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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1400.1D

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Responsible Office: Office of Institutions and Management

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CHAPTER 1. NASA Directives

1.1 Overview

1.1.1 A NASA directive is a document that formally prescribes requirements derived from law, the President, Federal regulation, the NASA Administrator, or other senior NASA officials. NASA directives can apply to all NASA activities or to a single NASA Center. NASA directives: 1) Establish policies, procedures, and organizations; 2) Define purpose; 3) Grant authority to accomplish a task; and 4) Assign responsibilities.

1.1.2 Responsible Offices develop, coordinate, and promulgate NASA directives in accordance with this NPR. The requirements contained in this NPR are designed to ensure that NASA directives:

- a. Are necessary for the fulfillment of NASA's mission.
- b. Are evaluated by all affected or interested parties in draft form before issuance and that the feedback is provided for comments received.
- c. Are reviewed in draft form to reduce the potential for unintended technical, financial, or legal risks.
- d. Are available and easily accessible or retrievable by all affected or interested parties.
- e. Include an explanation of how the requirements in the directive will be verified for compliance.

1.2 General Provisions Governing NASA Directives

1.2.1 NASA shall document its policy statements and procedures in the NASA Directives System.

1.2.1.1 The NASA Directives System consists of Agency-level Directives and Center-level Directives.

1.2.1.2 The Administrator approves all NPDs. Center Directors, or designees, approve Center directives.

1.2.1.3 The signatory authority for NPR's is the Official-in-Charge of the Headquarters organization originating the NPR or the Administrator.

1.2.2 NASA directives may apply to the Jet Propulsion Laboratory (JPL) or to other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

1.2.3 Agency-level directives include NPDs that state the Agency's policies, NPRs that provide detailed procedures and requirements to implement policy, and NIDs that provide an immediate, short-term statement of the Agency's policies or procedures.

1.2.4 NASA Centers may issue Center directives to address matters not covered by Agency-level directives or to implement requirements contained in Agency-level directives.

1.2.5 When proposing a new or significantly revised Agency-level directive, the Responsible Office also includes an explanation of the potential impact of the new requirements (e.g., cost, technical, human resources) in the space provided on the NASA Headquarters (NHQ) Form 184 (see paragraph 4.3.6.1.f).

1.2.6 If a waiver to an Agency-level directive is necessary, those requesting the waiver and those approving the waiver shall follow the process defined in paragraph 4.2.

1.2.7 The Responsible Office may not submit an NPR for formal review unless there is an approved NPD, posted on NODIS, that provides the authority for the NPR.

Note: There need not be a separate NPD for each NPR. An NPD may provide the authority for more than one NPR.

1.2.8 Approved NASA directives are in effect for a maximum of 5 years.

Note: The Responsible Office need not wait 5 years to revise a directive. The Responsible Office may revise the contents of directives under their responsibility any time that a change is warranted.

1.2.9 The "Responsible Office" designation identifies the organization responsible for developing and maintaining the NASA directive.

Note: The Official In Charge (OIC) of the Headquarters Office may delegate the "Responsible Office" designation and responsibilities.

1.2.10 The Responsible Office verifies compliance with the requirements contained in its directives at a frequency of not less than one time every five years.

Note: See paragraph P.5 for examples of how to verify requirements to directives.

1.3 Description and Hierarchy of NASA Directives

1.3.1 NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements, displays the hierarchical relationship between directives and NASA internal requirement documents. The information below is provided to help the reader interpret those relationships. In the event of conflict, the highest ranking document takes precedence.

Note: Readers may report conflicts the directives manager to initiate resolution. See paragraph 2.12.2.f.

1.3.2 The top directives that govern NASA:

- a. NPD 1000.0, Strategic Management and Governance Handbook, is the highest ranking NASA directive. NPD 1000.0 sets forth the principles by which NASA will strategically manage the Agency, describes the means for doing so, and identifies the specific requirements that drive NASA's strategic planning process, leading to products such as the Strategic Plan and the Annual Performance and Accountability Report.
- b. NPD 1001.0, 2006 NASA Strategic Plan, is the second highest ranking NASA directive. NPD 1001.0 conveys the NASA vision, mission, and strategic goals. It discusses NASA's organization, strategic management framework, external partners and advisors, external challenges, and introduces NASA's very long range goals.
- c. NPD 1000.3, The NASA Organization, is the third highest ranking NASA directive. NPD 1000.3 defines the basic roles and responsibilities necessary to conduct the mission and business of NASA. It is the official repository for defining NASA's organizational architecture.

1.3.2.1 In the event of a conflict among the top-level directives, the information provided in highest ranking directive takes precedence.

1.3.2.2 In the event of conflict among the top-level directives and one or more NPDs and/or NPRs, the information provided in the top-level directive(s) takes precedence.

1.3.3 Agency-level directives and Center directives:

1.3.3.1 In the event of a conflict between an NPD and an NPR, the information provided in the NPD takes precedence.

1.3.3.2 In the event of a conflict between an NPD or an NPR with a Center Directive, the information provided in the NPD or NPR takes precedence.

1.3.3.3 In the event of a conflict between a CPD and a CPR, the information provided in the CPD takes precedence.

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