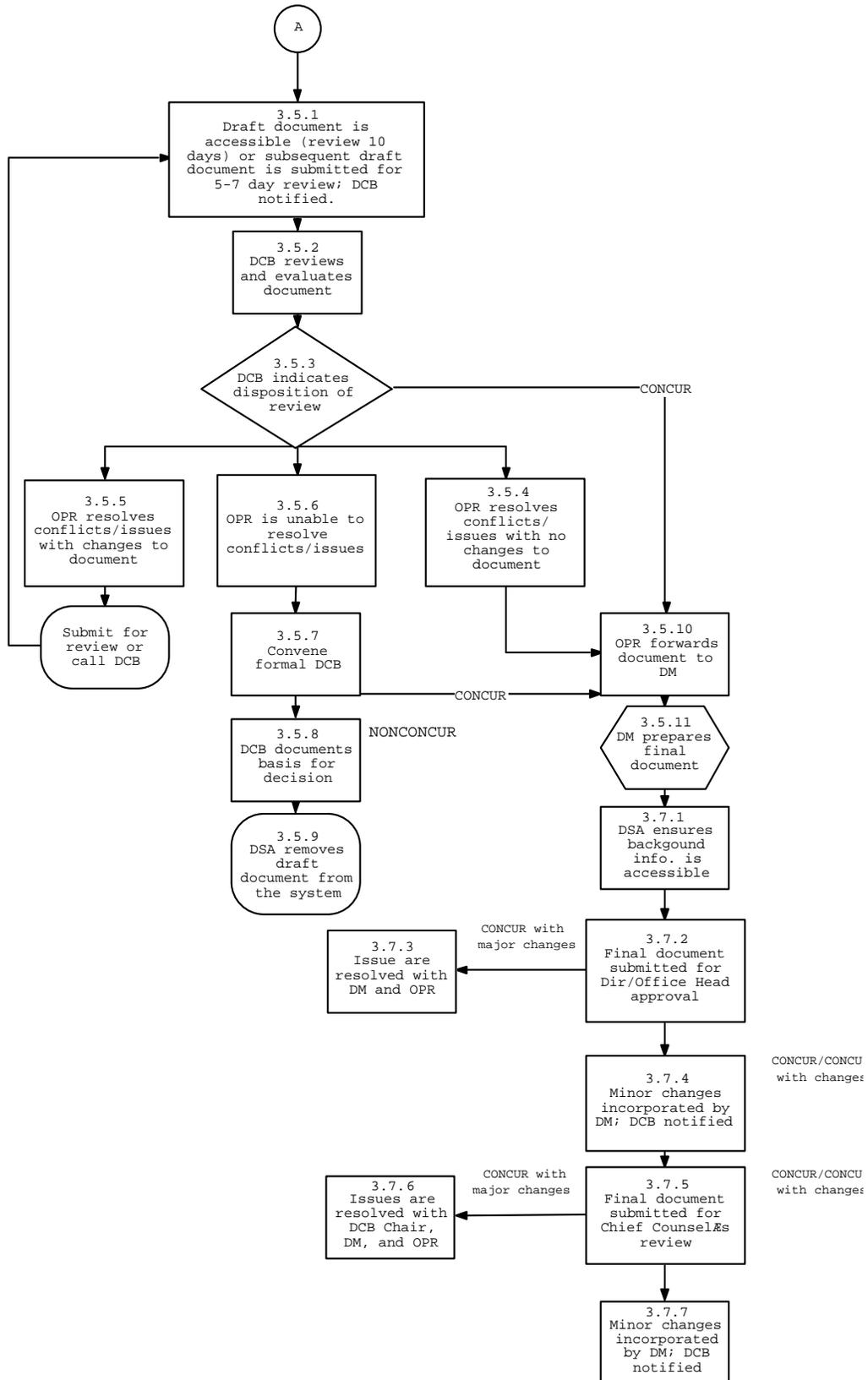
**5. FLOW DIAGRAM**

DCB PROCESS

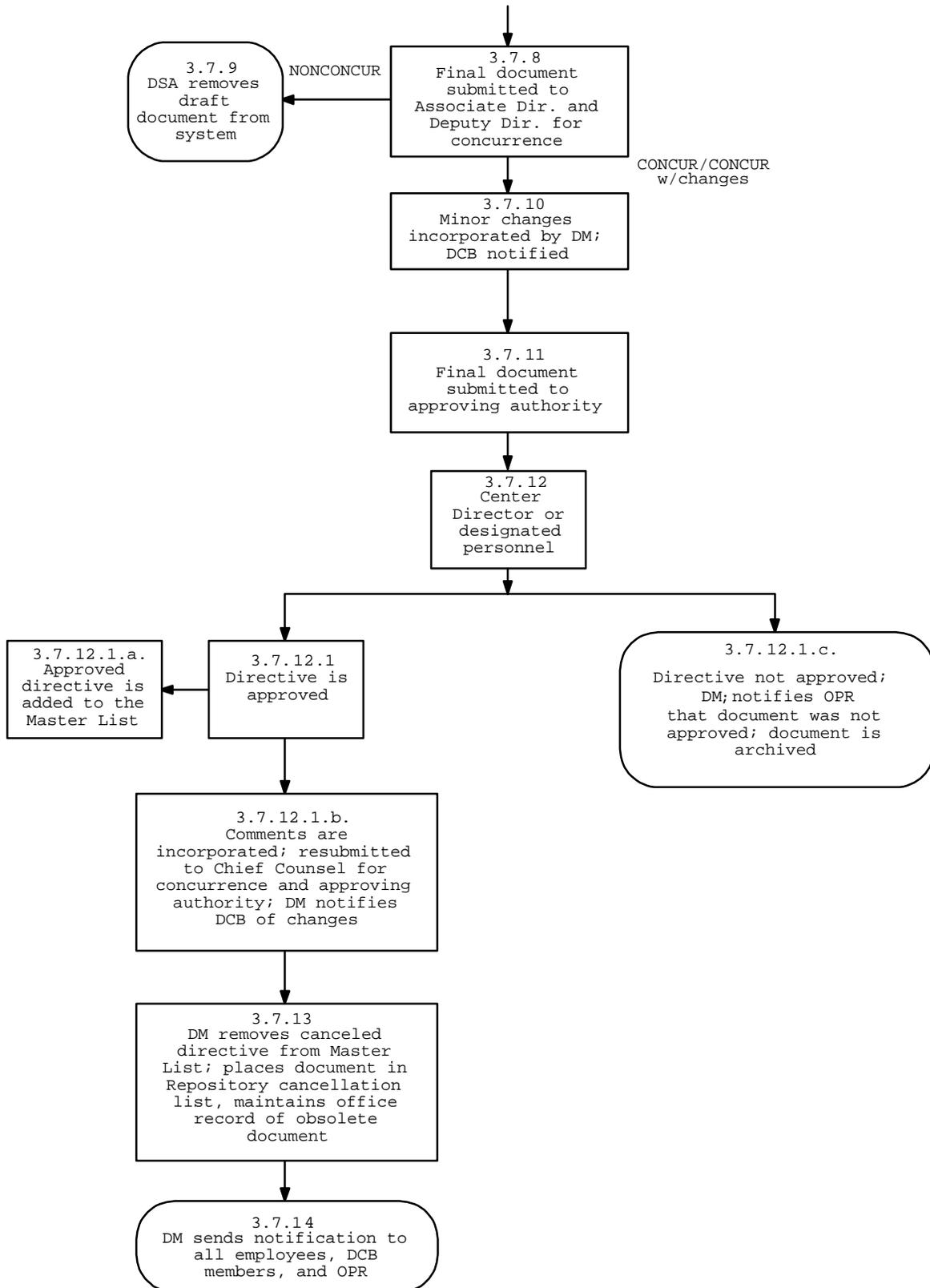


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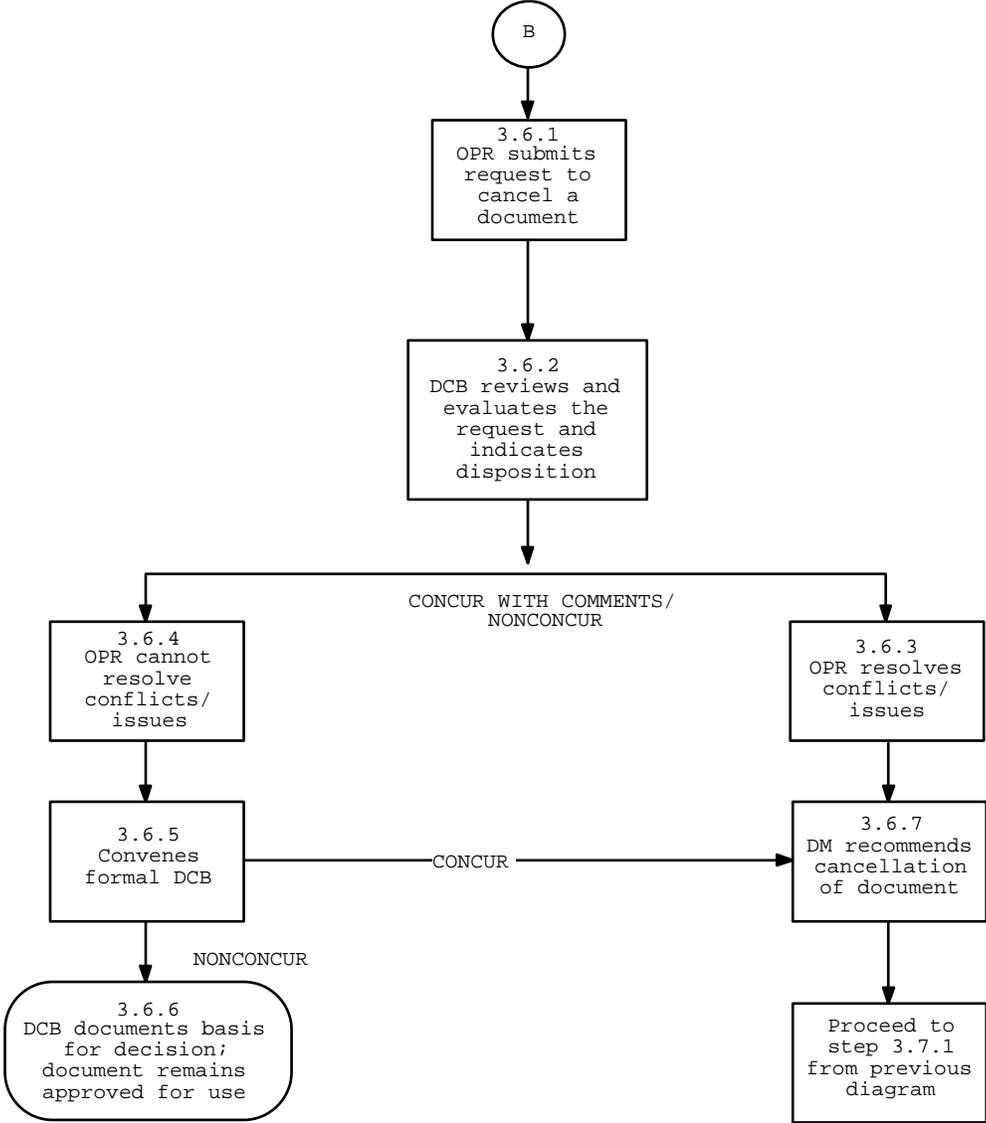
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 VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE



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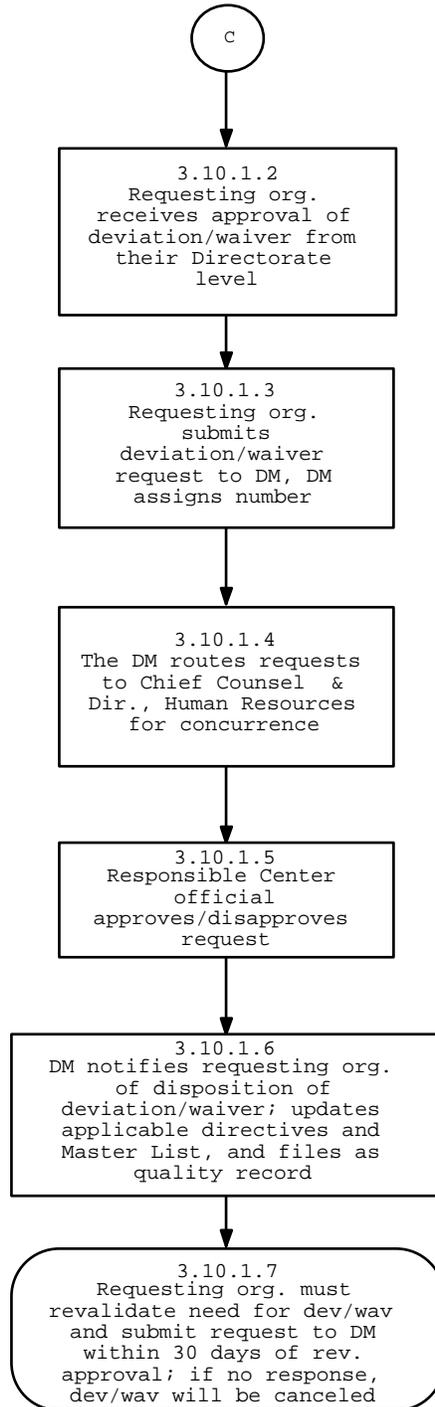
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APPENDIX

STANDARD FLOW DIAGRAM SYMBOLS

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Lines indicate data flow



Use arrows for increased clarity

<p>Basic process symbol labeled with the corresponding paragraph number.</p>
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.....

Indicated option

