

NPR 1400.1 Measurement/Verification Matrix Table C-2
NASA Policy Directive (NPD) or Center Policy Directive (CPD)

Directive ID: _____
Review Date: _____

Requirement Paragraphs	Requirement Descriptions	Compliant	Not Compliant
3.6.2	<p><u>Requirements for NPD/CPD Structure</u> - Does the directive contain no more than five pages, excluding attachments, and contain the following required content and structure elements? If yes, compliant. If no, not compliant:</p> <p>a. Masthead with Directive ID, Effective/Expiration Date, Responsible Office, and Subject.</p> <p>c. Body consist of the following eight required paragraphs:</p> <p>(1) <u>Paragraph 1. Policy</u> – Describes the principles, fundamental values, and general direction of the Agency or Center used to determine present and future actions (e.g., “It is NASA’s policy...” or “This directive establishes policy for...” with no requirements “shall” statements.</p> <p>(2) <u>Paragraph 2. Applicability</u> – Describes the scope of the required application and contain the following statements:</p> <p>(a) “This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.” <i>Note: CPDs would include a similar statement to ensure applicability at the Center and associated facilities (3.6.2c(2)(a)).</i></p> <p>(b) “This language applies to JPL (an FFRDC), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.” <i>Note: CPDs Exempt.</i></p> <p>(d) “Is 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” denoted a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.”</p> <p>(e) “In this directive, all document citations are assumed to be the latest version unless otherwise noted.”</p> <p>(3) <u>Paragraph 3. Authority</u> – Contains a list of the NASA directives and external authorities or requirements that justify establishing the directive.</p> <p>(4) <u>Paragraph 4. Applicable Documents and Forms</u> – Contains a list of documents and forms cited in the body of the directive that have provisions or other pertinent requirements directly related and necessary to the performance of the activities specified by the directive.</p> <p>(5) <u>Paragraph 5. Responsibility</u> – Provides an explanation of who (by position or organization) responsible for implementation, specify requirements (not general responsibilities), and may use “shall” statements when there is no corresponding NPR to place requirements.</p> <p>(6) <u>Paragraph 6. Delegation of Authority</u> – Reserved for direct delegation from the Administrator, Official-in-Charge, or a Center Director to a specific position? If no delegation, is “None” stated?</p> <p>(7) <u>Paragraph 7. Measurement/Verification (M/V)</u> – Explains how compliance will be measured and provides information that is needed to support senior management’s evaluation of performance, and does not contain “shall” statements.</p> <p>(8) <u>Paragraph 8. Cancellation</u> – If directive cancels one or more directives, are the number(s), title(s), effective date(s) of cancelled directives listed? If there are no cancellations, is “None” stated?</p>		
3.3.1	<p><u>Requirements for Authorities, Applicable Documents and Forms, and References Criteria</u> – Does the directive’s authorities, applicable documents and forms, and references adhere to the criteria below? If yes, compliant. If no, not compliant.</p> <p>a. Authorities justify establishing the directive and are cited to provide context.</p> <p>b(1) Applicable documents and forms listed in paragraph 4 are also cited in the body of the directive and are introduced (e.g., as required by, in accordance with, according to), and are forms controlled.</p> <p>b(2) Conversely, applicable documents and forms cited within the body of the directive are also listed in paragraph 4.</p> <p>c(1) References are listed in the directive’s attachment and cited within the directive with introductory language (e.g., additional information on this subject, for additional information)?</p> <p>c(2) Conversely, reference documents listed in the directive’s attachment are also cited within the directive.</p>		
3.3.2	<p><u>Requirements for Order and Format of Authorities, Applicable Documents and Forms, and References</u> – Does the directive cite and list applicable documents and forms and references in the correct order and format? If yes, compliant. If no, not compliant.</p> <p>a. Documents are listed in the following order: USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NIDs, NASA Standard, Forms, non-NASA Government standards, other documents.</p> <p>b. Numbered documents are listed in numerical order first and non-numbered documents list in alphabetical order second within each category.</p> <p>c(1)-(12) Documents are listed using the document’s type, number, and name, and formatted in accordance with paragraphs 3.3.2c(1)-(12).</p> <p>d(1) Documents are cited using the document’s location (e.g., 51 U.S.C. 20113(a)), with name excluded, in accordance with paragraphs 3.3.2c(1)-(5).</p> <p>d(2) Documents are cited using the document’s type and number (e.g., NPR 1400.1), with name excluded, in accordance with paragraphs 3.3.2c(6)-(12).</p> <p>e. Revision letters and change numbers are excluded from cited and listed directives.</p> <p>f. Only approved and available documents and forms are cited and listed.</p>		

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	g. Footnotes are included for a document's title and Web site address if the document is not a statute, regulation, NASA directive or standard, to show readers where to find it.		
3.1.1	<p><u>Requirements for the Use of "Shall" Statements</u> – Does the directive's "shall" statement follow the requirements for use, including Table A? If yes, compliant. If no, not compliant.</p> <p>Responsible Offices shall use the following criteria, along with Table A when writing requirements statements in NASA directives:</p> <p>a. Identify all requirements statements by using the term "shall" to denote mandatory compliance.</p> <p>b. Designate at least one official (by position title) or organization or office title as responsible and accountable for development, implementation, maintenance, and/or verification of the requirement set forth in the "shall" statement.</p> <p>c. Identify what action should be accomplished or what product should be provided to demonstrate compliance with the requirement.</p> <p>d. Identify specific requirements, not general responsibilities with broad application.</p> <p>e. Provide a description of how requirements will be measured/verified in the measurement/verification section of the directive.</p> <p>f. Separately state each individual requirement statement (i.e., one "shall" statement per single paragraph and one "shall" statement per paragraph with subparagraphs).</p>		
3.1.2	<p><u>Requirements for Excluding Replication and Technical Requirements</u> – Does the directive exclude replication and technical requirements? If yes, compliant. If no, not compliant.</p> <p>a. Replication of existing internal and external policy statements, procedural requirements, responsibilities, or text from other documents is excluded, but paraphrasing or cross referencing is used.</p> <p>b. Technical requirements are excluded.</p>		
3.2	<p><u>Requirements for Responsibility Statements</u> – Does the directive use official titles when assigning responsibilities and "shall" statements because the directive does not have a corresponding NPR to place requirements? If yes, compliant. If no, not compliant.</p> <p>Official position titles, office titles, or office structure titles are used to assign responsibilities. "Shall" statements are in the responsibility section of the directive because there is no corresponding NPR to place requirements.</p>		
3.5.1	<p><u>Requirements for Format and Writing Styles</u> – Does the directive use correct format and writing styles? If yes, compliant. If no, not compliant.</p> <p>a(2) Text is aligned on the left margin (i.e., left justified). <i>Note: CPDs Exempt.</i></p> <p>a(3) Notes are indented and italicized. <i>Note: CPDs Exempt.</i></p> <p>a(4) Figures and tables are centered with figure number (e.g., Figure 1), name placed on the bottom of the figure, and table letter and name placed on the top of the table. <i>Note: CPDs Exempt.</i></p> <p>a(5) Paragraphs are numbered or lettered (except when there is no second paragraph immediately following), with periods behind numbered paragraphs excluded (e.g., 3.5.1) and periods behind lettered paragraphs (e.g., i.) included.</p> <p>b(2) Caveat phrases (e.g., as applicable, as appropriate, whenever possible) are excluded from requirements.</p> <p>b(3) The correct term to denote action or other forms of action is used.</p>		
3.6.2	<p><u>Requirements for NPD/CPD Attachments</u> – Is the directive compliant with requirements for attachment? If yes, compliant. If no, not compliant.</p> <p>e. Attachments contain supplementary material related to the main text in the NPD or CPD (e.g., definitions, acronyms, verification matrices, etc.) that are attached at the end.</p> <p>(1) Ensure that attachments do not contain requirements ("shall" statements) for civil service employees, only supporting information for the NPD or CPD.</p> <p>(2) Number paragraphs in attachments using the letter of the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions.</p> <p>(3) Document any definitions for words and phrases used in the NPD or CPD in Attachment A.</p> <p>(a) List the definitions in alphabetical order.</p> <p>(b) Provide only definitions for terms used in the NPD or CPD and only if the definitions are different than those used in dictionaries or other standard usage.</p> <p>(4) Document any acronyms used in the NPD or CPD in Attachment B and list in alphabetical order. To avoid blank attachments, if there are no definitions placed in Attachment A, acronyms can be placed in Attachment A only if there are no other attachments that can be placed before the acronyms.</p> <p>(5) Document verification/measurement matrices used in the NPD or CPD, in Attachment C. To avoid blank attachments, if there are no definitions placed in Attachment A or acronyms placed in Attachment B, a measurement/verification matrices can be placed in either of these attachments only if there are no other attachments that can be placed before the matrices.</p>		
3.6.2	<p><u>Requirements for numbering/lettering NPDs and CPDs</u> – Is the directive compliant with the number/lettering requirements? If yes, compliant. If no, not compliant.</p> <p>h. NPD or CPD paragraphs are numbered/lettered in accordance with Figure 3-2.</p>		