# NASA Procedural Requirements

**NPR 1450.10D**
Effective Date: March 24, 2006
Expiration Date: March 24, 2021

**COMPLIANCE IS MANDATORY**

Printable Format (PDF)

Request Notification of Change (NASA Only)

## Subject: NASA Correspondence Management and Communications Standards and Style w/Change 3 (3/25/2016)

**Responsible Office: Office of the Chief of Staff**

| TOC | ChangeHistory | Preface | Chapter1 | Chapter2 | Chapter3 | Chapter4 | Chapter5 | Chapter6 | Chapter7 | Chapter8 | AppendixA | AppendixB | AppendixC | AppendixD | AppendixE | AppendixF | AppendixG | AppendixH | AppendixI | AppendixJ | ALL |

# Chapter 5: Information Communications

5.1 GENERAL. Type or legibly handwrite and proofread information communications.

Routing slip. Use NASA Form 26 , NASA Routing Slip, to direct correspondence or other documents to one or more addressees within NASA.

a. Brief, informal comments may be made on the routing slip, but DO NOT use for recording approvals, nonapprovals, or concurrences pertaining to attached documentation.

b. Number the block to the left of the addressee's name to agree with the number of the action requested from items listed. A recipient may add addressee(s) to the slip.

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