

Responsible Office: Code JM/Management Assessment Division  
Subject: Agency Directives Management Process



**Office of Management Systems**  
**Office Work Instruction**  
**Agency Directives Management Process**

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### DOCUMENT HISTORY LOG

<u>Status</u> ( <u>Baseline/</u> <u>Revision/</u> <u>Canceled</u> )	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/6/99	
Revision	A	04/26/00	2.1 -clarified language. Minor style changes to 5.0 to conform with new HCP 1400-1.

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## 1.0 Purpose

The purpose of this procedure is to document the process used by the Office of Management Systems, Code J, to manage the Agencywide process for the creation, coordination, tracking, approval, and promulgation of NASA Directives.

## 2.0 Scope and Applicability

### 2.1 Scope

This Office Work Instruction (OWI) describes how Code JM processes directives in accordance with NPG 1400.1. The NASA Directive revision and creation process is carried out through use of the NASA Online Directives Information System (NODIS) Document Management System (DMS).

### 2.2 Applicability

This instruction applies to Code JM personnel involved in processing of NASA Directives.

## 3.0 Definitions

- |     |                    |   |
|-----|--------------------|---|
| 3.1 | ADS                | Action Document Summary, NODIS NHQ Form 117—Form for all single letter codes to concur on proposed directives using the NASA Online Directives Information System (NODIS).                                |
| 3.1 | AA                 | Associate Administrator.  |
| 3.2 | Approving Official | Official who approves directives—for NASA Policy Directives (NPD's), the NASA Administrator; for NASA Procedures and Guidelines (NPG's), the sponsoring Official-in-Charge of Headquarters Offices (OIC). |
| 3.3 | Code A             | Office of the Administrator.  |
| 3.4 | Code CIC           | Headquarters Correspondence Management Office.  |
| 3.5 | Code G             | Office of the General Counsel.  |
| 3.6 | Code JM            | The Management Assessment Division, Office of Management Systems.   |
| 3.7 | DM                 | Directives Manager—The employee within Headquarters single letter codes who manages the coordination and processing NPD's and NPG's within their organization.  |
| 3.8 | Directives         | NASA internal regulations, NPD's and NPG's maintained on NODIS.   |
| 3.9 | Directives Team    | Management Assessment Division staff assigned to manage the NASA Directives Process.  |

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|---|--|
| 3.10 Electronic<br>Concurrence<br>and/or Approval | An OIC uses a password to place his/her name electronically on the NODIS NHQ Form 117 in NODIS signifying concurrence or approval.   |
| 3.11 NASA<br>DIRECTIVE<br>REVIEW FORM             | Form created for each reviewing single letter code to post their comments and where the Originator responds to those comments.   |
| 3.12 NODIS NHQ<br>FORM 117                        | Action Document Summary, NODIS NHQ Form 117—Form used by reviewing single letter codes to concur on proposed directives in NODIS. Also used by the sponsoring OIC to approve a signature package. Commonly referred to as the '117' or 'Form 117'. |
| 3.13 NODIS NHQ<br>FORM 184                        | NASA Directive Request Summary—the starting point on NODIS to begin directives process to create or revise a directive. Commonly referred to as either the '184' or the 'Form 184'.  |
| 3.14 NODIS  | NASA Online Directives Information System  |
| 3.15 NODIS DMS                                    | NODIS Directives Management System—used to electronically review and process proposed NASA directives.   |
| 3.16 NODIS Library                                | A repository of current Agency and Center-level directives and other regulations and standards used by NASA.   |
| 3.17 NPD  | NASA Policy Directive—describes the “what” required by NASA management to achieve NASA’s vision and mission.   |
| 3.18 NPG  | NASA Procedures and Guidelines—the detailed instructions and guidelines for implementing NASA policy. They are the “how to” instructions and procedures considered.  |
| 3.19 OIC  | Official-in-Charge of Headquarters Offices.  |
| 3.20 Originator                                   | Subject specialist writing the directive.  |
| 3.21 RO   | Responsible Office—Single letter code originating/sponsoring a proposed directive.   |

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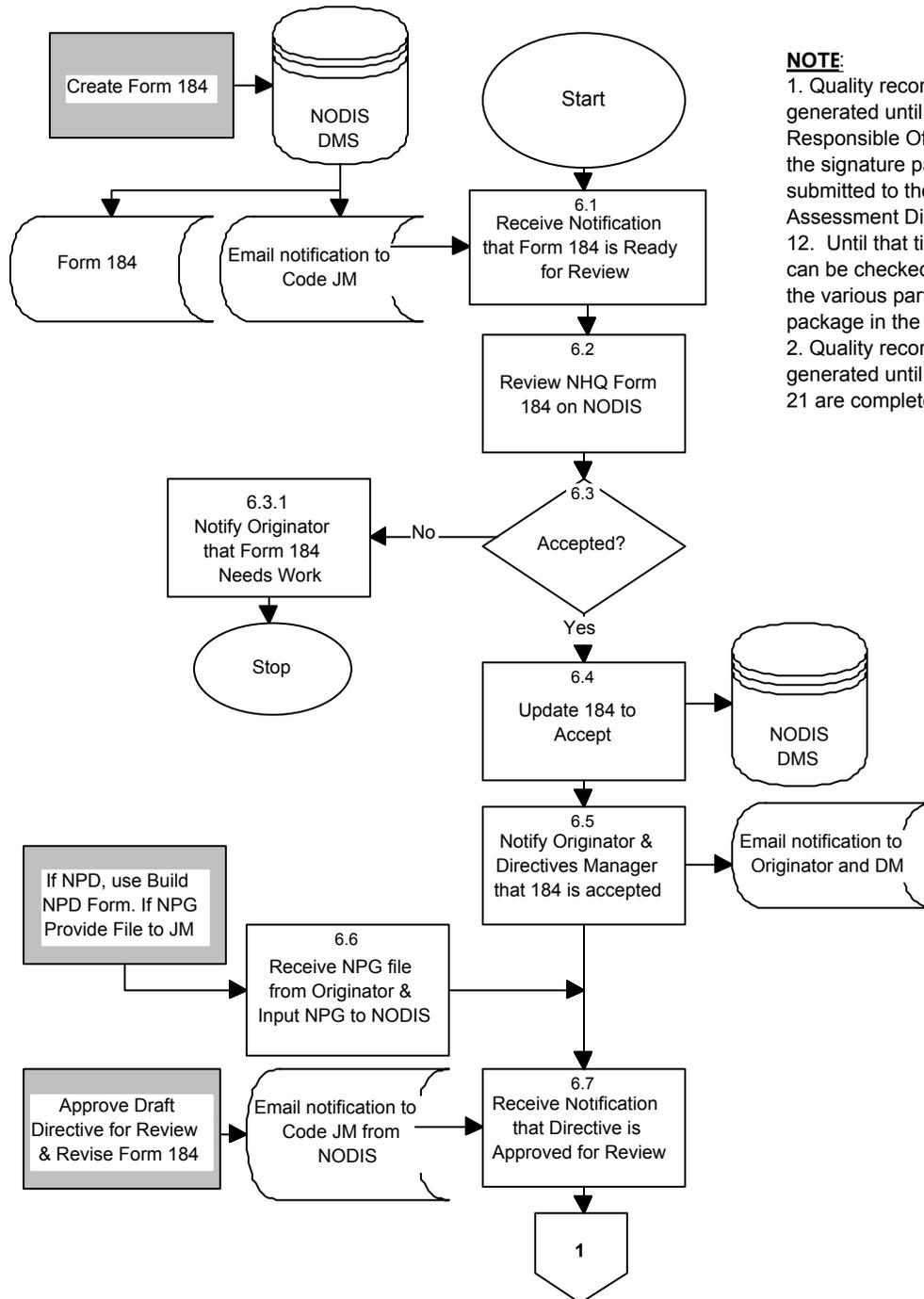
- 3.22 Signature Package Hard copy package prepared for approving official's signature that contains:
- 1) Action Document Summary (NODIS NHQ Form 117) with all concurrences and the approval of the sponsoring OIC (print from the Final Approvals section of NODIS);
  - 2) The proposed directive (print NPD's from the Final Approvals section of NODIS);
  - 3) Disposition of Comments (an abstract or summary of the Directive Review Form Report);
  - 4) Directive Review Form Report (Report of all Review Comments and Originator's Responses plus any comments received in hard copy) (print from the Final Approvals section of NODIS);
  - 5) Any additional documents that convey executive direction or final decisions on the content of the directive, including working group decision documents and supporting material for comment rejection and/or non-concurrences;
  - 6) For non-concurring offices, the originating office must provide a covering memo that states: (i) how the originating office attempted to resolve the issue and the outcome of those attempts; (ii) why the issue remains unresolved; and (iii) the recommendation of the originating office;
  - 7) NASA Directive Request Summary (NODIS NHQ Form 184) (print from the Final Approvals section of NODIS); and
  - 8) One copy of each directive to be cancelled by the proposed directive when it is approved.
- 3.23 Single Letter Code Basic organizational unit at Headquarters headed by an OIC.
- 3.24 Sponsoring OIC The OIC of the office responsible for the proposed directive.
- 3.25 Summary of Actions An Official NASA Review cycle begins each month according to a schedule that is developed annually. The Summary of Actions is a monthly listing of proposed directives to be reviewed starting on the date of the Summary of Actions. It is comprised of the directive number, directive title, responsible office, reviewing Codes, and the suspense that the signature package is due to Code JM.

## 4.0 References

- 4.1 NPG 1400.1 NASA Directives System Procedures and Guidelines

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## 5.0 Flowchart

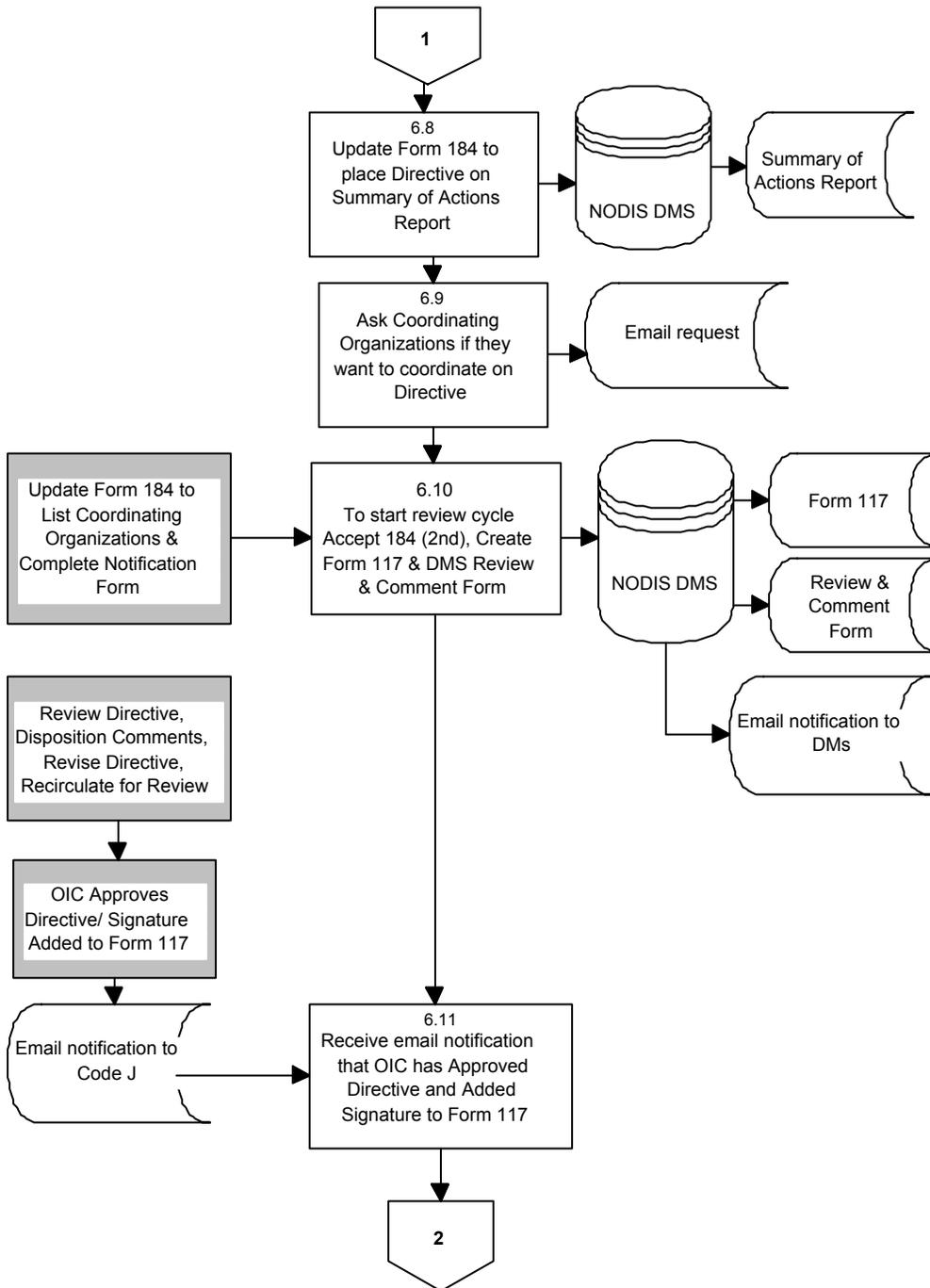


**NOTE:**

1. Quality record one is not generated until the Responsible Office creates the signature package submitted to the Management Assessment Division in Step 12. Until that time, progress can be checked by viewing the various parts of the package in the NODIS DMS.
2. Quality record two is not generated until steps 20 and 21 are complete.

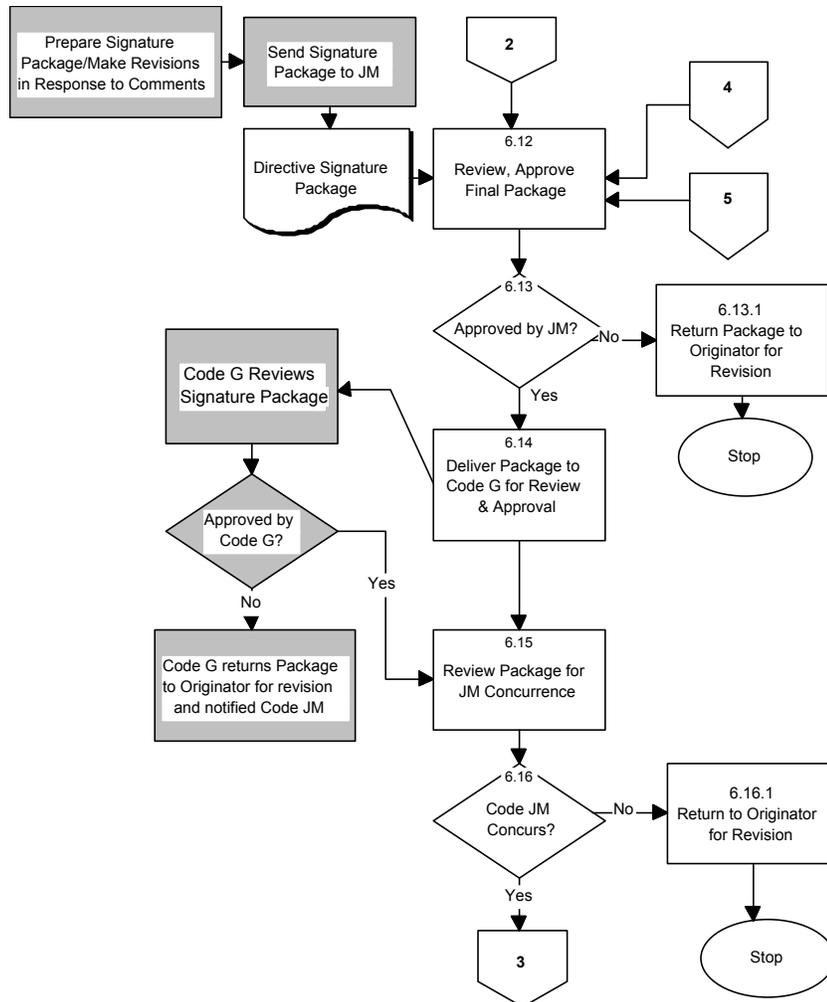
1. NODIS NHQ Form 184 - AKA "Form 184" or "184".
2. NODIS NHQ Form 117 - AKA "Form 117" or "117".
3. Shaded boxes are tasks performed outside Management Assessment Division.

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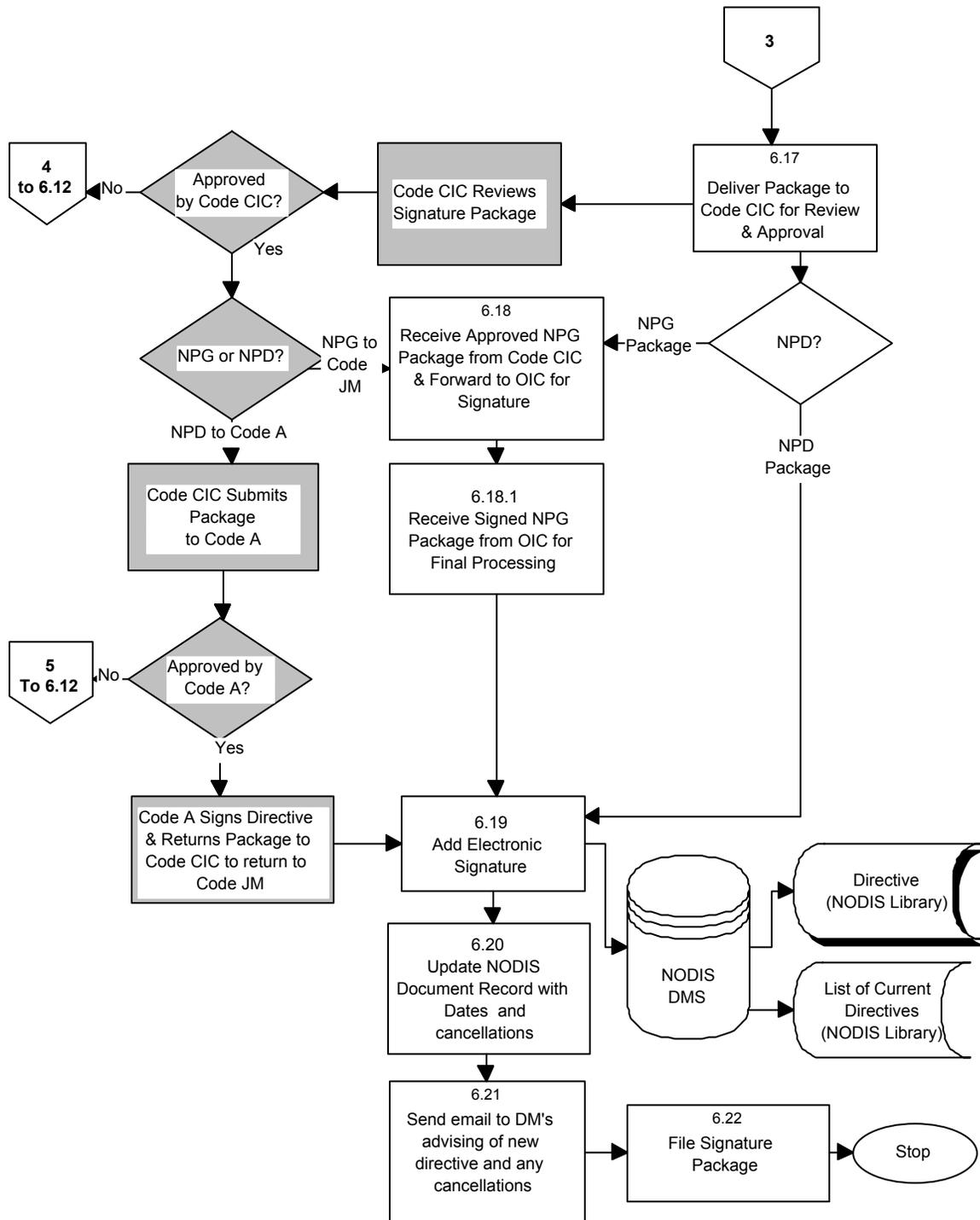
1. NODIS NHQ Form 184 - AKA "Form 184" or "184".
2. NODIS NHQ Form 117 - AKA "Form 117" or "117".
3. Shaded boxes are tasks performed outside Management Assessment Division.

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- 1. NODIS NHQ Form 184 - AKA "Form 184" or "184".
- 2. NODIS NHQ Form 117 - AKA "Form 117" or "117".
- 3. Shaded boxes are takes performed outside the Management Assessment Division.

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1. NODIS NHQ Form 184 - AKA "Form 184" or "184".
2. NODIS NHQ Form 117 - AKA "Form 117" or "117".
3. Shaded boxes are takes performed outside the Management Assessment Division.

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## 6.0 Procedure

The first quality record is not produced until the Responsible Office creates a signature package (see definition 3.23) between Step 6.11 and Step 6.12. The second quality record is generated in the NODIS Library when Steps 6.20 and 6.21 are completed. Elements of the signature package and the electronic directive may be viewed in NODIS at any time during the processing of a directive.

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Directives Team Member	Process is initiated when Directives Team receives email notification (real time) from the NODIS DMS that an Originator or Directives Manager has submitted a NODIS NHQ Form 184 to NODIS that is ready for review.
6.2	Directives Team Member	Reviews NODIS NHQ Form 184 for accuracy and completeness.
6.3	Directives Team Member	Accepts NODIS NHQ Form 184.
6.3.1	Directives Team Member	If no, notifies Originator/DM that NODIS NHQ 184 Form needs corrections or additions.
6.4	Directives Team Member	To indicate the first (1 <sup>st</sup> ) acceptance, Code JM updates NODIS NHQ Form 184 in NODIS DMS.
6.5	Directives Team Member	Notifies Originator/DM, via email, that NODIS NHQ Form 184 has been accepted and that Originator may build directive in NODIS (NPD) or provide MS Word copy of NPG to Code JM to be placed on NODIS DMS.
6.6	Directives Team Member	If NPG, receives NPG file in MS Word then inputs NPG to NODIS DMS by loading MS Word file.
6.7	Directives Team Member	Receives notice via email from NODIS DMS that sponsoring OIC has approved NODIS NHQ Form 184 signifying that the directive has been released for official review.
6.8	Directives Team Member	Updates NODIS NHQ Form 184 to place proposed directive on next available Summary of Actions. A monthly review cycle is initiated on the date of each Summary of Actions. The dates of the Summary of Actions are scheduled annually and posted on NODIS DMS.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.9	Directives Team Member	Sends email via NODIS DMS requesting that all single letter codes review the next Summary of Actions to determine whether or not their organization wants to participate in the coordination of each proposed directive.
6.10	Directives Team Member	On the scheduled Summary of Actions date, Code JM updates the NODIS NHQ Form 184 to indicate the 2 <sup>nd</sup> acceptance. The second acceptance starts the NASA Official Review, creates a NODIS NHQ Form 117 (ADS), and a Review and Comments Form for each reviewing single letter code. Send email to DMs announcing start of review cycle.
6.11	Directives Team Member	Receives email via NODIS DMS that the sponsoring OIC has approved the signature package, signed the NODIS NHQ Form 117 in NODIS DMS, to go forward for approving official's signature.
6.12	Directives Team Member	Reviews signature package, quality record one (see definition 3.23), for completeness and format prior to submission to Code G.
6.13	Directives Team Member	Approves signature package for submission to Code G for review and concurrence.
6.13.1	Directives Team Member	If no, returns signature package to Originator/DM for correction and/or additions.
6.14	Directives Team Member	Delivers signature package to Code G for review and concurrence.
6.15	Directives Team Member	Reviews signature package to ensure that the signature package is complete and ready for signature by the approving official.
6.16	Directives Team Member	Approves signature package assuring that the signature package is complete and ready for signature by the approving official.
6.16.1	Directives Team Member	If no, returns to Originator/DM for revision.
6.17	Directives Team Member	Delivers signature package to Code CIC for review and approval.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.18	Directives Team Member	Receives approved NPG package from Code CIC and forwards for sponsoring OIC signature.
6.18.1	Directives Team Member	Receives signed NPG from OIC's DM for final processing.
6.19	Directives Team Member	Code JM receives approved signature package from Code CIC and updates NODIS DMS to execute electronic signature. Quality Record Two is created in NODIS.
6.20	Directives Team Member	Update NODIS to add effective and expiration dates, and cancel any directives cancelled by the new directive. Quality Record two is updated in NODIS Library.
6.21	Directives Team Member	Email sent to Directives Managers telling them that a directive has been approved and what directives, if any, are canceled as a result.
6.22	Directives Team Member	File hard copy of signature package.

## 7.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
Directive Signature Package	Code JM	Code JM	Hard Copy	Schedule 1, Item 72 A (1410)	Permanent; retire to FRC 1 year after becoming obsolete or superseded. Transfer to NARA in 5-year blocks when 20 years old.
Directive	Code JM	NODIS Document Library	Electronic	Schedule 2, Item 13 A (2400)	If paper records exist, and the electronic media represents a duplication, release media for reuse not later than 30 days after the need for it has been met and that it will not be required for further use.