



Procedures and Guidelines (PG)

DIRECTIVE NO. 800-PG-1410.2.1E
EFFECTIVE DATE: October 26, 2018
EXPIRATION DATE: October 26, 2020

APPROVED BY Signature: 
NAME: David L. Pierce
TITLE: Director, Suborbital and Special Orbital Projects

COMPLIANCE IS MANDATORY

Responsible Office: 800/Suborbital and Special Orbital projects Directorate
Title: Documentation Configuration Management

PREFACE

P.1 PURPOSE

This procedure establishes the configuration control requirements for Code 800 documentation that is not controlled using the Goddard Directives Management System (GDMS).

P.2 APPLICABILITY

This PG applies to all Code 800 organizations' controlled documents issued or revised as well as to documents of external origin that are used or referenced in the conduct of work. This procedure does not apply to Code 800 directives (GPRs, PGs, WIs) issued in accordance with GPR 1410.1.

- a. In this document citations are assumed to be the latest version unless otherwise noted.
- b. In this document, 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 AUTHORITY

GPR 1410.2, Configuration Management

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. GPR 1410.1, Directives Management
- b. GPR 1410.2, Configuration Management
- c. GSFC Form 4-35, GSFC Configuration Change/Approval Request

P.5 CANCELLATION

800-PG-1410.2.1D, Documentation Configuration Management

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	800-PG-1410.2.1E
EFFECTIVE DATE:	October 26, 2018
EXPIRATION DATE:	October 26, 2020

P.6 SAFETY

N/A

P.7 TRAINING

N/A

P.8 RECORDS

Record Title	Record Custodian	Retention
Completed Configuration Change/Approval Requests	Performing Organization	<u>NRRS 8/116</u> . Temporary. Destroy/delete between 0 and 30 years after termination of last applicable program/project.

* *NRRS 1441.1 – NASA Records Retention Schedule***P.9 MEASUREMENT/VERIFICATION**

Internal and External third party audit findings related to configuration management will be used to assess the effectiveness of this process.

PROCEDURES**1. Responsibilities**

Each office within Code 800 shall ensure that all documents are controlled to meet the requirements of the GPR 1410.2 and all required signatures (concurrences and approvals) have been obtained prior to final "official" distribution. Organization heads will designate an individual to be responsible for oversight and coordination of the document control activities within their organization, including the maintenance of their organization's Controlled Documents List (CDL). The Office Chief, Project Manager, or Product Design Lead shall determine which documents should be controlled.

1.1 Change Control Procedures

For documents subject to Code 800 control procedures, each organization shall have approving authority over their organizations documents. The approving authority (Office Chiefs or their designee) shall serve as the Change Control Board (CCB). If the approving authority decides to form a larger change control board because it is otherwise required or desirable, its membership and procedures shall be documented as either a directive or a controlled document. It is recommended that the organization have a Configuration Management Plan (CMP).

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>800-PG-1410.2.1E</u>
EFFECTIVE DATE:	<u>October 26, 2018</u>
EXPIRATION DATE:	<u>October 26, 2020</u>

The approving authority shall ensure that:

- a. Unsigned documents that are being used for review or other purposes shall be clearly marked on the front cover as draft, preliminary, unapproved, unofficial, or other appropriate statement regarding status.
- b. The appropriate personnel, including other Center organizations and customers, review initial drafts and revisions of documents.
- c. Records of the review process are maintained, including review comments, identification of reviewers, and disposition of comments.
- d. Consideration is given to the impact of each proposed change to documents in terms of effect on product, its processing, and intended use.
- e. The organization's CDL is updated as required regarding changes to controlled document status. Canceled/obsolete documents are removed from the CDL.
- f. Outdated or obsolete documents shall be marked as such and can be kept on file but shall be removed from points of issue or otherwise precluded from unintended use. Obsolete documents can be retained, preferably electronically, but clearly marked to show that they are obsolete, superseded, or otherwise not suitable for use.

1.2 Document Identification

All controlled documents shall have clear document identification, per GPR 1410.2. The first page (cover page) of all controlled documents shall contain, as a minimum, the following items of information:

- a. Unique document number (this number should be listed on each page of the document)
- b. Revision level of the correct version, with change numbers if applicable
- c. Document title
- d. Name and organizational code of Responsible Organization
- e. Effective date
- f. A footer shall be placed on the first page cover indicating where to confirm the proper revision status. Where practical this footer should be repeated on every page. When a URL is provided, it should take a user to a main menu or entry point of the appropriate data base or website.

For documents subject to revision a change history log shall be inserted in the document. Document revisions are designated by an "A, B, C," etc. after the document identification number.

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>800-PG-1410.2.1E</u>
EFFECTIVE DATE:	<u>October 26, 2018</u>
EXPIRATION DATE:	<u>October 26, 2020</u>

All controlled documents shall be identified on the CDL. The CDL for each controlled document indicates the documents title, document number, revision status, approving authority, and effective date.

1.3 Configuration Requirements for Control Documents

Controlled documents shall expire no more than 5 years after the effective date. The following requirements apply:

- a. The expiration date shall be tracked on the organizations CDL.
- b. The expiration date may be placed on the cover, at the organization's discretion;
- c. The organization shall have a documented process to ensure that documents not marked with an expiration date are unavailable for use after they expire;
- d. The organization may revalidate a controlled document by a documented review and approval process. If there are no changes, or changes are merely of an editorial nature, revalidation allows extending the expiration date for up to five years. The effective date is not changed. The revalidation shall be documented in the Change History Log.

1.4 Configuration Change/Approval Requests (CCR)

Requests for a new document release or changes are initiated by GSFC Form 4-35, "GSFC Configuration Change/Approval Request". This form may be tailored by the organization to match their requirements or the organization may use their own form or define an equivalent process. After the change or approval is completed, the approving authority shall sign the CCR and maintain it as a record.

1.5 External Documents

External documents are controlled by being identified on the organization's CDL only to the extent that the applicable effective/revision date to be used and title is identified.

DIRECTIVE NO.	<u>800-PG-1410.2.1E</u>
EFFECTIVE DATE:	<u>October 26, 2018</u>
EXPIRATION DATE:	<u>October 26, 2020</u>

Appendix A – Definitions

(See GPR 1410.2 for additional definitions)

A.1 Configuration Control - The element of configuration management concerning the systematic proposal, justification, evaluation, coordination, and disposition of approved baselines and changes, and the implementation of approved changes to base lined documentation and products.

A.2 Controlled Document - A document that affects the quality of an organization's product and in which the use of an improper version would create a significant or measurable impact. Controlled documents are those designated as requiring formal document control before they may be changed or released. Controlled documents include, but are not limited to, an organizations project plans, test plans, procedures, guides, handbooks, etc.

A.3 Controlled Documents List - A list of an organization's controlled documents serving the essential purpose of identifying the latest or correct version of all of the organization's controlled documents(internal and external). An organization may have multiple CDLs where a CDL is generated for a specific purpose, e.g., a listing of documents of a given system, subsystem, or project. This list shall indicate the document title, document identification number, revision status, effective date, and name of responsible organization.

A.4 Document - Includes paper and electronic documents, engineering drawings, forms, and data.

DIRECTIVE NO. 800-PG-1410.2.1E
EFFECTIVE DATE: October 26, 2018
EXPIRATION DATE: October 26, 2020

Appendix B – Acronyms

CCB	Change Control Board
CCR	Configuration Change/Approval Request
CDL	Controlled Documents List
CMP	Configuration Management Plan
GDMS	Goddard Directives Management System

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO. 800-PG-1410.2.1E
EFFECTIVE DATE: October 26, 2018
EXPIRATION DATE: October 26, 2020

CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	August 17, 2000	Initial Release
A	October 19, 2000	<u>Implementation</u> 1. Responsibilities -- Changed first sentence to include that all documents must have required signatures (concurrences and approvals) prior to final "official" distribution. 1.1 Change Control Procedures - changed item (a.) to state that all unsigned documents being used must be clearly marked with appropriate document status.
B	February 16, 2005	Updated references Updated PG template in accordance with GPR 1410.1 Modified to clarify all requirements in accordance with Center Rules Review recommendations
C	November 3, 2005	P.4 Added GPR 1410.1 and GSFC Form 4-35. P.10 Added definition of CCMS. 1.2 rewritten to comply with GPR 1410.2 (documents required to have identification numbers not identification titles) 1.4 Clarified CDL for external documents only to the extent of title/effective date. Added Appendix A – for assigning document types.
C	October 29, 2010	Document administratively extended for one year, no changes were made.
C	October 24, 2012	Administratively extended - no changes
D	October 26, 2012	Updated PG format in accordance with GPR 1410.1. Removed Appendix A that listed different document types. Removed the section that listed the format that the document identifiers had to follow (example: 800-XXXX-YYY)
	October 24, 2017	Administratively extended – no changes
E	October 26, 2018	Administratively Revised for one year with no substantial changes other than placing on the most current template, adding a statement to P.9 Measurement/Verification and correcting the Record Retention Schedule.
E	October 1, 2019	Administratively extending for 1 year

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

DIRECTIVE NO.	<u>800-PG-1410.2.1E</u>
EFFECTIVE DATE:	<u>October 26, 2018</u>
EXPIRATION DATE:	<u>October 26, 2020</u>

For Best Practices refer to:

<https://gs279gdmsias.gsfc.nasa.gov/GDMSv2/downloadFile.htm?docId=28819>

CHECK THE GSFC DIRECTIVES MANAGEMENT SYSTEM AT
<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.