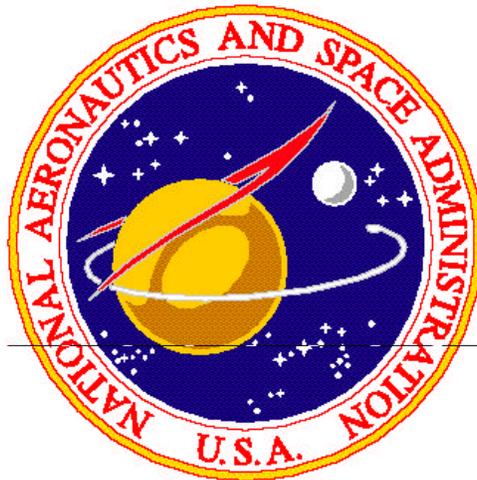


Responsible Office: Code K
Subject: Policy Formulation



**Office of Small and Disadvantaged Business Utilization
(HQ/Code K)**

Office Work Instruction

Policy Formulation

Approved by: s/ Ralph Thomas, III, 2/4/00
Ralph Thomas, III
Associate Administrator for
Office of Small and Disadvantaged Business Utilization

Responsible Office: Code K
Subject: Policy Formulation

1. Purpose

The purpose of this procedure is to document the OSDBU process to formulate policies pertinent to the Agency's responsibilities for small, small-disadvantaged, woman-owned businesses, Historically Black Colleges and Universities, and other Minority Educational Institutions.

2. Scope and Applicability

- 2.1 This OWI covers the policy formulation process in Code K to ensure compliance with the terms of applicable public laws (see Section 4.0, "References" and NPD 5000.2 and to formulate policy that addresses OSDBU's office mission and responsibilities.
- 2.2 The objective of these activities is to foster increased participation of small, minority, and woman-owned businesses in the U.S. civil space program, technology transfer and commercialization, special needs and opportunities presented by the Nation's small, small-disadvantaged, and woman-owned businesses, and identification of eligible small, minority, and woman-owned business participation in NASA procurements.
- 2.3 This OWI addresses processes OSDBU uses to formulate new policies, revise existing policies when the due date has expired, and to formulate new policies or revise existing policies in response to oversight and reporting evaluation input or an MBRAC recommendation approved by the NAC.

3. Definitions

- 3.1 A. Administrator
- 3.2 AA. Associate Administrator.
- 3.3 Action Officer (AO). Person within Code K assigned responsibility by the AA to formulate new OSDBU policy or revise an existing policy.
- 3.4 ADS. Action Data Summary.
- 3.5 APFR. Assessing Policy Formulation Request (OSDBU Form 112). Form the AO completes to evaluate and implement policy document changes.
- 3.6 Comments Package. Memorandum prepared by Code K that addresses comments received during the 60-day period in which external stakeholders can provide comments on the Interim NASA FAR Supplement Regulation. The memorandum categorizes and summarizes

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- the comments and provides responses to those categorizations and summaries.
- 3.7 Code H. Office of Procurement.
 - 3.8 Code JM. Office of Management Systems' Management Assessment Division.
 - 3.9 Formal Review, Comment, and Concurrence. Process initiated by AO to submit a new policy or revision of an existing policy to Headquarters Codes to review, provide comments, and/or concur on before reviewed by the Administrator.
 - 3.10 FAR. Federal Acquisitions Regulations
 - 3.11 FRC. Federal Records Center.
 - 3.12 Informal Review. Steps of process when AO circulates for review and comment the draft preliminary policy approved by the AA to NASA Codes, Centers, and external stakeholders that may be affected by the proposed new policy and/or revised policy before that policy is formally submitted for NASA Headquarters formal review, comment, and concurrence.
 - 3.13 MBRAC. Minority Business Resource Advisory Committee.
 - 3.14 NAC. NASA Advisory Council.
 - 3.15 NARA. National Archives Records Administration
 - 3.16 NPD. NASA Policy Directive signed by the Administrator.
 - 3.17 NODIS. NASA On-Line Directives Information System.
 - 3.18 NPG. NASA Policy Guidance signed by the Official in Charge.
 - 3.19 OIC. Official in Charge.
 - 3.20 OSDBU. Office of Small Disadvantaged Business Utilization.
 - 3.21 PRC. Policy Review Checklist (OSDBU Form 113). Form the AO completes to monitor the status of the action.
 - 3.22 Revise. Changes to an existing policy to make that policy more clear more clear and/or responsive to issue(s) that policy is to address.

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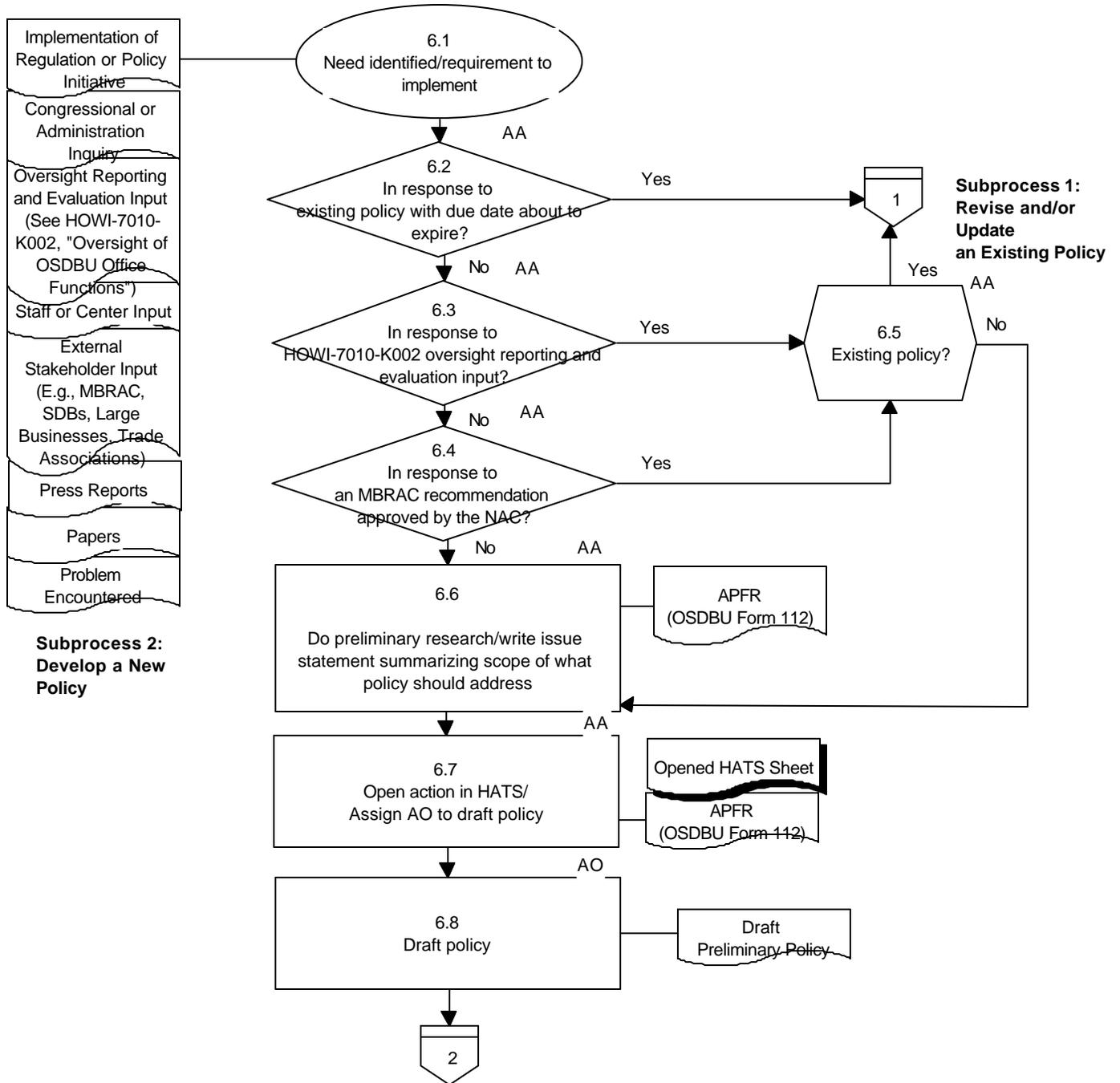
- 3.23 Revised Rule. Proposed Code K text to revise the Interim NASA FAR Supplement Regulation based on the review of external stakeholder comments received, summarized, categorized, and responded to in the comments package.
- 3.24 SDB. Small and Disadvantaged Business.
- 3.25 Staffing Approach. Informal and/or formal review process by which Code K seeks NASA Headquarters Code, NASA Center, and external stakeholder comments and NASA Headquarters Code and Administrator concurrence.
- 3.26 Update. Changes to an existing policy to make that policy more responsive to current conditions regarding the issue(s) that policy is to address.

4. References

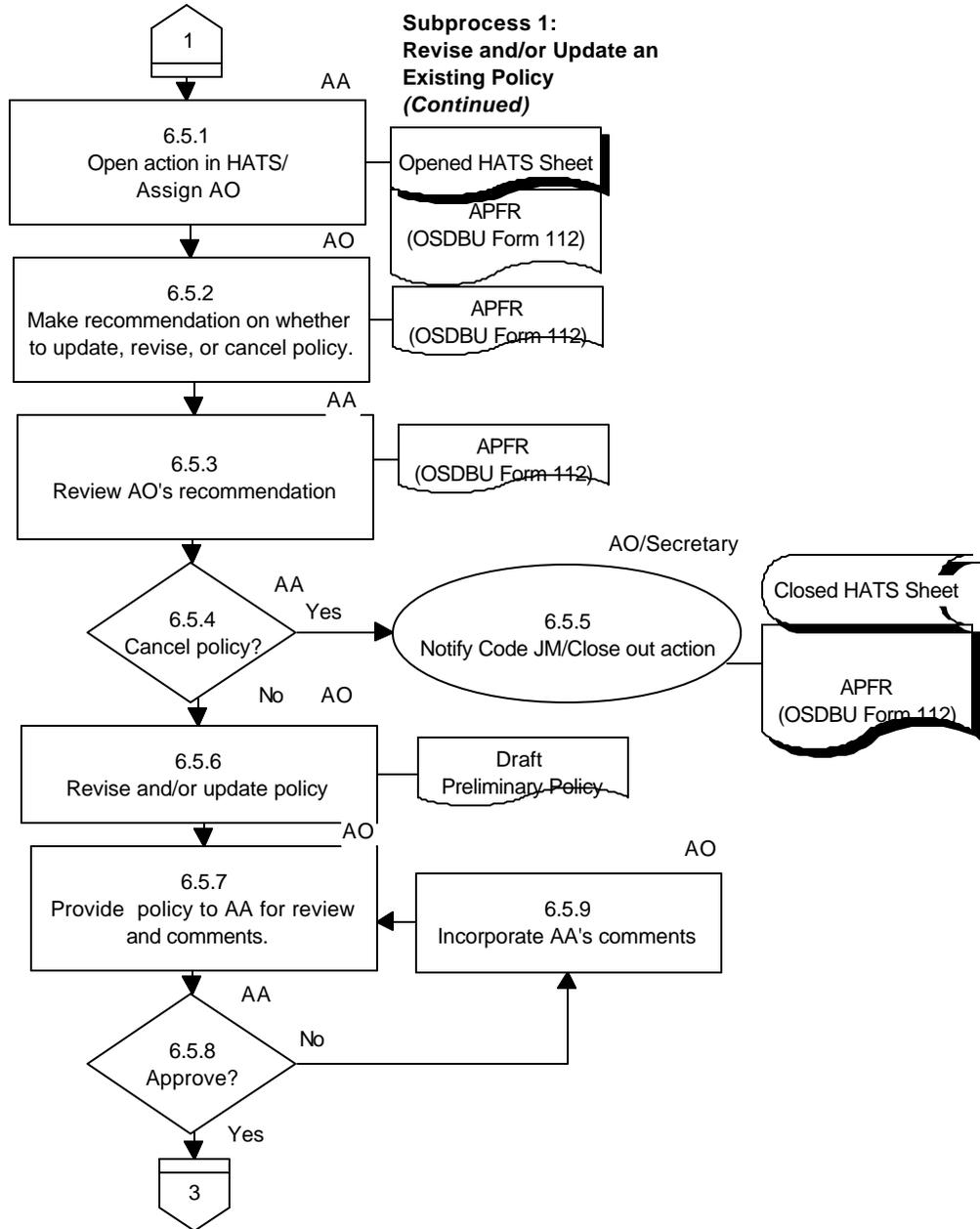
- 4.1 NPD 5000.2 Uniform Methodology for Determination of Small Disadvantaged Subcontracting Goals
- 4.2 NPD 1000.1 NASA Strategic Plan
- 4.3 NPD 1000.2 NASA Strategic Management Handbook
- 4.4 Small Business Act of 1958 (Section 15), as amended
- 4.5 Public Law 95-507 (Section 221), October 26, 1978
- 4.6 Public Law 101-144, November 9, 1989
- 4.7 Public Law 101-507, November 5, 1990
- 4.8 Office of Federal Procurement Policy Letter 99-1
- 4.9 Public Law 100-656 (Sections 502 and 503)
- 4.10 Public Law 103-355, October 13, 1994
- 4.11 Public Law 103-135, December 2, 1997

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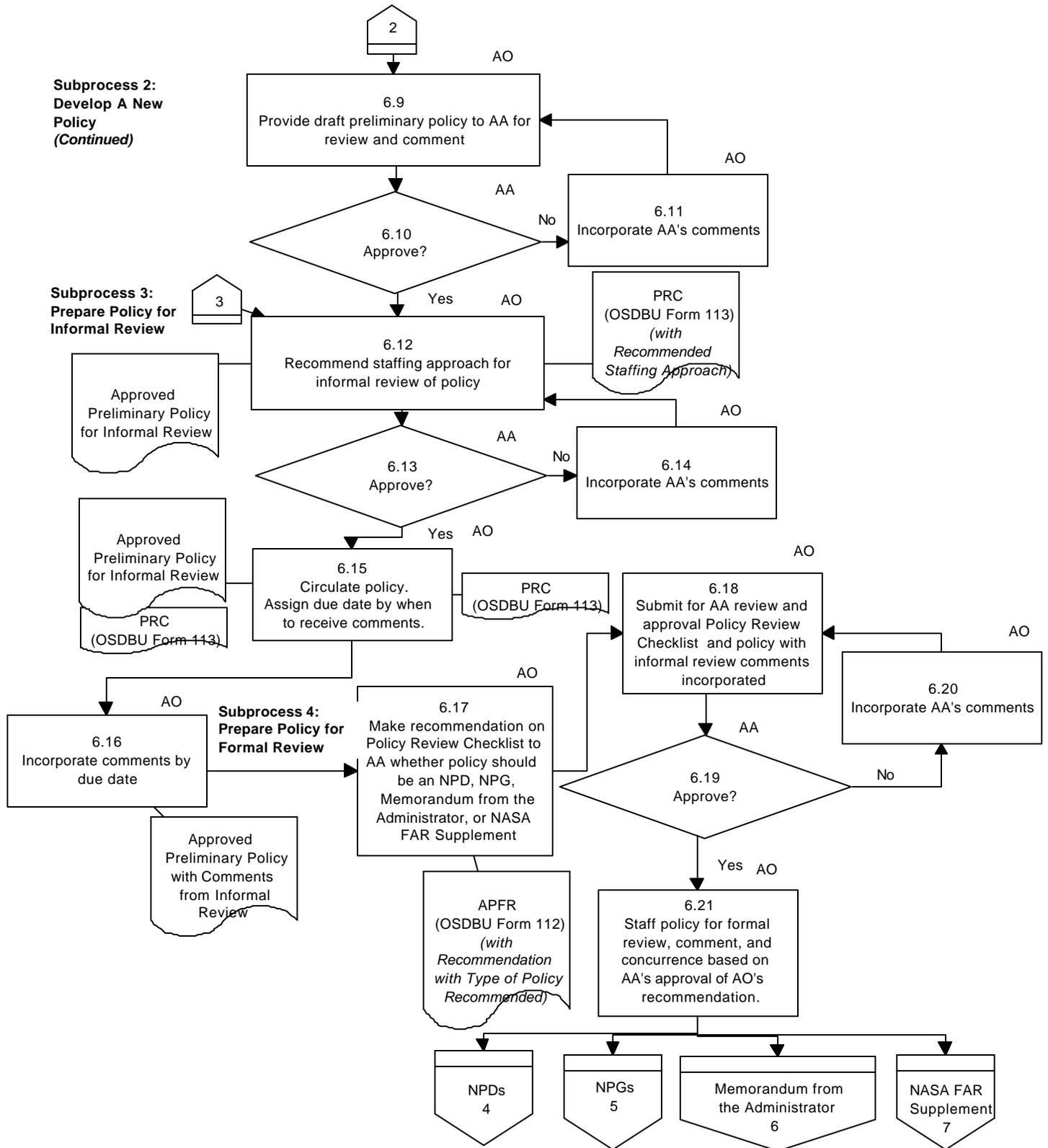
5. Flowchart



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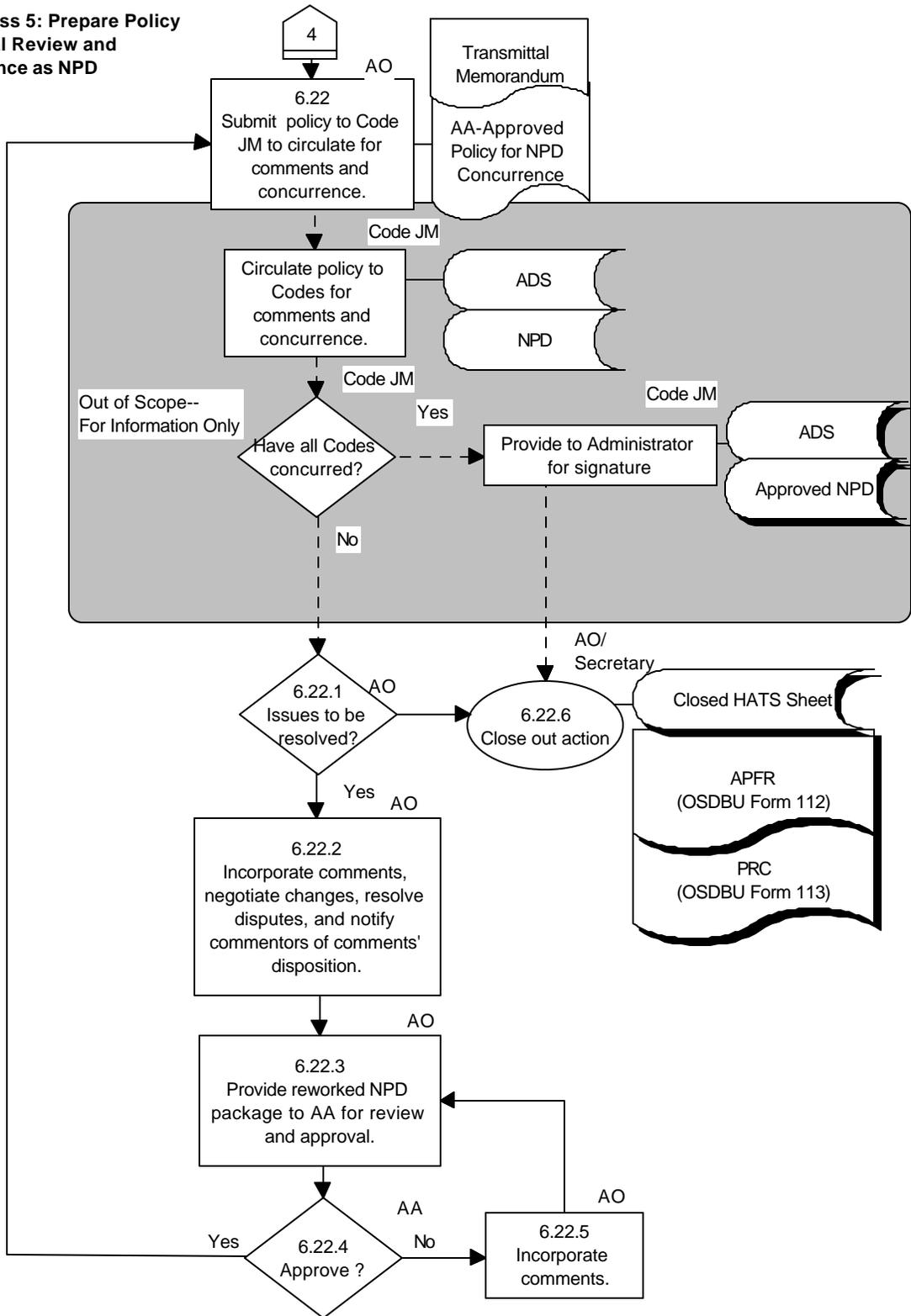


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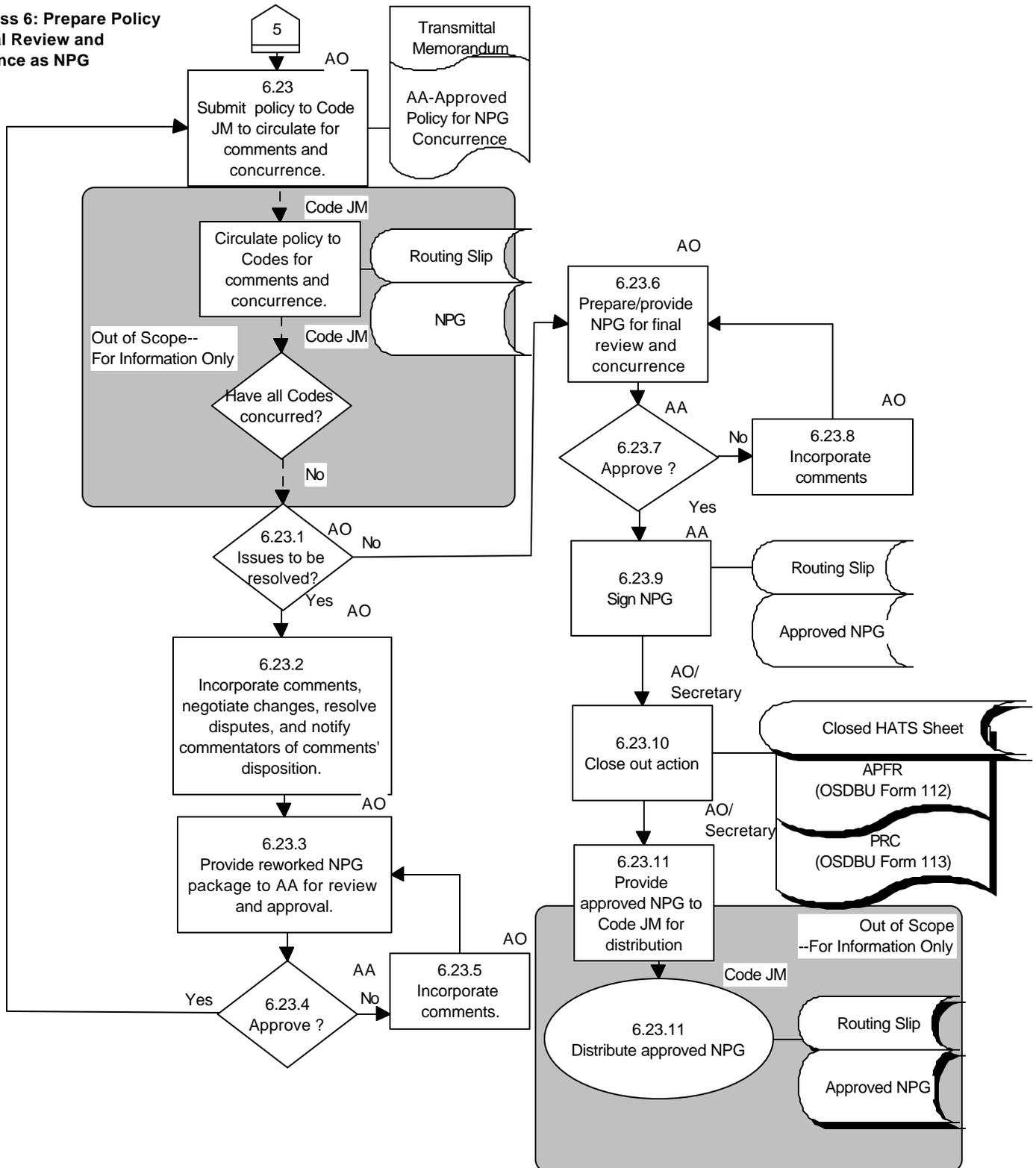
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Subprocess 5: Prepare Policy for Formal Review and Concurrence as NPD



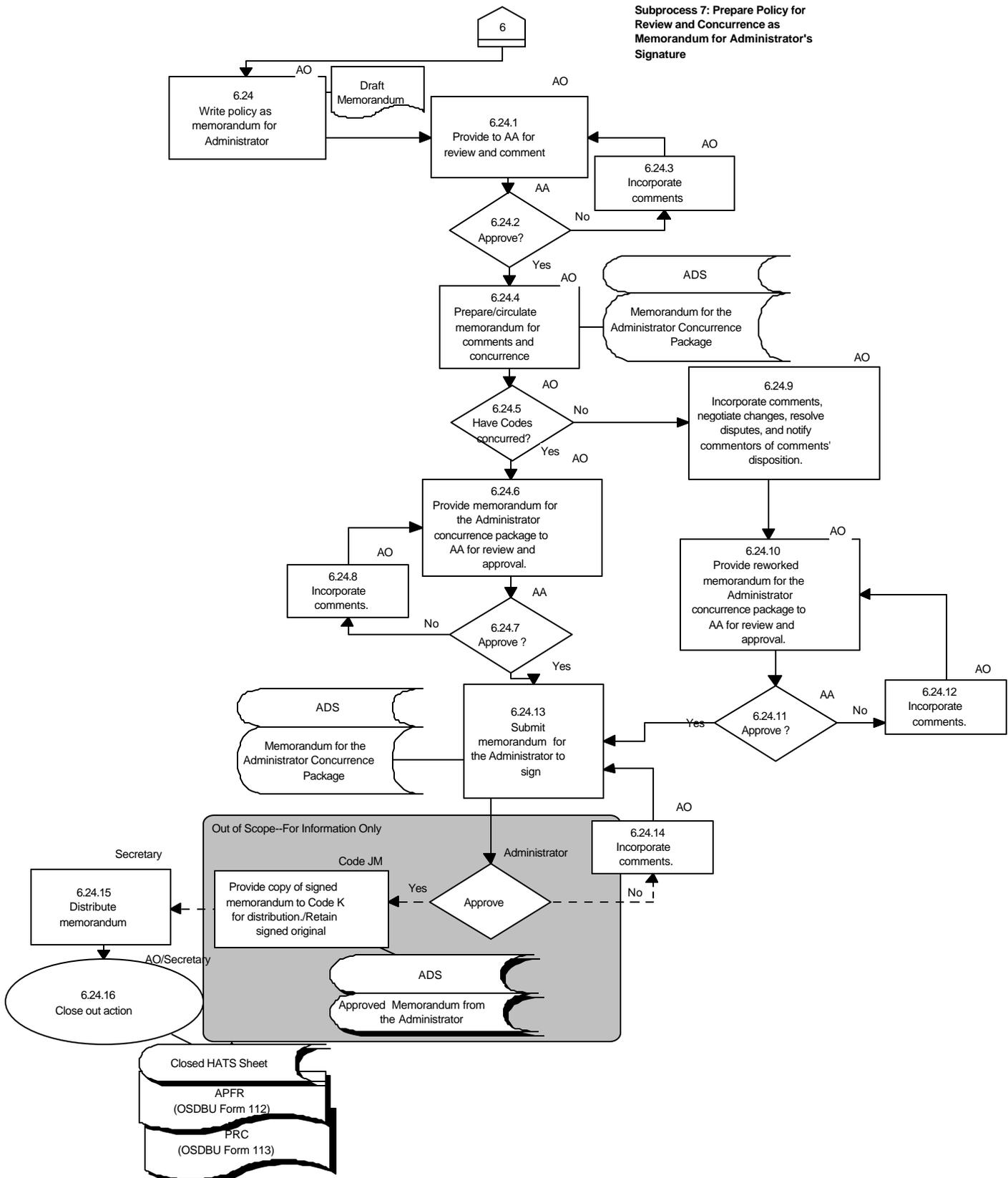
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Subprocess 6: Prepare Policy for Formal Review and Concurrence as NPG



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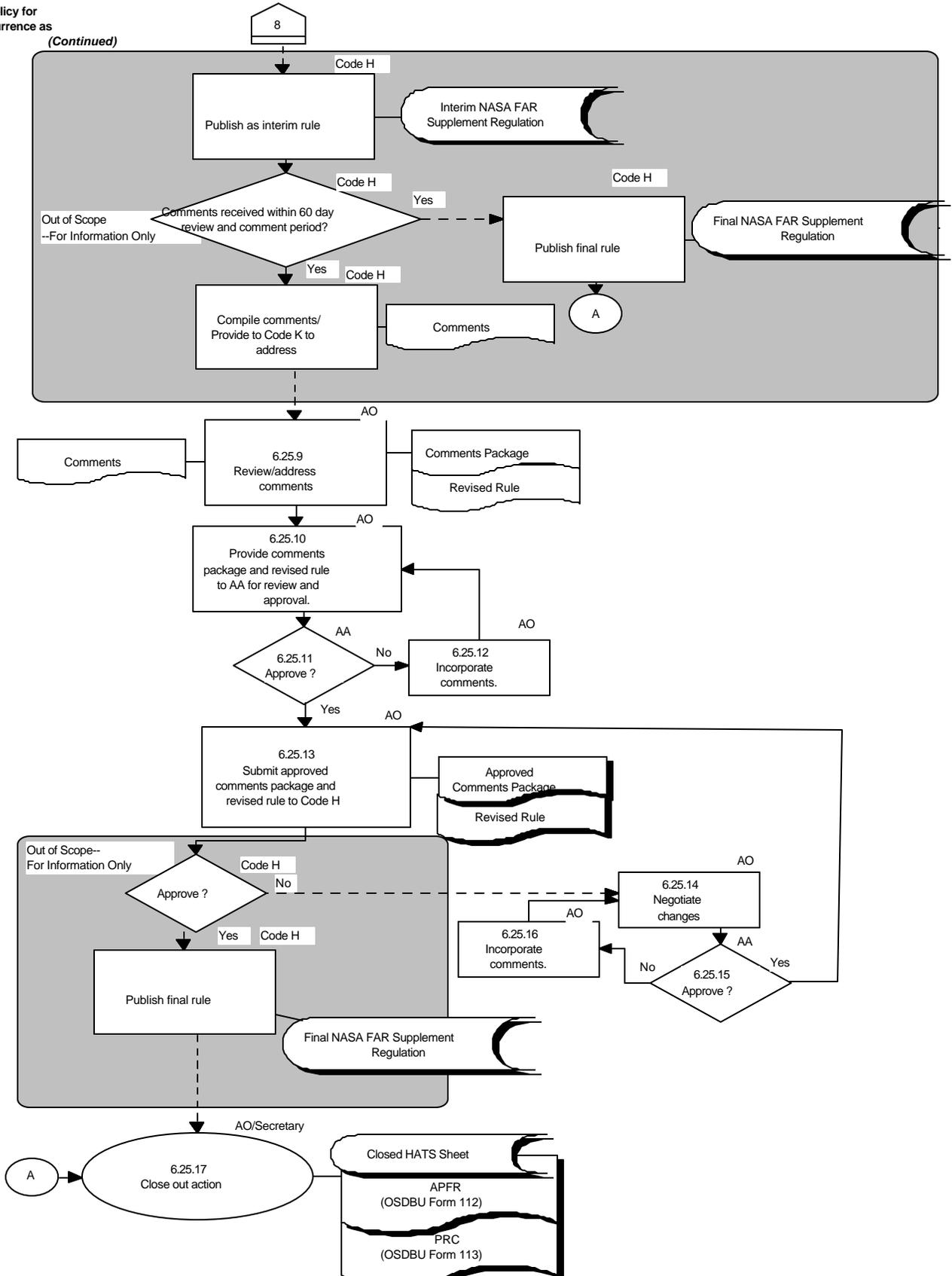
Subprocess 7: Prepare Policy for Review and Concurrence as Memorandum for Administrator's Signature



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Subprocess 8: Prepare Policy for Formal Review and Concurrence as NASA FAR Supplement

(Continued)



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Need identified to formulate policy or requirement to implement policy
6.2	AA	Determine if there is a need to revise an expiring policy. This determination is made based on whether the effective date is about to expire, If no, go to Step 6.3. If yes, note this determination in APFR (OSDBU Form 112) Section I.3, (see Appendix A), and then go to Step 6.5.1.
6.3	AA	Determine if the need for policy is in response to HOWI-7010-K002 oversight reporting from the Centers and/or evaluation input. This determination is made based on (1) input provided by HOWI-7010-K002's AO and (2) whether a policy would be responsive to addressing the AO's input. If no, go to Step 6.4. If yes, note this determination in APFR (OSDBU Form 112) Section I.3, and then go to Step 6.5.
6.4	AA	Determine if the need for policy is in response to an MBRAC recommendation approved by the NAC. If no, go to Step 6.6. If yes, note this determination in APFR (OSDBU Form 112) Section I.3, and then go to Step 6.5. Subprocess 1: Revise and/or Update an Existing Policy
6.5	AA	Determine if there is an existing policy in place. This determination is made based on a review of policies listed in NODIS. If an existing policy is not in place, go to Step 6.6. If an existing policy is in place, go to Step 6.5.1.
6.5.1	AA	Assign an AO to revise and/or update an existing policy. This determination is made based on areas of program responsibility and availability. Note AO assignment on APFR (OSDBU Form 112) Section I.1 and the date of the assignment in Section I.2. Open action in HATS. Note the HATS Action Number on the APFR (OSDBU Form 112)
6.5.2	AO	Make recommendation whether to update, revise, or cancel policy. This determination is made based on the AO's professional knowledge and experience. Note issue to be defined in APFR (OSDBU Form 112) Section II.1.1 and the reason for recommendation in Section II.1.2. Include additional materials and information necessary to support recommendation offered.

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|---|------------------|--|
| 6.5.3 | AA | Review AO's recommendations. |
| 6.5.4 | AA | Determine whether to cancel policy. This determination is made based on the AA's professional knowledge and experience and the policy cancellation's impact on the issue described in APFR (OSDBU Form 112) Section II.1. If approval is not given, go to Step 6.5.6. If approval is given, note cancellation in Section II.5 and reason for cancellation in Section II.2. |
| 6.5.5 | AO/
Secretary | Notify Code JM to cancel policy, and close out action. Complete APFR (OSDBU Form 112) Section II.5, and provide closed APFR (OSDBU Form 112) form to AA's Secretary to file. Ensure the action is closed in HATS. |
| 6.5.6 | AO | Revise and/or update policy. |
| 6.5.7 | AO | Provide policy to AA for review and comments. |
| 6.5.8 | AA | Determine whether to approve the policy. This determination is made based on the AA's professional knowledge and experience and the revised and/or updated policy impact on the issue defined or described in the APFR (OSDBU Form 112). If approval is given, then go to Step 6.12. If approval is not given, go to Step 6.5.9. |
| 6.5.9 | AO | Incorporate AA's comments, and resubmit for AA's review (see Step 6.5.7). |
| Subprocess 2: Develop a New Policy | | |
| 6.6 | AA | Do preliminary research, and note issue to be addressed in APFR (OSDBU Form 112) Section II.1. |
| 6.7 | AA | Open action in HATS. Assign an AO to draft policy. This determination is made based on areas of program responsibility and availability. Note AO assignment on APFR (OSDBU Form 112) II.1 and the date of the assignment in Section II.2. Note the HATS Action Number on the APFR (OSDBU Form 112). |
| 6.8 | AO | Draft policy. |
| 6.9 | AO | Provide draft preliminary policy to AA for review and comment. |
| 6.10 | AA | Determine whether to approve draft preliminary policy. This determination is made based on the AA's professional knowledge and experience and the revised and/or updated policy's responsiveness to the issue defined or described in the APFR (OSDBU Form 112) Section II.1.1. If approval is given, go to Step 6.12. If approval is not given, go to Step 6.11. |
| 6.11 | AO | Incorporate AA's comment, and resubmit for AA's review (see Step 6.9). |

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- Subprocess 3: Prepare Policy for Informal Review**
- 6.12 AO Recommend staffing approach for informal review of policy. Factors to consider in developing this approach include, but are not limited to, (1) identifying (a) NASA Headquarters Codes, Centers, and external stakeholders that may be affected by the proposed, updated, or revised policy and (b) NASA Headquarters Codes required for review and concurrence and (2) ensuring that parties identified in PRC (OSDBU Form 113) 4.g and 4.h are asked to participate in the policy's informal review. Complete PRC (OSDBU Form 113) (see Appendix B) fields 1, 2, 3, 4, 4a, 4bi through 4biv as appropriate, 4c, 4d, 4e, 4f, 4g, 4h, and 4l, and submit form to AA for review.
- 6.13 AA Determine whether to approve staffing approach as described in PRC (OSDBU Form 113) fields 4g and 4h. This decision is based on the AA's professional knowledge and experience and the scope of the staffing approach to address Step 6.12 Factors 1(a), 1(b), and 2. If approval is given, go to Step 6.15. If approval is not given, go to 6.14.
- 6.14 AO Incorporate AA's comment, and resubmit form for AA's review and comment (see Step 6.13).
- 6.15 AO Circulate policy for review and comments. Note in PRC (OSDBU Form 113) field 4j due date assigned for return of comments from informal review. Due date is assigned based on time required to incorporate comments. In the policy informal review cover memorandum assigning the due date, include the statement that if comments are not received by due date, it is assumed that no comments are provided.
- 6.16 AO Incorporate comments received by due date.
- Subprocess 4: Prepare Policy for Formal Review**
- 6.17 AO Make recommendation to AA as to whether the policy should be an NPD, an NPG, a memorandum from the Administrator, or a NASA FAR Supplement. This determination is made based on: (1) whether the policy should be signed by the Administrator or the OIC, (2) the method and form in which the policy is to be published and distributed, and (3) the method/ form of that policy's publication/distribution's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1. Note recommendation in APFR (OSDBU Form 112) field II.1.1 and the rationale for that recommendation in APFR (OSDBU Form 112) field II.1.2. Submit APFR (OSDBU Form 112) form to

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- AA for review.
- 6.18 AO Submit for AA review and approval PRC (OSDBU Form 113) with the type of policy recommended and the policy with the informal review comments incorporated.
- 6.19 AA Determine whether to approve AO's recommendation summarized in APFR (OSDBU Form 112) field II.5 and the rationale listed in field II.4. This determination is made based on the AA's professional knowledge and experience and the recommendation's responsiveness to the factors listed in Step 6.17 (1) through (3). If approval is given, go to Step 6.21. If approval is not given, go to Step 6.20.
- 6.20 AO Incorporate AA's comments, and resubmit to AA for review (see Step 6.18).
- 6.21 AO Staff policy for formal review and concurrence based on AA's approval of AO's recommendation. Go to Step 6.22 for NPDs, Step 6.23 for NPGs, Step 6.24 for a memorandum from the Administrator, and Step 6.25 for NASA FAR Supplements.
- Subprocess 5: Prepare Policy for Formal Review and Concurrences as NPD**
- 6.22 AO Submit policy to Code JM to circulate for comments and concurrence as NPD.
- 6.22.1 AO If Code JM returns the NPD package because not all Codes concurred, then determine if there are issues to be resolved. If there are issues to be resolved, go to Step 6.22.2. If there are no issues to be resolved, go to Step 6.22.6.
- 6.22.2 AO Incorporate comments, negotiate changes, resolve disputes, and notify commentors of comments' disposition. Provide revised NPD package to AA for review and approval.
- 6.22.3 AO Provide reworked NPD package to AA for review and approval.
- 6.22.4 AA Determine whether to approve the revised NPD package. This decision is made based on the AA's professional experience and judgment and the NPD's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1. If approval is given, go to Step 6.22. If approval is not given, go to Step 6.22.5.
- 6.22.5 AO Incorporate comments, and resubmit for AA's review (see Step 6.22.3).
- 6.22.6 AO/ Close out action. Complete APFR (OSDBU Form 112)

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	Secretary	fields II.5 and PRC (OSDBU Form 113) fields 4m. Ensure that the AA's Secretary has filed the completed APFR (OSDBU Form 112) and PRC (OSDBU Form 113) forms and closed the action in HATS. Subprocess 6: Prepare Policy for Formal Review and Concurrences as NPG
6.23	AO	Submit policy to Code JM to circulate for comments and concurrence as NPG.
6.23.1	AO	If Code JM returns the NPG package because not all Codes concurred, then determine if there are issues to be resolved. If there are issues to be resolved, go to Step 6.23.2. If there are no issues to be resolved, go to Step 6.23.6
6.23.2	AO	Incorporate comments, negotiate changes, resolve disputes, and notify commentors of comments' disposition. Provide revised NPG package to AA for review and approval.
6.23.3	AO	Provide reworked NPG package to AA for review and approval.
6.23.4	AA	Determine whether to approve the revised NPG package. This decision is made based on the AA's professional experience and judgment and the NPG's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1 . If approval is given, go to Step 6.23. If approval is not given, go to Step 6.23.5.
6.23.5	AO	Incorporate comments, and resubmit for AA's review (see Step 6.23.3).
6.23.6	AO	Prepare/provide NPG for AA's final review and concurrence.
6.23.7	AA	Determine whether to approve NPG. This decision is made based on the AA's professional experience and judgment and the NPG's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1 . If approval is given, go to Step 6.23.9. If approval is not given, go to Step 6.23.8.
6.23.8	AO	Incorporate comments, and resubmit for AA's review (see Step 6.23.6).
6.23.9	AA	Sign NPG.
6.23.10	AO/ Secretary	Close out action. Complete APFR (OSDBU Form 112) field II.5 and PRC (OSDBU Form 113) field 4m. Ensure that the AA's Secretary has filed the completed APFR (OSDBU Form 112) and PRC (OSDBU Form 113) forms and closed the action in HATS.
6.23.11	Secretary	Provide approved NPG to Code JM for distribution.

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Subprocess 7: Prepare Policy for Review and Concurrence as Memorandum for Administrator's Signature

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| 6.24 | AO | Write policy as memorandum for Administrator. |
| 6.24.1 | AO | Provide draft to AA for review and comment. |
| 6.24.2 | AA | Determine whether to approve memorandum. This decision is made based on the AA's professional experience and judgment and the memorandum's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1 . If approval is given, go to Step 6.24.4. If approval is not given, go to Step 6.24.3. |
| 6.24.3 | AO | Incorporate comments, and resubmit for AA's review (see Step 6.24.1). |
| 6.22.4 | AO | Prepare and circulate memorandum for comments and concurrence. |
| 6.24.5 | AO | Determine if the Codes listed in PRC (OSDBU Form 113) field 4g have concurred. If the Codes have concurred, go to Step 6.24.6. If the Codes have not concurred, go to Step 6.24.9. |
| 6.24.6 | AO | Provide memorandum for the Administrator concurrence package to the AA for review and approval. |
| 6.24.7 | AA | Determine whether to approve memorandum. This decision is made based on the AA's professional experience and judgment and the memorandum's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1 . If approval is given, go to Step 6.24.13. If approval is not given, go to Step 6.22.8. |
| 6.24.8 | AO | Incorporate comments, and resubmit for AA's review (see Step 6.24.6). |
| 6.24.9 | AO | Incorporate comments, negotiate changes, resolve disputes, and notify commentors of comments' disposition. |
| 6.24.10 | AO | Provide reworked memorandum for the Administrator concurrence package to AA for review and approval. |
| 6.24.11 | AA | Determine whether to approve memorandum. This decision is made based on the AA's professional experience and judgment and the memorandum's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1 . If approval is given, go to Step 6.24.13. If approval is not given, go to Step 6.24.12. |
| 6.24.12 | AO | Incorporate comments, and resubmit for AA's review (see Step 6.24.10). |

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| 6.24.13 | AO | Submit memorandum for the Administrator for approval. |
| 6.24.14 | AO | If memorandum is not approved, incorporate comments, and resubmit for Administrator's review and approval (see Step 6.24.13) |
| 6.24.15 | Secretary | Distribute and file signed original memorandum. |
| 6.24.16 | AO/
Secretary | Close out action. Complete APFR (OSDBU Form 112) field II.5 and PRC (OSDBU Form 113) field 4m. Ensure that the AA's Secretary has filed the completed APFR (OSDBU Form 112) and PRC (OSDBU Form 113) forms and closed the action in HATS. |
| Subprocess 8: Prepare Policy for Formal Review and Concurrence as NASA FAR Supplement | | |
| 6.25 | AO | Write policy as proposed text for NASA FAR Supplement Regulation. |
| 6.25.1 | AO | Provide to AA for review and comment. |
| 6.24.2 | AA | Determine whether to approve proposed text for NASA FAR Supplement. This decision is made based on the AA's professional experience and judgment, the NASA FAR Supplement's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1, and precedence established in case law and/or policy initiatives. If approval is given, go to Step 6.25.4. If approval is not given, go to Step 6.25.3. |
| 6.24.3 | AO | Incorporate comments, and resubmit for AA's review (see Step 6.25.1). |
| 6.25.4 | AO | Submit approved NASA FAR Supplement concurrence package to Code H to circulate for comments and concurrence. If Codes do not concur, go to step 6.25.5. If the Codes concur, monitor process by which the interim rule is published. If comments are received within the 60-day review and comment period, go to Step 6.25.9. If no comments are received during the 60-day review and comment period, go to Step 6.25.16. |
| 6.25.5 | AO | Review returned package to incorporate comments, negotiate changes, resolve disputes, and notify commentators of comments' disposition. |
| 6.25.6 | AO | Provide reworked package to AA for review and approval. |
| 6.25.7 | AA | Determine whether to approve reworked package. This decision is made based on the AA's professional experience and judgment, the NASA FAR Supplement's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1, and precedence |

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- established in case law and/or policy initiatives. If approval is given, go to Step 6.25.4. If approval is not given, go to Step 6.25.8.
- 6.25.8 AO Incorporate comments, and resubmit for AA's review (see Step 6.25.6).
 - 6.25.9 AO Review, and address comments. Prepare comments package that responds to comments. Use comments package to develop revised rule.
 - 6.25.10 AO Provide comments package and revised rule to AA for review and approval.
 - 6.25.11 AA Determine whether to approve the comments package and revised rule. This decision is made based on the AA's professional experience and judgment, the NASA FAR Supplement's responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1, and precedence established in case law and/or policy initiatives. If approval is given, go to Step 6.25.13. If approval is not given, go to Step 6.25.12.
 - 6.25.12 AO Incorporate comments, and resubmit for AA's review (see Step 6.25.10).
 - 6.25.13 AO Submit approved comments, package, and revised rule to Code H. If Code H approves and publishes the revised rule, go to Step 6.25.17. If Code H does not approve the revised rule, go to Step 6.25.14.
 - 6.25.14 AO Negotiate changes.
 - 6.25.15 AA Determine whether to approve changes. This decision is made based on the AA's professional experience and judgment, the changes' responsiveness to the issue identified in APFR (OSDBU Form 112) field II.1, and precedence established in case law and/or policy initiatives. If approval is given, go to Step 6.25.13. If approval is not given, go to Step 6.25.16.
 - 6.25.16 AO Incorporate comments, and resubmit for AA's review (see Step 6.25.14).
 - 6.25.17 AO/
Secretary Close out action. Complete APFR (OSDBU Form 112) field II.5 and PRC (OSDBU Form 113) fields 4m. Ensure that the AA's Secretary has filed the completed APFR (OSDBU Form 112) and PRC (OSDBU Form 113) forms and closed the action in HATS.

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Opened HATS	Code	Code K	Hard Copy	Schedule	Destroy or delete when

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Sheet	K	Files		1, Item 78.C	no longer needed
Closed HATS Sheet	Code K	Code K Files	Electronic	Schedule 1, Item 78.C	Destroy or delete when no longer needed
APFR (OSDBU Form 112)	Code K	Code K Files	Hard Copy	Schedule 1, Item 12A	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes. Retire to FRC when 5 years old. Transfer to NARA in 5 year blocks when 20 years old..
ADS	Code JM	Code JM Files	Electronic	Schedule 1, Item 12B2	Retain 2 years. Then destroy
Approved NPD	Code JM	Code JM Files	Electronic	Schedule 1, Item 72A	Permanent. Retire to FRC 1 year after becoming obsolete or superseded. Transfer to NARA in 5-year blocks when 20 years old.
PRC (OSDBU Form 113)	Code K	Code K Files	Hard Copy	Schedule 1, Item 12A	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes. Retire to FRC when 5 years old. Transfer to NARA in 5 year blocks when 20 years old..
Routing Slip	Code JM	Code JM Files	Electronic	Schedule 1, Item 12B	Retain 2 years. Then destroy.
Approved NPG	Code JM	Code JM Files	Electronic	Schedule 1, Item 72A	Permanent. Retire to FRC 1 year after becoming obsolete or superseded. Transfer to NARA in 5-year blocks when 20 years old.
Approved Memorandum from Administrator	Code JM	Code JM Files	Electronic	Schedule 1, Item 72A	Permanent. Retire to FRC 1 year after becoming obsolete or superseded. Transfer to NARA in 5-year blocks when 20 years old.
Interim NASA FAR Supplement Regulation	Code H	Code H Files	Electronic	Schedule 5, item 6	Retire to FRC when no longer needed for reference. Destroy when 25 years old.
Final NASA FAR	Code	Code H	Electronic	Schedule	Retire to FRC when no

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Supplement Regulation	H	Files		5, item 6	longer needed for reference. Destroy when 25 years old.
Approved Comments Package	Code K	Code K Files	Hard Copy	Schedule 5, item 6	Retire to FRC when no longer needed for reference. Destroy when 25 years old.
Revised Rule	Code K	Code K Files	Hard Copy	Schedule 5, item 6	Retire to FRC when no longer needed for reference. Destroy when 25 years old.

Appendix A, Assessing Policy Formulation Request (OSDBU Form 112)
Appendix B, Policy Review Checklist (OSDBU Form 113)

Responsible Office: Code K
Subject: Policy Formulation

Appendix A, Assessing Policy Formulation Request (OSDBU Form 112)
Hats Number: _____

ASSESSING POLICY FORMULATION REQUEST

Section I

1. ACTION OFFICER: _____
2. DATE: _____
3. IN RESPONSE TO: _____

Section II

1. Define Or Describe Issue(s): _____

1.1 Recommended Action: ___ update ___ revise ___ cancel ___ formulate

1.2 Justification/Reason: _____

2. Background/Historical Review of Issue: _____

3. Need for Acknowledgement/Consequences of Inquiry The Issue: _____

4. Benefits to be derived from Formulating or Revising a Policy: _____

5. Recommended Approach or Method of Implementation:

Revise/Update/Cancel _____
NPD/NPG _____
NASA FAR Supplement _____
Memorandum from Administrator _____
Final Disposition _____

OSDBU FORM 112 FEB 00 PREVIOUS EDITIONS ARE OBSOLETE

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Appendix B, Policy Review Checklist (OSDBU Form 113)

HATS Number: _____

POLICY REVIEW CHECKLIST

1. DATE: _____

2. FROM: _____

3. TO: _____

4. Reaction To: _____

a. _____ Date Due

b. _____ What form will response(s) take?

i. _____ Revision/Update

ii. _____ NPD/NPG

iii. _____ NASA FAR Supplement

iv. _____ Memorandum from Administrator

c. Assigned To: _____

d. Preliminary Research Completion Date _____

e. Written Draft Completion Date _____

f. Any Inputs Needed? _____

g. Internal (Indicate Codes) _____

h. External (Indicate Organizations) _____

i. Date of Request _____

j. Date of Return _____

k. Final Draft Due _____

l. Submission of Final to Inputs Due _____

m. Final Disposition _____

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