Master List and Index to NASA Directives
PREFACE

This Handbook sets forth in two parts the following information for the guidance of users of the NASA Management Directives System.


Chapter 1 contains introductory informative material on how to use this Handbook. Chapter 2 is a complete master list of agencywide management directives, describing each directive by type, number, effective date and organization code of the office responsible for the directive. Chapter 3 includes a consolidated numerical list of all delegations of authority and a breakdown of such delegations by the office or installation to which special authority is assigned. Chapter 4 sets forth a consolidated list of all NASA handbooks (NHB's) and important footnotes on the availability of such documents. Chapter 5 is a consolidated list of NASA Management Directives applicable to the Jet Propulsion Laboratory. Chapter 6 is a consolidated list of NASA Management Directives published in the Code of Federal Regulations. Complementary manuals to the NASA Management Directives System are described in Chapter 7. Chapter 8 contains a listing of NASA safety standards.

PART B: INDEX TO NASA MANAGEMENT DIRECTIVES in force as of August 1, 1984.

This Part contains an in-depth alphabetical Index to all NASA management directives other than Handbooks. NHB's 1610.6, 1620.3, 1640.4, 1900.1, 5103.6, 7121.4, and 7400.1 are indexed in depth. All other NHB's are indexed by titles only.

To make this Handbook as useful as possible, employees are encouraged to submit entries for inclusion in the Index. Such entries should be submitted on plain paper in the format described on the last page of this Handbook. Originators of directives should make sure that titles of directives contain key words that will assist in proper indexing.

Comments and suggestions are invited and should be submitted to the NASA Directives Officer (Code NIM), NASA Headquarters.

NHB 1410.4J dated February 1, 1984, is canceled.

[Signature]
Lawrence W. Vogel
Director, Logistics Management
and Information Programs Division

DISTRIBUTION: SDL 1 (SIQ)
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PART A
CHAPTER 1: INTRODUCTION; CHECKING AND ORDERING OF NASA MANAGEMENT DIRECTIVES

100 INTRODUCTION

1. NASA MANAGEMENT DIRECTIVES SYSTEM

Part A of this Handbook sets forth the MASTER LIST OF NASA MANAGEMENT DIRECTIVES as of August 1, 1984, which:

a. Is to be used for ordering agency directives from and within NASA Headquarters.

b. May be used as a check list (see paragraph 102).

This Handbook does not cover installation directives.

2. BREAKDOWN OF CHAPTERS

To facilitate locating specific NASA management directives, this document is designed as follows:

Chapter 1: Introduction; Checking and Ordering of NASA Management Directives.

Chapter 2: A complete numerical list of all NASA management directives in force as of August 1, 1984, by major subject groupings; showing number, effective date, title, responsible office and distribution code. For distribution codes, see paragraph 101.3.

Chapter 3: This chapter sets forth, in two sections, those delegations of authority in print as of August 1, 1984.

Section I: Complete numerical list.

Section II: Breakdown of delegations of authority by offices/installations to which certain authority is assigned.

Chapter 4: Consolidated numerical list of all NHB's. This list includes important footnotes covering the control and ordering of NHB's.

Chapter 5: Consolidated list of NASA management directives applicable to the Jet Propulsion Laboratory.

Chapter 6: Consolidated list of NASA management directives which have been published in the Federal Register. This list shows their respective Code of Federal Regulation citations.

Chapter 7: Consolidated list of NASA complementary manuals and the Headquarters offices responsible for them.

Chapter 8: Consolidated list of NASA safety standards.
101 DISTRIBUTION

1. TO FIELD INSTALLATIONS

   a. All NASA Directives except NHB's. Except for NASA handbooks (NHB's), NASA directives are
distributed in bulk to field and component installations based on the requirements furnished by
each Installation Directives Manager and approved by the Directives Section, Records
Management Branch.

   b. NASA Handbooks (NHB's)

      (1) The initial quantity of NHB's distributed to the field is determined by the Directives Section,
Records Management Branch, in conjunction with the Headquarters originating office, based
on need-to-know, content and coverage of the handbook and, when time permits, field
responses to inquiries concerning the handbook. NHB's for each employee are not
authorized except for the handbook, "Standards of Conduct" (NHB 1900.1).

      (2) Field installations should not use installation automatic distribution lists for automatic internal
dissemination of NHB's. Such distribution may result in overdistribution to offices not having
a need for the publication and an unnecessary depletion of stock. Each NHB is screened for
its application and distributed only on a need-to-know bases and any Headquarters
requirements stated in the Preface.

      (3) For those NHB's invoked in requests for proposals (RFP's) and contracts, the quantity now
printed is greatly reduced because of printing costs. Therefore, it is essential for the
installation procurement offices to abstract from these NHB's only such portions as apply to a
given RFP or contract action in lieu of handing out copies of NHB's. These NHB's generally
are placed on sale to the public through the Government Printing Office.

2. TO HEADQUARTERS OFFICES

   a. Except for NHB's, NASA directives are distributed to Headquarters organizational element mail
codes only, based on the quantity requested and approved. Complete sets of directives should be
maintained only where essential.

   b. NASA NHB's are not automatically distributed to all Headquarters organizational elements; they
are distributed only to those offices having a need-to-know or use for the documents.

3. ESTABLISHED DISTRIBUTION LISTS

   a. The following is a list of the Standard Distribution Lists which are used in distributing
NASA directives.

<table>
<thead>
<tr>
<th>SDL</th>
<th>Dissemination To</th>
</tr>
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</table>
   | 1   | All field and component installations and all Headquarters Offices needing NASA direc-
       | tives.                                                                          |
b. Because no NHB is distributed automatically in fixed quantities, the identification “SDL 1 (SIQ)” means distributed in “Special Irregular Quantities.”

102 USE OF CHAPTER 2 AS A CHECK LIST

All organizational elements in an installation (Headquarters and field) do not maintain complete sets of all NASA directives. In addition, there is a period between the cutoff date for preparing this handbook and the time you receive it. During this period directives listed may have been revised or canceled or new ones issued which are not listed. Therefore, if you use Chapter 2 as a check list, the following rules must be applied:

1. Verify the dates of directives as you check. Any directive dated after August 1, 1984, would be either a revision (indicated by a new or different letter suffix) or a new directive which would not be listed; any directive not listed was canceled by either another directive or a cancellation notice.

2. Verify separately the office copies of NHB’s on a need-to-know basis only; just because they are listed showing “SDL 1 (SIQ)” does not mean your office should have one. They are distributed to various offices in an installation only on a need-to-know basis.

103 ORDERING NASA DIRECTIVES

1. Requests for copies of NASA directives will be submitted to the Directives Section, Records Management Branch, Code NIM.

2. Requests from the field installations will be submitted on a NASA form 2 by the Installation Directives Officer to the Directives Section, Records Management Branch, Code NIM, NASA Headquarters.

3. Requests for copies of controlled NHB’s will be submitted directly to the office controlling the document as stated in Chapter 4.

4. All requests for changes to distribution lists will be submitted to the Directives Section, Records Management Branch, Code NIM.

5. The following publications are complementary manuals to the NASA Management Directives System, and are not controlled by the Directives Section, Records Management Branch. See Chapter 7 for ordering these publications.

   a. NASA Procurement Regulation (NHB 5100.2).

   b. Federal Acquisition Regulation Supplement (NASA/FAR Supplement) (NHB 5100. 4).


## CHAPTER 2: COMPLETE MASTER LIST OF NASA MANAGEMENT DIRECTIVES

### (AS OF AUGUST 1, 1984)

**1000-2999 ORGANIZATION AND GENERAL ADMINISTRATION**

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<td>JAN. 31, 1983</td>
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<td>Rules for Displaying the United States Flag and NASA Flag at Half-Staff</td>
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<td>Acceptance by Employees of Gifts or Decorations From Foreign Governments</td>
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<td>NMI 1040.2C</td>
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<td>Power and Authority to Negotiate, Execute, Amend, or Terminate Certain Interagency Agreements</td>
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<td>Flammability, Odor and Offgassing Requirements and Test Procedures for Materials in Environments that Support Combustion (To Order, See Chpt. 4)</td>
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<td>Prevention, Control, and Abatement of Water Pollution</td>
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<td>NHB 8800.5A(I)</td>
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<td>Technical Facilities Catalog--Volume I (To Order, See Chapt. 4)</td>
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<td>NMI 8800.9C</td>
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<td>NMI 8800.10</td>
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<td>Coordination of Construction, Maintenance, Operations, and Management of NASA Facilities Programs</td>
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<td>NMD/A 8810.1B</td>
<td>OCT. 14, 1975</td>
<td>Power and Authority to Take Actions in Real Estate and Related Matters</td>
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<td>NPD 8811.1</td>
<td>MAR. 31, 1964</td>
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<td>Procedure for Approval for Certain Real Property Acquisitions</td>
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<td>NMI 8812.1</td>
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<td>Delegation of Authority--Adjudication of Appeals Arising Under Certain Corps of Engineer Leases of NASA Real Property</td>
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<td>Determination and Delegation of Authority Concerning the Granting of Easements</td>
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<td>NPD 8813.2</td>
<td>JUN. 1, 1964</td>
<td>Determination and Delegation of Authority Concerning the Granting of Leaseholds, Permits and Licenses in Real Property</td>
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<td>Delegation of Authority-to Dispose of Real Property</td>
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<td>NHB 8820.2</td>
<td>MAR. 1981</td>
<td>Facility Project Implementation Handbook</td>
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<td>JUN. 1, 1965</td>
<td>Approval of the Design for Proposed Monuments</td>
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<td>Boilers and Elevators, Periodic Inspection</td>
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<td>Reciprocal Fire Protection Service Agreements and Emergency Fire Fighting Assistance</td>
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<td>NMI 8900.1A</td>
<td>JAN. 22, 1981</td>
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<td>NPD 8900.2</td>
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<td>NMI 8900.3A</td>
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NMI 9010.1A | NOV. 8, 1974 | Policies and Objectives of Financial Accounting and Reporting in NASA | BFG | 1
NMI 9050.3A | OCT. 25, 1978 | Administrative Control of Appropriations and Funds | B | 1
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NMI 9090.1D | JUN. 4, 1982 | Delegation of Authority--To Act in Miscellaneous Financial Matters | BFG | 1
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NMI 9210.1A | MAY 5, 1982 | Delegation of Authority--To Prescribe Financial and Related Policies and Procedures | BF | 1
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NMI 9920.2 | AUG. 17, 1966 | Audit Reports and Follow-up Actions Relating to the Manned Space Flight Organization | M | 2M,3M
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CHAPTER 4: CONSOLIDATED LIST OF NHB's

This Chapter provides a ready reference list of all NASA directives published as handbooks (NHB's).

The footnotes indicate those handbooks available to the public from the Superintendent of Documents, Government Printing Office, and the National Technical Information Service (See Chapter 1 for requesting instructions).

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5340.1B  NASA Standard Procedures for the Microbiological Examination of Space Hardware
5340.2  NASA Standards for Clean Rooms and Work Stations for the Microbially Controlled Environment
5500.1A  Petitions for Patent Waiver
5600.2  Statements of Work Handbook
5610.1  Handbook for Preparation of Work Breakdown Structures
5800.1A  NASA Grant and Cooperative Agreement Handbook
6000.1C  Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment and Associated Components
6200.1  NASA Transportation and General Traffic Management
6540.2  Administrative Aircraft Operations Manual
7120.2  Principles of Project Management
7121.4  Guidelines for Project Planning
7320.1B  Facilities Engineering Handbook
7320.2  Laboratory and Industrial Ventilation
7320.3  Identification of Utility Systems
7400.1C  Budget Administration Manual
8020.12A  Quarantine Provisions For Unmanned Extra Terrestrial Missions
8030.6A  Guidelines for Acquisition of Investigations
8060.1B  Flammability, Odor and Offgassing Requirements and Test Procedures for Materials in Environments that Support Combustion
8800.5A(I)  Technical Facilities Catalog–Volume I
8800.5A(II)  Technical Facilities Catalog–Volume II
8800.5A(III)  Technical Facilities Catalog–Volume III
8800.11  Implementing the Provisions of the National Environmental Policy Act
8820.2  Facility Project Implementation Handbook
8830.1  Operation and Maintenance Manager's Guide
9501.2A  Procedures for Contractor Reporting of Correlated Cost and Performance Data
9760.1C  Employees Guide for Permanent Change of Station Moves

SEE FOOTNOTES AT END OF CHAPTER
Footnotes for Ordering

1/ Controlled distribution; changes issued periodically; submit requests to Installation Directives Manager (for Headquarters to Code NIM).
4/ Limited distribution (Installation Chief Counsels). With a few exceptions, the full texts of decisions of the NASA Board have been published by Commerce Clearing House, Inc. in "Board of Contract Appeals Decisions." Copies of Board Decisions and Orders including those which have not been published by CCH, are available to the public for reference purposes at the NASA Information Center at each installation. Under control of Board of Contract Appeals.
5/ Limited distribution; under control of Budget Operations Division, NASA Headquarters.
6/ Limited distribution. Copies of Board decisions are available to the public for review or purchase at the NASA Information Center at each installation. Under control of Contract Adjustment Board.
8/ Available to the public from the National Technical Information Service, Springfield, Virginia 22161.
9/ Limited distribution; under control of Public Services Branch, Public Affairs Division, NASA Headquarters.
10/ Under control of Industrial Relations Office.
12/ Under control of Financial Management Division (BF).
13/ Under control of Headquarters Administrative Services Branch (NHS).
14/ Under control of General Counsel for Patent Matters (GP).
15/ Under control of Employee Development Section (NPH).
16/ Under control of Life Sciences Division (EB).
17/ Under control of the Transportation and Aircraft Branch (NIB).
18/ Under control of the Management Processes Branch (NSM).
19/ Under control of the Administration and Resources Management Division (EP).
CHAPTER 5: CONSOLIDATED LIST OF NASA MANAGEMENT DIRECTIVES
APPLICABLE TO THE JET PROPULSION LABORATORY

ISSUANCE NO.          TITLE

NMI 1020.1F         NASA Seal, Insignia, Logotype, Program and Astronaut Badges, and Flags
NMI 1022.1C        Naming of Roads and Streets
NMI 1043.1E        Fallout Shelters in NASA Buildings
NMI 1102.1D        Role and Responsibilities—Associate Administrator for Space Science and Applications
NMI 1152.62       NASA Engineering Management Council
NMI 1380.4A        Release of Information to News and Information Media
NMI 1380.8         Control of Education and Information Products
NMI 1410.3C        Application of the NASA Management Directives System to the Jet Propulsion Laboratory
NMI 1450.11C       NASA Mail Management Program
NPD 1490.1A        NASA Printing Management Program
NMI 1490.2         Responsibilities, Procedures, and Standards for NASA Printing, Duplicating, and Binding
NMI 1490.3A        Reports to the Joint Committee on Printing
NMI 1550.2B        Notification and Alert System for NASA Officials During Duty and Off-Duty Hours
NHB 1700.1(V1-A)   Basic Safety Manual
NHB 1700.7A        Safety Policy and Requirements for Payloads Using the Space Transportation System (STS)
NMI 1820.2B        Medical Services on International Travel or Assignment
NHB 2220.4A        Use of the International System of Units (SI) in NASA Publications
NHB 2340.2         OSRA/OSART Project Management Information and Control System (MICS)
NHB 2410.1C        Computer Resources Management
NMI 2410.6         NASA Software Management Requirements for Flight Projects
NMI 2410.7         Assuring Security and Integrity of NASA Data Processing
NMI 2520.1C        Communications System Management
NMI 2530.10A       Administrative Control of Communications Traffic During Emergency Conditions
NMI 2540.1A        Providing Communications Services to Other Government Agencies During Emergency Situations
NMI 2540.1B        Placing of Official Telephone Calls
NMI 2570.1B        Control of Radio Frequency Transmission from Space Vehicles and Spacecraft
NMI 2570.2B        Radio Frequency Management
NMI 4000.2D        NASA Equipment Management
NHB 4300.1         NASA Personal Property Disposal Manual
NHB 4410.1D        Utilization and Maintenance of Federal Cataloging
NMI 5103.1F        Debriefing of Unsuccessful Companies in Competitive Negotiated Procurements
NMI 5104.2B        Procedures Governing NASA Acquisition of Certain Communications and Electronic Equipment
NHB 5300.4(1A)    Reliability Program Provisions for Aeronautical and Space System Contractors (Formerly NPC 250-1)
NHB 5300.4(1B)    Quality Program Provisions for Aeronautical and Space System Contractors (Formerly NPC 200-2)
NHB 5300.4(1C)    Inspection System Provisions for Aeronautical and Space System Materials, Parts, Components and Services (Formerly NPC 200-3)
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NMI 5310.1C        Alert-Reporting of NASA Parts, Materials, and Safety Problems
NMI 5310.2B        Participation in Government-Industry Data Exchange Program (GIDEP)
NMI 5320.5A        Basic Policy for Electronic Parts
NMI 5320.6        Implementation of NASA Standard Parts Program
NHB 5330.7         Management of Government Quality Assurance Functions for Supplier Operations
NHB 6200.1         NASA Transportation and General Traffic Management
NHB 6540.2        Administrative Aircraft Operations Manual
NMI 6720.1B        NASA Motor Vehicle Management
NMI 7100.2B        Establishment of Responsibilities for Obtaining Cartographic Products and Related Services from Other Government Agencies
NMI 7100.14A    Major System Acquisitions
NMI 7121.1C        Planning and Approval of Major Research and Development Projects
NHB 7121.4         Guidelines for Project Planning
NMI 7223.1C        Master Planning of NASA Facilities
NMI 7234.1B        Facilities Utilization Program
NHB 7320.1B        Facilities Engineering Handbook
NHB 7320.2        Laboratory and Industrial Ventilation
NHB 7320.3        Identification of Utility Systems
NHB 7400.1C        Budget Administration Manual
NMI 7910.1B        NASA Aircraft Management
NMI 7920.2        Management and Operation of NASA Administrative Aircraft
NPD 8000.1        NASA Earth Resources Survey Program Imagery
NMI 8010.1         Classification of NASA Space Transportation System (STS) Payloads
NPD 8020.10A      Outbound Planetary Biological and Organic Contamination Control: Policy and Responsibility
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This Chapter lists those NASA directives published in the Federal Register and their Code of Federal Regulations.

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This Chapter sets forth a list of the complementary manuals to the NASA Management Directives System and their availability.

1. a. NASA PROCUREMENT REGULATION (NHB 5100.2).

b. FEDERAL ACQUISITION REGULATION SUPPLEMENT (NASA/FAR SUPPLEMENT) (NHB 5100.4)

c. NASA GRANT AND COOPERATIVE AGREEMENT HANDBOOK (NHB 5800.1).

Under the cognizance of the Procurement Policy Division, Office of Procurement, requests should be submitted as follows:

   (1) For All Changes to Distribution List: To Procurement Policy Division, Office of Procurement, NASA Headquarters.

   (2) For Additional Copies

      (a) Field Installations: To the Goddard Space Flight Center, Greenbelt, MD. 20771, Code 235.4.

      (b) Headquarters: To the Goddard Space Flight Center, Code 235.4.


2. FINANCIAL MANAGEMENT MANUAL. Under the cognizance of the Financial Management Division, Office of the NASA Comptroller. Requests should be submitted as follows:

   a. For All Changes to Distribution List: To General Financial Systems Branch, Financial Management Division, NASA Headquarters.

   b. For Additional Copies

      (1) Field Installations: To the Goddard Space Flight Center, Greenbelt, MD. 20771, Code 235.4.

      (2) Headquarters: To the Goddard Space Flight Center, Code 235.4.

3. NASA SUPPLEMENT TO THE FEDERAL PERSONNEL MANUAL. Under the cognizance of the Program Planning and Administration Unit, Personnel Programs Division. Requests should be submitted as follows:

   a. For All Changes to Distribution List: To Program Planning and Administration, Personnel Programs Division, NASA Headquarters.

   b. For Additional Copies

      (1) Field Installations: To the Program Planning and Administration, Personnel Programs Division, NASA Headquarters.

      (2) Headquarters: To the Program Planning and Administration, Personnel Programs Division, Code NP.
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