



NASA Headquarters
Washington, DC 20546

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HOWI1410 - M007
REVISION A
APRIL 16, 1999

CODE M INTERNAL DIRECTIVES DEVELOPMENT PROCESS

**CHECK THE MASTER LIST at
<http://hqiso9000.hq.nasa.gov>
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Code M Internal Directives Development Process

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		1-21-1999	
Revision	A	04-16-1999	Changes resulting from DNV Pre-registration audit. Section 7 has been modified to agree with NPG 1441.1B. Section 5 has been modified to more accurately reflect the process as practiced. Section 6 has been revised to add additional descriptions to the action.

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1.0 PURPOSE

The HQ OWI for Internal Directives Development prescribes the activity steps required to develop and submit a new directive developed within Code M for review and approval.

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

This HQ OWI applies to Headquarters, Code M personnel who are primary authors of NASA Directives, as well as Code M reviewers who assist in the development of those directives. The activity steps are those essential to process a new directive through the review and approval processes.

3.0 DEFINITIONS

The following definition(s) are provided to aid the reader in understanding the process documented in this OWI:

Internal Directives - Directives developed within Code M.

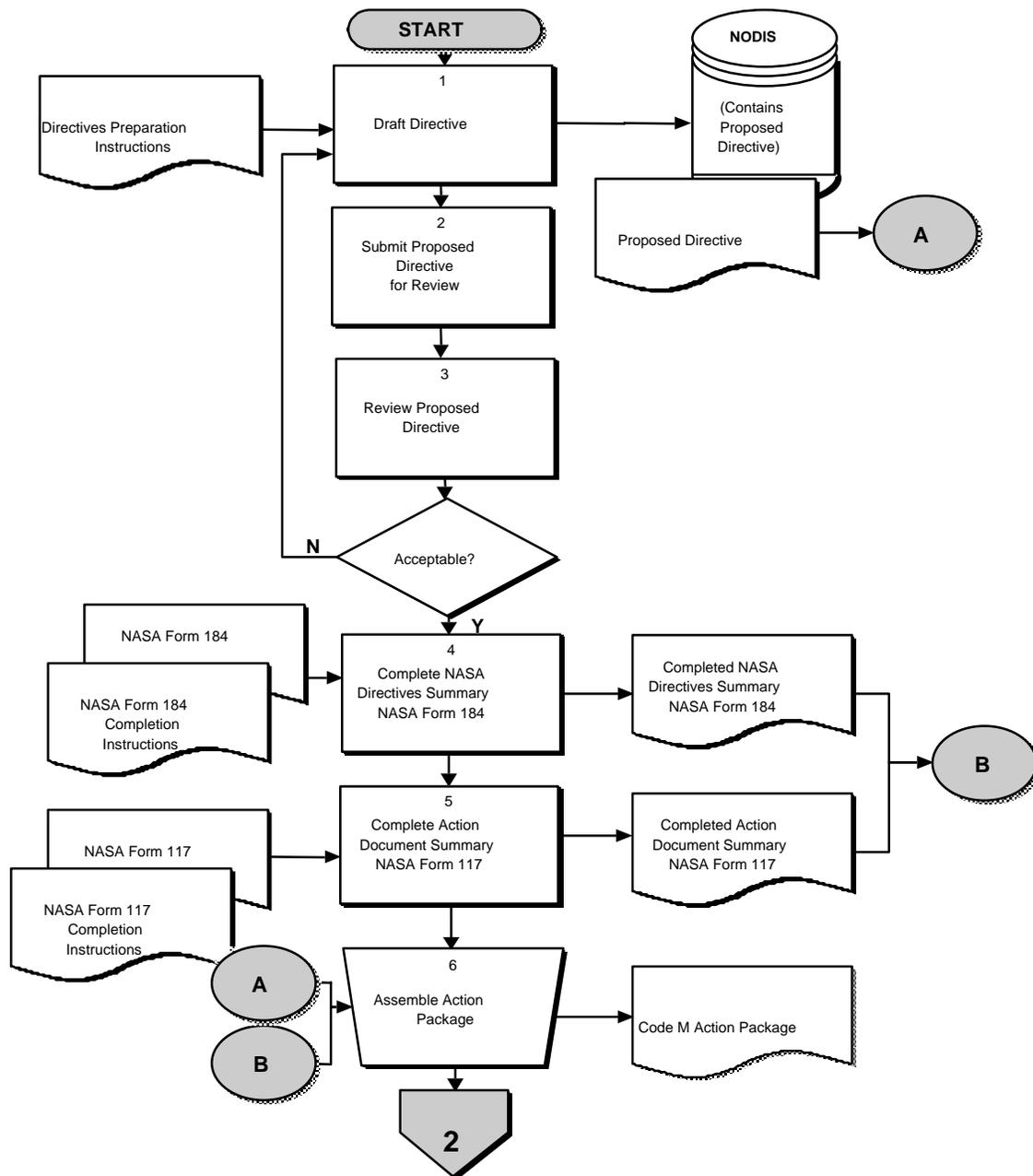
4.0 REFERENCES

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

HQSM 1200.A.1	Headquarters Quality System Manual
NPD 1400.1E	NASA Directives System
NPG 1400.1	NASA Directives System Procedures and Guidelines
NHB 1101.3	NASA Organization Handbook

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5.0 FLOWCHART



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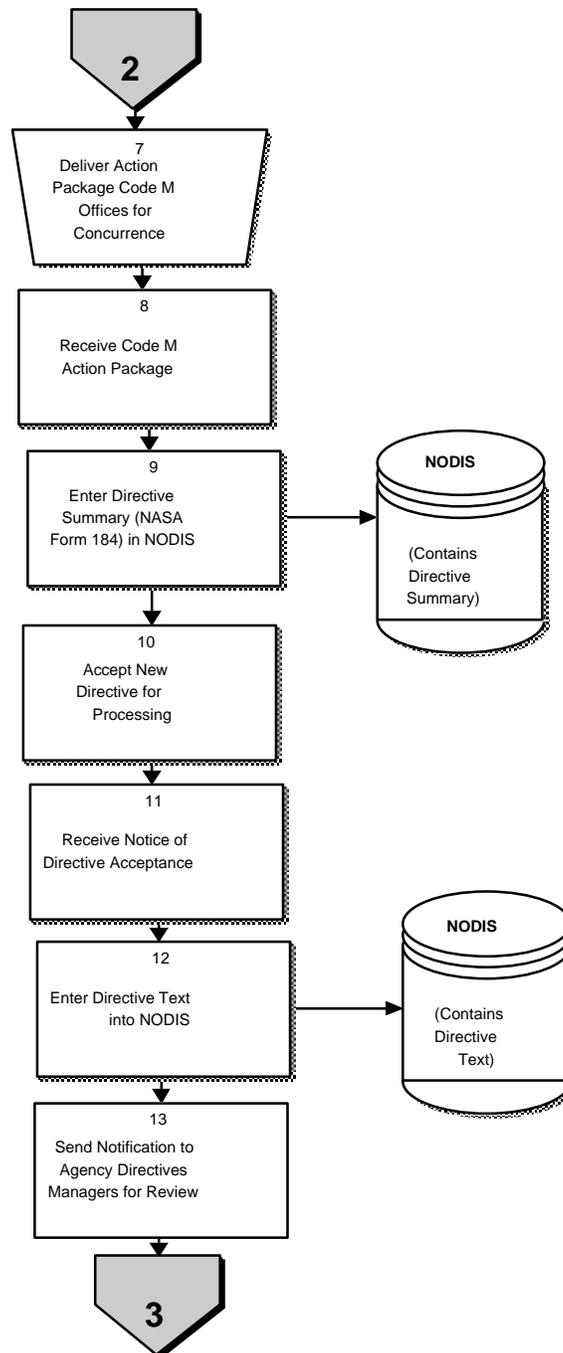
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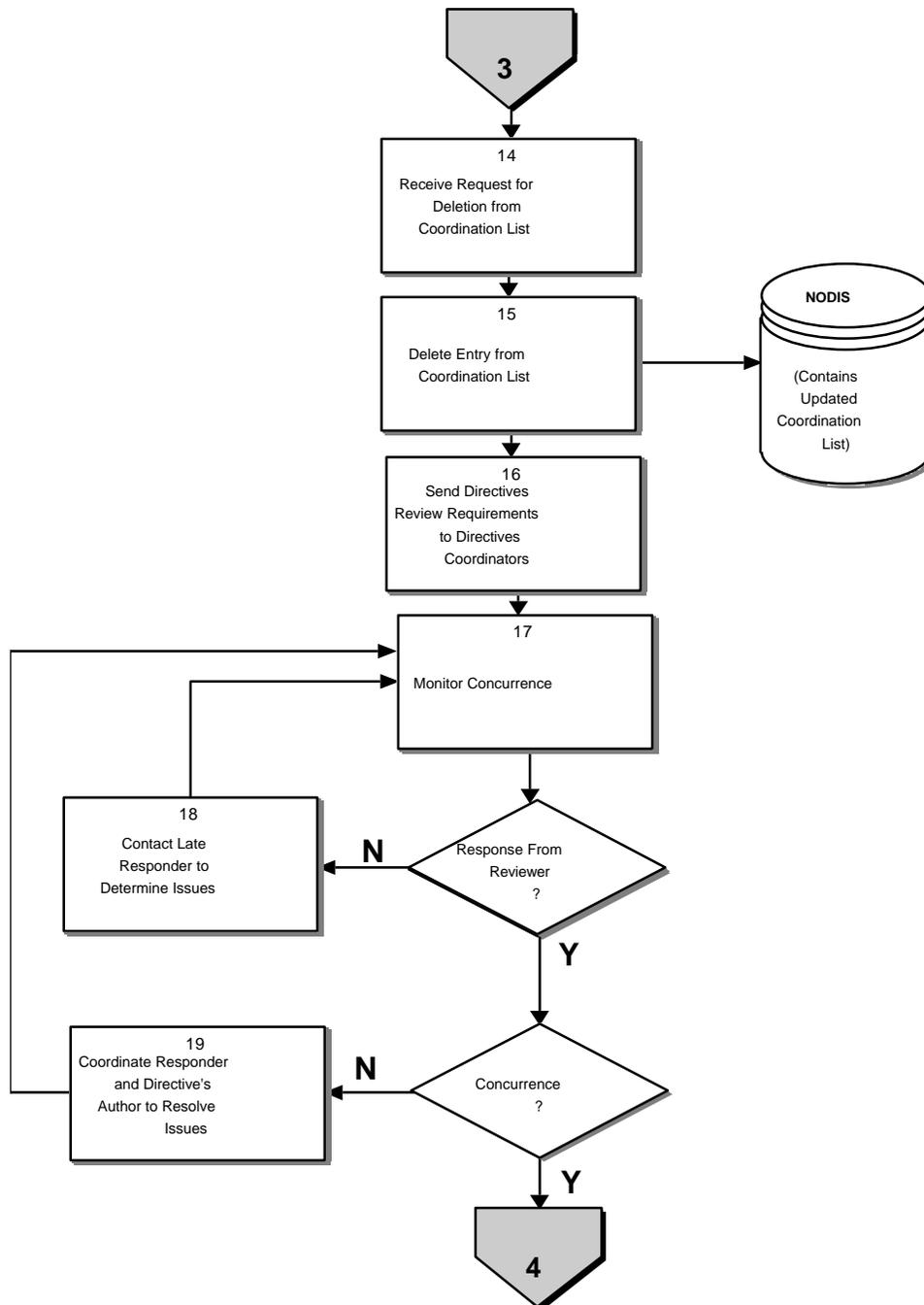
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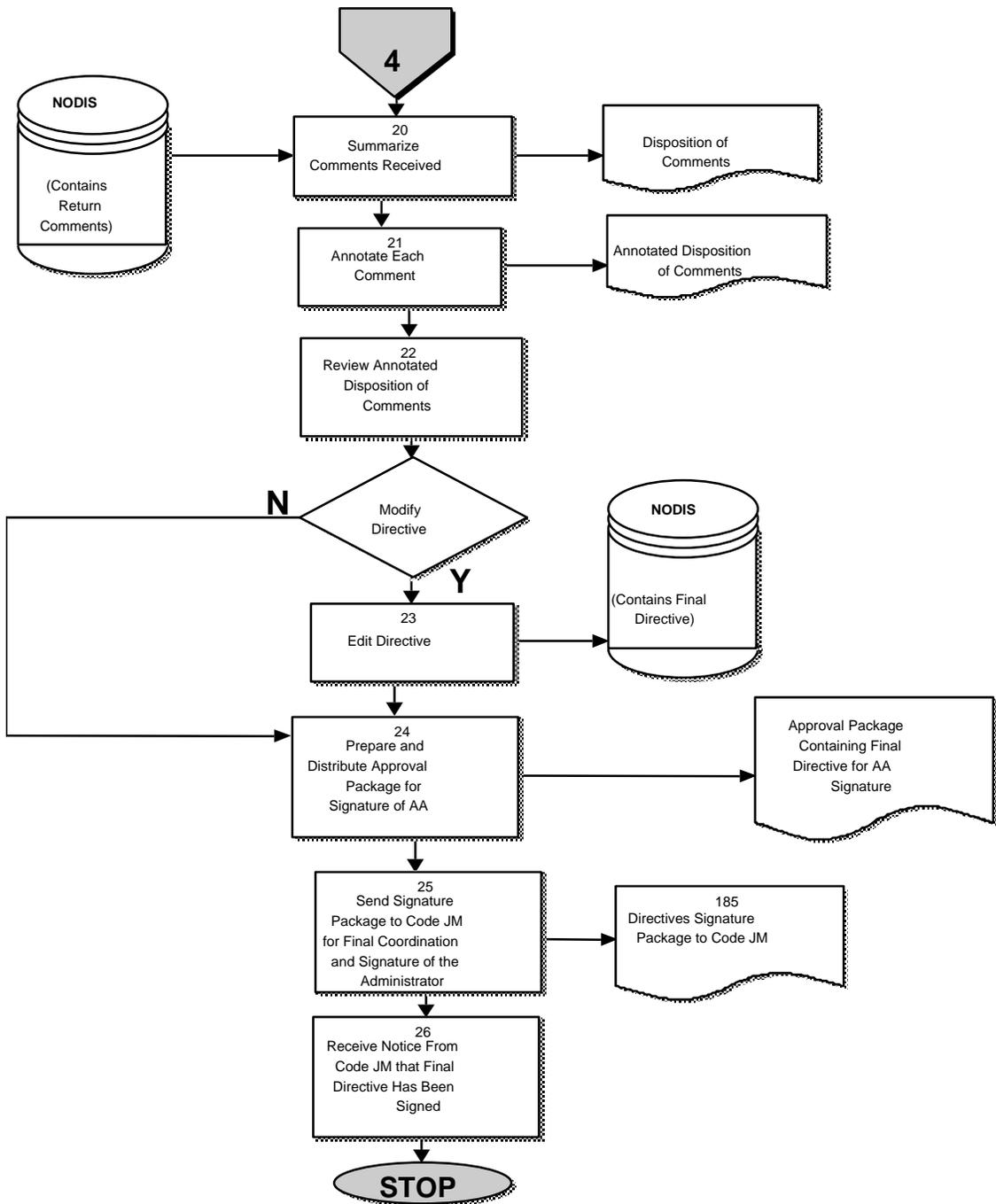
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6.0 INTERNAL DIRECTIVES DEVELOPMENT PROCESS STEPS

From time to time, Code M determines that there is a requirement for a new NASA directive. The directive is prepared by a primary author and submitted for NASA review using the NASA Online Directives Information System (NODIS). This process documented in the steps below, identifies the activities required to complete the development of a directive from its initiation through its approval as a NASA directive.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Directive's Author	1	Prepare Proposed Directive for Review. Author writes directive using the format outlined in NPG 1400.1
Directive's Author	2	Submit Proposed Directive to Directives Manager for Processing via E-mail
Code M Directives Manager	3	Review Directive for correct format and completeness per NPG 1400.1. If the directive is not in the correct format or missing critical information, return it to the author for revision. If the directive is in the correct format and the content follows the NPG 1400.1 criteria, continue with the process.
Code M Directives Manager	4	Complete NASA Directive Request Summary (NASA Form 184) using NODIS. This form includes basic information such as number, responsible office, subject, proposed concurring offices, and justification.
Code M Directives Manager	5	Complete Action Document Summary (NASA Form 117) using NODIS. This is the form that the concurring official's signature will appear when the designated offices for review concur on the document. It contains the names of reviewers, information about the originating office, and a summary of the document submitted for review.
Code M Directives Manager	6	Assemble Code M Action Package and send to originator and applicable OSF personnel for concurrence. The package will contain the new NPD or NPG, the Form 117 and Form 184. Take the package to the originator for

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concurrence.

Code M Directives Manager	7	After the originator has concurred, deliver the package to the Code M Action Tracking Manager for front office concurrences/signature
AA or Deputy AA for Space Flight	8	After the designated OSF managers and AA/OSF have signed off on the directive, the Code M Action Tracking Manger will log the action out and return the package to the Directives Manager.
Code M Directives Manager	9	Enter the signature of AA for OSF on NASA Form 184 to create record in the NASA Online Directives Information System (NODIS)
Agency Directives Manager	10	Reviews the NASA Form 184 and if form is complete, accepts New Directive for Processing
Code M Directives Manager	11	Receive notice from Code JM (Agency Directives Manager) of acceptance of the directive for processing or the need to resolve issues prior to acceptance. If resolution is needed, work with Code JM and the Directive's Author to resolve issues. If the directive is accepted, continue with the process
Code M Directives Manager	12	Enter Directive Text in the NODIS. The Directives Manager transfers the electronic version of the directive into the NODIS fields for building a new directive.
Agency Directives Manager	13	Send Notification to agency Directives Managers that the directive is ready for review, concurrence or nonconcurrence
Code M Directives Manager	14	Receive request to be removed from the directive's coordination list submitted by proposed reviewers
Code M Directives Manager	15	Edit Coordination List in the Directives Information System to remove an entry from the coordination list
Code M Directives Manager	16	Send directives review requirements

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		including schedule and instructions to the directives managers for all entries included on the coordination list
Code M Directives Manager	17	Monitor concurrence status. If nonconcurrence is noticed, coordinate review with author and originator of nonconcurrence to reach resolution of issues
Code M Directives Manager	18	Contact late responders to determine issues and work to resolve them so that the reviewing office can concur.
Code M Directives Manager	19	Coordinate responders and directive's authors to resolve issues
Code M Directives Manager	20	Summarize all comments that were received
Directive's Author	21	Enter a comment on the Disposition of Comments document for each entry. The comment must provide instructions to the Directives Manager detailing required modifications, agreement or disagreement with the comment.
Code M Directives Manager	22	Review the annotated Disposition of Comments document to determine if changes to the directive are required. If None are required, continue with the process.
Code M Directives Manager the	23	Edit directives to make changes proposed by reviewing offices. If changes are required, Update the directive in NODIS.
Code M Directives Manager	24	Prepare comment/signature package for signature of the Administrator which contains revised Directive, disposition of comments, NASA Form 117 and final routing slip. Send to JM.
Code M Directives Manager	25	Send signature package to Code JM for final coordination and signature of the Administrator. After the Administrator has signed, Code JM will keep the signature package as a part of the official file.

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Receive notice via e-mail from Code JM, that

Final Directive has been signed and can be
accessed in the NODIS Library.

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
NASA Directive (approved)	M-2	M-2	Electronic (NODIS)	Schedule 1 Item 72,A	Permanent. Retire to FRC 1 year after obsolete
Disposition of Comments	M-2	M-2	Hardcopy	Schedule 1 Item 25	Destroy when 3 yrs old or when no longer needed for operating purposes, whichever comes first.