NHB 1420.2I
EFFECTIVE DATE: January 1992

PREFACE

This Handbook sets forth the following information for the guidance of all users of the NASA Forms Management Program System. It is issued in accordance with the Federal Information Resources Management Regulation (FIRMR), Subpart 201-9.1.

INDEX OF NASA-PREFIXED FORMS

This Handbook sets forth an alpha-functional index of NASA-prefixed forms by title, identifying number, and unit of issue. The automated processing two-letter code (NF) has been substituted for the spelling out of the NASA form-prefix preceding the form number. To indicate a description in lieu of a distinct title, the entire reference under the Form Title/Description column has been enclosed in parentheses.

QUICK REFERENCE LIST

A list of current forms, shown by number and page, is included for cross-reference and to preclude the ordering of those forms which have been deleted from the system.

In order to obtain forms, submit NASA Form 2, Request for Blank Forms, Publications and Issuances, to the Goddard Space Flight Center, Greenbelt, MD 20772, Attn: Code 239.9. This Handbook will be updated, as appropriate. Send recommended changes to the Handbook through appropriate channels to: NASA Forms Management Officer, Code JTD, NASA Headquarters, Washington, DC 20546.

NHB 1420.2H dated July 1986, is cancelled.

Wallace O. Keene
Director, IRM Division

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SDL 1 (SIQ)
EXPLANATION OF FORMAT

Aside from the abbreviation of the Agency form prefix, from NASA to NF, further clarification is necessary for a more comprehensive understanding of the index. As a case in point, the alpha and numeric symbols in column 4 denote the unit of the form and type of issue. These symbols have been compiled from the following combinations:

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<tbody>
<tr>
<td>E - Each</td>
<td>CD - Card</td>
</tr>
<tr>
<td>P - Pad</td>
<td>CI - Carbon Interleaved</td>
</tr>
<tr>
<td>S - Set</td>
<td>NC - No Carbon Required</td>
</tr>
<tr>
<td>PS - Padded Set</td>
<td>CS - Cut Sheet</td>
</tr>
<tr>
<td>BK - Book</td>
<td>DI - Die Impressed Stencil</td>
</tr>
<tr>
<td>Q - Quire</td>
<td>EN - Envelope</td>
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<tr>
<td>ST - Strip</td>
<td>F - Folder</td>
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<tr>
<td>PK - Package, Box or Carton</td>
<td>HM - Hectograph Master</td>
</tr>
<tr>
<td>R - Roll</td>
<td>L - Label</td>
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<tr>
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<td>N - Negative</td>
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<td></td>
<td>OM - Offset Master</td>
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<td></td>
<td>OV - Overlay (Film Positive)</td>
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<td></td>
<td>OZ - Ozalid Transparency</td>
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<td></td>
<td>T - Tag</td>
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<tr>
<td></td>
<td>TC - Tabulating Card</td>
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<tr>
<td></td>
<td>TK - Ticket</td>
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<td>CF - Continuous Form</td>
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For instance, PS50 NC3 denotes a three-part, carbonless set, constructed in pads of 50 sets. P50 CS denotes cut sheets (singles) constructed in pads of 50 sheets to a pad. Also, number of pages for multipage forms, or instruction sheets, is shown in the Form Title/Description column.
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PUBLIC AFFAIRS

Academic Affairs Activity Plan
Exhibit Loan Agreement
Non-Technical Publications And Audio-visual Products Quarterly Report
Public Appearance Report
Public Appearance Scheduled By NASA Official
Request For Guest Speaker (OMB No. 2700-0015)
Space Science Education Project Itinerary
Spacemobile Monthly Report (Domestic Units)
Speaker Request-Action File

PUBLICATIONS

New Technology Publications Sign-Off
Print Orders For Technical Publications

RECORDS MANAGEMENT

Checklist For Use In Appraising Your File Operations
Proposed Change To NASA Records Control Schedule

PRESCRIBING DIRECTIVE

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NMI 8800.1F
NMI 1387.1B
NMI 1385.2A
NMI 1392.1A

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NS 1380
NS 857

S CI6
S CI9

BK9 CS
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