



NASA Headquarters
Washington, DC 20546

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HQOWI1410 - M007
REVISION C
March 15, 2004

CODE M INTERNAL DIRECTIVES DEVELOPMENT PROCESS

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Code M Internal Directives Development Process

Approved and signed by

**William F. Readdy
Associate Administrator
Office of Space Flight**

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DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		1-21-1999	
Revision	A	04-16-1999	Changes resulting from DNV Pre-registration audit. Section 7 has been modified to agree with NPG 1441.1B. Section 5 has been modified to more accurately reflect the process as practiced. Section 6 has been revised to add additional descriptions to the action.
Revision	B	06-26-2000	Changed to update flow chart symbology. Numbered decision boxes and updated section 6 accordingly.
Admin. Change	B	06-27-2000	Administrative Change to correct titles of reference documents and reference to version level.
Revision	C	03-15-2004	Revision resulting from Agencywide Policy Review and administrative changes needed to correct titles, references, and minor changes to the process.

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1.0 PURPOSE

The Headquarters Office Work Instruction (OWI) for Internal Directives Development prescribes the activity steps required to develop and submit a new directive developed within Code M for review and approval.

The Associate Administrator (AA) for the Office of Space Flight (OSF) is responsible for maintaining this document. The controlled version of the manual is available on the World Wide Web (WWW) via the Headquarters ISO 9000 Document Library for the ISO 9000 QMS at <http://hqiso9000.hq.nasa.gov>. By definition, any printed version of this OWI is uncontrolled. Any proposed revision to this document is submitted by the AA for OSF or his designee. The AA for OSF, or his designee, authorizes approval of the revision after an internal review by the Document Control Board.

2.0 SCOPE

This Headquarters OWI applies to Headquarters, Code M personnel who are primary authors of NASA Directives, as well as Code M reviewers who assist in the development of those directives. The activity steps are those essential to process a new directive through the review and approval processes.

3.0 DEFINITIONS

The following definition(s) are provided to aid the reader in understanding the process documented in this OWI:

3.1 Agency Directives Manager - Individual responsible for NASA directives.

3.2 Code M Directives Manager - Individual responsible for OSF policy directives and this OWI within OSF.

3.3 Directive's Author - Acts as initiator of a policy directive.

3.4 Internal Directives - Directives developed within Code M.

3.5 NODIS - NASA Online Directives Information System.

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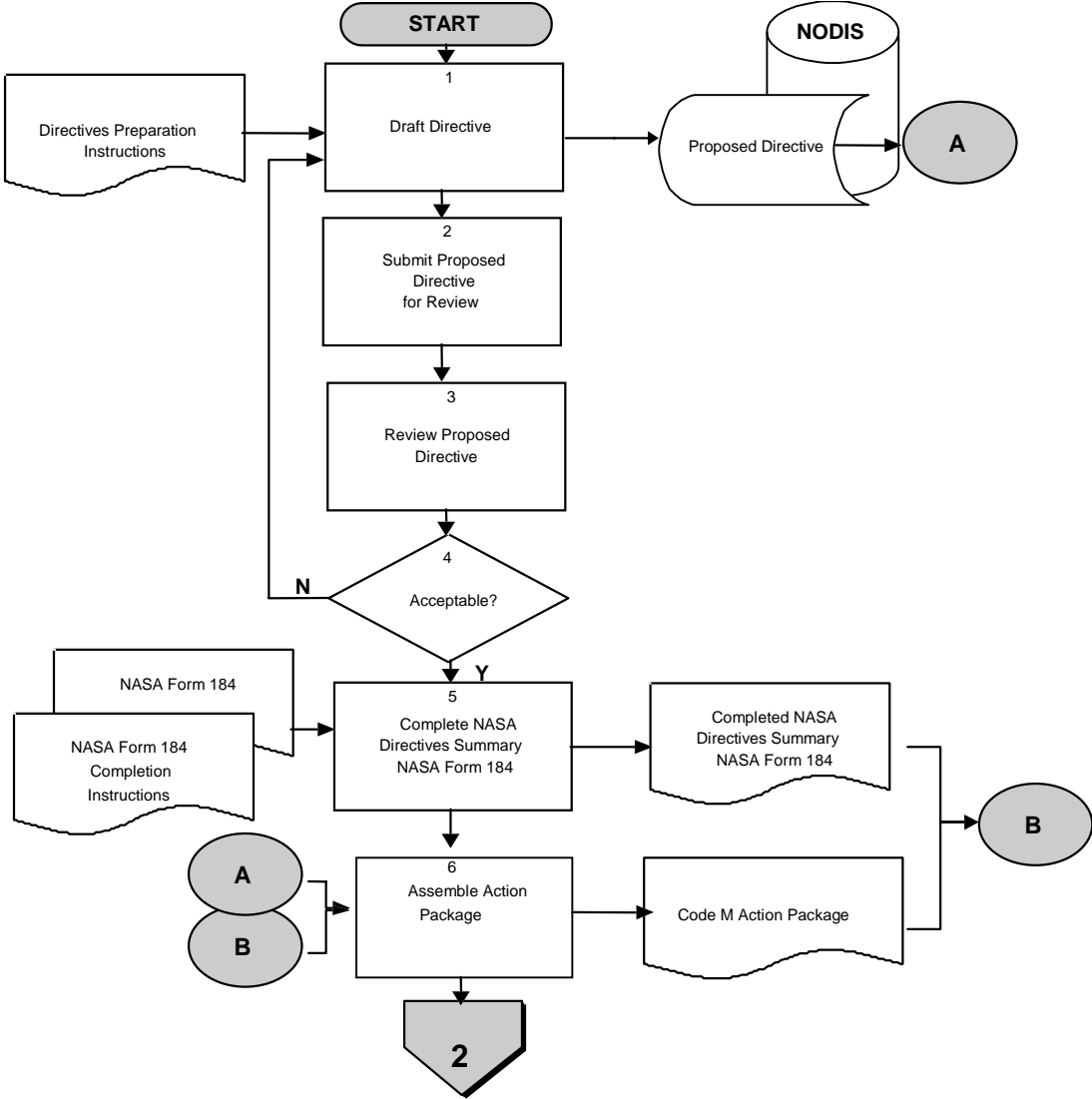
4.0 REFERENCES

The following documents contain provisions that, through reference in this OWI or in policy or procedure documents, constitute the basis for the documented procedure:

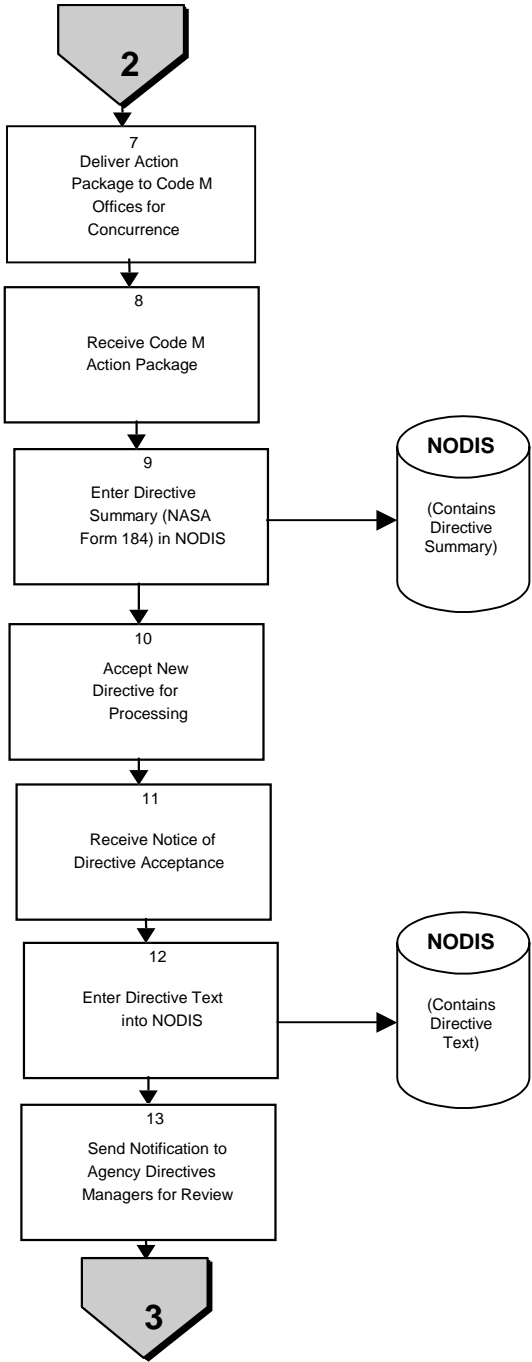
HQSM 1200-1	Headquarters Quality Management System Manual
NPD 1400.1	NASA Directives System
NPR 1000.3	The NASA Organization
NPR 1400.1	NASA Directives System Procedural Requirements

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5.0 FLOWCHART



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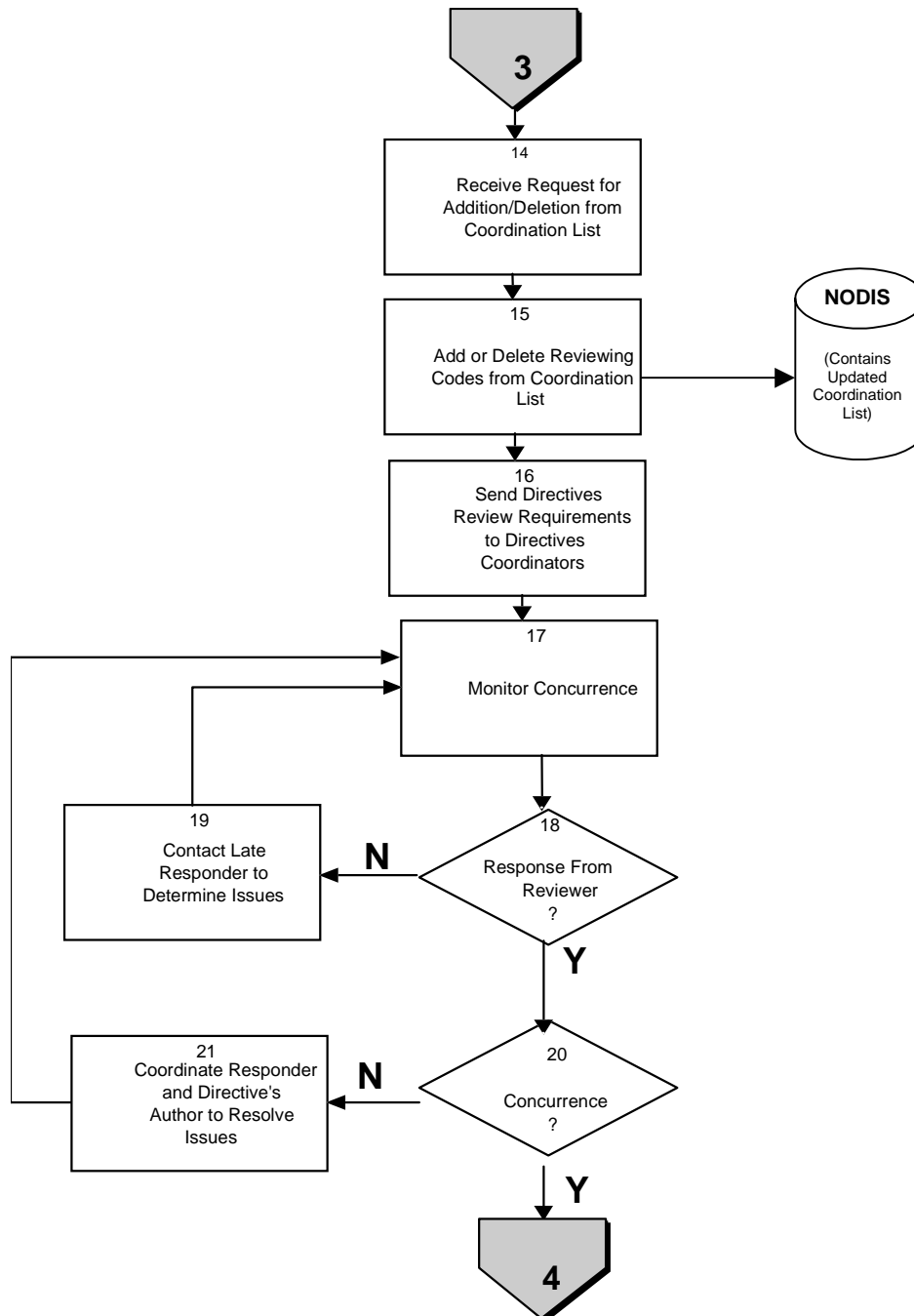
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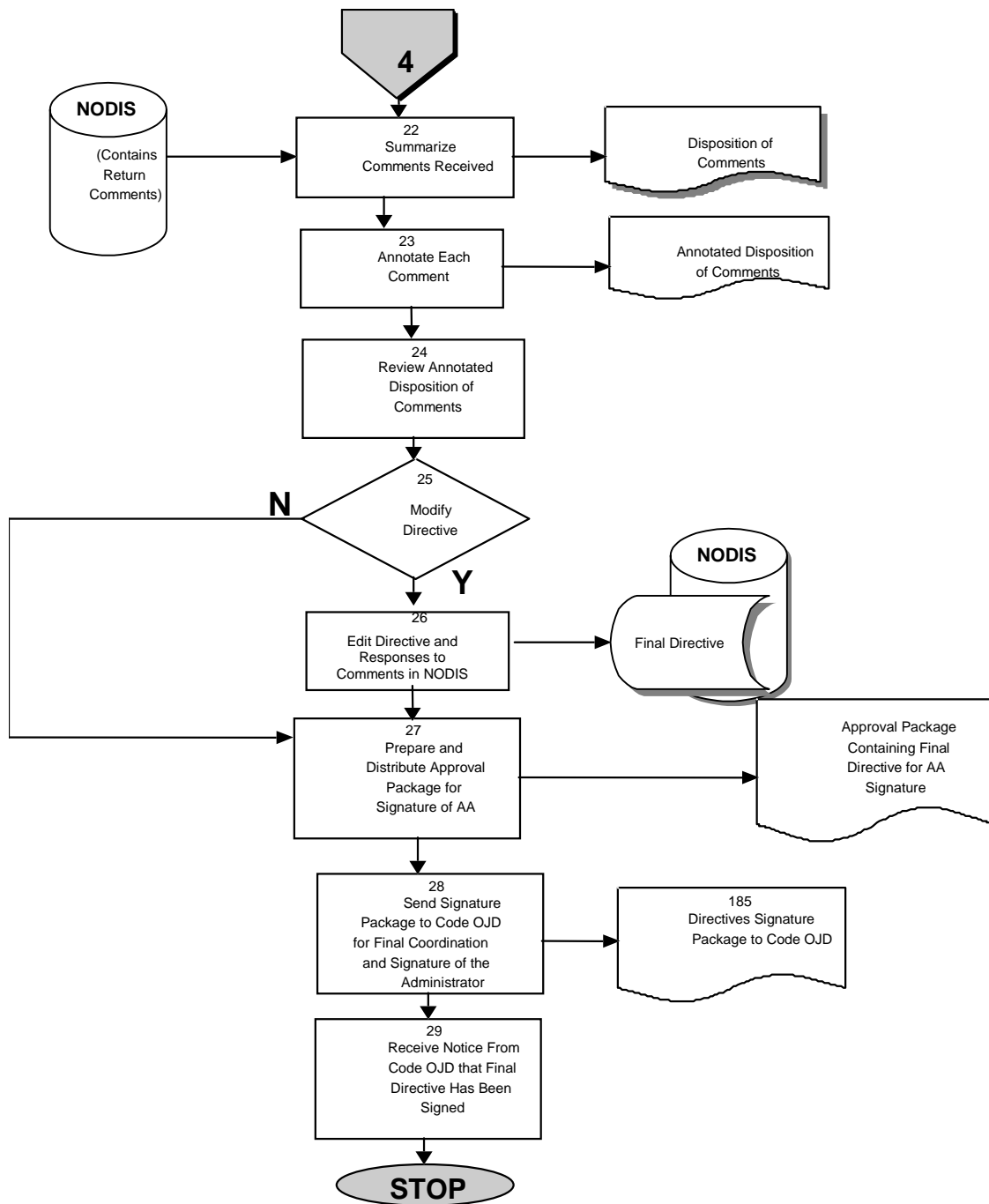
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6.0 INTERNAL DIRECTIVES DEVELOPMENT PROCESS STEPS

From time to time, Code M determines that there is a requirement for a new NASA directive. The directive is prepared by a primary author and submitted for NASA review using the NODIS. This process documented in the steps below, identifies the activities required to complete the development of a directive from its initiation through its approval as a NASA directive.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Directive's Author	1	Prepare Proposed Directive for Review. Author writes directive using the format outlined in NPR 1400.1
Directive's Author	2	Submit Proposed Directive to Directives Manager for Processing via E-mail
Code M Directives Manager	3	Review Directive for correct format and completeness per NPR 1400.1.
Code M Directives Manager	4	If the directive is not in the correct format or missing critical information, return it to the author for revision. If the directive is in the correct format and the content follows NPR 1400.1 criteria, continue with the process.
Code M Directives Manager	5	Complete NASA Directive Request Summary (NASA Form 184) using NODIS. This form includes basic information such as number, responsible office, subject, proposed concurring offices, and justification.
Code M Directives Manager	6	Assemble Code M Action Package and send to originator and applicable OSF personnel for concurrence. The package will contain the new NPD or NPR, and Form 184. Take the package to the originator for concurrence.

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Code M Directives Manager	7	After the originator has concurred, deliver the package to the Code M Action Tracking Manager for front office concurrences/signature.
AA or Deputy AA for Space Flight	8	After the designated OSF managers and AA/OSF have signed off on the directive, the Code M Action Tracking Manager will log the action out and return the package to the Directives Manager.
Code M Directives Manager	9	Enter the signature of AA for OSF on NASA Form 184 to create record in the NASA Online Directives Information System (NODIS).
Agency Directives Manager	10	Reviews the NASA Form 184 and if form is complete, accepts New Directive for Processing.
Code M Directives Manager	11	Receive notice from Code OJD (Agency Directives Manager) of acceptance of the directive for processing or the need to resolve issues prior to acceptance. If resolution is needed, work with Code OJD and the Directive's Author to resolve issues. If the directive is accepted, continue with the process.
Code M Directives Manager	12	Enter Directive Text in the NODIS. The Directives Manager transfers the electronic version of the directive into the NODIS fields for building a new directive.
Agency Directives Manager	13	Send Notification to agency Directives Managers that the directive is ready for review, concurrence or nonconcurrence.
Code M Directives Manager	14	Receive request to be added or removed from the directive's coordination list submitted by proposed reviewers.
Code M Directives Manager	15	Edit Coordination List in NODIS to add/remove an entry from the coordination list.
Code M Directives Manager	16	Send directives review requirements,

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		including schedule and instructions, to the directives managers for all entries included on the coordination list.
Code M Directives Manager	17	Monitor concurrence status.
Code M Directives Manager	18	If nonconcurrence is noticed, coordinate review with author and originator of nonconcurrence to reach resolution of issues.
Code M Directives Manager	19	Contact late responders to determine issues and work to resolve them so that the reviewing office can concur.
Code M Directives Manager 21.	20	If nonconcurrence is noticed, proceed to step 21. If concurrence achieved go to step 22.
Code M Directives Manager	21	Coordinate responders and directive's authors to resolve issues.
Code M Directives Manager	22	Summarize all comments that were received.
Directive's Author	23	Enter a comment on the Disposition of Comments document for each entry. The comment must provide instructions to the Directives Manager detailing required modifications, agreement or disagreement with the comment.
Code M Directives Manager	24	Review the annotated Disposition of Comments document.
Code M Directives Manager	25	Determine if changes to the directive are required. If none are required, go to Step 27. Otherwise continue with the process.
Code M Directives Manager the	26	Edit directives to make changes proposed by reviewing offices. If changes are required, Update the directive in NODIS and responses to comments.
Code M Directives Manager	27	Prepare comment/signature package for signature of the Administrator, which contains revised Directive, disposition of comments,

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NASA Form 117 and final routing slip. Send to OJD.

Code M Directives Manager	28	<p>Send signature package to Code OJD for final coordination and signature of the Administrator. After the Administrator has signed, Code OJD will keep the signature package as a part of the official file and notify Directives Manager.</p>
Agency Directives Manager the	29	<p>Receive notice via e-mail from Code OJD, that Final Directive has been signed and can be accessed in the NODIS Library.</p>

7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATION	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
NASA Directive (approved)	Code M Directives Manager	M-2	Electronic (NODIS)	Schedule 1 Item 72,A	Permanent. Retire to FRC 1 year after obsolete
Disposition of Comments	Code M Directives Manager	M-2	Hardcopy	Schedule 1 Item 25	Destroy when 3 yrs old or when no longer needed for operating purposes, whichever comes first.