



NASA Headquarters  
Washington, DC 20546

HOWI1410-M008  
REVISION BASELINE  
January 21, 1999

# **CODE M EXTERNAL DIRECTIVES REVIEW PROCESS**

**(Conforming to ISO 9001 Quality System Requirements)**

**CHECK THE MASTER LIST at  
<http://www.hq.nasa.gov>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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## Code M External Directives Review Process

January 1999

Original Approved and signed by

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Associate Administrator, Office of Space Flight

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## 1.0 PURPOSE

The purpose of this HQ OWI for External Directives Review within Code M is to prescribe the steps for reviewing NASA HQ directives that are developed by organizations other than Headquarters, Code M.

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 OWI includes the activity steps for the process that begins with the receipt of a directive from Code JM for review and concludes with the publication of Code M Comments to the originating organization. The OWI applies to all Headquarters Code M personnel who review and comment on directives developed by organizations other than Headquarters Code M.

## 3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

3.1 External Directives. NASA policy and guidelines developed by Codes other than Code M, but which require Code M review and coordination.

3.2 NODIS NASA Online Directives Information System

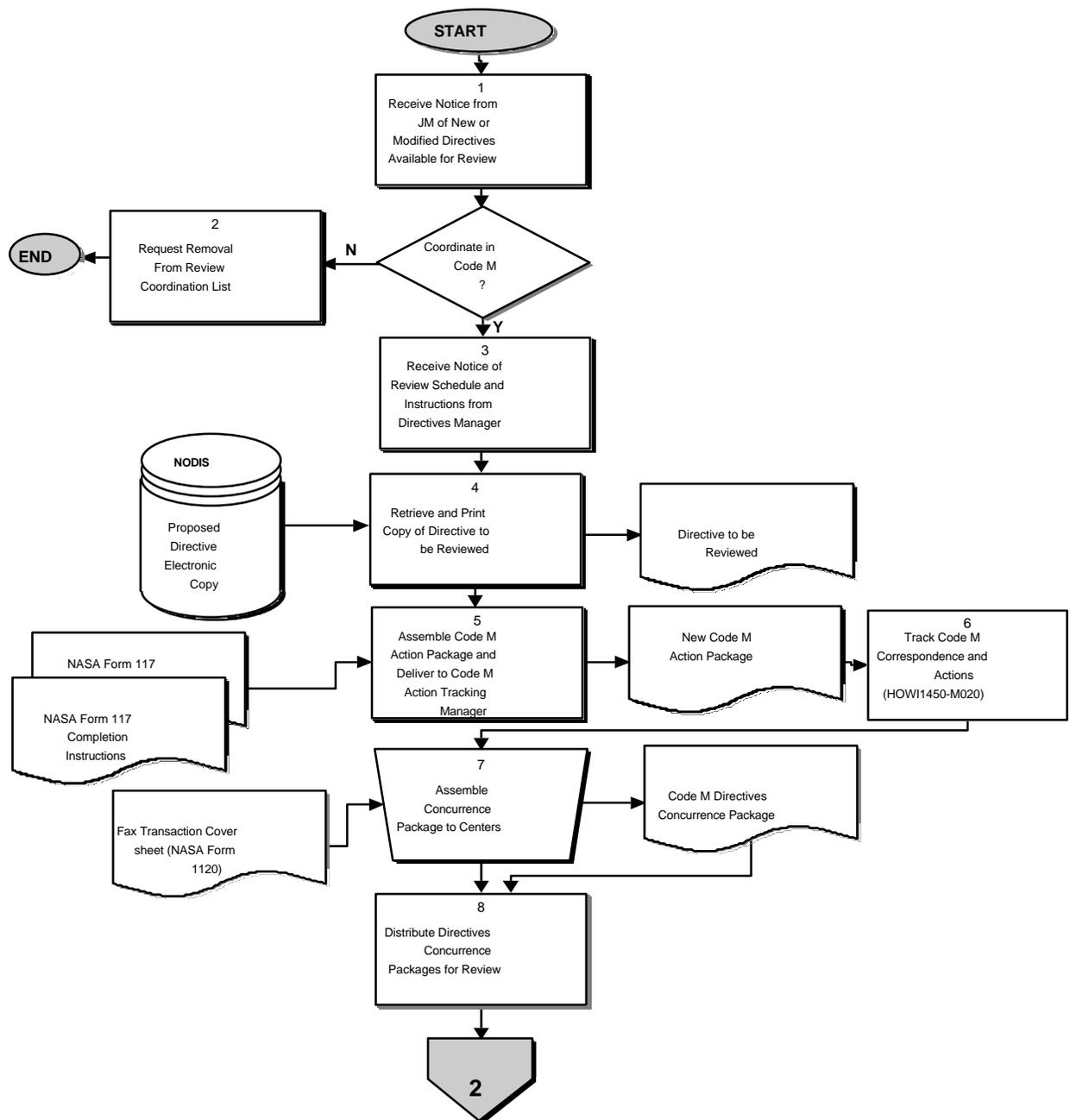
## 4.0 REFERENCES

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

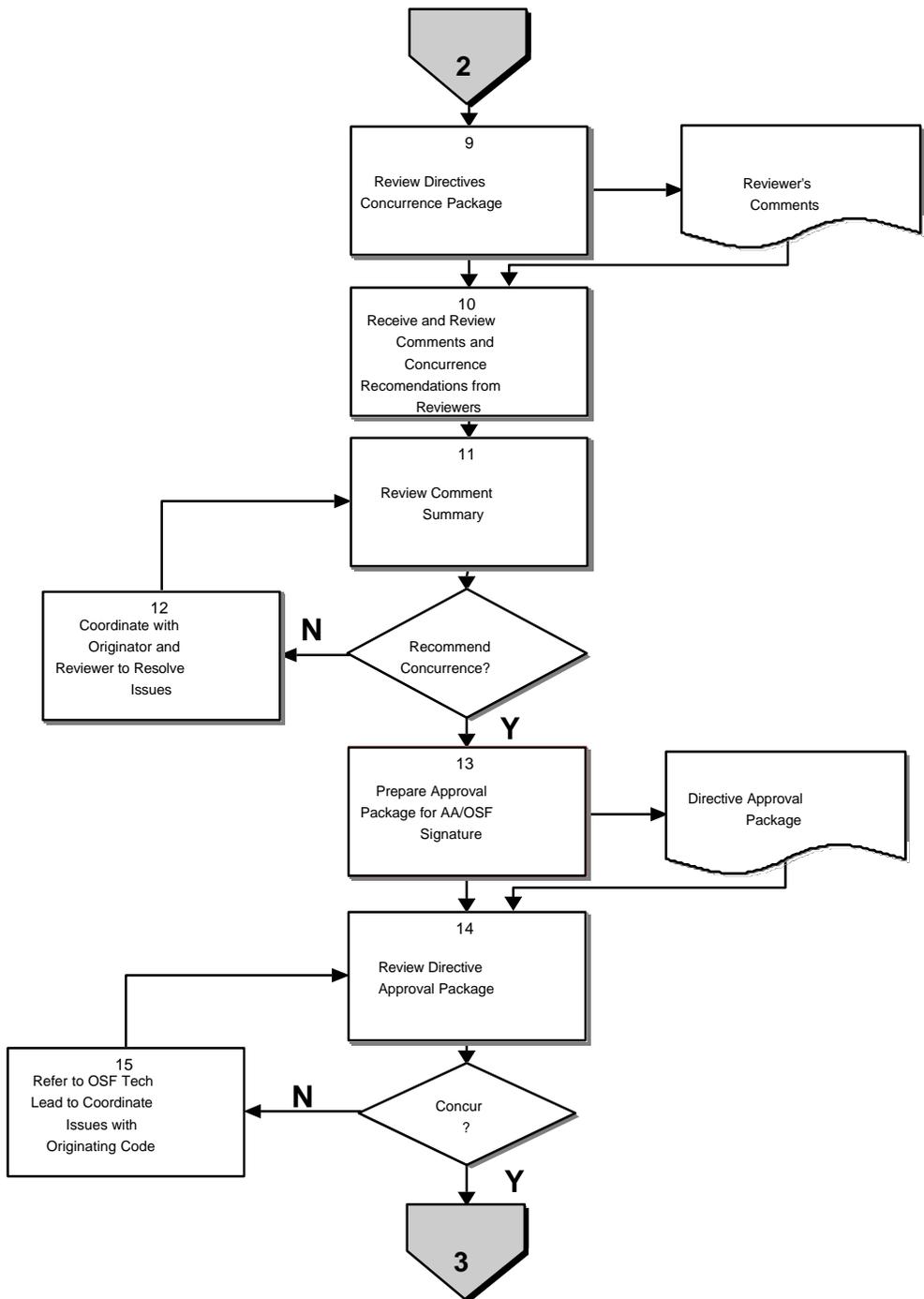
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## 5.0 FLOWCHART

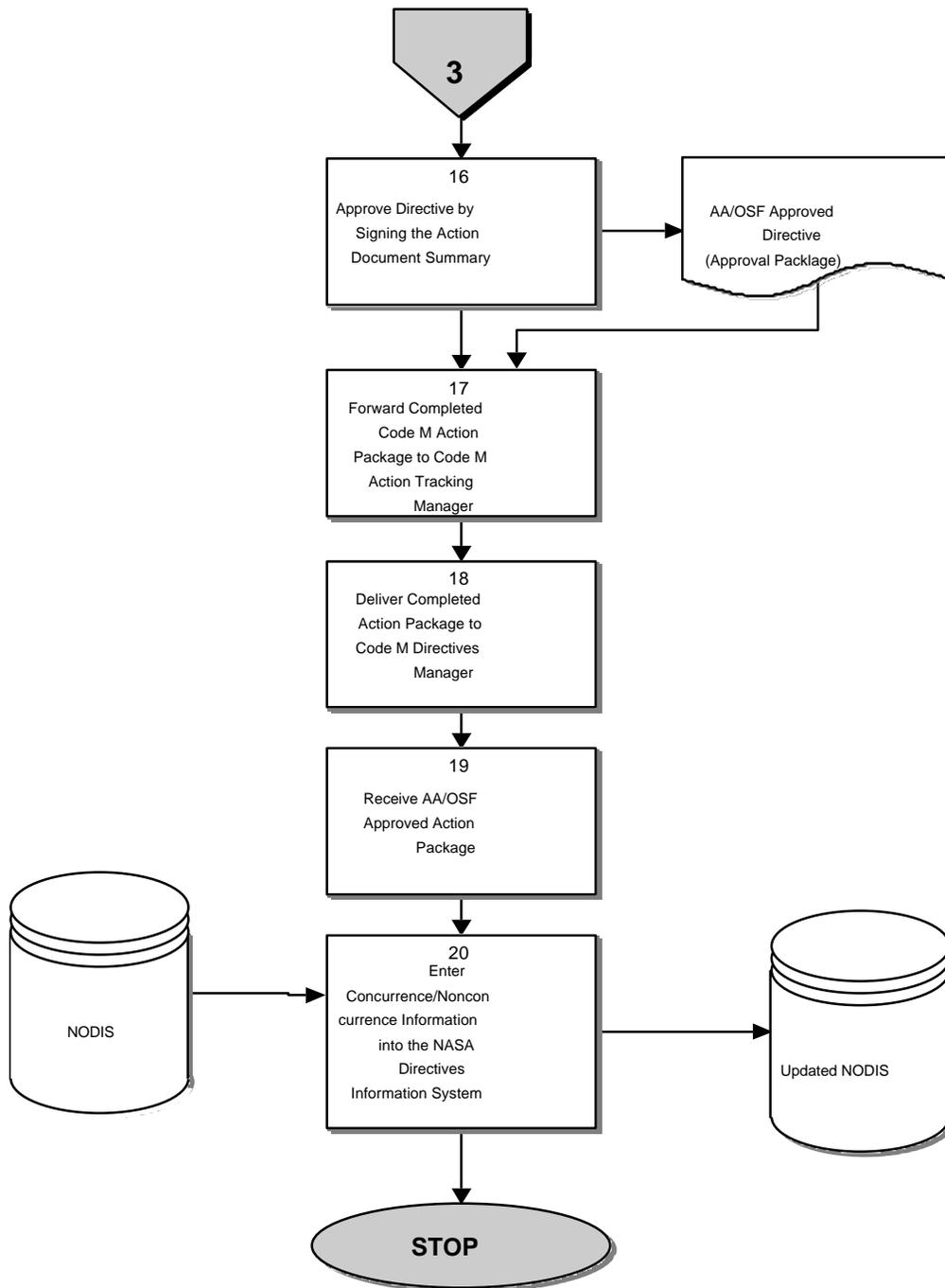


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## 6.0 EXTERNAL DIRECTIVES REVIEW PROCESS

NASA Directives are developed and maintained by many organizations throughout the organization. When a new directive is developed, other organizations which have an interest are asked to review the directive prior to its approval. The review process of directives developed or modified by organizations, other than Code M, is documented in the steps below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Code M Directives Manager	1	Receive notice from Code JM that there is a new or revised directive available for review
Code M Directives Manager	2	Analyze the directive information to determine if Code M should be included in the directive review coordination list. If the subject is not within the scope of Code M interest, notify the originating code's Directives Manager to remove Code M from coordination list. If review is appropriate, continue with the next step
Code M Directives Managers	3	Receive notice of review due date from originating office with review instructions
Code M Directives Manager	4	Retrieve and print proposed directive
Code M Directives Manager	5	Assemble Code M Action Package and Deliver to the Code M Action Tracking Manager
Code M Action Tracking Manager	6	Complete action tracking process
Code M Directives Manager	7	Assemble concurrence package for OSF Centers consisting of the Fax Concurrence Sheet, NASA Form 1120 and the proposed directive
Code M Directives Manager	8	Distribute Proposed Directive to Center Directives Managers and others within Code M as designated

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Code M Action Personnel And Center Directives Managers	9	Review Proposed Directive and document comments, sending them to the Headquarters Code M Directives Manager
Code M Directives Manager	10	Receive and review comments from action personnel and Center Directives Managers
Code M Action Technical Lead	11	Review comments and decide whether to recommend concurrence or nonconcurrence. If nonconcurrence is recommended, work with originator to resolve issues. If concurrence is recommended forward action package and annotated comments to Code M Directives Manager
Code M Action Technical Lead	12	Resolve issues with the originator and the reviewer so that concurrence can be recommended. When concurrence is achieved, forward the action package with recommendation to the Code M Directives Manager
Code M Directives Manager	13	Prepare the approval package for the AA/OSF signature. The package must contain the original action package, all review comments and the recommendation of the action's lead technical person as well as the NASA Form 117, Action Document Summary for AA/OSF signature and route to appropriate OSF office for concurrence
Code M Reviewers (Required Concurrences)	14	Review Directive Approval Package to determine concurrence/nonconcurrence
Code M Action Technical Lead	15	Coordinate with the originating code and Code M Directives Manager to resolve issues which prevent concurrence, if applicable and return package to the
AA/OSF	16	Approve directive by signing the NASA Form 117, Action Document Summary, if applicable

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AA/OSF	17	Forward Completed Action Package to Code M Action Tracking Manager
Code M Action Tracking Manager	18	Close action in action tracking system and deliver approval package to the Code M Directives Manager
Code M Directives Manager	19	Receive AA/OSF Approved Action Package
Code M Directives Manager	20	Enter directives review concurrence/nonconcurrence information and electronic signature (if concurring) into the NASA Directives Information System (NODIS). Send e-mail to the originating office notifying them of completed action. If nonconcurring, signature of AA for OSF is withheld until originating office resolves issues.

## 7.0 RECORDS

Record Identification	Owner	Location	Retain	Media
Code M Approved Action Package	M	M	3 years (Minimum)	Hardcopy

The package includes individual review comments, consolidated comments with the signed NASA Form 117 and the original action directive

The Code M External Directives Review 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.