



NASA Headquarters
Washington, DC 20546

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HQOWI7410 - M004
REVISION B
JUNE 5, 2000

Code M Funds Control Process

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Approved and signed by

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Associate Administrator, Office of Space Flight

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12-14-1998	
Revision	A	04-16-1999	Changes reflect comments, recommendations from the DNV Pre-Registration Audit. Section 6 has been revised to add additional verbage to action(s) & Section 7 has been revised to reflect conformance to NPG 14441.1B
Revision	B	06-05-2000	Designation of specific person for the funds control process. Clarification of quality records.

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1.0 PURPOSE

The purpose of this OWI is to document the activity steps performed by Code M to complete the funds control process.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the world wide web (WWW) via the HQ ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this manual is submitted by the AA for OSF or his designee. The AA for OSF or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

The process information in this OWI covers those steps which are performed by NASA Headquarters, Code M personnel to receive and issue budgeted funds.

3.0 DEFINITIONS

Chief, Budget Integration Officer – Code M official responsible for the funds control process.

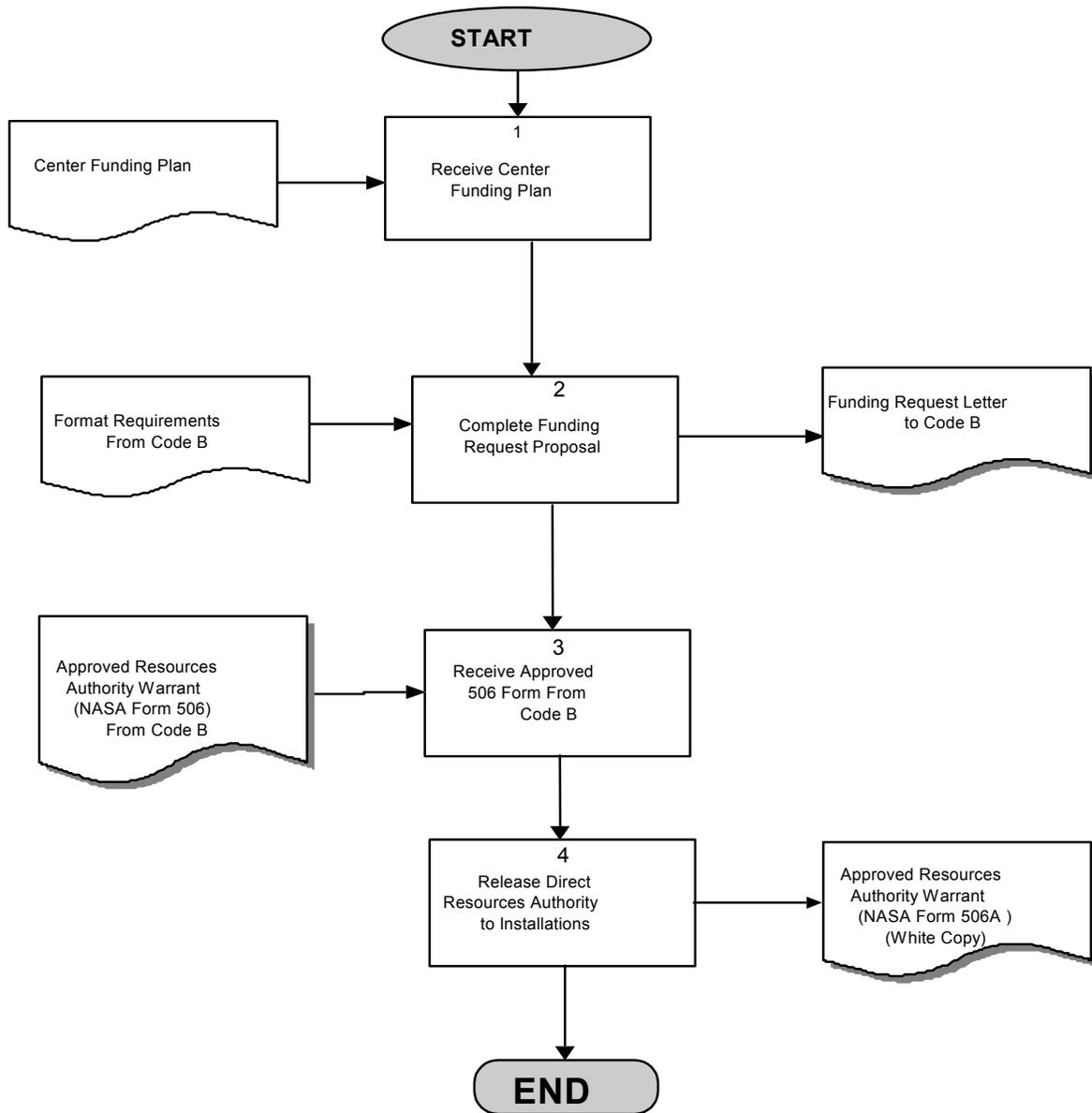
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

NPD 7000.3D	Allocation and Control of Agency Resources
NPD 9050.3D	Administrative Control of Appropriations and Funds
HQSM 1200.A.1	Headquarters Quality System Manual

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5.0 FLOWCHART



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6.0 CODE M FUNDS CONTROL PROCESS STEPS

Code M6 provides administrative control and disbursement of Agency resources and funds to ensure that installation programs are accomplished according to the annual operating plan. The process is composed by a series of activities included in the table below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Chief, Budget Integration Officer	1	Receive Center Funding Plans in response to Annual Operating Plan call at the beginning of the fiscal year. This plan is updated in the middle of the fiscal year or as required.
Chief, Budget Integration Officer	2	Complete funding request proposal. This is prepared using input from the Center Funding Plans. The funding request letter is formatted as directed by Code B specifications
Chief, Budget Integration Officer	3	Receive approved Resources Authority Warrant (NASA Form 506) from Code B, consistent with approved NASA Annual Operating Plan.
Chief, Budget Integration Officer	4	Release direct Resources Authority Warrant (NASA form 506A) (white copy) to installations, consistent with approved NASA Annual Operating Plan.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
Resources Authority Warrant (NASA 506 and 506A forms)	M-6	M-6	Hardcopy	Section 7 item 24,A	Destroy 2 years after close of Fiscal year.
Funding Request Letter	M-6	M-6	Hardcopy	Section 7 item 21,D	Destroy 2 years after close of Fiscal year.