



## Goddard Procedural Requirements (GPR)

**DIRECTIVE NO.** GPR 1410.1H                      **APPROVED BY Signature:** Original Signed By  
**EFFECTIVE DATE:** June 2, 2016                      **NAME:** Raymond J. Rubilotta  
**EXPIRATION DATE:** June 2, 2021                      **TITLE:** Director, Management Operations Directorate

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### COMPLIANCE IS MANDATORY

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**Responsible Office:** 270/Information and Logistics Management Division

**Title:** Directives Management

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## **PREFACE**

### **P.1 PURPOSE**

The purpose of this GPR is to define responsibilities, procedures, and requirements for creating, processing, and maintaining GSFC directives, Procedures and Guidelines (PG), and Work Instructions (WI).

### **P.2 APPLICABILITY**

- a. This GPR applies to all Goddard Space Flight Center civil servants and to contractors to the extent specified in their contracts.
- b. In this directive, all document citations are assumed to be the latest version unless otherwise noted.
- c. 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 recommended but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

### **P.3 AUTHORITIES**

- a. [NPD 1400.1](#), Documentation and Promulgation of Internal NASA Requirements and Charters
- b. [NPR 1400.1](#), NASA Directives and Charters Procedural Requirements

### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. NPR 1441.1, NASA Records Management Program Requirements
- b. [NRRS 1441.1](#), NASA Records Retention Schedules (NRRS)
- c. GPR 1280.1, The GSFC Quality Manual
- d. GPR 1400.1, Waiver Processing
- e. GPR 1410.2, Configuration Management
- f. GPR 1420.1, Forms Management
- g. GPR 1440.8, Records Management
- h. GSFC Form 11-20, Route Sheet
- i. GSFC Form 3-2, Directorate Directives Manager (DDM) Designation
- j. Goddard Policy Directive (GPD) Template
- k. Goddard Procedural Requirements (GPR) Template
- l. Goddard Interim Directive (GID) Template
- m. Center-wide Procedures and Guidelines (PG) Template

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- n. Procedures and Guidelines (PG) Template
- o. Center-wide Work Instruction (WI) Template
- p. Work Instruction (WI) Template
- q. Subject Matter Expert (SME) Review Comment Summary Report (generated by GDMS)
- r. Center-wide Review Comment Summary Report (generated by GDMS)
- s. Final Concurrence Summary Report (generated by GDMS)

**P.5 CANCELLATION**

- a. GPR 1410.1G, Directives Management
- b. GID 1410.3, High-Priority Directives Process Changes to GPR 1410.1

**P.6 SAFETY**

None

**P.7 TRAINING**

The Center Directives Manager (CDM) provides training to Directorate Directives Managers (DDMs) on directives and Center-wide PGs/WIs policies and procedures.

**P.8 RECORDS**

<b>Record Title</b>	<b>Record Custodian</b>	<b>Retention</b>
Case File for directives and Center-wide PGs/WIs	Center Directives Management Office	* <u>NRRS 1/72B1</u> Permanent - retire to Federal Records Center 5 years after cancellation or when superseded. Transfer to National Archives and Records Administration in 5-year blocks when 20 years old.
Case File for PGs/WIs	Office of Primary Responsibility	* <u>NRRS 1/72B1</u>

*\*NRRS 1441.1 – NASA Records Retention Schedules*

## **P.9 MEASUREMENT/VERIFICATION**

The Center Directives Manager (CDM) reports to the Management System Committee (MSC) on requested directives metrics, which may include information such as the Center-wide review cycle times, expiring directives, revalidations and administrative extensions.

### **PROCEDURES**

#### **CHAPTER 1. General Procedures**

##### **1.1 Overview**

1.1.1 GSFC directives and PGs/WIs establish policy and procedural requirements, define purpose, grant authority to accomplish a task, and assign responsibilities. Do not replicate existing internal or external policy statements or procedural requirements in directives or PGs/WIs. However, cross-referencing may be used to cite existing requirements.

1.1.2 A GSFC directive or PG/WI shall not take exception to requirements of a higher-level directive. When deemed necessary, a waiver should be pursued in accordance with GPR 1400.1, Waiver Processing.

1.1.3 Technical requirements shall not be included in GPDs and GPRs. Technical requirements may be included in NASA technical standards or PGs/WIs, which may then be referenced by number and title in GSFC directives or PGs/WIs.

*Note: Technical requirements discuss the design, performance, operational parameters, and constraints of equipment and systems typically contained within a system or equipment specification.*

##### **1.2 Directive, Procedures and Guidelines (PG), and Work Instruction (WI) Types and Hierarchy.**

The hierarchy of directives and PGs/WIs is as follows: NPD, NPR, GPD, GPR, GID, PG, and WI.

###### **1.2.1 Goddard Policy Directive (GPD)**

A GPD is used to define Center-level policy. A GPD should be limited to no more than five pages, plus attachments for definitions, acronyms, and sample metrics that may be text and/or graphics.

###### **1.2.2 Goddard Procedural Requirements (GPR)**

A GPR is created when subject-matter responsibilities and/or implementation affect more than one primary organization. The GPR provides requirements to ensure implementation of the authority directive.

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### 1.2.3 Goddard Interim Directive (GID)

A GID is created when it is necessary to establish an immediate, short-term directive that implements Center requirements quickly, and can fulfill that need for up to 12 months until a new or a revision to a GPD or GPR can be approved. Upon approval of a GID, the responsible DDM shall place a banner on the affected GPR or GPD citing the GID has been implemented, refer users to the GID, and forwards to the CDM for release in GDMS.

### 1.2.4 Procedures and Guidelines (PG)

A PG is a document developed to implement one or more GPRs or NASA directives within the applicable organization. A PG typically describe how a GSFC organization will perform its own activities. A PG should generally be limited to the implementation of a single process or address a single function, project, or product.

### 1.2.5 Work Instructions (WI)

A WI is a document that describes detailed activities to be carried out within the applicable organization by an individual or group to accomplish a specific task or set of closely related tasks that affect work at any level within a primary organization. A WI should generally be limited to the implementation of a single process or address a single function, project or product.

### 1.2.6 Center-wide PG and WI

In some cases, a PG or WI may specify a Center-wide activity (e.g. effecting more than one directorate); in these instances the PG or WI shall:

- a. be identified in the GDMS library as Center-wide
- b. go through a Center-wide review
- c. be invoked in a GPD or GPR that stipulates its use

1.2.7 Organizations may adopt a PG or WI issued by another organization as their own. To adopt a PG or WI, the adopting organization attaches a new cover sheet, assigns a new number, initiates a subject-matter expert (SME) review, and obtains approval and signature from their approving authority. Organizations may also request the original PG or WI owner make their PG or WI a Center-wide PG or WI.

## 1.3 Approving Authorities

Approving authorities shall review and approve new, revised, extended and revalidated directives or PGs/WIs. GSFC approving authorities are:

- a. The Deputy Center Director is the approving authority for GPDs.

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- b. The Director Of in the owning organization is the approving authority for GPRs, Center-wide PGs, and Center-wide WIs.
- c. GIDs are approved by the same authority as the directive being changed (additional requirements or the deletion of requirements), or Director Of the owning organization.
- d. The head of the responsible office or designee identified by the PG or WI is the approving authority for PGs and WIs, unless otherwise specified by the head of the primary organization.

## **CHAPTER 2. Responsibilities**

### **2.1 Deputy Center Director:**

- a. Approves GPDs
- b. Resolves non-concurrences for directives or Center-wide PGs/WIs approved by Directors Of

### **2.2 Directors Of/Office Chiefs of Primary Organizations:**

- a. Approve GPRs, Center-wide PGs and Center-wide WIs their organization is responsible for
- b. Appoint Directorate Directives Managers (DDMs)
- c. Determine the need for a directive or PG/WI to accomplish their assigned responsibilities
- d. Designate a responsible office for each directive or Center-wide PG/WI for which they are responsible

### **2.3 Center Directives Manager (CDM)**

The CDM resides in the Information and Logistics Management Division and:

- a. Shall manage the GSFC directives program and the GDMS in accordance with NPR 1400.1 and this GPR
- b. Serves as the senior point of contact for directives and PG/WI managers throughout the Center
- c. Coordinates the Center-wide review of Agency directives
- d. Chairs the GDMS CCB
- e. Trains all DDMs when appointed, and DMs as required/requested
- f. Attends MSC meetings and report status of the directives program as requested

### **2.4 Directorate/Staff Office Directives Managers (DDMs) and Directives Mangers (DMs)**

2.4.1 DDMs are appointed by the Director Of or Office Chief of primary organizations utilizing GSFC Form 3-2. Directorates may designate Directives Managers (DMs) with directives and PG/WI management responsibilities for their sub-organization (e.g. program, project, division, branch, etc).

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DDM duties and responsibilities may be divided between DDM and DMs at the directorate's discretion, however the DDM retains overall responsibility for the directorate and acts as the single point of contact for the CDM.

#### 2.4.2 DDMs/DMs:

- a. Shall ensure that all directives and PGs/WIs for which their organization is responsible are prepared, reviewed, coordinated, and written in accordance with NPR 1400.1 and this GPR
- b. Ensure adequate review of Agency and GSFC directives, and PGs/WIs by all organizations within their directorates/offices
- c. Ensure that new requirements flow down from Agency and GSFC directives to directives and PGs/WIs within their organization
- d. Assist directive and PG/WI owners in resolving issues during comment disposition
- e. Serve as a member of the GDMS CCB (DDM only)
- f. Manage the posting of directives and PGs/WIs to GDMS

#### 2.5 The Management System Committee (MSC):

- a. Facilitates the processing of directives that are exceeding the review-cycle times as outlined in this GPR and development of a corrective action plan, and may assist in resolving impasses or non-concurrences
- b. Identifies to the directive owner which individuals are recommended as SMEs for new directives
- c. Supports their DDMs in matters concerning directives or Center-wide PGs/WIs

#### 2.6 The Labor Relations Office:

- a. Shall review all GPDs, GPRs, GIDs, and Center-wide PGs and WIs prior to approval by the approving authority
- b. Does not review administrative revisions

#### 2.7 The Office of Chief Counsel:

- a. Shall review all GPDs, GPRs, GIDs, and Center-wide PGs and WIs prior to approval by the approving authority
- b. Does not review administrative revisions

#### 2.8 The Responsible Office:

- a. Shall prepare, coordinate and maintain directives and PGs/WIs for which they are the responsible office for in accordance with the requirements of NPR 1400.1 and this GPR, and submit them to the organization's DDM or DM

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- b. Ensures directives and PGs/WIs are necessary for the fulfillment of GSFC's mission
- c. Ensures directives and PGs/WIs are evaluated by subject matter experts (SMEs) and others, as identified by the owning directorate, in GDMS before issuance
- d. Dispositions comments in accordance with this GPR and ensures feedback is provided for all comments received
- e. Designates a directive or PG/WI owner for each directive or PG/WI for which it is responsible
- f. Coordinates with the DDM for list of SMEs and ensures SMEs and others, as identified by the owning organization are involved during the drafting and/or revision of directives and PGs/WIs
- g. Consults the DDM or DM prior to creating a new directive or PG/WI
- h. Ensures the directives or PGs/WIs for which they are responsible are maintained as current, including changes flowed down from other directives, as well as modified or deleted requirements

### **2.9 GDMS CCB:**

- a. Consists of the CDM, as the chairperson, and DDMs
- b. Reviews all GDMS configuration change requests (CCRs)
- c. Provides comments and recommendations on proposed CCRs to the CCB chairperson
- d. Conducts testing on upgrades to GDMS

## **CHAPTER 3. Directive, Procedures and Guidelines (PG), and Work Instruction (WI) Guidance and Preparation**

### **3.1 Overview**

Directives and PGs/WIs shall be prepared in MS Word using the electronic templates provided in GDMS.

**Note:** *Currently approved directives and PGs/WIs do not have to be revised to comply with new templates until a revision or revalidation is required.*

### **3.2 Requirements Statements**

- 3.2.1 Requirements statements are denoted by the word "shall".
- 3.2.2 Identify what action should be accomplished or what product should be provided to demonstrate compliance with the requirements.
- 3.2.3 Separately state each requirement statement (e.g. one "shall" statement per paragraph or subparagraph).
- 3.2.4 Exclude caveat phrases (e.g., "as applicable," "as appropriate," "whenever possible," "etc.") within requirements statements.

3.2.5 Do not include requirements statements in appendices or attachments, unless cross-referencing requirements already contained in the directive or PG/WI main body.

### 3.3 General Guidance

Directives and PGs/WIs consist of a preface consisting of the required paragraphs as specified in the applicable template. Contents beyond the preface are at the sponsor's discretion. There will be a change-history log except for GIDs. Except for GPDs, the sponsor may add a table of contents before the preface.

### 3.4 Paragraph Numbering

3.4.1 Preface Outline Format. Exceptions may be approved by the CDM.

The outline format for the **Preface** paragraphs in GPDs, GPRs, GIDs, and PGs/WIs is:

**Preface**

**P.1**

a.

(1)

(a)

(b)

(2)

b.

**P.2**

**P.3**

**P.4**

**P.5**

**P.6**

**P.7**

**P.8**

**P.9**

### 3.4.1.2 Text Outline Format. Exceptions may be approved by the CDM

The outline format for the text of GPDs, GPRs, GIDs, and PGs/WIs is:

**1.**

**1.1**

a. Lists within a sentence are lettered as follows:

(1)

(2) Lists within numbered lists are lettered as follows:

(a)

(b)

b.

**1.1.1**

1.1.1.1 (do not exceed the 4-digit number level)

**1.2**

**1.3**

## 3.5 Appendices and Attachments

3.5.1 Use attachments in GPDs and appendices in GPRs, PGs and WIs. Appendices and Attachments are lettered as Appendix (or Attachment) A: Title; Appendix (or Attachment) B: Title, etc.

3.5.2 If the directive's or PGs/WIs originator creates the appendix, it is recommended that internal paragraphs are numbered or otherwise uniquely identified using either of the methods described in paragraph 3.4.

3.5.3 If the appendix is a document not controlled by the originator, the author's internal numbering will be accepted.

3.5.4 Exceptions to the above may be approved by the CDM.

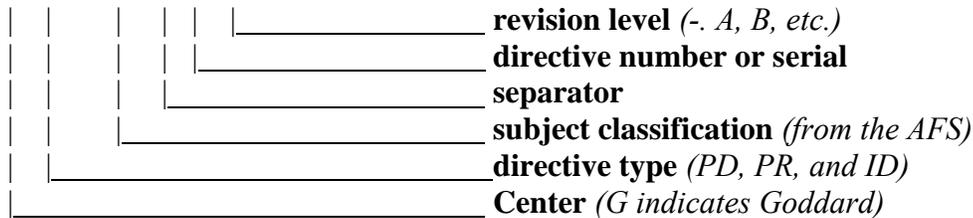
## 3.6 Directive or PG/WI Numbering

Numbers are automatically assigned by GDMS. All directives and PGs/WIs have a subject-classification number, selected from the agency filing scheme (AFS) provided in NPR 1441.1, Appendix D, or based on the directive that provides the authority. The DDM should select the Agency Filing Scheme (AFS) number closest to the main subject of the directive or PG/WI. The DDM may also reserve a directive or PG/WI number in GDMS for future use.

### 3.6.1 Directive Number (GPD, GPR or GID)

The number assigned to a directive is based on its subject matter. Directives consist of letters identifying the type of directive (GPD, GPR or GID) followed by a 4-digit subject classification number, a decimal point and consecutive number, and a letter indicating the sequential revision of the directive.

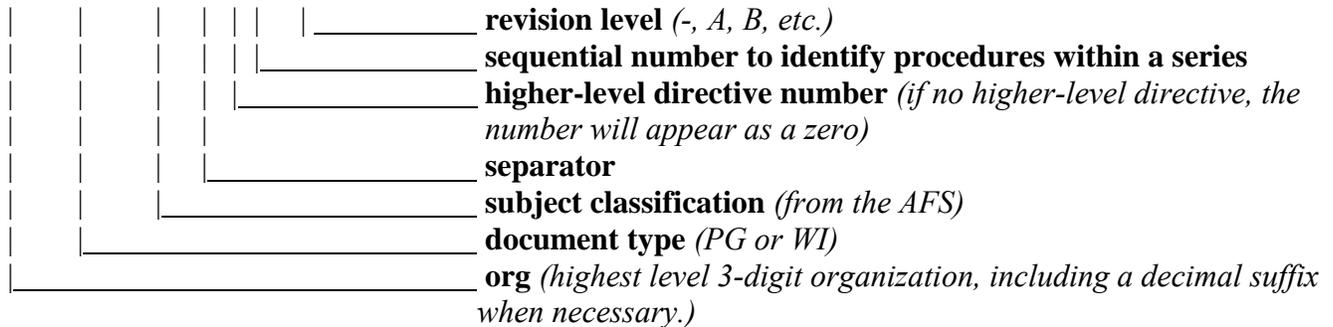
#### **GPD-9999. 99Z**



### 3.6.2 PGs and WIs

PGs and WIs shall be identified as ORG-PG-xxxx.y.z or ORG-WI-xxxx.y.z, where “ORG” is the highest level 3-digit organization code to which the PG or WI applies, “xxxx.y” relates to the higher level directive that is being addressed, and “R” is a sequential number and revision level assigned by GDMS.

#### **303- PG- 9999. 9.1R**



*Example:* 303-PG-8730.1.2- would be the second Code 303 PG addressing GPR 8730.1-. However, if there is no existing higher-level directive, the number will be generated based on the subject-classification code, and the system will generate the number as 303-PG-8730.0.1-. The zero indicates the absence of a Center directive.

3.6.3 Approved revisions are uniquely identified with an upper case letter suffix corresponding to Revision A, Revision B, etc. These suffixes follow the last number in the numerical series.

*Examples:* GPR-1040.1B;  
303-WI-8730.1.2A

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### 3.7 Case Files

3.7.1 When a directive or PG/WI is approved, the CDM or DDM shall create a case file. The case file includes, at a minimum:

- a. The signed directive or PG/WI (signed copy and MS Word files);
- b. SME review comment summary sheet;
- c. Center-wide review comment summary sheet (Exception: not needed for GIDs);
- d. Final concurrence summary sheet;
- e. GSFC Form 11-20, Route Sheet;

3.7.2 Case files, including those of obsolete and superseded directives or PGs/WIs, are permanent and are retained in accordance with NRRS 1441.1. Case files for GPDs, GPRs, GIDs, and Center-wide PGs/WIs are maintained by the CDM. Other organizational PGs/WIs are maintained by the owning organization DDM/DMs. See P.8.

### 3.8 Effective and Expiration Dates

3.8.1 All directives and PGs/WIs shall have an effective date and an expiration date. The effective date is the date the approving authority signs the directive or PG/WI revalidation with administrative changes. The expiration date is five years or less from the effective date. The expiration date may be extended as described in Section 4.6.

3.8.2 Directives and PGs/WIs that are expired or no longer needed are withdrawn or canceled as described in Section 3.10.

3.8.3 GIDs shall expire upon the effective date of the permanent directive or 12 months after the effective date of the interim directive, whichever is earlier.

*Note: A GID may be revised once, and the expiration date will be 12 months after the effective date of the revised GID. A GID may be cancelled at any time.*

### 3.9 Maintaining Currency of Directives and PGs/WIs (See Table 3-1)

3.9.1 To maintain currency, directives and PGs/WIs may be:

- a. Revised. See Sections 4.1 and 4.5
- b. Revalidated (up to five years). See Section 4.4
- c. Administratively extended (up to one year). See Section 4.6
- d. Canceled or superseded.

Type of Update	Signature Required	Revision Letter Change	Effective Date Change	Expiration Date Change
Administrative Extension	Yes	No	No	Yes
Administrative Revision	Yes	Yes	Yes	No
Revision	Yes	Yes	Yes	Yes
Revalidation w/no changes	Yes	No	No	Yes
Revalidation w/administrative revision	Yes	Yes	Yes	Yes

**Table 3-1 Maintaining Currency of Directives and PGs/WIs Overview**

3.9.2 Directive Flow Down. Responsible offices shall review directives and PGs/WIs for currency whenever applicable Agency directives or GSFC directives and Center-wide PGs/WIs are created or revised.

- a. DDMs receive a GDMS notification from the CDM when a new Agency or GSFC directive or Center-wide PG/WI revision is released. DDMs notify the appropriate responsible office.
- b. To assist, the CDM provides the DDMs with a list of the directives and Center-wide PGs/WIs that include the changed directives or Center-wide PGs/WIs number or title in their content based on a full text search.
- c. Responsible offices review each new release to determine whether it has any effect on the content of their directives and PGs/WIs and notify the appropriate DDM if changes are required.
- d. The DDM responds to the GDMS notification via GDMS within 30 days of notification to verify that all affected directives and PGs/WIs have been identified.
- e. Directorates are responsible for ensuring affected directives and PGs/WIs are appropriately revised.

3.9.3 The CDM provides DDMs with a list of directives and PGs/WIs expiring in the next 120 days. The CDM reports to the MSC those directives nearing expiration, progress on revalidations, revisions, cancellations or administrative extensions and continues reporting until the activity is completed as requested.

### 3.10 Obsolete Directives and PGs/WIs

3.10.1 Directives and PGs/WIs that become obsolete (superseded, canceled, or expired) without revision shall be withdrawn from the GDMS directive master list upon expiration. In this case, the

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GDMS record is retained in the GDMS library list, indicating the directive or PG/WI has been canceled without replacement.

*Exception:* The CDM automatically removes GIDs from GDMS upon expiration, unless a GPD or GPR replacing the GID has been submitted for review and approval.

3.10.2 Directives and PGs/WIs that become obsolete by replacing them with other directives, PGs/WIs, or controlled documents, shall be canceled and replaced. In this case, the GDMS library list will indicate that it is replaced and cite the replacement directive or PG/WI title or directive or PG/WI number.

3.10.2.1 To cancel a directive or Center-wide PG/WI prior to expiration, the DDM notifies the CDM. The CDM notifies all DDMs of the intent to cancel the directive or Center-wide PG/WI, allowing each organization to comment back to the directive or Center-wide PG/WI owner on the proposal. After considering the inputs, the final decision rests with the approval authority of the directive or Center-wide PG/WI. The cancellation is documented by a memo from the approval authority to the CDM. The CDM then rescinds the directive or Center-wide PG/WI in GDMS. For other organizational level PGs/WIs, the approval authority has the authority to cancel with coordination through their DDM.

3.10.3 For directives and Center-wide PGs/WIs, the CDM places a watermark in the obsolete document indicating “obsolete”, “rescinded”, etc. before being placed in the user accessible GDMS archive. For PGs/WIs, the DDM either places an equivalent watermark if placed in a user accessible archive, or limits access to these archived versions to only DDM/DMs.

3.10.4 Users shall not use obsolete directives or PGs/WIs to perform work unless they have obtained a waiver to do so (see GPR 1400.1, Waiver Processing). Users should destroy obsolete hard copies of directives and PGs/WIs, or mark as obsolete to ensure previous versions of any directive or PGs/WIs are not used.

### 3.11 GDMS Master Document List Contents

At a minimum, the master document list should specify the following information for each listed directive or PG/WI:

- a. Unique directive or PG/WI number;
- b. Revision letter;
- c. Directive or PG/WI title;
- d. Effective date;
- e. Expiration date;
- f. Name of point-of-contact and responsible office

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### 3.12 Forms

3.12.1 Only forms available on the NASA Electronic Forms (NEF) system may be referenced in GPDs, GPRs, and GIDs, unless the forms referenced are from an external agency. PGs/WIs may reference organizational forms.

3.12.2 NASA and GSFC forms in their entirety shall not be included as part of directives or PGs/WIs. When a form is available in electronic format and resides on the NEF, the directive or PG/WI may contain a hyperlink to the NEF. Other documents may link to, or include organizational forms. NASA and GSFC forms currently contained in released directives or PGs/WIs should be removed the next time the directive or PG/WI is revised.

3.12.3 When a draft directive or PG/WI prescribes the use of a new form, the form should not be published or available on the NEF until the directive or PG/WI is approved and signed.

3.12.4 See GPR 1420.1, Forms Management, for requirements for controlled forms.

### 3.13 Center Review of Agency Directives

3.13.1 The CDM coordinates a Center-wide review of Agency directives when requested by NASA Headquarters.

3.13.2 The CDM designates the DDM of the GSFC organization most closely aligned with the directive being reviewed as the lead. The CDM notifies all DDMs of the lead DDM, the directive to review, and applicable suspense dates.

3.13.3 The lead DDM consolidates the inputs in accordance with Agency instructions and the CDM responds on behalf of GSFC.

## CHAPTER 4. Processing Procedures for Directives, Procedures and Guidelines (PG), and Work Instructions (WI)

### 4.1 Procedures for Developing, Revising and Approving GPDs, GPRs, and Center-wide Procedures and Guidelines (PG)/Work Instructions (WIs)

4.1.1 Responsible offices that need to revise an existing directive or Center-wide PG/WI to reflect changes in policy or procedural requirements submit the directive or Center-wide PG/WI for review and approval in GDMS. When a revision is necessary, the directive or Center-wide PG/WI shall be reissued in accordance with the process for issuing new directives or Center-wide PG/WI as described in this section.

4.1.1.1 Immediate revisions are generally not required solely due to template changes, unless otherwise directed; this type of change may be made as part of an administrative revision or the next full revision.

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4.1.2 If the change to the directive or Center-wide PG/WI only impacts limited portions, the responsible office may elect to submit a red-lined, or a change page version of the directive or Center-wide PG/WI for review and approval to assist reviewers and expedite the review and approval process. When submitting red-line versions, show changes for review since the last approved version. However, if the CDM determines the changes are too extensive for a red-lined directive or Center-wide PG/WI (multiple paragraphs or pages), a review of the entire directive or Center-wide PG/WI may be required. For purposes of dispositioning comments, only the red-lined sections are considered in scope of the revision.

4.1.3 The DDM coordinates the development, approval, and substantive revision of directives and Center-wide PGs/WIs using the following process. The sequence of activities and cycle-time targets are shown in Figure 4-1. The process for center-wide review and approval of GPD, GPRs and Center-wide PGs/WIs have the following stages:

- a. Subject Matter Expert (SME) review
- b. Center-wide review
- c. Final Concurrence
- d. Signature and Approval

#### **4.1.4 SME REVIEW**

The DDM coordinates a SME review before submitting the directive or Center-wide PG/WI to the CDM to initiate a Center-wide review. All new or revised directives or Center-wide PG/WI should include all SMEs, including any recommended by the MSC, in the directive or Center-wide PG/WI development prior to Center-wide review. The goal of the SME review is the development of the most accurate, updated, and inclusive draft possible.

4.1.4.1 During the SME review, the owning organization may utilize GDMS, or conduct face to face meetings, or communicate using electronic mail, or memorandum to gather and disposition comments. Regardless of the method used, a record of the review including participants, and a summary of the communication shall be entered into GDMS.

4.1.4.2 Reviewers should be given at least 10 calendar days to review the directive or Center-wide PG/WI, applicable documents, and submit comments. The DDM may allow a longer period when warranted.

4.1.4.3 Once the review period has ended, the directive or Center-wide PG/WI owner dispositions all comments that address revision changes. Comments that correct shortcomings or technical flaws elsewhere in the directive or Center-wide PG/WI should also be addressed and dispositioned. Other comments outside the scope of the revision should be taken into consideration but need not be dispositioned. This should be completed within 21 calendar days. Directives exceeding the review cycle-time as outlined in this GPR, Appendix C, may be reviewed by the MSC.

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4.1.4.4 The responsible office dispositions each comment as follows:

- a. Incorporate the comment(s).
- b. Contact the reviewer or reviewing DDM to reach agreement on how to handle the comment.
- c. If agreement is not reached, include the following in the review comment summary sheet:
  1. An explanation of the issue.
  2. An explanation of attempt to resolve the impasse and the outcome of the attempt.
  3. The reason(s) the impasse is unsolved.
  4. A recommendation to the approving authority.

4.1.4.5 Upon completion of the SME review, the DDM forwards the most recent electronic version to the CDM to initiate the Center-wide review in GDMS.

#### **4.1.5 Center-wide Review**

The goal of the Center-wide review is incorporation of inputs from all Center organizations. For Center-wide review the DDMs may designate additional reviewers as appropriate. DDMs ensure the review opportunity is extended to all division-level organizations, or lower where appropriate. Reviewers should be given at least 10 calendar days to review the directive, Center-wide PG/WI, applicable documents, and submit comments. The CDM may allow a longer period when warranted. All comments shall be entered into GDMS or they may not be considered.

4.1.5.1 Upon completion of the Center-wide review, all comments are dispositioned in accordance with paragraph 4.1.4.4.

4.1.5.2 After all Center-wide review comments have been dispositioned, the directive or Center-wide PG/WI owner forwards the most recent electronic version of the directive or Center-wide PG/WI and the Center-review summary report to the DDM. The DDM verifies that the directive or Center-wide PG/WI meets all directives or Center-wide PG/WI requirements, determines its readiness for Final Concurrence and routes the updated directive or Center-wide PG/WI to the CDM.

#### **4.1.6 Final Concurrence**

The final concurrence, conducted in GDMS, ensures each directorate has the opportunity for final approval/disapproval of the directive or Center-wide PG/WI. The review period should be at least 10 calendar days. All comments as a result of the final concurrence should be dispositioned within 10 calendar days. The reviewer list for final concurrence in GDMS consists of the DDMs.

4.1.6.1 Responses are limited to:

- a. Concur
- b. Concur with comments: indicates there are deficiencies, suggestions, or comments, but the comments do not rise to the level of non-concurrence. The responsible office may consider these at their discretion.

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c. Non-concur with comments

*Note: A non-response is considered a concurrence*

*Note: Concurrence from Code 200 incorporates the required concurrence from Procurement*

4.1.6.2 The responsible office dispositions comments in accordance with paragraph 4.1.4.4. If the response is non-concur with comments, the comments require disposition with concurrence by the commenter. If changes beyond what would qualify as an administrative revision are incorporated after the final concurrence review, agreement from all reviewers should be obtained before moving to Signature and Approval.

#### **4.1.7 Signature and Approval**

After completing the Final Concurrence, the responsible DDM prepares the case file (see Section 3.7). The responsible DDM routes the case file through their directorate to the CDM. As a minimum, the route sheet shall be signed by the owner, the DDM, the Director Of/ Office Chief, and the CDM prior to the approved directive's or Center-wide PGs/WIs release in GDMS.

4.1.7.1 The approving authority is the decision-making authority for any unresolved impasses or non-concurrences. In the case of a directive or Center-wide PG/WI approved by a Director Of, concurrence from all directorates and required offices (e.g. legal, labor relations) shall be obtained, or the issue elevated to the Deputy Center Director for resolution.

4.1.7.2 The CDM reviews the file for completeness and accuracy, and initiates the signature process.

4.1.7.3 After a new or revised directive or Center-wide PG/WI is approved and posted in GDMS, an automatic notification of the title and directive or Center-wide PG/WI number is sent to the DDMs. The DDMs are responsible for ensuring the appropriate personnel within their organizations are alerted.

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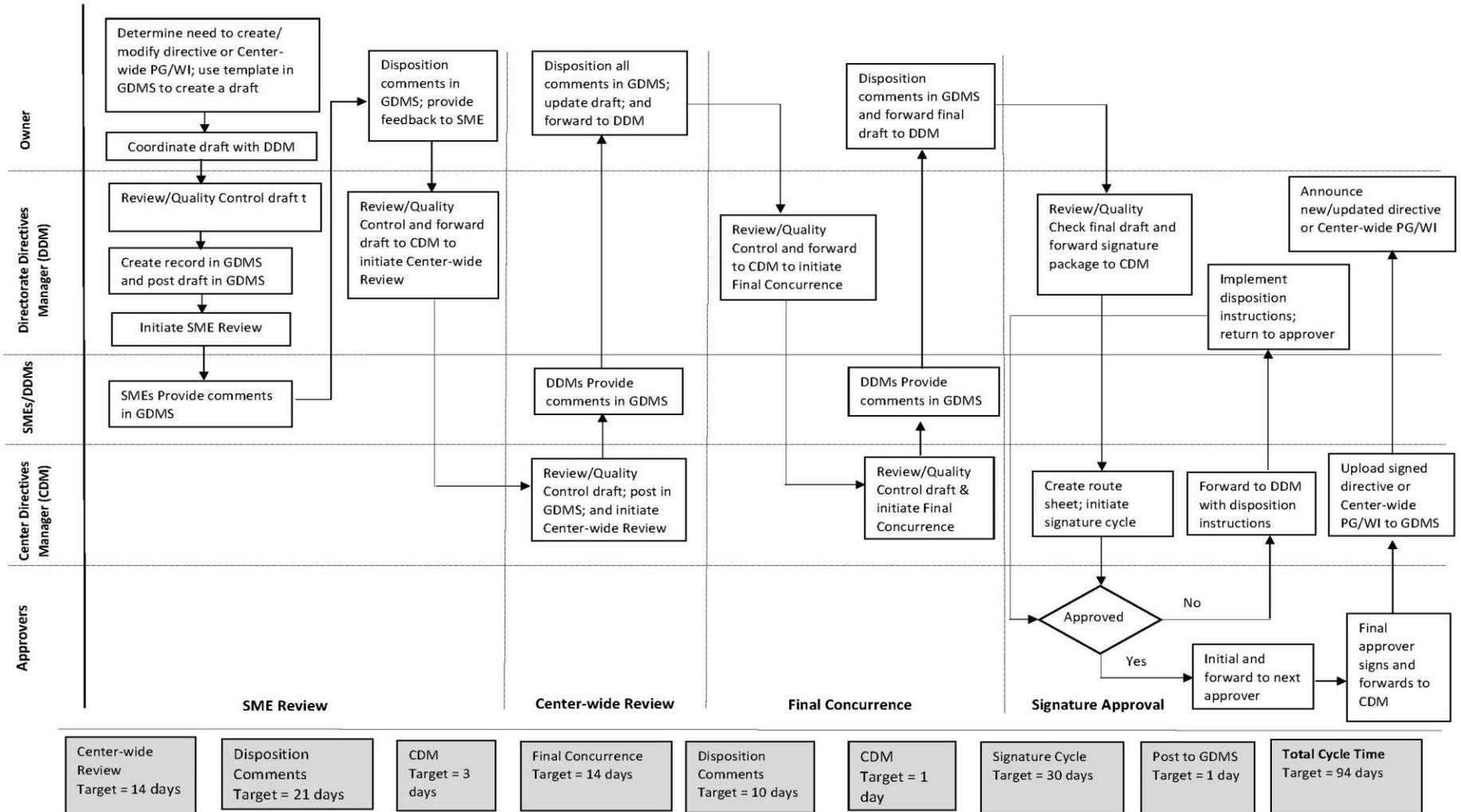


Figure 4-1 Process Flow for Directives and Center-wide PGs/WIs (excluding GIDs)

## 4.2 Procedures for Developing and Approving GIDs

4.2.1 The DDM coordinates the development and approval of GIDs using the process outlined below. The sequence of activities and cycle time targets are shown in Figure 4-2.

4.2.2 The process for Center-wide review and approval of GIDs has the following stages:

- a. Subject Matter Expert (SME) review
- b. Final Concurrence
- c. Signature and Approval

4.2.3 Responsible Offices designate a directive owner for each draft GID and ensure internal support to the directive owner. The directive owner coordinates the GID with the DDM to ensure the GID is properly prepared. The DDM coordinates a SME review and forwards the final draft to the CDM to review and initiate the Final Concurrence.

4.2.4 DDMs coordinate their directorate's approval during Final Concurrence. The review period should be at least 10 calendar days.

4.2.4.1 The owning organization may save time during the review process by requesting an accelerated submission of comments within the 10-day period.

4.2.4.2 All comments resulting from the final concurrence should be dispositioned within 14 calendar days.

4.2.5 After completion of Final Concurrence, the responsible DDM prepares the signature package and forwards the case file through to the CDM (see Section 3.7)

4.2.6 The CDM reviews the file for completeness and accuracy and initiates the signature process.

4.2.7 After a GID is approved and posted, GDMS transmits an automatic notification of the title and directive number to the DDMs so they may alert appropriate personnel within their organizations

4.2.8 Upon approval of the GID, the responsible DDM shall place a banner on the affected GPR or GPD citing the GID has been implemented, and refer users to the GID (if required).

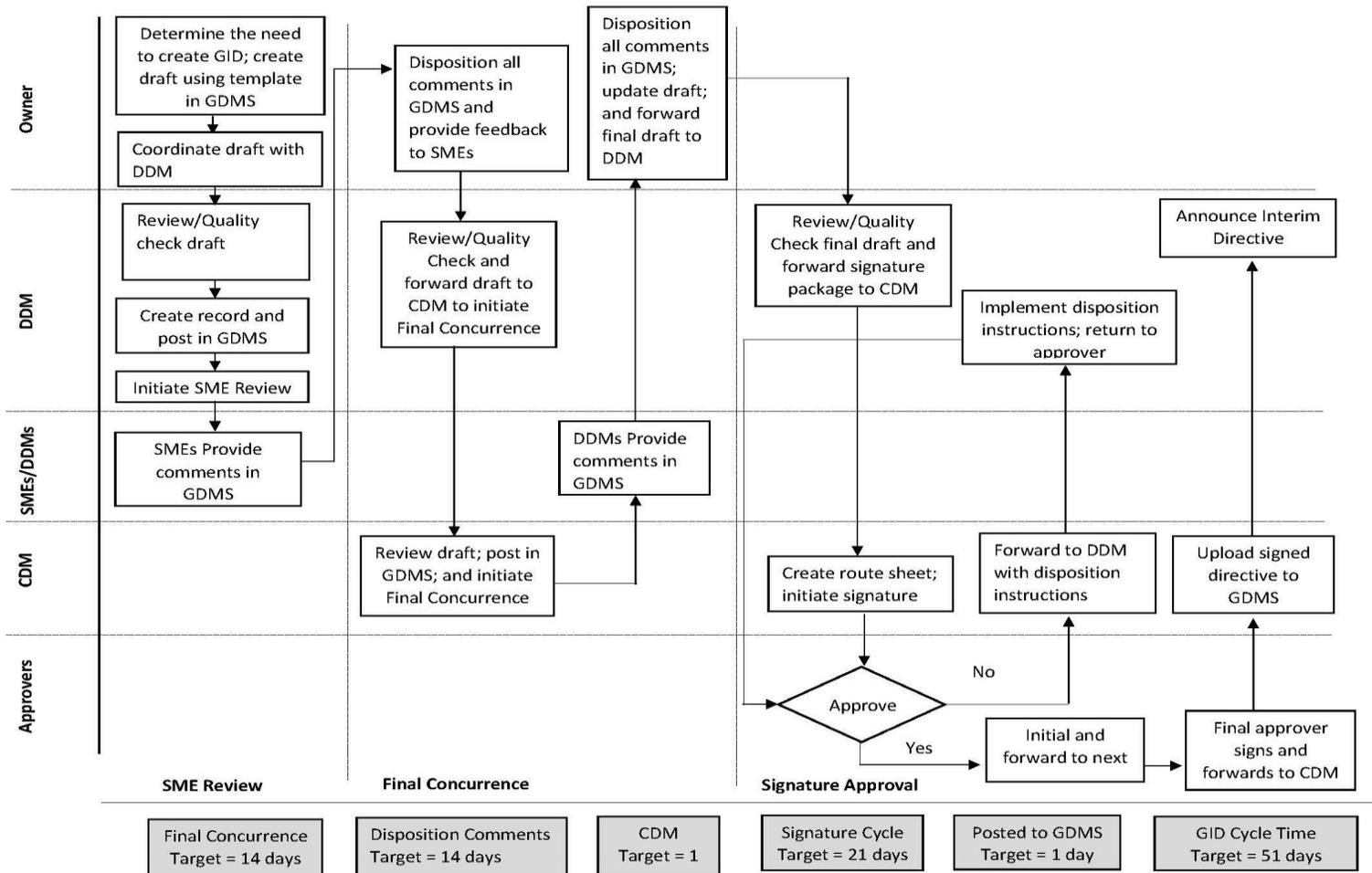


Figure 4-2 Process Flow for GIDs

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### **4.3 Procedures for Developing, Revising and Approving PGs and WIs**

4.3.1 PGs and WIs identified as having Center-wide applicability shall go through a formal Center-wide review in GDMS, per Section 4.1.

4.3.2 The DDM/DM of the owning organization coordinates the PG and WI development and approval process as outlined below. The sequence of activities is shown in Figure 4-3.

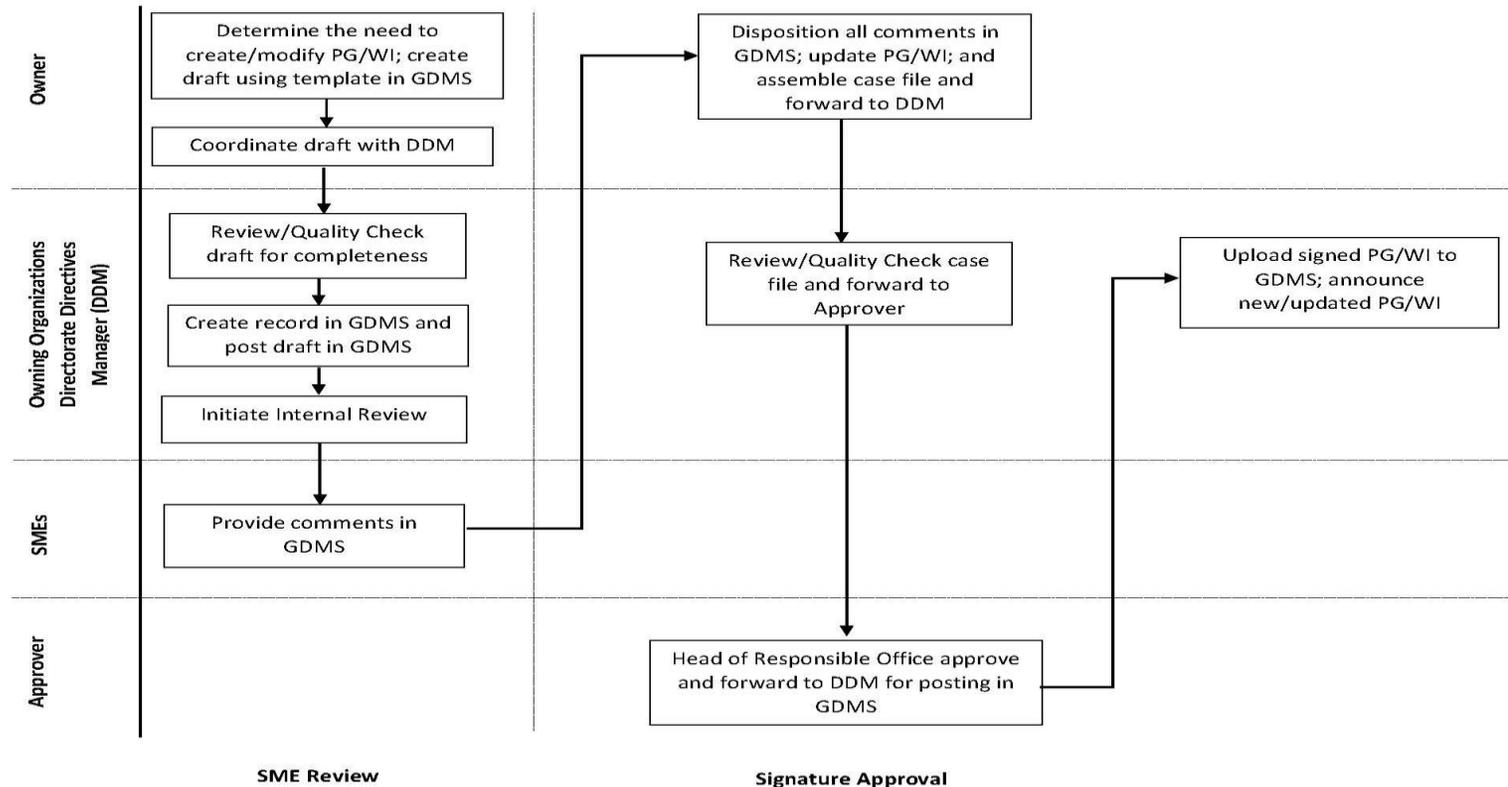
4.3.3 The PG/WI owner prepares and submits a draft PG or WI through the DDM/DM for review.

4.3.4 The owning organization DDM/DM reviews the draft PG or WI to verify the format, assign a PG/WI number, and assign reviewers. The draft PG or WI may then be posted on GDMS for formal review and comments, or the owning organization may choose to review the document outside of GDMS. The owning organization DDM is a required reviewer.

4.3.5 The PG/WI owner dispositions reviewer comments and sends the final draft PG or WI to the owning organization DDM/DM, along with any records pertinent to the development of the final PG or WI.

4.3.6 The owning organization DDM/DM reviews the case file and works with the document owner to resolve any remaining issues. Once all issues are resolved, the owning organization DDM/DM recommends PG or WI approval, obtains signature from the approving authority, and updates the MS Word file with the approval information. The owning organization DDM/DM will post and release the PG or WI on GDMS, or the owning organization DM will send the Word file to the owning organization DDM for posting and release on the GDMS. The owning organization DDM/DM will keep the case file as described in Section 3.7.

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**Note:** Owing organizations are responsible for establishing acceptable PG/WI processing timelines.

**Figure 4-3 Process Flow for PGs and WIs**

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#### 4.4 Procedures for Revalidating Directives and PGs/WIs

4.4.1 Directives or PGs/WIs may be revalidated for up to five years from the original expiration date when the directive or PG/WI is current and necessary, and no substantive changes are required.

4.4.2 If there are administrative changes during the revalidation process, but no substantive changes, the revision letter shall change, the effective and expiration dates will be updated, and the change history log will be updated to reflect a revalidation with administrative changes. A banner will be placed on the directive or PG/WI indicating the revalidation with administrative change (e.g., revalidated with administrative changes mm/dd/year).

4.4.3 When a directive or PG/WI is revalidated with no changes, the revision will remain the same, the expiration date will be updated, and the change history log will be updated to reflect the revalidation. A banner will be placed on the directive or PG/WI indicating the revalidation (e.g., revalidated mm/dd/year).

##### 4.4.4 Directives and Center-wide PGs/WIs

4.4.4.1 The CDM coordinates the revalidation of directives or Center-wide PGs/WIs using the following process (sequence of activities shown in Figure 4-4).

4.4.4.2 The owning organization DDM should notify the CDM of intent to revalidate a directive or Center-wide PG/WI at least 90 calendar days prior to expiration.

4.4.4.3 The CDM forwards the revalidation notice to the DDMs for review and concurrence. The DDMs distribute the revalidation request throughout their responsible organization for comment. If comments indicate the directive or Center-wide PG/WI needs to be changed beyond the scope authorized as an administrative revision, the process stops and a revision is needed. Concurrence is coordinated throughout the owning organization by the DDM and submitted to the CDM.

4.4.4.4 When all DDMs concur, the owning organization DDM updates the header of the directive or Center-wide PG/WI with the new expiration date, and places a banner on the directive or Center-wide PG/WI indicating the revalidation (e.g., revalidated mm/dd/year). The change-history log is updated accordingly.

4.4.4.5 The owning organizations DDM forwards the directive or Center-wide PG/WI and case file to the responsible approval authority for signature, and forwards the signed directive or Center-wide PG/WI and the case file to the CDM.

4.4.4.6 The CDM updates the directive or Center-wide PG/WI in GDMS.

##### 4.4.5 PGs and WIs

4.4.5.1 The DDM/DM coordinates the revalidation of PGs and WIs using the following process.

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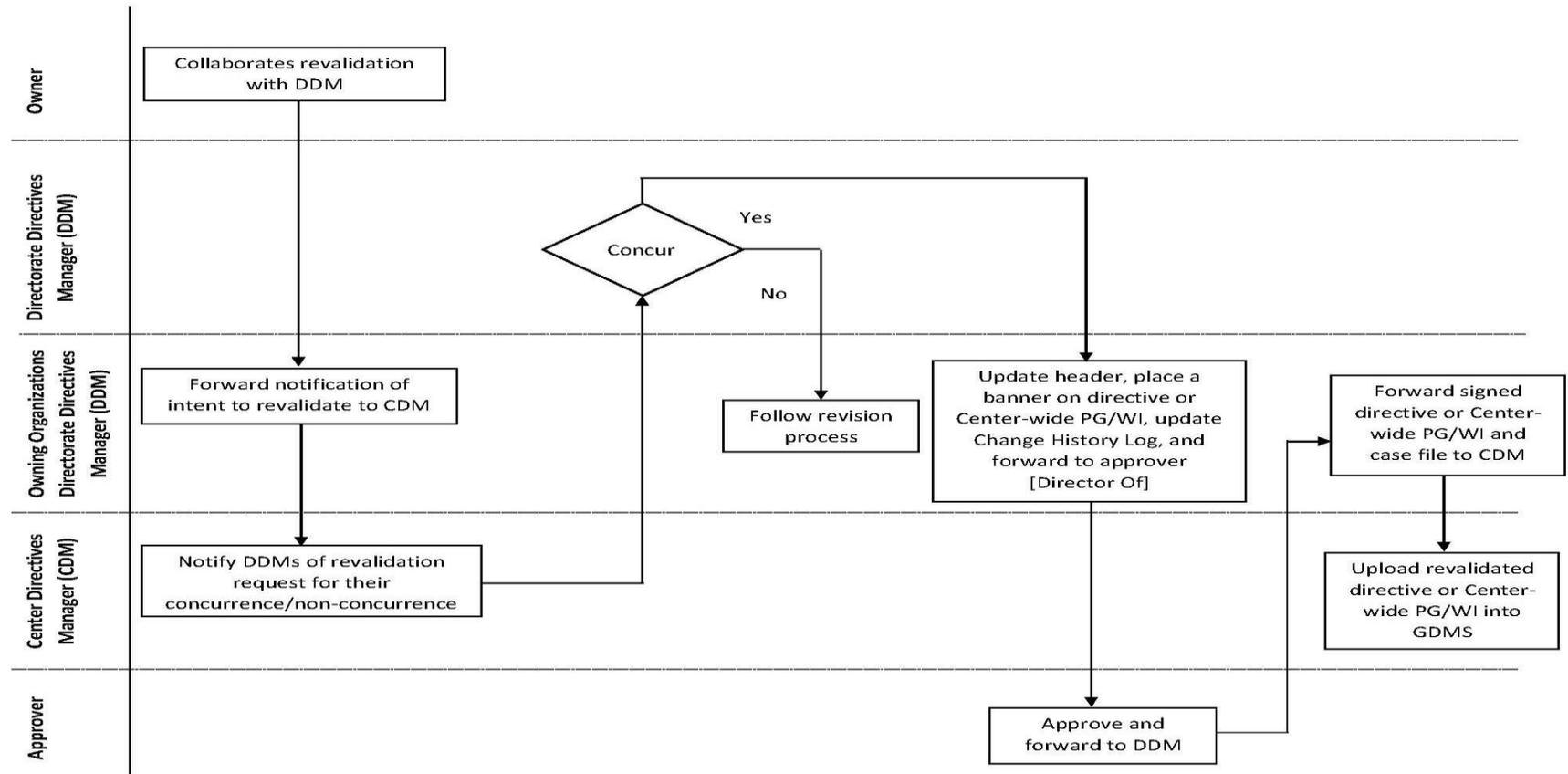
4.4.5.2 The owning organization DDM/DM coordinates with the document owner the need to revalidate a PG or WI.

4.4.5.3 The owning organization DDM/DM has the PG or WI reviewed as appropriate to ensure that no substantive changes are necessary. The owning organization DDM is a required reviewer. If comments indicate the PG or WI needs to be changed beyond the scope authorized as an administrative revision, the process stops and a revision is needed.

4.4.5.4 When owning organization SMEs concur, the approving authority signs the PG or WI, the owning organization DDM will place a banner on the PG or WI indicating the revalidation (e.g., revalidated mm/dd/year), and update the change-history log.

4.4.5.5 The owning organization DDM/DM finalizes the case file and updates the PG or WI in GDMS.

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**Figure 4-4 Process Flow for Revalidating Directives and Center-wide PGs/WIs**

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## 4.5 Procedures for Administrative Revisions to Directives and PGs/WIs

Administrative revisions only require review by the responsible DDM or CDM. The administrative revision is described in the change-history log and the revised directive or PG/WI approved by the approving authority. The effective date will reflect when the revision was approved and the revision letter will change, while the expiration date remains the same.

*Note: Administrative revisions include updates to document citations, office or position titles, references to other established policy or externally mandated instructions that may not be altered or edited, and other administrative changes that do not add or change policy or requirements.*

### 4.5.1 Directives and Center-wide PGs/WIs

4.5.1.1 The owning organization DDM coordinates the administrative revision of directives or Center-wide PGs/WIs using the following process (see Figure 4-5).

4.5.1.2 The owning organization determines the need for an administrative revision.

4.5.1.3 The owning organization DDM updates the directive or Center-wide PG/WI with required changes including an updated change-history log new revision letter, and finalizes the signature package.

4.5.1.4 The owning organization DDM routes the signature package for approval by the responsible Director Of.

4.5.1.5 The owning organization DDM forwards an electronic copy of the updated directive or Center-wide PG/WI, the signed copy of the directive or Center-wide PG/WI, and the case file to the CDM to update GDMS and retains the case file.

### 4.5.2 PGs and WIs

4.5.2.1 The owning organization DDM/DM coordinates the administrative revision of PGs and WIs using the following process (see Figure 4-5).

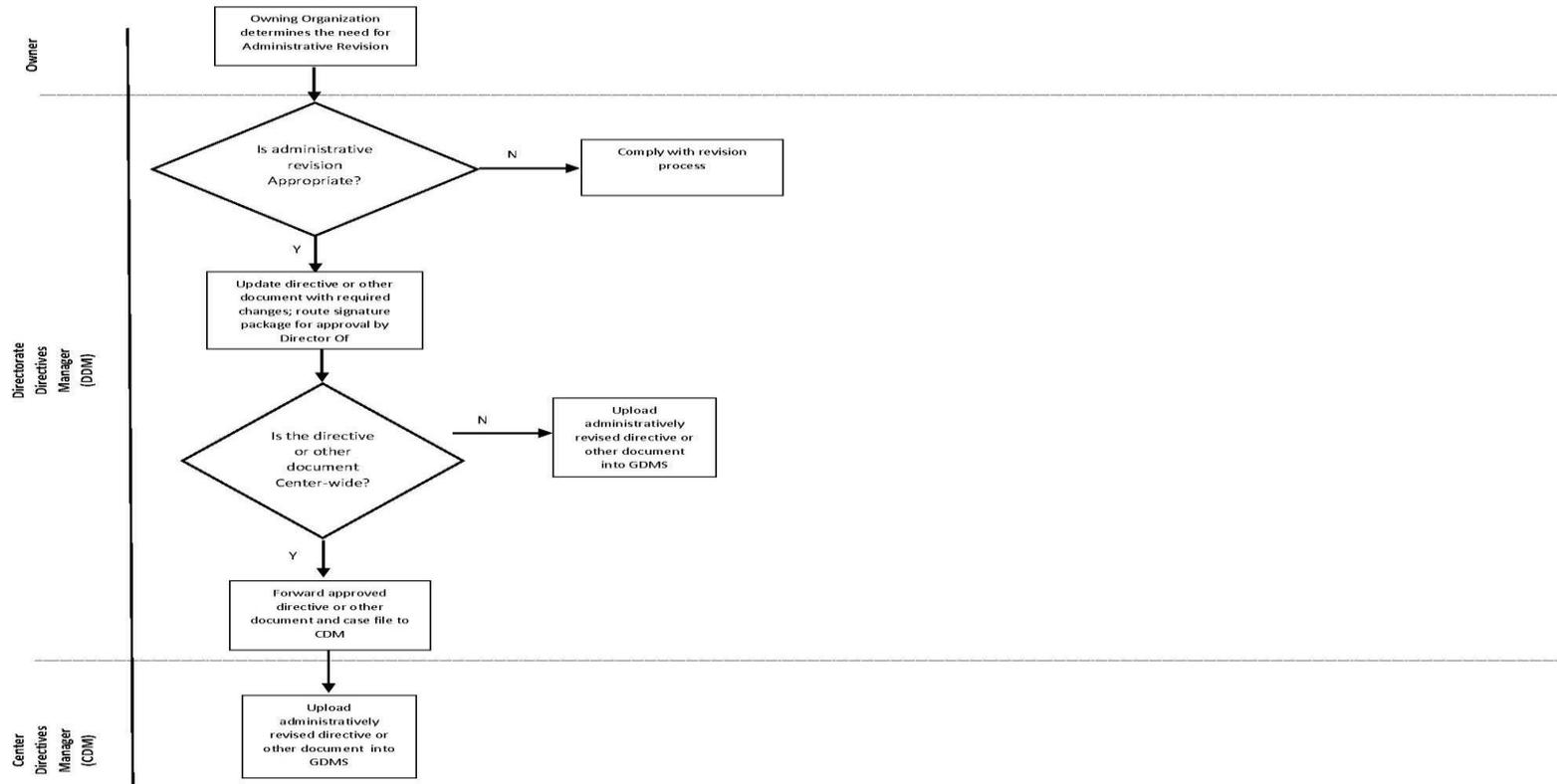
4.5.2.2 The owning organization determines the need for an administrative revision.

4.5.2.3 The owning organization updates the PG or WI with required changes including an updated change-history log and a new revision letter.

4.5.2.4 The owning organization DDM/DM reviews and forwards the case file to the responsible approving authority for approval.

4.5.2.5 The owning organization DDM/DM updates GDMS and retains the case file.

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**Figure 4-5 Process Flow for Administrative Revisions**

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## 4.6 Procedures for Administrative Extensions

An administrative extension may be granted prior to expiration that extends the expiration date of a directive or PG/WI for up to one year to allow time for revision. However, it is only allowed when it is not possible to complete a revision of a directive or PG/WI before it expires. If applicable, administrative revisions may be incorporated during this process. The change-history log will reflect the administrative extension and/or the administrative revision.

4.6.1 Administrative extensions retain the same revision letter, and are granted only if a revision has been initiated.

4.6.2 Directives and Center-wide PGs/WIs

4.6.2.1 The owning organization DDM coordinates the administrative extension using the following process.

4.6.2.2 The owning organization DDM notifies the CDM of intent to administratively extend a directive or Center-wide PG/WI.

4.6.2.3 The owning organization DDM prepares a signature package and forwards it to the CDM.

4.6.2.4 The responsible approval authority signs and approves administrative extensions.

4.6.2.5 The CDM posts the updated directive or Center-wide PG/WI in GDMS.

4.6.3 PGs and WIs

4.6.3.1 The owning organization DDM or DM initiates the administrative extension of a PG or WI. The DDM or DM prepares the PG or WI for signature, and a memo requesting the extension.

4.6.3.2 The approval authority signs the PG or WI and the memo requesting the extension.

4.6.3.3 The owning organization DDM posts the updated PG or WI in GDMS.

4.6.3.4 The DDM/DM posts the updated Center-wide PG or WI in GDMS.

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## APPENDIX A: Definitions

**A.1 Administrative Extension** – An administrative process for advancing the expiration date of an approved directive or PG/WI for a maximum of one year while the directive or PG/WI is being revised. See Section 4.6.

**A.2 Approved Directives Master List** – A listing of the current versions of all approved directives and PGs/WIs.

**A.3 Approving Authority** – An individual authorized to sign and approve a directive or PG/WI. See Section 1.3.

**A.4 Case File** – The record documenting the review and approval process for a directive or PG/WI. See Section 3.7.

**A.5 Configuration Change Request** – A change request to initiate a GDMS system change.

**A.6 Configuration Control Board** – A board consisting of the CDM and DDMs from each primary organization.

**A.7 Change-history Log** – A table documenting the history of all or recent change activities associated with a directive or PG/WI, and appearing as the last page(s). An example of a change-history log can be found at the end of this directive.

**A.8 Controlled Version** – The only correct version of an approved directive or PG/WI. It is the electronic version cited in GDMS directive master list; it is also in GDMS Library listing as the latest released version. This version matches the signed version in the current directive or PG/WI case file (see Section 3.7). A copy printed from the electronic system is considered uncontrolled, although it may match the controlled version.

**A.9 Directive** – A directive that formally prescribes policy, procedures, and requirements necessary to conduct business. A directive is approved by the appropriate authority, and distributed through GDMS. GDMS addresses the following types of directives, each of which serves a specific purpose:

- (1) Goddard Interim Directive (GID) – A temporary directive used when there is an immediate need for a directive that implements Center requirements quickly; it can fulfill that need for up to 12 months until a GPD or GPR can be revised.
- (2) Goddard Policy Directive (GPD) – A policy statement with Center-wide applicability that describes what is required by GSFC management for achieving NASA's vision and mission.
- (3) Goddard Procedural Requirements (GPR) – A statement of specific, detailed requirements with Center-wide applicability that implement NASA and GSFC policies.

**A.10 Directives Manager** – The individual in an organization (director, program/project/office/division/laboratory, branch) that has been designated as the point of contact responsible for matters pertaining to directives management. There are three levels of directives managers.

- (1) Center Directives Manager (CDM) – The individual designated by the Center Director as the primary point of contact for matters pertaining to the GSFC directives program. The CDM manages GDMS.
- (2) Directorate Directives Manager (DDM) – The individual designated as lead directives manager representing a GSFC functional office or directorate.

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- (3) Directives Manager (DM) – An individual designated with directives management responsibilities for a program/project/office/division/laboratory or branch.

**A.11 Directive Owner** – An individual designated with overall responsibility for the content, changes and records associated with a directive or PG/WI.

**A.12 Discrete Change** – Changes limited by the amount of red-lined text. Any changes affecting distinct or independent sections of the directive or PG/WI. A limited or discrete change to substance or content of the directive or PG/WI.

**A.13 Disposition of Comments** – The process of addressing or incorporating reviewers’ comments into a directive or PG/WI.

**A.14 Effective Date** – The effective date is the date a new, revised, or revalidated directive or PG/WI is signed/approved.

**A.15 Goddard Directives Management System (GDMS)** – A system that maintains the collection of approved directives and PGs/WIs issued by GSFC. It provides a controlled method for initiating, reviewing, approving, distributing, revising, tracking, managing, and canceling GSFC directives and PGs/WIs, including hard copy and electronic media.

**A.16 GDMS Library Lists** – Listings of directives and PGs/WIs that include all versions of approved directives and PGs/WIs, including obsolete versions and the current version, plus pending revisions. This site is only available to GSFC employees who log onto GDMS.

**A.17 Management System Committee (MSC)** – A Center-wide committee that oversees the GSFC management system as described in GPR 1280.1.

**A.18 NASA On-line Directives Information System (NODIS)** – The system that provides access to Agency directives and Center directives for retrieval, viewing, and printing.

**A.19 NASA Records Retention Schedules (NRRS)** – The NASA directive (NRRS 1441.1) that provides instructions on the mandatory retention and disposition of records of an organization or the Agency.

**A.20 Obsolete Version** – A directive or PG/WI that has been superseded, canceled, or expired. Obsolete versions are available in GDMS Library listing, but do not appear in the approved directives library.

**A.21 Other Documents:**

- (1) Procedures and Guidelines (PG) – A documented description prescribing how a GSFC organization shall perform its own activities. Typically applies to a single directorate or to organization(s) within that directorate but, can apply Center-wide.
- (2) Work Instruction (WI) – A documented description of detailed activities to be carried out by an individual or group to accomplish a specific task or set of closely related tasks that affect calendar of only a single directorate or organization within that directorate. Typically applies to a single directorate or to organization within that directorate but, can apply Center-wide.

**A.22 Redlined Version** – A directive or PG/WI that includes marked text that has been edited.

**A.23 Reference Copies** – Any copies of a directive or PG/WI, printed, or downloaded from GDMS and saved to a desktop. It should be marked as “reference purposes only”.

**A.24 Responsible Office** – The organization, identified in the header of a directive or PG/WI that has responsibility for the function or process described in a directive or PG/WI. The responsible office for

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each directive or PG/WI creates and maintains the directive or PG/WI and the unique forms associated with each.

**A.25 Revalidation** – The process used to extend the expiration date (up to five years) of a directive or PG/WI when the directive or PG/WI is current, necessary, and no changes are required.

**A.26 Review** – The process of evaluating and commenting on directives or PG/WI prior to signature. There are three main types of reviews:

- (1) **Subject Matter Expert (SME) Review** – A review of a directive or PG/WI within and/or at the request of the responsible organization. It includes all key stakeholders, and has the objective of refining the directive or PG/WI to the maximum extent possible. All comments from directorate Subject Matter Expert (SME) Reviews are entered into GDMS.
- (2) **Center-wide Review** – A process whereby all primary organizations are asked to review and comment on directives or other Center-wide PGs/WIs. Primary organizations, through their DDMs, route the directives or PG/WI to appropriate organizations and individuals within their directorates to ensure an adequate review. All comments resulting from the Center-wide Review are entered into GDMS.
- (3) **Final Concurrence** – A process to ensure that directorate senior management has an opportunity to review directives or Center-wide PGs/WIs after the comment disposition phase is complete, and before the directive or PG/WI is signed by the approving authority.

**A.27 Revision** – A change to an approved directive or PG/WI.

- (1) **Administrative** – A correction to an approved directive or PG/WI that does not change the substance or content of the directive or PG/WI. May include updates to document citations, office or position titles, references to other established policy or externally mandated instructions that may not be altered or edited, and other administrative changes that do not add or change policy or requirements. Directives or PGs/WIs receive a new revision letter when administrative changes are approved.
- (2) **Substantive** – An extensive change to the substance or content of the directive or PG/WI. Directives or PG/WI receive a new revision letter when substantive revisions are approved.

**A.28 Revision Letter** – An incrementing letter that appears as the last character of a directive number and is used to track historical revisions to a directive.

**A.29 Stakeholders** – A group or individual who is affected by or is in some way accountable for the outcome of a process.

**A.30 Subject Matter Expert (SME)** - Individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization (e.g. Labor Office, Equal Opportunity Program Office (EOPO), etc.).

**A.31 Substantive Change** – An extensive or significant change to the substance or content of the directive or PG/WI.

**A.32 Technical Requirements** - discuss the design, performance, operational parameters, and constraints of equipment and systems typically contained within a system or equipment specification.

**A.33 Template** – A template is a tool with space for entering information that guides the user to generate text or content in a certain format or sequence. Templates are controlled according to GPR 1420.1.

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**A.34 User** – Any person who uses or refers to any directive or PG/WI during the performance of a specific task.

**A.35 Watermark** – Image added to obsolete directives or PGs/WIs to prevent the use of outdated directives and PGs/WIs.

**A.36 Working Documents List** – An option in GDMS that enables users to create a personal library of directives and PGs/WIs frequently used to support his or her function.

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## APPENDIX B: Acronyms

AFS	Agency Filing Scheme
CCB	Configuration Control Board
CCR	Configuration Change Request
CDM	Center Directives Manager
DDM	Directorate/Staff Office Directives Manager
DM	Directives Manager
GDMS	Goddard Directives Management System
GID	Goddard Interim Directive
GPD	Goddard Policy Directive
GPR	Goddard Procedural Requirements
GSFC	Goddard Space Flight Center
MS	Management System or Microsoft
MSC	Management System Committee
NASA	National Aeronautics and Space Administration
NEF	NASA Electronic Forms
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedules
ORG	Organization
PG	Procedures and Guidelines
SME	Subject Matter Expert
WI	Work Instruction

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**APPENDIX C: Summary of Directive, Center-wide Procedures and Guidelines (PG), and Work Instruction (WI) Processing Time**

	<b>GPD</b>	<b>GPR</b>	<b>GID</b>	<b>Center-wide PG/WI</b>
<b>Subject Matter Expert (SME) Review</b>	n/a	n/a	n/a	n/a
<b>Center-wide Review</b>	14	14	n/a	14
<b>Disposition Center-wide Review Comments</b>	21	21	n/a	21
<b>Center DM</b>	3	3	n/a	3
<b>Final Concurrence</b>	14	14	14	14
<b>Disposition Final Concurrence</b>	10	10	14	10
<b>Center DM</b>	1	1	1	1
<b>Signature Cycle</b>	30	30	21	30
<b>Post to GDMS</b>	1	1	1	1
<b>Total Cycle Time (Days)</b>	94	94	51	94

**Note: Processing time does not begin until directive or Center-wide PG/WI goes into Center-wide review. Cycle times are calculated by calendar days.**

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### CHANGE-HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	02/12/99	Initial Release
A	05/21/99	<ul style="list-style-type: none"> <li>• TOC – P.6 added to Preface to cover quality records</li> <li>• P.4 – Added reference to GPG 1440.7</li> <li>• P.4 -- Replaced the Quality Records definition with that contained in GPG 1440.7</li> <li>• 1.3 – New definition for Quality Record Custodian</li> <li>• 1.3 – New definition for Quality Record Retention Period</li> <li>• 1.3 – Expanded definition of Directives Manager</li> <li>• 1.6.2 – Made GSFC Form 3-15 optional for PG’s and WI’s</li> <li>• 1.6.3 – New para to address reviews conducted outside of the GDMS.</li> <li>• 2.1.4 – Defined process for adapting another org’s PG’s or WI’s</li> <li>• 2.1.5.1 – New paragraph to address minor or temporal notices</li> <li>• 3.2, P6 – Modified to identify quality record requirements.</li> <li>• 3.3, P.6 inserted to cover cancellations.</li> <li>• 3.3, P.7 inserted to cover quality records</li> <li>• 3.4, P.4 – Modified to identify quality record requirements.</li> <li>• 3.4, P.8 inserted to cover cancellations.</li> <li>• 4.2 – Changed approving authority for PG’s and WI’s from office head to Responsible Individual, expanded role of Lower Level Directives Managers</li> <li>• 4.3 added to cover “other document control systems”</li> </ul>
B	08/18/99	<ul style="list-style-type: none"> <li>• Modified Table of Contents to include: 2.2 Document Preparation;</li> <li>• Paragraph Numbering; and Chapter 5: Flow Diagrams</li> <li>• Modified P.6, second entry to state that the GSFC 3-15 is optional for lower-level directives (now agrees with 1.6.2)</li> <li>• 1.3 – Added Administrative Correction, CCB, FRC and NRRS.</li> <li>• 1.3p. – Expanded definition of Master Documentation List</li> <li>• 1.4 – Expanded CDM &amp; DM responsibilities to cover CCB</li> <li>• Modified 2.2 to provide general documentation prep guidelines</li> </ul>

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		<ul style="list-style-type: none"> <li>• Added 2.3 to address paragraph numbering</li> <li>• 2.8 – removed reference to “substantive and non-substantive changes”</li> <li>• 3.2, 3.3 &amp; 3.4 – included explanation of what to include in the cancellation preface paragraph.</li> <li>• 3.2, 3.3 &amp; 3.4 – included reference to Preface paragraph P.6 of this GPG as sample format.</li> <li>• Modified 3 &amp; 4 – included various references to MS Word file</li> <li>• Modified 4.1.5 to requirement to send final electronic WORD document to the CDM for posting.</li> <li>• Added 5.1 Center-level Process Flow Diagram</li> <li>• Added 5.2 Directorate and Lower-level Process Flow Diagram</li> <li>• Appendix B – Removed Column III Substantive</li> </ul>
C	04/04/00	<ul style="list-style-type: none"> <li>• Changed title to read Directives Management</li> <li>• Changed Master <i>Documentation</i> List throughout the GPG to read GDMS Directives Master List</li> <li>• Remove GSFC Form 3-15 from Appendix B and change all references within the GPG to a hyperlink to the GDMS Forms Repository.</li> <li>• Changed Appendix C to B including all references.</li> <li>• Changed all occurrences to read <i>Quality Records</i> Table</li> <li>• Added reference to GPG 1410.2 in the TOC, 1.1, and Appendix A</li> <li>• Added 4.3 Forms to TOC</li> <li>• Modified P.1 to include reference to forms.</li> <li>• Added new definitions to 1.3 for Controlled Document, External Documents, Form, and Obsolete Version</li> <li>• Added responsibility to 1.4 for GDMS System Administrator</li> <li>• Modified 1.4g by removing the words “for legal propriety”.</li> <li>• Removed second paragraph under 2.1.5.1</li> <li>• Removed second sentence from the second paragraph of 2.2</li> <li>• Modified 2.3 and 2.4 to better clarify paragraph numbering and document numbering.</li> <li>• Modified second paragraph of 2.9 to clarify when a directive will appear on the Master Document List</li> <li>• Modified 2.9, item (4) to read “revision letter”</li> </ul>

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		<ul style="list-style-type: none"> <li>• Modified Chapter 3 to include descriptions of the Preface paragraphs and removed optional from all Preface paragraphs.</li> <li>• Modified 3.3, second paragraph to state that a PG will have P.1 thru P.7 plus an Implementation section.</li> <li>• Modified 3.3 by removing the number P.8 as part of the Preface and identifying the Implementation section as part of the body of the PG.</li> <li>• Modified 3.4 by inserting a paragraph 3 stating that a WI will have P.1 thru P.8 plus an Instructions section. Flow diagram is optional.</li> <li>• Modified 3.4 by removing the number P.9 and P.10 as part of the Preface and identifying them as part of the body of the WI.</li> <li>• Modified 4.1 and 4.2 to include references to Case Files covered in 1.6.</li> <li>• Added a sentence to 4.1.1 to address internal document review process covered in Process Flow Diagram 5.1.1</li> <li>• Modified 4.1.4 and 4.1.5 to clarify the resolution of comments prior to signature</li> <li>• Modified 4.2.5 for clarification purposes by separating into two paragraphs. Numbered the second paragraph as 4.2.6</li> <li>• Deleted 4.3 GDMS vs. Existing Document Control Systems. This process is now covered by GPG 1410.2.</li> <li>• Inserted new 4.3 Controlled Forms</li> <li>• Modified numbering on Flow Diagrams</li> <li>• Modified 5.1.2 (last page of flow diagram) and 5.2 (last page of flow diagram) by adding the word "Library" to the triangle.</li> <li>• Modified the GDMS templates to comply with changes to this GPG.</li> <li>• Corrected Effective Date of Baseline document on Change-history Log from 01/12/99 to 02/12/99</li> </ul>
D	10-26-01	<ul style="list-style-type: none"> <li>• Moved the period in the Preface numbers between Letter and number rather than after the number (e.g., P1. is now P.1)</li> <li>• Added new Preface paragraphs to cover Safety, Training, and Metrics.</li> <li>• Moved Definitions to Preface.</li> <li>• Modified templates (GPG, PG and WI) by rearranging Preface paragraphs and renaming for consistency. Added Safety, Training and Metrics to Preface in templates.</li> <li>• Deleted distinctions between "quality" records and records to comply with GPG 1440.7</li> <li>• P.4 – added a new reference for GPG 1060.1, GPG 1420.1, GPG 3410.2, and GSFC Forms 3-15, 3-16, 3-17, 3-18, and 3-19.</li> <li>• P.8 – added definition of FRC and NRRS under table.</li> </ul>

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		<ul style="list-style-type: none"> <li>• P.10b -- in response to NCR GDMS2000081101 changed Approving Office to Approving Authority and modified definition.</li> <li>• P.10 -- Modified definition Controlled Version.</li> <li>• P.10 -- Expanded definition for Directive to include GMI and GHB.</li> <li>• P.10 -- Expanded definition for Calendar Instruction under Directive.</li> <li>• P.10 -- Expanded definition of Directives Manager</li> <li>• P.10 -- Added new definitions for “Template” and “Working Documents List”</li> <li>• P.10 -- Deleted Controlled Non-electronic Version and Correct Version. Substituted Controlled Version in their place.</li> <li>• P.10 -- Deleted definition for external documents.</li> <li>• P.10 -- Added definition for the GDMS Library List and GDMS Forms Master List.</li> <li>• Modified all references to GDMS Directives Master List to read GDMS Master Document List.</li> <li>• 1.3a – added responsibilities for Approving Authority</li> <li>• 1.3 – added definitions for Sponsor and Responsible Office</li> <li>• Changed all occurrences of OPR throughout document to read “Responsible Office”.</li> <li>• 2.4.2.1 – modified to cover directives that have no existing Center-level directive</li> <li>• 2.7 Signature Authority –moved to 1.3a</li> <li>• Revised processing requirements in Section 4 to be consistent with Responsible Office and different levels of DM’s.</li> <li>• Clarified need for Subject Matter Expert (SME) Review of GPG’s.</li> <li>• Added clarification that administrative changes (i.e., Document Title and form title), do not have to be made immediately. See NOTE under 2.7.</li> <li>• Clarified that use of directive templates is mandatory</li> <li>• 4.1 and 4.2 – clarified procedures for Center-level directives</li> <li>• 4.1.4 -- Added new paragraph for training module updates.</li> <li>• 4.3.1 – removed paragraph number</li> <li>• 4.3.2 – removed paragraph number and added a third sentence to reference GPG 1420.1, Forms Management</li> <li>• 4.3.3 thru 4.3.6.3 – deleted since it is now covered in GPG 1420.1</li> <li>• Updated 5.1.1 to clarify Subject Matter Expert (SME) Review Process for GPD’s and GPG’s</li> </ul>
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E	03/01/05	<ul style="list-style-type: none"> <li>As directed during the FY04 Center Rules Review, the Responsible Office modified this document to remove requirements that were no longer needed and to clearly distinguish requirements from supporting information. Administrative changes were made throughout to correct responsible organization names and codes, and to retitle Goddard Procedures and Guidelines (GPG) to Goddard Procedural Requirements (GPR). All changes were reviewed and approved by the Goddard Quality Management System Council (QMSC).</li> </ul>
F	10/16/06	<ul style="list-style-type: none"> <li>General revision to update organizational names and codes.</li> <li>General rewrite and reformatting of document, and merged chapters 2 and 4.</li> <li>Revised process maps and moved them into the body of document at chapter 3, deleting chapter 5.</li> <li>Added Goddard Interim Directive process, revalidation, administrative revision and extension procedures to document.</li> <li>Added P.11 to Preface.</li> <li>Added new GID template to document at 3.2.</li> <li>Added target timelines for processing Center-level directives.</li> <li>Added enhanced requirements for Case Files and Comments Disposition.</li> <li>Added Final Subject Matter Expert (SME) Review Process.</li> </ul>
G	06/15/11	<ul style="list-style-type: none"> <li>Incorporated requirements of GID 1410.2</li> <li>General re-organization of document</li> <li>Clarified roles and responsibilities</li> <li>Included language to allow Center-wide applicability for PGs and WIs</li> <li>Defined process for maintaining currency of directives and PGs/WIs</li> </ul>

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H	06/02/16	<ul style="list-style-type: none"> <li>• Reorganized the GPR to flow better</li> <li>• Changed P.2 to define directives</li> <li>• Changed P.4 title per NPR</li> <li>• Combined DDM and DM responsibilities</li> <li>• Deleted directive owners</li> <li>• Expanded requirement statement guidance</li> <li>• Added new watermarking section</li> <li>• Expanded forms section</li> <li>• Clarified guidance on keeping directives and PGs/WIs current, including flow down</li> <li>• Added review of directives and Center-wide PG/WI section</li> <li>• Clarified stages of the review process</li> <li>• Changed Directorate/Stakeholder review to Subject Matter Expert (SME) review</li> <li>• Changed Center Review to Center-wide review</li> <li>• Changed Final Directorate Review to Final Concurrence</li> <li>• Updated applicable directives</li> <li>• Changed signature authority for GPRs and GIDs</li> <li>• Combined GPD/GPR/Center-wide PGs/Center-wide WIs into single process</li> <li>• Standardized terminology</li> <li>• Expanded the descriptions of each type of directive and PG/WI</li> <li>• Reestablished Final Concurrence in the process for all directives</li> <li>• Clarified roles and responsibilities</li> <li>• Revised process flow charts</li> <li>• Updated Appendix A</li> <li>• Updated Appendix B</li> <li>• Incorporated process for limited/discrete changes to paragraphs for directives</li> <li>• Added note for GID revision</li> <li>• Utilize red-lined version of directive or Center-wide PG/WI for SME and Center-wide Reviews</li> <li>• Added Appendix C – Summary of Directive and Center-wide PG/WI Processing Time</li> </ul>
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