



NASA Headquarters
Washington, DC 20546

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HQOWI1410 - M008
REVISION C
March 15, 2004

CODE M EXTERNAL DIRECTIVES REVIEW PROCESS

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Code M External Directives Review 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	Updated flow chart symbology and clarified the process. Numbered decision boxes and updated section 6 accordingly.
Admin. Change	B	06-27-2000	Administrative Change. Corrected document titles in reference section and fixed line spacing.
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 purpose of this Headquarters Office Work Instruction (OWI) for External Directives Review within Code M is to prescribe the steps for reviewing NASA Headquarters directives that are developed by organizations other than Headquarters, Code M.

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 HQ 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 manual 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 OWI includes the activity steps for the process that begins with the receipt of a directive from Code OJD for review and concludes with the publication of Code M Comments to the originating organization. The OWI applies to all Headquarters Code M personnel who review and comment on directives developed by organizations other than Headquarters Code M.

3.0 DEFINITIONS

The following term(s) are used in this OWI and are explained below:

- 3.1 Code M Directives Manager - Individual responsible for Code M review and coordination of external directives, OSF policy directives, and this OWI.
- 3.2 Code M Technical Lead - Resolves technical issues associated with external directives.
- 3.3 External Directives - NASA policy and guidelines developed by Codes other than Code M, but which require Code M review and coordination.
- 3.4 NODIS - NASA Online Directives Information System.
- 3.5 OIC – Official In Charge.

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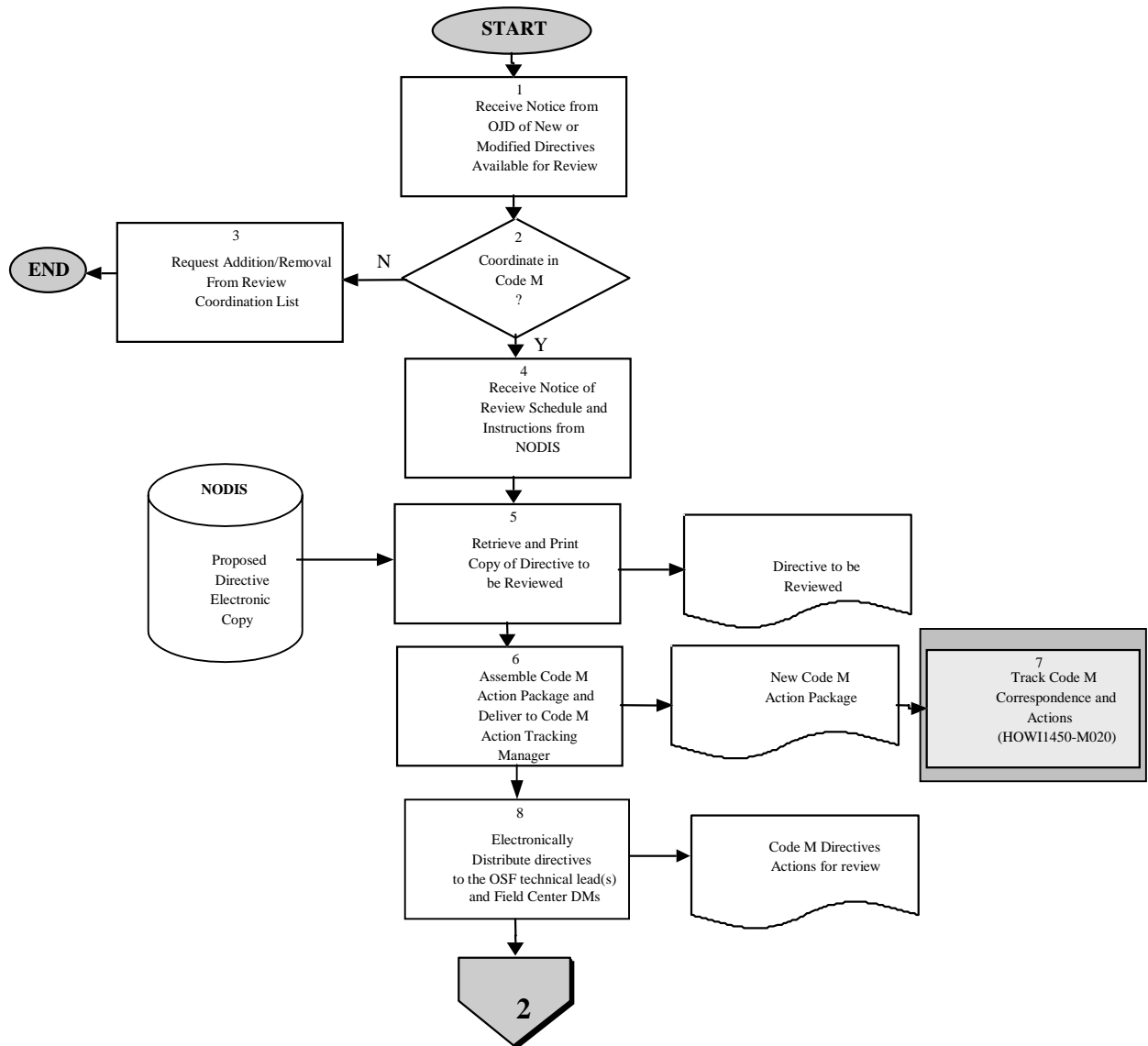
4.0 REFERENCES

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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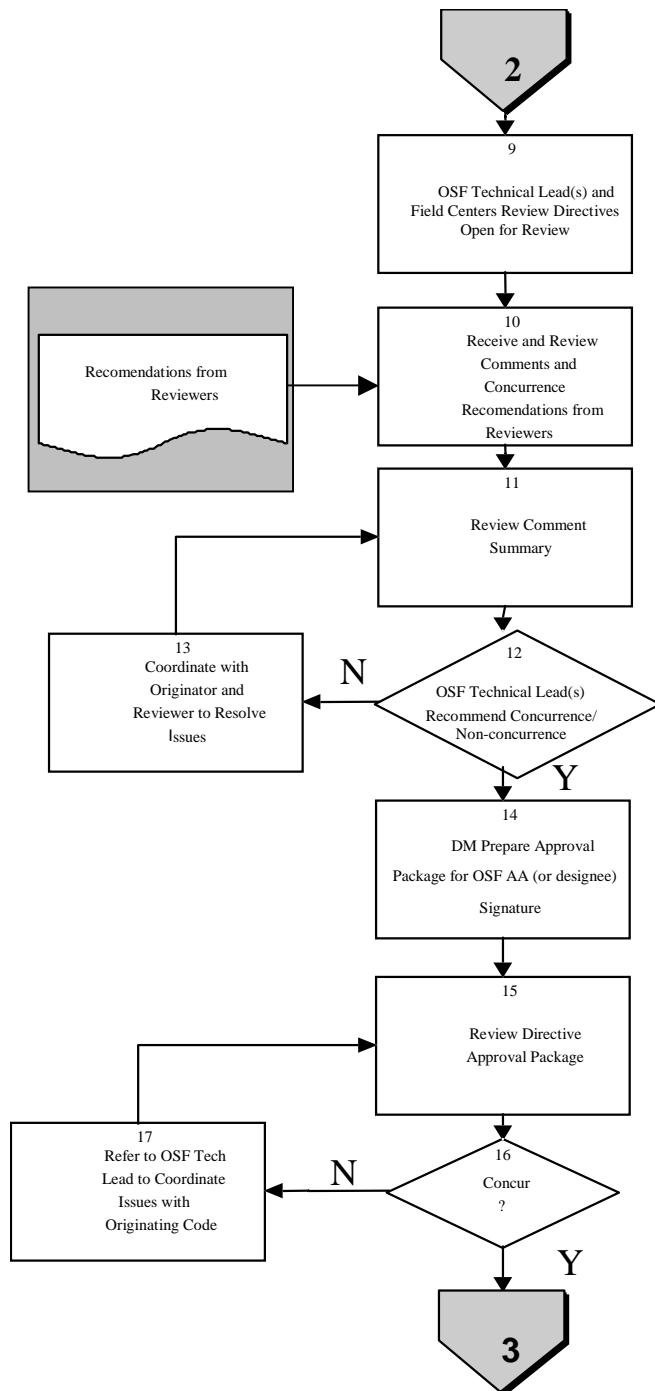
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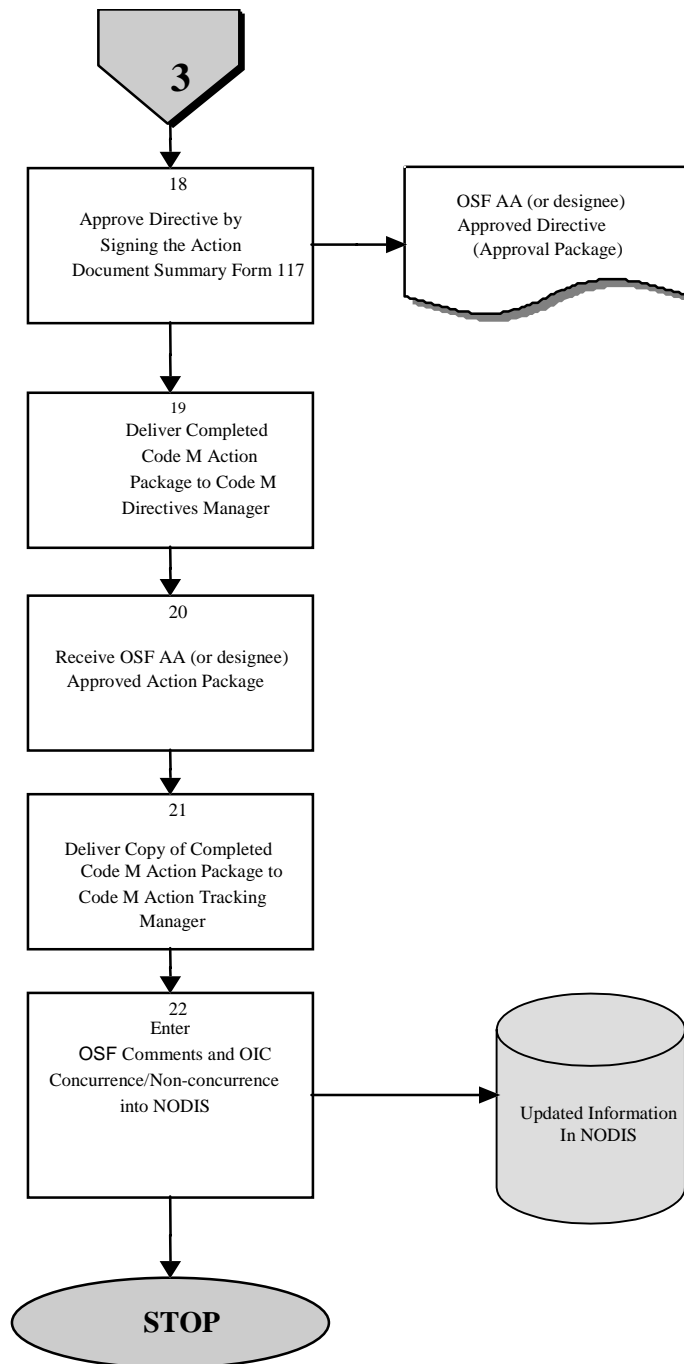
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6.0 EXTERNAL DIRECTIVES REVIEW PROCESS

NASA Directives are developed and maintained by many organizations throughout the organization. When a new directive is developed, other organizations, which have an interest are asked to review the directive prior to its approval. The review process of directives developed or modified by organizations, other than Code M, is documented in the steps below.

<u>Actionee</u>	<u>Flowchart Reference</u>	<u>Action</u>
Code M Directives Manager	1	Receive notice from Code OJD that there is a new or revised directive available for review
Code M Directives Manager	2	Analyze the directive information to determine if Code M should be included in the directive review coordination list. If review is appropriate, notify the originating code's Directive's Manager to add Code M to the coordination list (unless already included), otherwise continue with step 4.
Code M Directives Manager	3	If the subject is not within the scope of Code M interest, notify the originating code's Directives Manager to remove Code M from coordination list.
Code M Directives Manager	4	Receive notice of review due date from NODIS with review instructions.
Code M Directives Manager	5	Retrieve and print proposed directive so that it can be distributed to the Code M Action Tracking Manager for coordination and action.
Code M Directives Manager	6	Assemble Code M Action Package, which consists of Directive for review and cover transmittal sheet with action officer subject and due date information, and deliver to the Code M Action Tracking Manager.
Code M Action Tracking Manager	7	Complete action tracking process by logging the directive in and assigning the action officer, suspense date and distributing info copies to Code M staff.

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Code M Directives Manager 8 Electronically distribute the draft directives to the OSF Technical Lead(s) and Field Centers providing the dates the directive(s) concurrence is due to meet OJD deadlines.

Code M Technical Lead(s) and Center Directives Managers 9 Review proposed directive and document comments, sending them to the Headquarters Code M Directives Manager.

Code M Directives Manager 10 Receive and review comments from OSF Technical Lead(s) and Center Directives Managers.

Code M Technical Lead(s) 11 Review comments and decide whether to recommend concurrence or nonconcurrence.

Code M Technical Lead(s) 12 If nonconcurrence is recommended, work with originator to resolve issues. If concurrence is recommended forward action package and annotated comments to Code M Directives Manager.

Code M Technical Lead(s) 13 Resolve issues with the originator and the reviewer so that concurrence can be recommended. When concurrence is achieved, forward the action package with recommendation and annotated comments to the Code M Directives Manager.

Code M Directives Manager 14 Prepare the approval package for OSF AA signature (or his designee). The package must contain the proposed directive, a consolidated summary of comments, all original review comments from the field centers and recommended action from the lead technical person as well as the NASA Directive Request

Summary, NASA Form 184 and Action AA signature (or his designee). Route to the appropriate OSF offices for concurrence. Document Summary, NASA Form 117 for OSF

Code M Reviewers (Required Concurrences) 15 Review Directive Approval Package to determine concurrence/nonconcurrence

Code M Reviewers (Required Concurrences) 16 If concurrence achieved, proceed to step 18. If nonconcurrence, continue with step 17.

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Code M Action Technical Lead 17 Coordinate with the originating code and Code M Directives Manager to resolve issues, which prevent concurrence, and return package to the concurrence cycle. When concurrences are obtained, return to directives manager to send to OSF AA (or his designee) for signature.

OSF AA(or his designee) 18 Approve directive by signing the Action Document Summary, NASA Form 117, if applicable.

OSF AA (or his designee) 1920 Forward Completed Action Package to Code M Directives Manager.

Code M Directives Manager20 Receive OSF AA approved action package, remove routing slip and assemble documents for file.

Code M Directives Manager 21 Deliver copy of completed Code M Action Package to Code M Action Tracking Manager for closure (OWI M020).

Code M Directives Manager 22 Enter OSF comments and OIC signature concurrence/nonconcurrence into NODIS.

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7.0 RECORDS

RECORD IDENTIFICATION	OWNER	LOCATIO N	RECORD MEDIA: ELECTRONIC OR HARD COPY	SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/DISPOSITION
OSF AA Approved Directive (Approval Package)	Code M Directives Manager	M-2	Hardcopy	Schedule 1 Item 25	Destroy when 3 yrs old or no longer needed for operating purposes, whichever comes first.