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NASA Policy Directive

NPD 7620.11Effective Date: February 14, 2000
Expiration Date: February 14, 2025**COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**[Printable Format \(PDF\)](#)

Subject: Official Names for Major NASA Projects (Revalidated w/Change 2)**Responsible Office: Office of Communications****CHANGE HISTORY**

Chg#	Date	Description/Comments
1	02/1/2015	Updated to comply with 1400 Compliance with administrative changes, and updated title and office name changes.
2	02/13/2020	Update with 1400 compliance, updated Policy statement, and responsibilities.

1. POLICY

a. This directive establishes policy for assigning official names to major NASA projects, as defined in NPD 7120.4, NASA Engineering and Program/Project Management Policy, and as determined by the responsible Official-in-Charge.

2. APPLICABILITY

- a. This directive applies to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Support Service Centers.
- 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.
- c. For purposes of this directive, the term "project" also includes payloads.
- d. 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 recommend but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- e. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

3. AUTHORITY

The National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113(a).

4. APPLICABLE DOCUMENTS AND FORMS

NPD 7120.4, NASA Engineering and Program/Project Management Policy.

5. RESPONSIBILITY

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a. The Associate Administrators for Mission Directorates, Associate Administrators for the offices of STEM Engagement, International and Interagency Relations, Legislative and Intergovernmental Affairs, NASA Chief Scientist, NASA Chief Technologist, NASA Chief Engineer, NASA Chief Information Officer, NASA Chief, Safety and Mission Assurance, NASA Chief Health and Medical Officer, and Center Directors are responsible for promoting policies, standards, best practices, and guidance in their areas of responsibility under this NPD. They will coordinate efforts within their respective organizations to identify projects for which names are required, initiate the name selection process, and recommend names to the Associate Administrator for the Office of Communications. The roles and responsibilities of NASA management are defined in NPD 1000.0 and further detailed in NPD 1000.3. The authority of the Associate Administrator for the Office of Communications is detailed in NPD 1000.3. The key roles and responsibilities within the context of this NPD are summarized in the following section.

b. Officials-in-Charge as defined in 5.a will:

(1) Identify projects for which names are required.

(2) Ensure that:

(a) Each major NASA project is assigned an official name as early as possible after approval by the Administrator and in time for use in the Office of Management and Budget (OMB) budget cycle.

(b) Selection of names is restricted to funded NASA projects which have clear identity and are major program elements.

(3) Initiate the name selection process by assembling an ad hoc name selection team consisting of one member representing the office in which a project name is under consideration, e.g., Science Mission Directorate, and one member representing every other NASA Headquarters office participating in the management of a significant element of or having other major involvement in the project. This will include the Public Affairs Officer co-located in the NASA Headquarters program office initiating the name selection process. The Official-in-Charge will lead the team or designate a leader.

c. The ad-hoc special project name team will:

(1) Solicit suggestions, particularly from the responsible NASA Centers and contractors.

(2) Submit, upon completion of its deliberations, specific recommendations, to the Associate Administrator for Office of Communications.

(3) Ensure that:

(a) Recommended project names are simple and easily pronounced, and are not duplicate or so similar to other names that they create confusion.

(b) Recommended project names are serialized when appropriate to limit the number in use at any one time, and when names are serialized, they include an Arabic number, e.g., Nimbus 1 and Nimbus 2.

(c) Acronyms are avoided in selecting names except where the acronym is descriptive and easily pronounced.

(d) The recommended name is reviewed and agreed upon by the Office of Communications before it is submitted for the NASA administrator's final approval.

d. The Deputy Associate Administrator for Office of Communications will:

(1) Review the recommendations of the special committee, makes a selection, and submits the selection to the Administrator for final approval.

(2) Make the public announcement of the approved name and ensures that all subsequent news releases use the official name.

e. All NASA Headquarters offices making use of an approved project name will ensure the names is printed with only the initial letter capitalized, e.g., Nimbus not NIMBUS, unless the project name is an acronym.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Each major NASA project will be assigned an official name in time for use in the Office of Management and Budget (OMB) budget cycle.

8. CANCELLATION

NPD 76201H, Official Names for Major NASA Projects, dated February 14, 2000.

REVALIDATED

February 13, 2020, Original signed by:

/s/ Daniel S. Goldin
Administrator

ATTACHMENT A: (TEXT)

None.

(URL for Graphic)

None.

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