

**Headquarters**

Washington, DC 20546-0001



December 15, 2020

NRW 1400.108

Reply to Attn of: Office of the Chief Engineer

TO: Assistant Administrator for Internal Controls and Management Systems

FROM: NASA Chief Engineer

SUBJECT: Requirement Waiver from NASA Procedural Requirements (NPR) 1400.1H requirement 3.1.1.b and 3.3.2.d (2) for NPR 7120.5 Revision F

The Office of the Chief Engineer (OCE) requests a waiver from NPR 1400.1H paragraph 3.1.1.b and 3.3.2.d (2) for the current revision of NPR 7120.5 Rev F.

NPR 1400.1 H -Paragraph 3.1.1.b requires the responsible official be stated in the "shall" statement:

"3.1.1 Responsible Offices shall use the following criteria...when writing requirements statements in NASA directives:

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."

NPR 7120.5, NASA Space Flight Program and Project Management Requirements is a core document in the policy document lexicon of NASA. The majority of the requirements in the NPR were established and have been implemented for over a decade. The requirements were developed through extensive coordination with the NASA technical and program/project management user community who understand the responsibilities for the requirements implementation. In addition, the Appendix C Compliance Matrix (CM) lists the requirements in the NPR and indicates the organization or individual to whom the requirement applies, and the CM is used extensively by the user community. The NPR sets a standard for NASA's Centers and external partners in space exploration and is further codified in Center documentation and procedures for performing Center work in support of the NASA missions, as well as applied to acquisitions and partnership agreements. Due to the longevity and stability of the requirements, the knowledge and implementation experience of the user community, and the flow down of the 7120.5 requirements to the NASA Centers documentation, there is little benefit to rewriting the requirements statements. Changes to the format will unnecessarily burden the Centers documents and raise questions about the purpose for the change and how to interpret it when there is no change in policy.

In addition, the OCE requests a waiver from NPR 1400.1H paragraph 3.3.2.d (2)  
3.3.2. Within each document citation list, Responsible Offices shall:

d “(2) Use the document type and number and exclude the name, after first use, when citing within the text of directives for citations described in paragraphs 3.3.2c(6)-(12) (e.g., NPR 1400.1).

The rationale for the waiver to 3.3.2 d (2) is to preserve the readability and ability of the reader to quickly understand and absorb the content of the document. The OCE requests a waiver to use best judgment on spelling out the name of the policy document at first usage in each chapter and thereafter where most useful for the reader.



Ralph R. Roe, Jr.

cc:

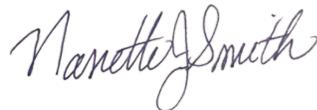
HQ/OCE/Ms. Osborne  
HQ/OCE/Ms. Rhym  
HQ/OCE/Ms. Stigberg  
HQ/MSD/Ms. Jennings  
HQ/MSD/Ms. Parker

Approved ✓

Denied

\*Requirements described in NPR 1400.1, paragraphs 3.1.1b and 3.3.2d will be addressed incrementally in NPR 7120.5 and finalized by revision G.

Waiver Duration: 2025



12/16/20