

MPR 1420.1
REVISION L

EFFECTIVE DATE: September 20, 2004
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MARSHALL PROCEDURAL REQUIREMENTS

AD01

MSFC FORMS MANAGEMENT PROGRAM

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Revision	I	8/20/99	History log added with this revision; previous history contained in Directives Manager's Reference File. This Directive is being revised to change ownership from CO01 to AD01; update from MMI to MPG; and add pertinent records for forms management program.
Revision	J	4/25/01	This Directive is being revised to reflect change in records. Added NPG 1441.1 to section P.4; spelled out GSA in 1.5; changed reference in 1.6 to 3.2.1; used acronym for GSA in 1.7; changed "Chapter 2" to "Chapter 3" in 2.2; changed 3.2.4.1 to read "Personnel may draw from Central Forms Supply, Supply and Equipment Management Office, Logistics Services Department, Center Operations Directorate, located on the ground floor, building 4200"; and deleted 3.5.1 and 3.6.
Revision	K	4/21/03	Updated URL footers; added reference; changed definition of a form in 1.1 to include electronic format; revised definition of MSFC form in 1.2; deleted definition of overprinting in 1.6; added definition of organization in 1.6; added definition of organizational form in 1.7; updated organization name to reflect recent change; changed "Chapter 3" to "section 3" in 2.2; deleted all references to overprinting; clarified procedure 3.4.2; added new procedure 3.4.4.
Revision	L	9/20/2004	Revision in response to HQ Rules Review Action (CAITS: 04-DA01-0387). Changed procedure for ordering blank forms.

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PREFACE

P.1 PURPOSE

This Directive implements NASA forms management policy in NPD 1490.1, “NASA Printing, Duplicating, Copier, Forms, and Mail Management,” by providing Marshall Space Flight Center (MSFC) procedural requirements to be used in the initiation, revision, standardization, control, reproduction, and electronic provision of forms.

P.2 APPLICABILITY

This Directive is applicable to all Center organizational elements.

P.3 AUTHORITY

NPD 1490.1, “NASA Printing, Duplicating, Copier, Forms, and Mail Management”

P.4 APPLICABLE DOCUMENTS

NPR 1441.1, “NASA Records Retention Schedules” (NRRS)

P.5 REFERENCES

MPR 1410.1, “Document and Data Control for Organizational Issuances”

P.6 CANCELLATION

MPG 1420.1K dated April 21, 2003

Original signed by
Robin N. Henderson for

David A. King
Director

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DOCUMENT CONTENT

1. DEFINITIONS

1.1 Form. A data collection tool, either paper or electronic, where the data needs to be maintained in its original context (order of, and association with other elements on the form), and/or the approval signatures need to be obtained in the document and associated with the data and context. Contract provisions, instruction sheets, notices, tags, labels, and posters, may be considered as forms when it is advantageous to identify and control them as forms for purposes of reference, printing, stocking, distribution, and use with other forms.

1.2 MSFC Form. A form whose purpose and function requires its use on a recurring basis. It is standardized to meet internal requirements of the Center and bears an MSFC number. Example - MSFC Form 161 (Rev. March 1998). MSFC forms are designated as follows: (1) MSFC Forms, (2) MSFC Form Letters, (3) MSFC Covers, (4) MSFC Labels, and (5) MSFC Tags. NOTE: An electronic screen or electronic system report is not required to be a MSFC Form unless the screen or report is to be used as a record where the fields are to be in exactly the same context (fixed arrangement) each time it is completed, viewed, printed, stored, or transferred.

1.3 NASA Form. A form developed for application in at least two installations, subject to approval of the NASA Forms Management Officer, which may be prescribed for mandatory use by a NASA directive.

1.4 One-Time Form. A form required for a one-time purpose, usually of short duration. MSFC one-time forms bear an MSFC form number. Example - MSFC One-Time Form 50 (December 1998).

1.5 Optional Form. A form developed for use in two or more agencies and approved by General Services Administration (GSA) for use as appropriate.

1.6 Organization (Org). Generic term used to describe an MSFC Organization, Program/Project, Directorate, Department, Group, or Team.

1.7 Organizational Form. A form created for use within a particular organization.

1.8 Service Request System (SRS). An automated work order system, accessed from the Inside Marshall home page by MSFC personnel, used to request services.

1.9 Standard Form. A form prescribed by a Federal agency, pursuant to its authority, and approved by GSA for mandatory use.

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2. RESPONSIBILITIES

2.1 MSFC Chief Information Officer (CIO), Office of the CIO, shall be responsible, through the MSFC Forms Management Officer, for the management and administration of a Centerwide forms management program. The MSFC Forms Management Officer shall be designated by the MSFC CIO.

2.2 Directors/Managers of directorates/offices/departments:

2.2.1 Shall ensure that their organization utilizes forms in accordance with this Directive.

2.2.2 Shall authorize requests for new or revised forms in accordance with procedures outlined in section 3 of this Directive only when an established form does not exist.

2.2.3 Shall be responsible for forms owned by their organization. These organizational forms shall be created and controlled in accordance with MPR 1410.1, "Document and Data Control for Organizational Issuances."

2.2.4 May appoint a Forms Management Representative (FMR) and alternate to coordinate all forms requirements for their organization. If a FMR and alternate is appointed, the Director/Manager shall:

2.2.4.1 Forward names, organization positions, office symbols, and telephone numbers of appointees in writing (memorandum or e-mail) to the MSFC Forms Management Officer, Office of the CIO. Changes shall be handled in a similar manner as they occur.

2.2.4.2 Revalidate the appointments annually.

3. PROCEDURE

An Organizational Form shall not be used in place of a MSFC Form whose use is required by a MSFC Directive.

3.1 Forms originators/users shall:

3.1.1 Prepare MSFC Form 161 (Request for Clearance/Revision of a Form) for initiation or revision of any permanent-type form (MSFC or higher authority). Forward request with one copy of the proposed form through their Director/Manager of directorate/office/department or appointed FMR to the MSFC Forms Management Officer.

3.1.2 Obtain approval from their Director/Manager of directorate/office/department or appointed FMR for one-time forms to be used within their organization.

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3.1.3 Notify their Director/Manager of directorate/office/department or appointed FMR when a form originated within their organization is no longer required.

3.1.4 Obtain stock of blank forms by initiating a request using the Service Request System (SRS) located under MSFC Services on the Inside Marshall web page.

3.2 Directors/Managers of directorates/offices/departments or, if appointed, Forms Management Representatives (FMRs) or Alternates shall:

3.2.1 Represent their organization on form matters and serve as liaison between their organization and the MSFC Forms Management Officer.

3.2.2 Receive and review requests for forms or revision of forms for essentiality and completeness. If request meets review criteria, sign and forward MSFC Form 161 to the MSFC Forms Management Officer.

3.2.3 Receive and review requests for one-time forms to ensure necessity. If request meets review criteria, forward request to MSFC Forms Management Officer.

3.2.4 Forward notification of obsolete forms to the MSFC Forms Management Officer.

3.2.5 Review annually the MSFC forms originated by their organization for current necessity and adequacy.

3.3 MSFC Forms Management Officer shall:

3.3.1 Process to higher authority all requests for approval of new or revised higher-echelon forms.

3.3.2 Upon receipt of a request for approval of an MSFC or MSFC one-time form, review, analyze, and approve/disapprove form.

3.3.3 Request the electronic creation or revision of MSFC forms.

3.3.4 Centrally control and maintain MSFC forms on a dedicated file server.

3.3.5 Request the initial reproduction of approved new or revised MSFC forms and the reproduction of MSFC one-time forms.

3.3.6 Request Directors/Managers of directorates/offices/departments and appointed FMRs annually to review the forms originated by their organization for current necessity and adequacy.

3.3.7 Maintain an electronic master list of current MSFC Official Forms accessible via a Center web page.

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3.4 Logistics Services Department, Center Operations, shall be responsible for processing blank form requests received through the SRS and for providing assistance to the customer.

4. RECORDS

The Forms Management Officer shall maintain and disposition the following records:

4.1 Master copy of all MSFC forms for 5 years after related form is discontinued, superseded, or canceled per NRRS 1/74/A.

4.2 Logs for number assignments and Master List of MSFC Forms until related form is discontinued, superseded or canceled per NRRS 1/74/B.

4.3 General Office Files - memos, action items, listing of organizational forms representatives, etc. until no longer needed per NRRS 1/78/C.

5. FLOW DIAGRAM

None