



NASA Headquarters
Washington, DC 20546

HOWI1410 - M007
REVISION BASELINE
January 21, 1999

CODE M INTERNAL DIRECTIVES DEVELOPMENT PROCESS

(Conforming to ISO 9001 Quality System Requirements)

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Code M Internal Directives Development Process

January 1999

Original Approved and signed by

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DOCUMENT HISTORY LOG

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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://www.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.

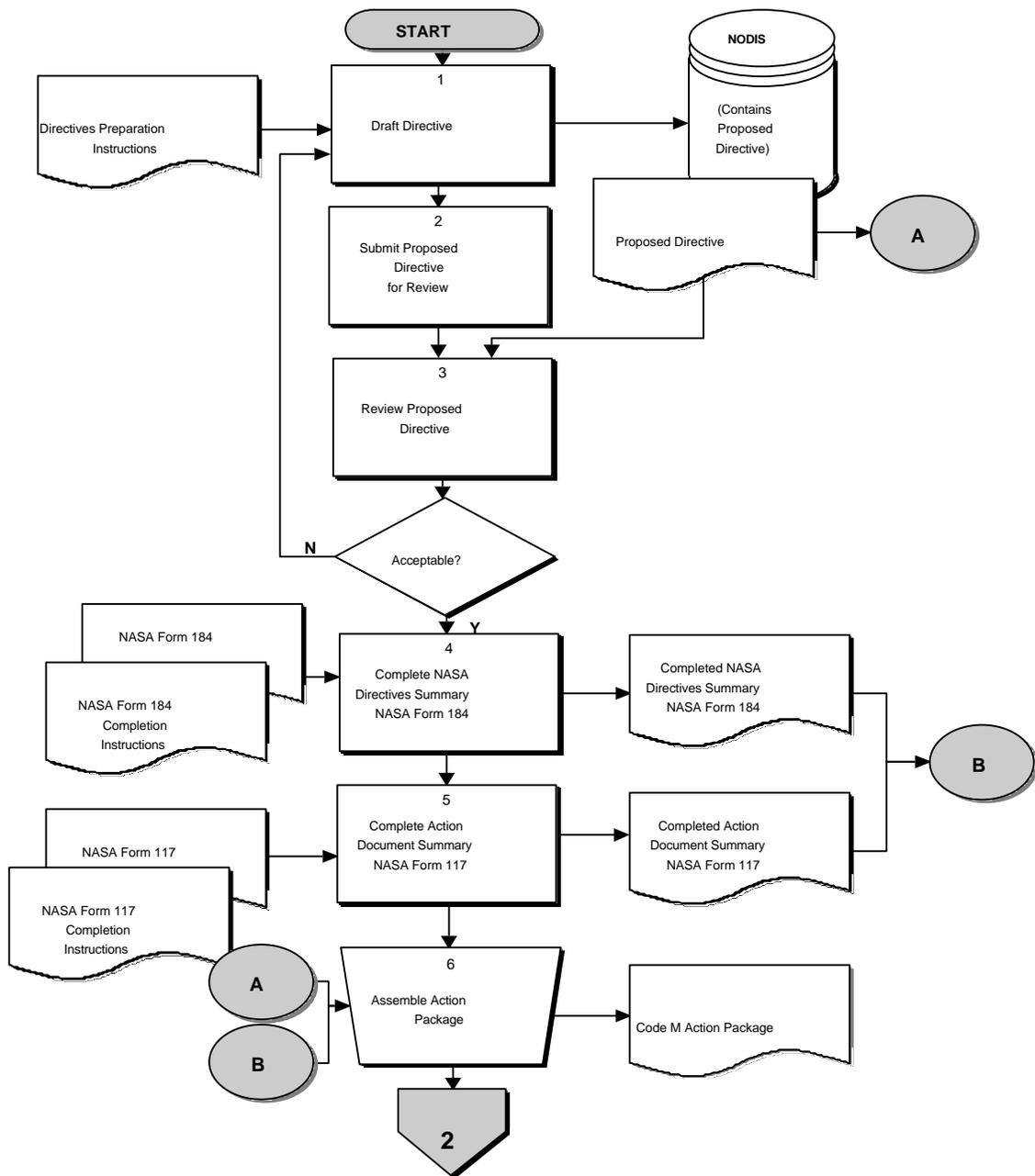
4.0 REFERENCES

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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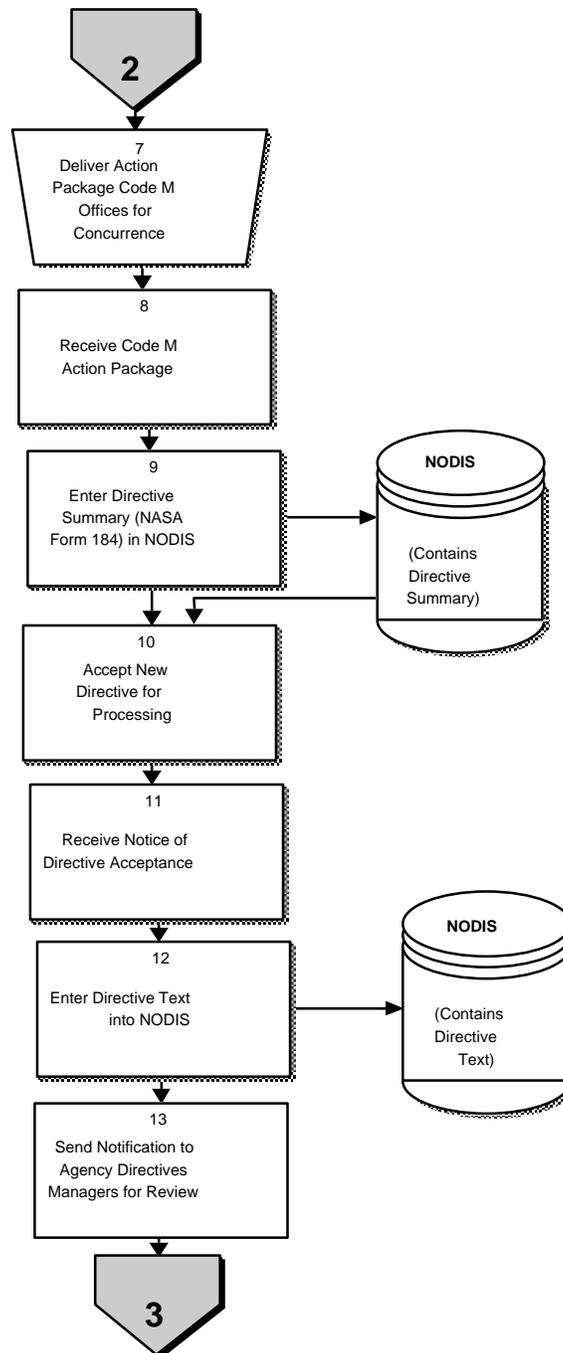
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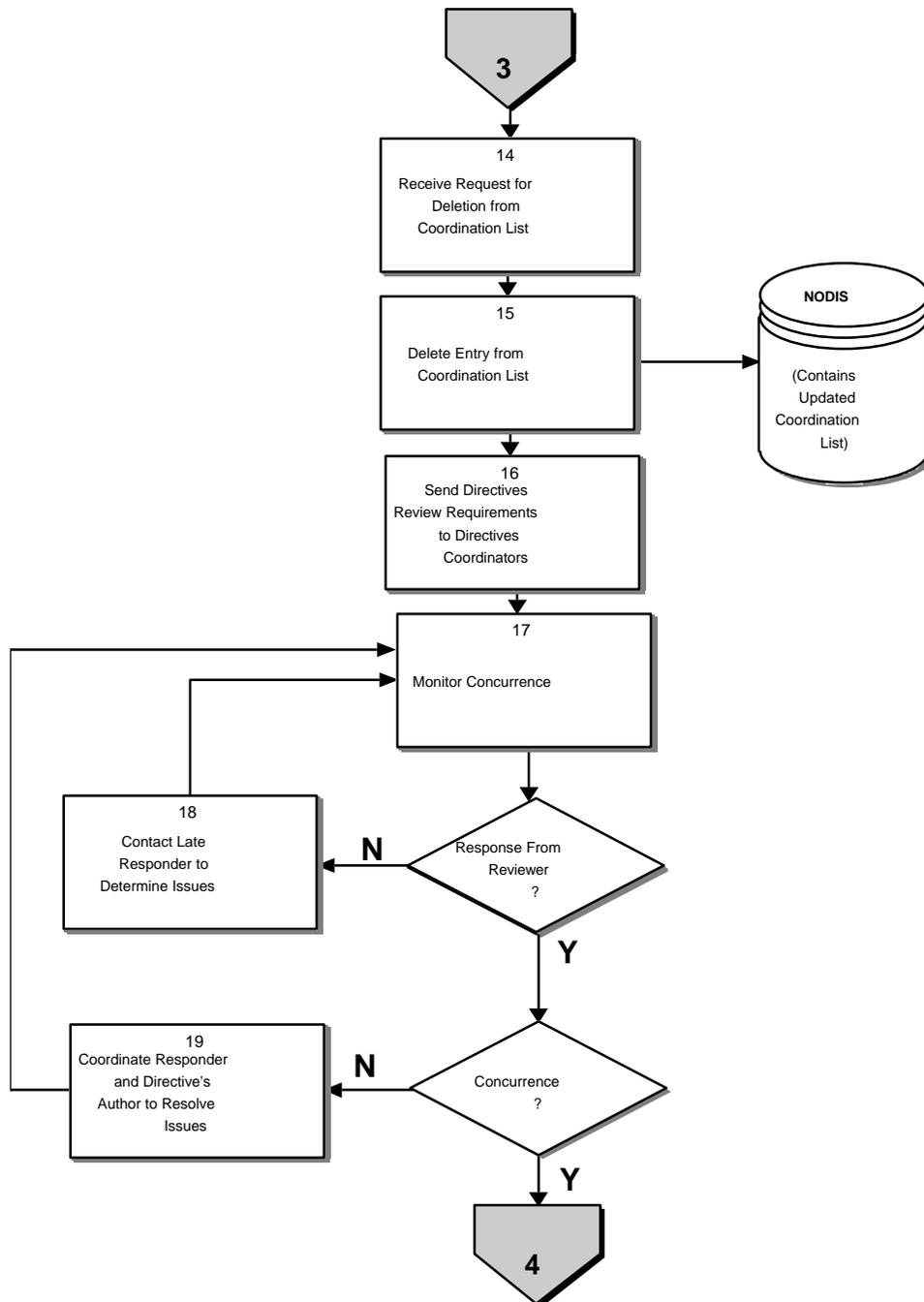
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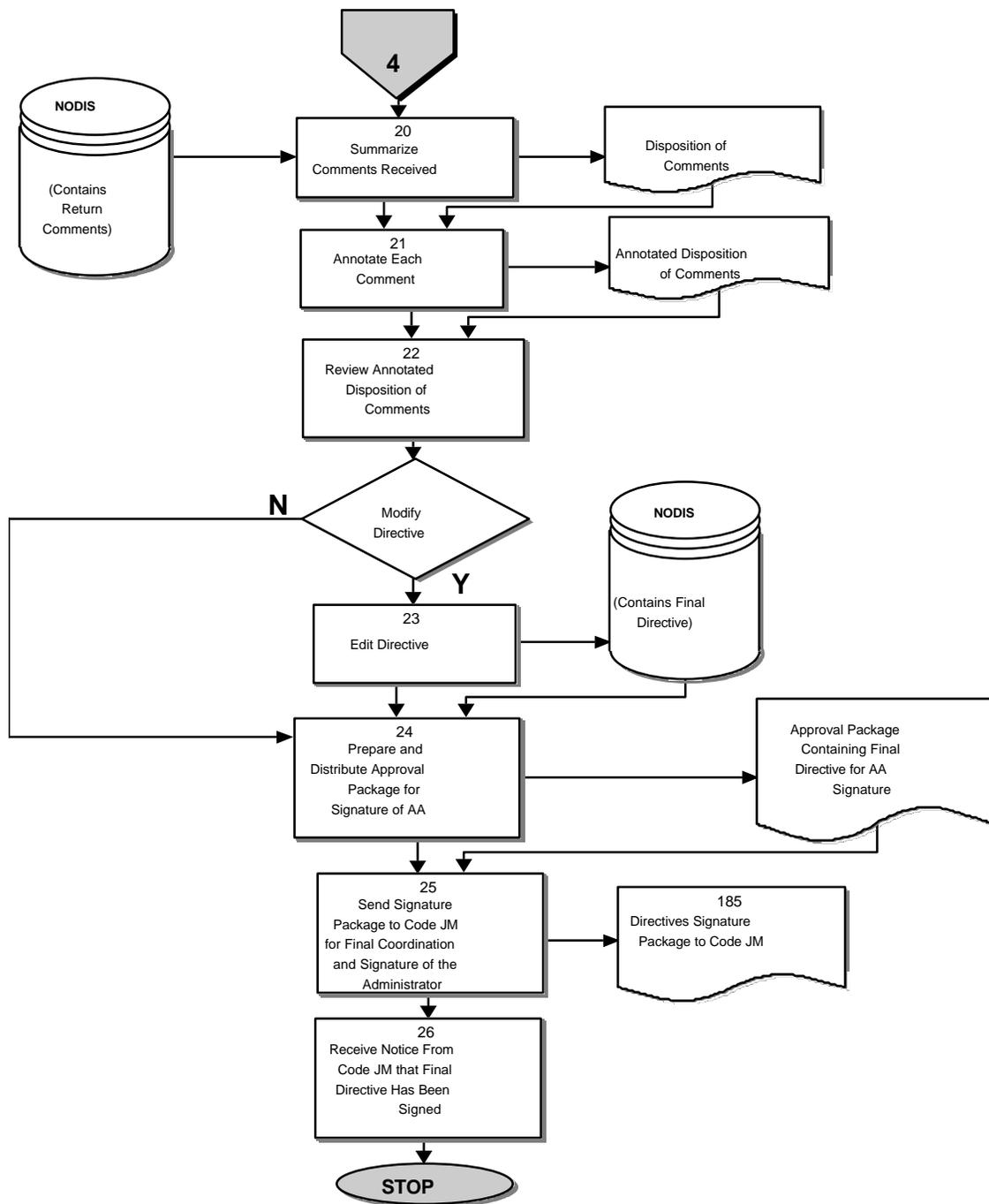
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6.0 INTERNAL DIRECTIVES DEVELOPMENT PROCESS STEPS

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
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 NPD 1400. If the directive is unacceptable, return it to the author for revision (Activity Step 1). If the directive is acceptable, continue with the process
Code M Directives Manager	4	Complete NASA Directive Summary (NASA Form 184)
Code M Directives Manager	5	Complete Action Document Summary (NASA Form 117)
Code M Directives Manager	6	Assemble Code M Action Package and send to originator and applicable OSF personnel for concurrence
Code M Directives Manager	7	Deliver to the, Code M Action Tracking Manager for front office concurrences/signature
AA or Deputy AA for Space Flight	8	Receive Action Package from Code M Action Tracking Manager via Action Routing Form

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Code M Directives Manager	9	Enter a signature of AA for OSF on NASA Form 184 to create record the NASA Online Directives Information System (NODIS)
Agency Directives Manager	10	Accept 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
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 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

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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	23	Edit directives. If changes are required, Update the directive in NODIS
Code M Directives Manager	24	Prepare comment/signature package for signature of the Administrator. Send to JM.
Code M Directives Manager	25	Send signature package to code JM for final coordination and signature of the Administrator
Agency Directives Manager	26	Receive notice via e-mail, that the Final Directive has been signed.

7.0 RECORDS

Record Identification	Owner Location		Retain	Media
NASA Directive (Approved)	M	M	Until effective date of replacement	Electronic (NODIS)
Disposition of Comments	M	M	3 years (Minimum)	Hardcopy

The Code M Internal Directives Development records are retained and dispositioned in accordance with NPG 1441.1, SCHEDULE 1/14B.1(a), Permanent - Retire to Federal Records Center when 2 years old; transfer to NARA when 2 years old.