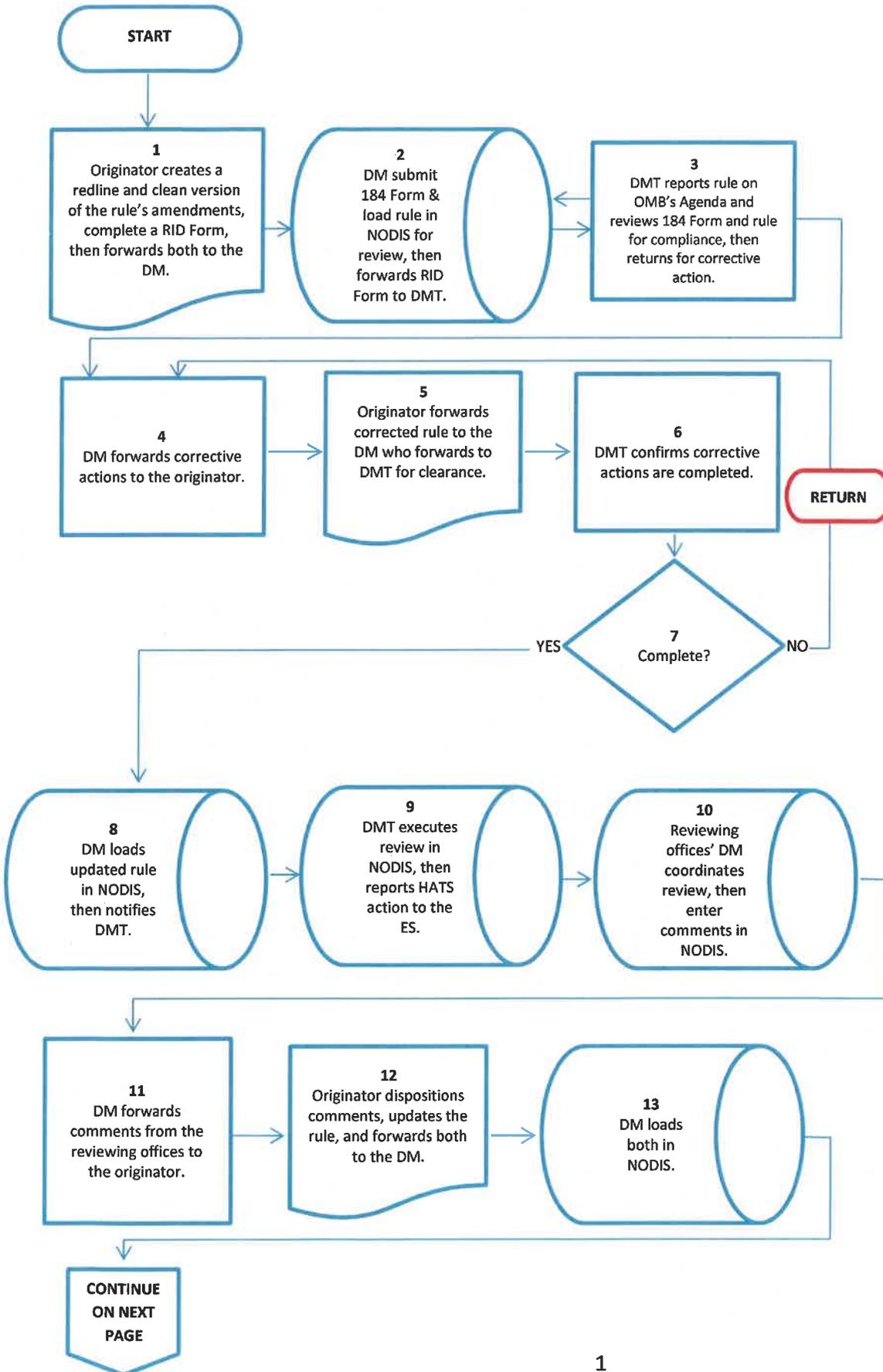
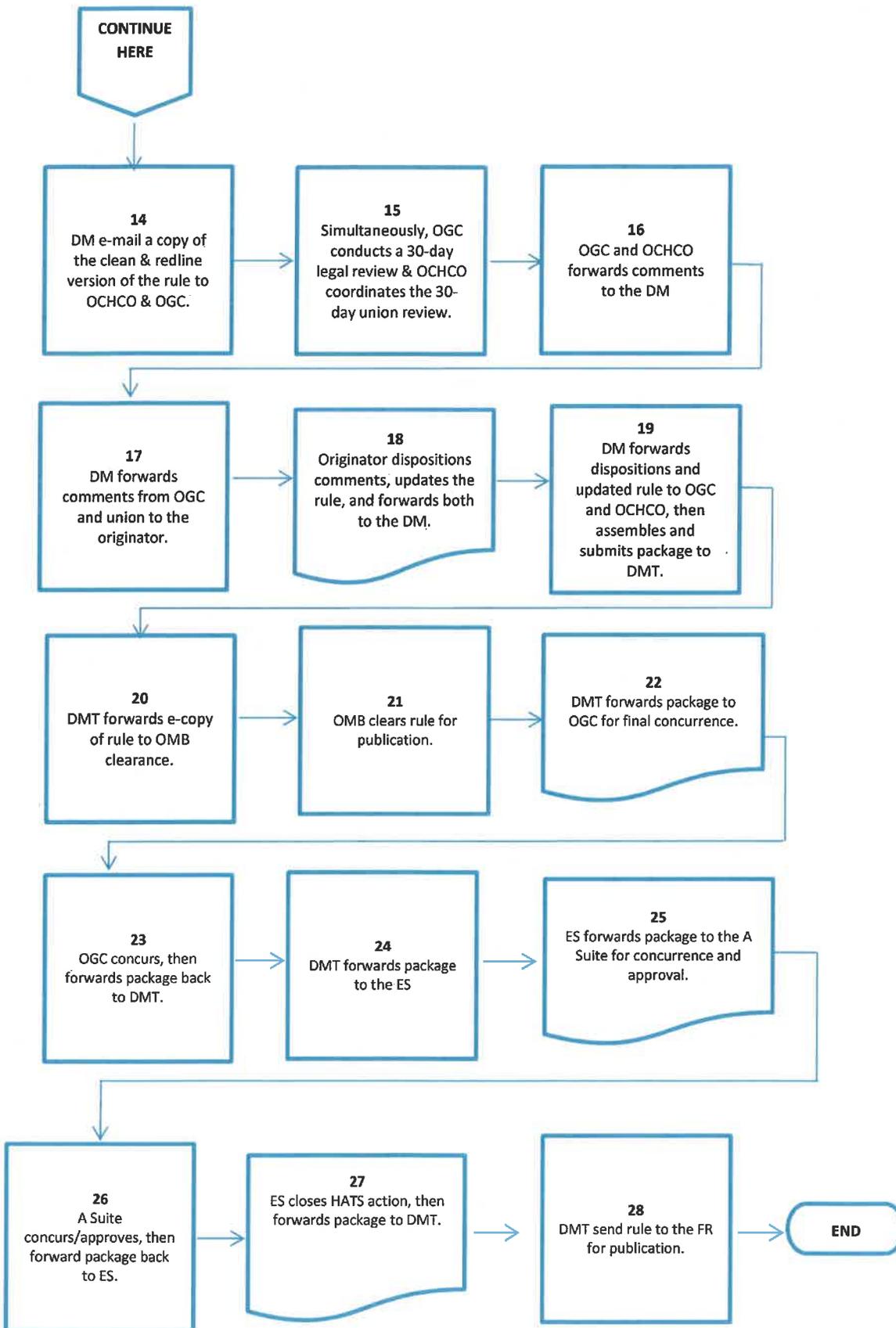


FLOWCHART FOR PROMULGATING NASA REGULATIONS



1. Rules cannot be published unless reported in OMB's spring and fall Agenda. DMT uses information from the RID Form to report a rule and to obtain a RIN for it. DMT also coordinates the Agency's consolidated input to the spring and fall Agenda. .
2. DM should use the information from the RID Form to complete the 184 Form. Mandatory reviewing offices for rules are: OCFO, OCHCO, OCIO, OGC, OP, & OIG.
3. The review of the rule is to verify that it is compliant with the Federal Register's Handbook. Results are forwarded to the DM via email.
4. DM should immediately forward results for corrective action.
5. Originator should complete corrective actions immediately.
6. This is an inspection to verify that ALL corrective actions are complete.
7. If corrective actions are not complete, the rule will be returned to the DM for resolution.
8. It's important that updated rules are loaded in NODIS for review.
9. Request for review is concurrently sent to reviewing offices via NODIS-generated email.
10. Reviewing offices DM coordinate reviews in accordance with their respective internal process, then enter consolidated comments in NODIS.
11. DM should immediately forward comments.
12. Originator should immediately disposition comments and update directive.
13. It's important that disposition and the updated rule is loaded in NODIS so that reviewing offices can determine if comments were incorporated satisfactorily.

FLOWCHART FOR PROMULGATING NASA REGULATIONS



14. OGC and OCHCO only reviews the final draft.
 15. These reviews may be shorter.
 16. OGC enter comments in NODIS. OCHCO send union comments via e-mail.
 17. DM should immediately forward OGC and OCHCO comments.
 18. Originator should immediately disposition comments and update rule.
 19. DM enter disposition to OGC's comment in NODIS and send dispositions to the union's comment via e-mail to OCHCO. Package assembly for rules is the same as directives. Refer to NPR 1400.1 for instructions
 20. Per EO 12866, all rules must be cleared by OMB. This can take up to 30 days.
 21. Clearance is sent via e-mail to DMT.
 22. DMT will not forward the rule's package until OMB clearance is received.
 23. OGC only concurs on the rule's package.
 24. ES reviews to ensure that the rule is grammatically correct and coordinates corrective actions directly with the originating office.
 25. ES updates HATS tracking before forwarded to the A Suite
 26. There are six officials in the A Suite that concur on a rule's package before the Administrator approves.
 27. Originating offices are notified when a rule action is closed via a HATS-generated e-mail to the respective Correspondence Control Liaison.
 28. DMT digitally signs the rule on behalf of the Agency before sending it to the FR for publication. DMT also expedite any corrective actions that the FR schedulers might have.
- ACRONYMS:**
 DM – Directives Manager
 DMT – Directives Management Team
 EO – Executive Order
 ES – Executive Secretariat
 FR – Federal Register
 HATS – Headquarters Action Tracking System
 NODIS – NASA Online Directives Information System
 OCHCO – Office of the Chief Human Capital Officer
 OGC – Office of the General Counsel
 OMB – Office of Management and Budget
 RID – Regulatory Identification Data
 RIN – Regulatory Identification Number