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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1400.1F**
Effective Date: January 24,
2014
Expiration Date: January 24,
2019[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Mission Support Directorate[| TOC](#) | [ChangeLog](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [ALL](#) |

Preface

P.1 Purpose

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

P.2 Applicability

- a. This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This directive applies to the Jet Propulsion Laboratory (JPL), a Federally Funded Research and Development Center (FFRDC), and other contractors only to the extent specified or referenced in the appropriate contracts.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. In this directive, "Agency-level directives" refers to directives with Agency-wide applicability (e.g., NPDs, NPRs, and NIDs).
- d. In this directive, "Center-level directives" refers to directives with Center-specific applicability (e.g., CPDs, CPRs, and CIDs).
- e. In this directive, "NASA directives" refers to both Agency-level and Center-level directives.
- f. In this directive, "NASA Charters" refers to those charters that govern Agency-wide councils, boards, committees, panels, and working groups.
- g. In this directive, "Center-level charters" refers to those charters that govern specific Center councils, boards, committees, panels, and working groups.
- h. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- i. This directive is applicable to NASA directives developed or revised after the effective date of this NPR.

P.3 Authority

NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters.

P.4 Applicable Documents and Forms

- a. Inspector General Act of 1978, 5 U.S.C. App. § 4(a)(2), as amended.
- b. Creating Labor-Management Forums to Improve Delivery of Government Services, E.O. 13522, 74 Fed. Reg. 66,203 (Dec. 14, 2009).
- c. NPD 1000.0, NASA Governance and Strategic Management Handbook.
- d. NPD 1000.3, The NASA Organization.
- e. NPD 1001.0, 2011 NASA Strategic Plan.
- f. NPD 1280.1, NASA Integrated Management System Policy.
- g. NPD 1420.1, NASA Forms Management.
- h. NPD 9910.1, Government Accountability Office/NASA Office of Inspector General Audit Liaison, Resolution, and Follow Program.
- i. NPR 1441.1, NASA Records Retention Schedules.
- j. NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.
- k. NC 1000.32, Integrated Functional Review Board.
- l. NHQ 117, Action Document Summary.
- m. NHQ 184, NASA Directive Request Summary.
- n. NHQ 279, Review Report/Additional Comments.
- o. NHQ 280, Cancelled Directive(s).
- p. NF 422, Signature.

P.5 Measurement/Verification

- a. In order to determine if developers follow the required processes specified in this NPR for Agency-level directives initiated or revised after the effective date of this NPR, the Office of Internal Controls and Management Systems (OICMS) monitors the processing of each Agency-level directive through the 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. See Verification Matrix A in Appendix C.
- b. In order to determine if 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, OICMS reviews the contents of each Agency-level directive during the NODIS review and verifies that the content requirements have been satisfied. See Verification Matrices B-1 and B-2 in Appendix C.
- c. In order to determine if Centers are following the content and process requirements of this NPR that are applicable to Centers for Center-level directives initiated or revised after the effective date of 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. OICMS surveys the Centers and conducts spot-checks every five years to review Center documentation and implementation of Center-specific verification activity. See Verification Matrices C-1 and C-2 in Appendix C.
- d. In order to determine if OICMS fulfills its responsibilities as specified within this NPR, internal and external auditors responsible for verifying Headquarters requirements and processes evaluate OICMS' performance against the requirements contained within this NPR.

P.6 Cancellation

NPR 1400.1E, NASA Directives System Procedural Requirements, dated July 15, 2011.

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