



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1400.1G
Effective Date: July 10, 2015
Expiration Date: July 10,
2020

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Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Mission Support Directorate

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Chapter 2. Responsibilities

2.1 Administrator

Only the Administrator signs NPDs.

2.2 Deputy Administrator

The Deputy Administrator, or designee, serves as the Agency-level Directives Resolution Official to resolve impasses, such as nonconcurrences and other issues that cannot be resolved at the organizational level.

2.3 Associate Administrator for Mission Support Directorate

2.3.1 The Associate Administrator (AA) for the Mission Support Directorate (MSD):

- a. Has overall responsibility for the NASA Directives System.
- b. Is the chair of the Integrated Functional Review Board (IFRB) responsible for examining proposed unfunded mandates derived from Agency-level directives and elevating unresolved, unfunded mandates to the Mission Support Council and directing to the appropriate Agency council (e.g., Agency Program Management Council (APMC) and Executive Council (EC)) for resolution, in accordance with the Board's process described in Appendix G and NC 1000.32.

Note: Functions of the IFRB are described in the Board's charter accessible in the NODIS Document Library here: http://nodis3.gsfc.nasa.gov/OPD_docs/NC_1000_32_.pdf.

2.4 Deputy AA for MSD

2.4.1 The Deputy AA for MSD implements and maintains the NASA Directives System and establishes and enforces the policies and requirements in NPD 1400.1 and this NPR. The Deputy AA:

- a. Verifies compliance with the requirements contained in this NPR by:
 - (1) Monitoring the processing of each Agency-level directive through NODIS and the subsequent signature process to ensure that all process steps and requirements of this NPR have been completed correctly by the process participants. Verification Matrix Table A in Appendix C is used to verify compliance with process requirements.
 - (2) Reviewing the contents of each Agency-level directive during the NODIS review by:
 - (a) Verifying that the content and structure requirements have been met using Verification Matrix Tables B-1 and B-2 in Appendix C.
 - (b) Forwarding results to the Responsible Office for corrective action.

(c) Confirming that corrective actions are completed.

(3) Conducting spot checks to review Center-specific directives and implementation of Center-specific verification activity every five years. Verification Matrix Tables C-1 and C-2 in Appendix C are used to verify that Center-level directives comply with the requirements of this NPR.

b. Assists and supports the Deputy Administrator in the role as Agency-level Directives Resolution Official.

c. Verifies the completeness of the Agency-level directive signature package when it goes to the responsible NASA official for signature to ensure that:

(1) All comments received from reviewing organizations during the review and approval process for Agency-level directives are dispositioned and that the dispositions are provided to the reviewing organizations.

(2) An explanation for nonconcurrences is documented and available in the directive's signature package.

d. Concurs on Agency-level directives when submitted for signature.

e. Tracks, monitors, and reports activities associated with processing Agency-level directives.

f. Ensures that Agency-level directives are coordinated, approved, and published within established timelines, withdrawing directives from coordination if not submitted for approval by established suspense dates and approving requests for extensions on established suspense and expiration dates.

g. Notifies Responsible Offices when Agency-level directives under their authority are approaching expiration and requests that directives be revalidated, revised, or cancelled as follows:

(1) Notifies Directives Managers (DM) six months prior to expiration.

(2) Notifies Officials-in-Charge two months prior to expiration if no action is taken.

h. Distributes notifications when new, revised, and revalidated directives are approved and when interim directives are issued.

i. Ensures document control for Agency-level directives through maintenance of the NODIS library, the NODIS database, and signed approval packages.

j. Trains and assists DMs and directives writers in the performance of their duties.

k. Monitors identified conflicts among directives to ensure resolution.

l. Maintains and disposes of all official files associated with approved Agency-level directives, in accordance with NPR 1441.1 and NRRS 1441.1. See paragraphs 4.3.8.1 through 4.3.8.3 for a list of official files.

2.5 Officials-in-Charge (OIC) of Headquarters Offices

2.5.1 OICs of Headquarters Offices have overall responsibility for directives promulgated by offices within their respective organization and are responsible for:

a. Determining their organization's need for establishing new Agency-level directives.

b. Ensuring that staff responsibilities are assigned to create or revise directives.

c. Submitting directives for official review and secure concurrences through NODIS. The NODIS Manual provides instructions for electronically coordinating NPDs and NPRs for official review and concurrence. The NODIS Manual is accessible at: https://nodis-dms.gsfc.nasa.gov/DMS_only/dir_homepage/NODIS_Manual.pdf.

d. Ensuring that Agency-level directives under their responsibility are reviewed for continuing need, applicability, and accuracy at least once every five years.

e. Cancelling Agency-level directives under their responsibility when they are no longer needed.

f. Designating a DM to assist, guide, and monitor the organization's directives activities.

g. Determining which Agency-level directives their office should review during the official review and approval process.

h. Evaluating and dispositioning all waivers to Agency-level directives under their responsibility, in accordance with the process described in paragraph 4.2 of this NPR.

i. Ensuring compliance with Agency-level directives and ensuring that directives under their responsibility do not conflict with material provided in other Agency-level directives.

Note: The OIC of the Headquarters Office may delegate the Responsible Office designation and

responsibilities. Directives considered as under their responsibility for OICs of Headquarters Offices include all directives for which the Responsible Office reports to the OIC of the Headquarters Office.

2.6 Center Directors

2.6.1 Center Directors, or designees, are responsible for:

- a. Ensuring compliance with Agency-level directives and ensuring that Center-level directives do not conflict with material provided in Agency-level directives.
- b. Designating a Center DM as a point of contact to assist, guide, and monitor directives activities.
- c. Determining which Agency-level directives the Center should review during the official review and approval process.
- d. Signing Center-level directives.

2.7 General Counsel

2.7.1 The General Counsel is responsible for:

- a. Reviewing for compliance with the law and commenting on all Agency-level directives during the process for coordinating and approving new or revised Agency-level directives.
- b. Confirming that authorities, applicable documents, and references cited in Agency-level directives are formatted correctly, per paragraph 3.3.2.
- c. Concurring on Agency-level directives prior to signature by the approving NASA official.

2.8 Inspector General

The Inspector General, in accordance with 5 U.S.C. App. § 4(a)(2), as amended, is responsible for reviewing and commenting on each Agency-level directive during the official review and approval process to identify possible impacts on effectiveness of and efficiency in the administration and operations of NASA programs to prevent fraud, waste, and abuse in NASA programs.

2.9 Chief Financial Officer

2.9.1 The Chief Financial Officer is responsible for:

- a. Reviewing to ensure proper financial, resource (including budget, strategic planning, and performance), and acquisition consideration and comment on all Agency-level directives during the process for coordinating and approving new or revised Agency-level directives.
- b. Concurring on Agency-level directives prior to signature by the approving NASA official.

2.10 Assistant Administrator for Human Capital Management

The Assistant Administrator for Human Capital Management is responsible for coordinating the review of all proposed Agency-level directives with the national offices of Federal labor organizations in addition to conducting its own review and submitting a concurrence on these documents.

2.11 Assistant Administrator for Procurement

The Assistant Administrator for Procurement is responsible for reviewing and concurring on all Agency-level directives to determine if there are acquisition law or regulation impact requirements.

2.12 Chief Information Officer

The Chief Information Officer, or designee, is responsible for reviewing and concurring on all Agency-level directives to determine if there are any requirements related to information systems and information technology, information collections, forms, records, Privacy Act, Paperwork Reduction Act, American with Disabilities Act (508 Compliance), IT Security, and Sensitive But Unclassified information that need to be addressed.

2.13 Responsible Offices

2.13.1 Responsible Offices, as subject matter experts, shall prepare NASA directives in accordance with the requirements in Chapters 3 of this NPR to include the following:

- a. Consulting the Office of Procurement when drafting new or revised requirements directed toward contractors to determine acquisition law or regulation impacts requirements.
- b. Submitting NPRs for formal review only when there is an approved NPD that provides the authority for the NPR. Responsible Offices at the Centers may issue a CPR if there is an approved NPD, NPR, or CPD that provides the authority for the CPR.

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

- c. Submitting, at the time of request for official review and approval of directives, cost/benefit impacts (e.g., financial, human resources, and technical) to implement new requirements to avoid the potential for unintended consequences (see paragraph 4.3.6.1f).
- d. Mitigating and resolving unfunded mandates with Centers during the comment/disposition period of directives and presenting unresolved proposed unfunded mandates to the IFRB in accordance with the Board's process described in Appendix G.
- e. Maintaining currency for the directives they publish.
- f. Ensuring that compliance with the requirements contained in Agency-level directives under their responsibility are verified.

Note: Spot checks, checklists, internal/external audits, or self-assessments may be used to ensure compliance.

- g. Ensuring that Agency-level directives under their responsibility meet the requirements of this NPR, including responding to corrective actions.
- h. Submitting directives signature packages for the Office of the Administrator's approval by the established suspense dates.
- i. Requesting extensions of a suspense date, ten calendar days prior to the suspense date to submit signature package in order to obtain more time to resolve and respond to substantive issues related to the directive.

2.13.2 The Responsible Offices at the Centers shall prepare Center-level directives in accordance with paragraphs 2.13.1a-d, 2.13.1g, and 2.13.1i, as well as Chapter 3 of this NPR.

Note: Policy or procedural requirement formulation is done by NASA civil servants.

2.14 Directives Managers

2.14.1 DMs are the points of contact in each Headquarters organization and NASA Center for matters pertaining to NASA directives. They are responsible for supporting OICs of Headquarters Offices, Headquarters senior managers, and Center Directors with directives activities and issues. This includes ensuring that directives are prepared and coordinated in accordance with the requirements in this NPR. Specifically, DMs:

- a. Manage the directives process at their location.
- b. Provide assistance to employees at their location with accessing NODIS.
- c. Coordinate the official review of directives at their location.
- d. Determine who should review Agency-level directives and ensure that reviewers are provided with the directive and the corresponding NASA Headquarters form (NHQ Form184) that summarizes significant changes and contains cost/benefit impacts accessible from NODIS.
- e. Consolidate the reviewers' comments into the official response.
- f. Document and initiate resolution of conflicts among directives (Agency-level and Center-level) that are identified or reported.

Note: Conflict resolution for Agency-level directives is initiated by contacting the DM of the Responsible Office(s) for the directive(s) in conflict and notifying the MSD.

- g. Coordinate quality reviews of their organization's Agency-level directives with the respective Headquarters Quality Control Liaison.
- h. Coordinate with directives writers to ensure that their directives meet the requirements of this NPR and that cost/benefit impact information to implement new/revised requirements is provided prior to submitting Agency-level directives for review.
- i. Coordinate their organization's interim directives and requirement waivers for approval and publication. See

paragraph 4.2 for waiver requirements and paragraph 4.5 for interim directives requirements.

- j. Participate in DM meetings to remain aware of changes in the NASA directives process and NODIS.
- k. Coordinate with their organization's Audit Liaison Representative (ALR) in order to acquire information on any Government Accountability Office (GAO) and/or Office of Inspector General (OIG) audit recommendations that impact the revisions to directives so that this information can be captured on NHQ 184 forms prior to acceptance of directives in NODIS.

Note 1: Senior management makes the final determination on acceptance of OIG/GAO recommendations. Also, events may occur after the release of the audit report that change the management plan's actions to address the finding(s). The ALR performs an advisory role in the process.

Note 2: For Center-level directives, local instructions apply.

2.14.2 In addition to the responsibilities listed in paragraph 2.14.1, excluding paragraphs 2.14.1g-i, Center DMs:

- a. Manage and maintain a current online repository of Center-level directives.
- b. Maintain a master list of Center-level directives.
- c. Ensure that Center-level directives are approved and published in accordance with established procedures.
- d. Track and monitor activities associated with processing NASA directives.
- e. Train and assist directives writers and reviewers in the performance of their duties.
- f. Maintain and dispose of case files for all Center-level directives in accordance with NPR 1441.1 (see paragraph 4.7).

Note: Policy or procedural requirement coordination can be done by a NASA civil servant or a NASA contractor.

2.15 Headquarters Quality Control Liaisons

Quality Control Liaisons for Headquarters Responsible Offices are responsible for ensuring that Agency-level directives signature packages and the Action Document Summary (ADS) are properly prepared (e.g., grammar, formatting, and timeliness).

2.16 Headquarters Executive Secretariat

2.16.1 The Headquarters Executive Secretariat is responsible for:

- a. Conducting final quality reviews of Agency-level directives prior to approval and signature by the Agency official.
- b. Providing all editorial changes in conformance with NPR 1450.10 and ensuring incorporation by the Responsible Office.

2.17 Agency Records Officer

The Agency Records Officer in the Office of the Chief Information Officer is responsible for coordinating with the MSD, the Executive Secretariat, and the Office of the General Counsel on decisions affecting the numbering of NASA directives in accordance with the ten subject categories defined in NPR 1441.1 and NRRS 1441.1.

Note: Center DMs should contact their respective Center Records Officer for assistance.

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