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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 9660.1A**  
Effective Date: December 19,  
2013  
Expiration Date: December  
19, 2018

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## **Subject: Vital Financial Records for Emergency Operations**

**Responsible Office: Office of the Chief Financial Officer**

| [TOC](#) | [Preface](#) | [Chapter1](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

## **Preface**

### **P.1. Purpose**

This NASA Procedural Requirements (NPR) provides the requirement for management of vital financial records during emergency operations.

### **P.2. Applicability**

a. This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers. This language applies to the Jet Propulsion Laboratory, a Federally Funded Research and Development Center, other contractors, grant recipients, or parties to agreements who create and/or maintain financial records for, or on behalf of, NASA, as specified or referenced in the appropriate contracts, grants, or agreements.

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, all document citations are assumed to be to the latest version, unless otherwise noted.

### **P.3. Authority**

- a. Records Management by Federal Agencies, 4 U.S.C. § 3101.
- b. Critical Infrastructure Protection in the Information Age, Executive Order 13231.
- c. Managing Vital Records, 36 C.F.R. § 1223.
- d. NASA Policy Directive (NPD) 9010.2, Financial Management.

### **P.4. Applicable Documents and Forms**

- a. NPD 1040.4, NASA Continuity of Operations.
- b. NPR 1040.1, NASA Continuity of Operations (COOP) Planning Procedural Requirements.
- c. NPD 1440.6, NASA Records Management.
- d. NPD 8710.1, NASA Emergency Preparedness Program.
- e. NPR 8715.2, NASA Emergency Preparedness Plan.

## P.5. Measurement/Verification

a. Quality assurance reviews and analysis of financial and budgetary records and reports and evaluations of Chief Financial Officer (CFO) continuity programs, plans, and procedures will be used to measure compliance with this NPR.

b. The vital financial records program will be effective if the data selected are current, complete, adequately protected, accessible, and usable. The program should be simple, economical, and not threatened by budget or procedural difficulties. It should be reviewed at least once a year to obtain valuable information through tests under different simulated emergency conditions. Such tests are not conclusive, but provide the best available means of ensuring program effectiveness.

## P.6. Cancellation

NPR 9660.1, Vital Records and Emergency Operations, dated September 30, 2008.

/s/

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Deputy Chief Financial Officer (Finance)

| [TOC](#) | [Preface](#) | [Chapter1](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

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