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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1400.1D

Effective Date:
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Request Notification of Change (NASA Only)

Subject: NASA Directives Procedural Requirements, with Change 5 (11/19/2009)

Responsible Office: Office of Institutions and Management

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PREFACE

P.1 PURPOSE

- a. This NASA Procedural Requirements (NPR) describes the responsibilities and requirements for creating, revising, reviewing, approving, publishing, and canceling NASA directives.
- b. This NPR provides specific instructions pertaining to the development, content, processing, and waiving of Agency-level directives.

P.2 APPLICABILITY

- a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. In this NPR, the term "Agency-level directives" refers to directives with Agency-wide applicability; i.e., NASA Policy Directives (NPDs), NPRs, and NASA Interim Directives (NIDs).
- c. In this NPR, the term "Center directives" refers to directives with Center-specific applicability; e.g., Center Policy Directives (CPDs); Center Procedural Requirements (CPRs); and Center Interim Directives (CIDs).
- d. In this NPR, the term "NASA directives" refers to both Agency-level directives and Center directives.

- e. In this NPR, all document citations are assumed to be the latest version unless otherwise noted.
- f. This NPR is applicable to NASA directives developed or revised after the effective date of this NPR.

P.3 AUTHORITY

- a. National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. S 2473 (c) (l).
- b. NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements.

P.4 APPLICABLE DOCUMENTS

- a. Inspector General Act of 1978, 5 U.S.C. App. S 4(a)(2), as amended
- b. NPD 1000.0, Strategic Management and Governance Handbook.
- c. NPD 1001.0, 2006 NASA Strategic Plan.
- d. NPD 1000.3, The NASA Organization.
- e. NPD 1280.1, NASA Management System Policy.
- f. NPD 8070.6, Technical Standards.
- g. NPR 1441.1, NASA Records Retention Schedules.
- h. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.
- i. NPR 7120.5, NASA Program and Project Management Processes and Requirements.
- j. NASA-STD-8719.13, Software Safety Standard.
- k. NHQ Form 117, Action Document Summary.
- l. NHQ Form 184, NASA Directive Request Summary.

P.5 MEASUREMENT/VERIFICATION

P.5.1 Four measurements used to determine compliance with this NPR are:

- a. Do developers follow the required processes specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine process compliance, the Office of Internal Controls and Management Systems monitors the processing of each Agency-level directive through NASA Online Directive Information System (NODIS) and the subsequent signature process to ensure that all process steps and requirements have been completed correctly by all of the process participants.
- b. Do developers prepare directives in accordance with the requirements for the content and structure of directives that are specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR? To determine content compliance, the Office of Internal Controls and Management Systems reviews the contents of each Agency-level directive during the NODIS review and verifies that the

content requirements have been met.

c. Does the Office of Internal Controls and Management Systems fulfill its responsibilities as specified within this NPR? To determine the Office of Internal Controls and Management Systems' compliance with the requirements contained in this NPR, internal and external auditors responsible for verifying Headquarters requirements and processes evaluate the Office of Internal Controls and Management Systems performance against the requirements contained within this NPR.

d. Are Centers following the content and process requirements of this NPR that are applicable to Centers for Center directives initiated or revised after the effective date of this NPR? To determine Center compliance with this NPR, Center Directors or designees determine and document compliance by applying a verification approach that is tailored to meet the needs of the Center. The Office of Internal Controls and Management Systems surveys the Centers and conducts spot-checks to review Center documentation and implementation of Center-specific verification activity.

P.6 CANCELLATION

NPR 1400.1C, NASA Directives System Procedural Requirements, dated February 13, 2002.

/S/

Charles H. Scales

Associate Administrator for Institutions and Management

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