

MWI 1410.1

REVISION C

EFFECTIVE DATE: April 25, 2001

EXPIRATION DATE: April 25, 2006

MARSHALL WORK INSTRUCTION

AD01

PROCESSING MARSHALL MANAGEMENT DIRECTIVES

CHECK THE MASTER LIST at
<https://repository.msfc.nasa.gov/directives/directives.htm>
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	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 Previous history retained in system as part of canceled or superseded ISO Document files.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 6.4.1: added "e - Last Name"; paragraph 6.4.1, section 1: 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 6.8.4.4; 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 6.4.1.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

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			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.
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1. PURPOSE

This Marshall Work Instruction (MWI) establishes the method of control for the electronic documentation system, including the Master List for Marshall Management Directives. This MWI provides instructions for the requirements provided in MPG 1410.2. This MWI provides information for accessing the Marshall Space Flight Center (MSFC) Directives Control Process and Master List for the Marshall Management Directives System (MMDS): Marshall Policy Directives (MPDs), Marshall Procedures and Guidelines (MPGs), and Marshall Work Instructions (MWIs), and it establishes a consistent method for processing these documents (for both draft and approved status documents).

2. APPLICABILITY

This MWI applies to all directives and their applicable documents at MSFC.

3. APPLICABLE DOCUMENTS

3.1 MPG 1410.2, "Marshall Management Directives System" (MMDS)

3.2 MPG 1410.1, "Document and Data Control for Organizational Issuances"

4. REFERENCES

None

5. DEFINITIONS

The definitions in MPG 1410.2 apply.

6. INSTRUCTIONS

6.1 Accessing the Marshall Directives Control Process. Obtain access to the Marshall Directives Control Process home page for the MMDS via the World Wide Web at the following web address:

<http://starbase.msfc.nasa.gov:8000/directives/>

6.2 MSFC Management Directives System (MMDS) Master Lists.

6.2.1 MSFC Management Directives Master List. To view the controlled Directives Master List of directives, click on:

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- Directives Master List

Users will check the Master List prior to using a directive, or its applicable documents, to ensure current or correct version of the document is used in the work being performed.

6.3 Directives Control Board (DCB)

6.3.1 Directives Control Board Charter. To view the Charter for the Directives Control Board click on:

- Charter

6.3.2 Directives Control Board Membership. To view the membership listing for the Directives Control Board click on:

- Membership

6.3.3 Directives Control Board Minutes. To view the minutes of the previous DCB meetings click on:

- Minutes

6.4 Submission, Review, and Approval. System registration is required before the user can log into the protected files in the main menu. Registration approval by the Directives Manager (DM) is required.

6.4.1 System Registration. To register for access to the Main Menu functions, click on:

- System Registration

To complete the registration process, provide the information required on the screen for the following items:

- IDS Userid
- Password
- Confirm Password
- First Name
- Last Name

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f. User's Organization

g. Parent Organization

h. Phone Number

i. Building Number

j. Room Number

k. E-mail address

l. Request System User Access. Request System User Access will be completed for only those areas applicable to the user's need and/or authority.

- *Document Approval Notification* - System Access 7. This will be completed if the user desires to be notified each time a directive is approved.
- *OPR (Document Submission)* - System Access 8. This will be completed if the user is a directive OPR Designee.
- *DCB (Directives Control Board)* - System Access 9. This will be completed if the user is a primary or alternate member of the DCB. When the DCB member is no longer serving in this capacity, the DCB member will request removal or the appropriate system entry level.
- *Approving Authority - Directorate* - System Access 13. This will be used if a Directorate Head will be concurring in directives.
- *Approving Authority - Associate Director* - System Access 15. This is to be completed by the Associate Director.
- *Administrative (For System Admin/Curator and DCB Secretariat/DM)*. This is to be completed by the DCB Secretariat/Directives Manager or the System Administrator.

m. DCB Primary/Alternate: Required for DCB member. Click on Primary or Alternate, as appropriate.

6.4.2 System Login. For access to protected files in the Main Menu, user must log into the system. To log in, click on:

- System Login

Enter User Name and Password per instruction on screen. This will provide access to the user's authorized functions of the

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data base. User access is controlled by the conditions approved during system registration.

6.4.3 DCB Disposition Status. To view the status of any directive in the DCB review process, click on:

- DCB Disposition Status

Click on the Document Number to view the directive's disposition status. The information will be removed when the document is marked ready for approval by the secretariat or removed from the review process.

6.4.4 List of OPR Designees by Document. To view a listing of the Directives OPR Designees, click on:

- List of OPR Designees by Document

6.4.5 DCB Members Master List. To view of listing of the DCB primary/alternate members, click on:

- DCB Members Master List

6.5 Drafts for DCB Review.

6.5.1 Drafts for Review. To view the controlled source of draft directives, click on:

- Drafts for Review

A listing of information for each controlled draft will be available for viewing.

6.5.1.1 To View a Draft Directive Listed on the Draft Directive Master List. Click on the document title from the list of draft documents.

6.5.1.2 To View Draft Directive Information. Click on the document number field to view draft directive details. Scroll down the page to view applicable document information.

6.6 Templates.

6.6.1 Directives Templates. To view the source for the current templates, click on:

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- Directives Templates

6.6.1.1 To access a template, click on the appropriate template title:

- MPD Template
- MPG Template
- MWI Template

6.6.1.2 To prepare for use, "save as" to your hard drive. Prepare in accordance with MPG 1410.2.

6.6.2 Other Templates. To view the source for other current templates, click on:

- Other Templates (OI, etc.)

6.6.2.1 To access a template, click on the appropriate template title :

- OI Template (Electronic) for OIs approved and maintained electronically
- OI Template (Nonelectronic) for OIs not approved electronically

6.6.2.2 To prepare for use, "save as" to your hard drive. Prepare in accordance with MPG 1410.1.

6.7 Organizational Master List Custodians.

6.7.1 Master List Custodian Report. To view the current list of OI Master List Custodians, click on:

- Master List Custodian Report

6.7.2 Update OI Master List Custodian Report Information. To change the custodian status, whether a document is available electronically, and/or the URL address, click on:

- Update Master Custodian Record

6.8 Main Menu (following login).

6.9 Final Approval Cycle.

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6.9.1 Document Approval. To view the controlled source for document approval for directives, click on:

- Document Approval

Click on "Document Number" to view all comments and their disposition. Click on "Disposition Pending for" to view the Final Concurrence/Comments screen. Click on "Document Number" to obtain a word version of the document; click on "Draft Number" to obtain a word version of the document with changes highlighted. Directorate/Office Heads, Chief Counsel, and Associate Director will click on "Concurrence," "Concurrence (with comments)," or "Nonconcurrence;" enter comments (if any), and select "Submit."

6.10 DCB Secretariat.

6.10.1 DCB Secretariat Disposition. This screen is used by the System Administrator/Curator and DCB Secretariat/DM for administrative functions.

6.11 DCB Review and Disposition.

6.11.1 DCB Disposition. To view the status of draft documents under review by organization, click on:

- "XX01" DCB Disposition ("XX01" will be replaced with the appropriate organizational symbol for that member/alternate.)

The DCB review and disposition will be in accordance with MPG 1410.2. Information listing the documents in process by the organization and the status and comments related to each are provided in this section. DCB membership will indicate "concurrence," "concurrence with comments," "nonconcurrence," or "not applicable" electronically by clicking on the document number. Members who concur with comments or nonconcur will also furnish comments and recommended solutions. Failure to respond by the designated due date constitutes concurrence.

6.12 DCB Disposition Status. To view the status of any directive in the DCB review process, click on:

- DCB Disposition Status

Click on the Document Number to view the directive's disposition status. The information will be removed when the document is marked ready for approval by the secretariat or removed from the review process.

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6.13 OPR Designee Functions. Request for a new directive will be presented to the applicable management authority. If the need for a new directive is authorized, management will assign an OPR Designee and provide appropriate directions.

Request for revisions to baselined directives will be submitted to the OPR. The request will define the suggested change and provide justification (reference MPG 1410.2).

6.13.1 OPR Designee Resolution/Comments. The OPR Designee enters resolution/comments related to his/her document by clicking on:

- OPR Designee Resolution/Comments

Click on the document for which comments will be entered. The OPR will address the resolution of every comment submitted by providing the organizational code/DCB member's name who submitted comments, followed by explanation of how the comment was resolved.

6.13.2 Submit Directive for Review. To submit a new directive for review, click on:

- Submit Directive for Review

6.13.2.1 MSFC Directive Review Submit Screen. The OPR Designee will complete the directive input screen.

a. Complete the following fields of information:

Document Type: Click on MPD, MPG, or MWI.

Document Number: Enter unique document number selected by the OPR Designee or approved by the DM.

Revisions: Enter the revision letter or the word "Baseline."

Draft Number: Enter the draft number from the document.

Document Title: Enter the document title exactly from the document.

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Document Location: Use the browse button to locate the file to upload.

Note: Enter any notes applicable to the document.

Draft Start Date: System will automatically enter date.

Draft End Date: System will automatically enter date.

Click on "Submit" once all information has been entered.

b. Authority Documents. Pick all authority documents by clicking in the appropriate block(s). Select "Enter Authority Documents" and answer question: "Do you have new authority documents to add?" If yes, complete the following fields of information:

Authority Document Number Enter the authority document number exactly as it appears on the document.

Authority Document Title Enter the authority document title exactly as it appears on the document.

Point of Contact Enter name of person who is responsible for retrieving the document at the location entered.

Location/URL Enter the document URL if electronically accessible on a web site or the building and room number where document is located.

Entered By Enter the name of the person who input the authority document information.

Date Entered Enter the date the authority document was entered.

Click on "Submit" to input the authority document.

c. Applicable Documents. Pick all applicable documents by clicking in the appropriate block(s). Select "Enter Applicable Documents" and answer question: "Do you have new applicable documents to add?" If yes, complete the following fields of information:

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Applicable Document Number Enter the applicable document number exactly as it appears on the document.

Applicable Document Title Enter the applicable document title exactly as it appears on the document.

Point of Contact Enter name of person who is responsible for retrieving the document at the location entered.

Location/URL Enter the document URL if electronically accessible on a web site or the building and room number where document is located.

Entered By Enter the name of the person who input the applicable document information.

Date Entered Enter the date the applicable document was entered.

Click on "Submit" to input the applicable document.

d. The draft directive will automatically be mailed to the DM once all information has been entered into the system.

6.13.2.2 DCB Review. The DCB will review the document in accordance with MPG 1410.2 and provide concurrence/comments to the OPR.

6.13.2.3 OPR Resolution. Based on DCB actions, the OPR Designee will take actions in accordance with MPG 1410.2 to prepare for final approval.

6.13.2.4 Preparation of Directive for Approval. Following DCB disposition in accordance with MPG 1410.2 and prior to submitting a final document for approval, the OPR Designee will:

a. Verify that the document is grammatically sound and that the format requirements are met in accordance with MPG 1410.2, applicable Marshall work instructions, and current templates.

b. Verify that all applicable documents are valid documents.

c. Ensure the revision marks (entered for the draft review) are shown using the "Track Changes" tool, and the additions (due to

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reviewer comments) are highlighted using the yellow highlight tool.

d. Remove the draft number from the cover page and in the header of the document.

e. Submit final version with recommendation for approval to the DM.

6.13.3 Preparation of Revised Directive for Approval.

Preparation of a revised directive will follow the same process as defined in paragraph 6.13.2.4 for a new directive.

6.13.3.1 Revise Baselined Directive. Upon receipt of request for revision of a baselined directive, the OPR Designee will request a WORD version of the directive currently on the Master List from the DM.

6.13.3.2 The OPR Designee will resolve all comments received requesting a revision to a directive, where possible.

6.13.3.3 The OPR Designee will prepare the revised directive and, when possible, identify the nature of the revisions in the directive (for example, use the WORD revision tool, Document History Log, and/or note section).

6.14 Login Update

6.14.1 Update Login/Account Information. To change password or other login information, click on:

- Update Login/Account Information

Follow instructions contained on the screen.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

None

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10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

The following flow diagrams represent the activities outlined in the instructions for the MMDS.

12. CANCELLATION

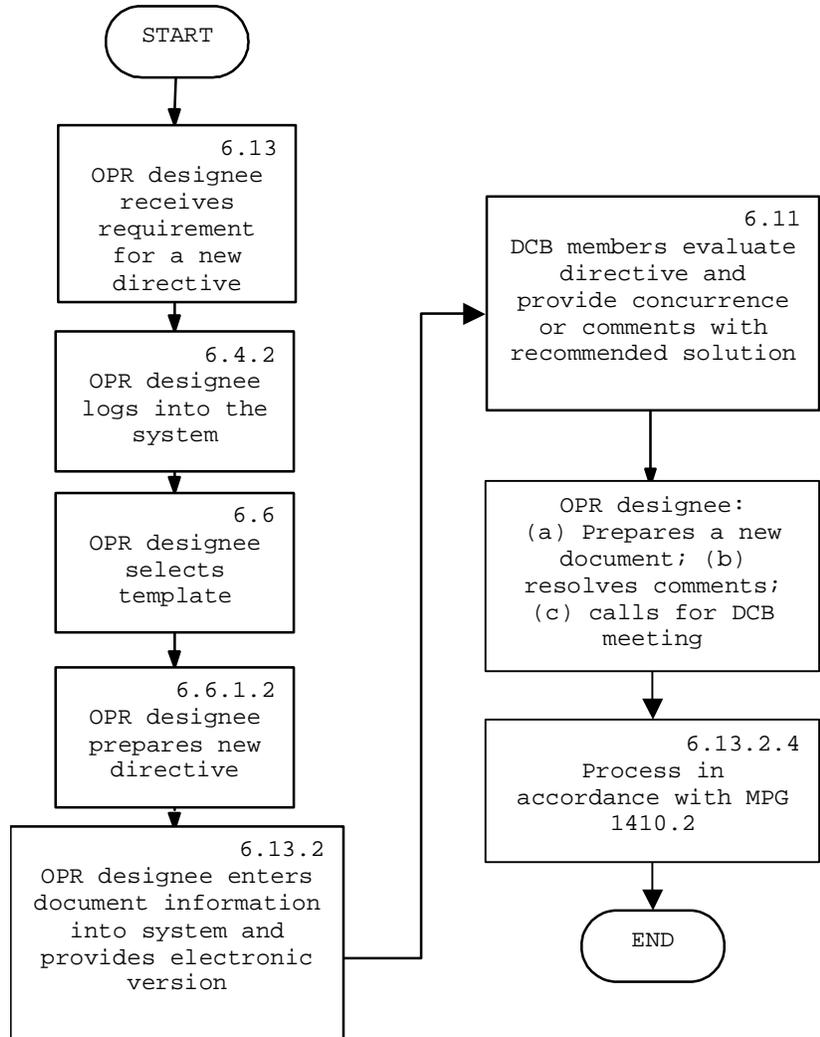
MWI 1410.1B dated April 24, 2000

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

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PROCESS FLOW FOR A NEW DIRECTIVE



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PROCESS FLOW FOR REVISING A BASELINED DIRECTIVE

