NASA Directives
Master List and Index

(NHB-1410.13N) NASA DIRECTIVES: MASTER LIST AND INDEX (NASA)
122 p

Resources and Management Controls Office (Code JM)
Office of Management Systems and Facilities
This Handbook sets forth in two parts the following information for the guidance of users of the NASA Management Directives System.

Complementary to this Handbook is the NASA Online Directives Information System (NODIS), an electronic computer text retrieval system. NODIS, which is operational at NASA's nine major Installations, allows users to search (by number, title, category, topic, text, or responsible office) and retrieve the full text of current NASA Management Instructions. To be able to take advantage of this new capability, contact the appropriate Directives Manager listed on page 1-6 for assistance in accessing NODIS.

PART A: MASTER LIST OF MANAGEMENT DIRECTIVES in force as of May 9, 1994.

Chapter 1 contains introductory information 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, expiration date, title, 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 delegation 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 covering the control and ordering 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.

PART B: INDEX TO NASA MANAGEMENT DIRECTIVES in force as of May 9, 1994.

This part contains an in-depth alphabetical index to all NASA management directives other than Handbooks. (NHB's 1620.3, "NASA Security Handbook," 1900.1, "Standards of Conduct for NASA Employees," 5103.6, "Source Evaluation Board Handbook," and 7400.1, "Budget Administration Manual," are indexed in-depth.) All other NHB's are indexed by titles only.
To make this Handbook as useful as possible, Directives Managers are encouraged to submit in-depth indexing of directives to Code JMS 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 proper indexing. Comments and suggestions are invited and should be submitted to the Manager, Directives and Federal Regulations, Code JMS, NASA Headquarters.

NHB 1410.13M dated September 30, 1993, is cancelled.

Timothy M. Sullivan
Director, Resources and Management Controls Office

DISTRIBUTION:
SDL 1 (SIQ)

NHB 1410.13N is a published document from the NASA On-Line Directives Information System (NODIS).
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PART A
CHAPTER 1
INTRODUCTION, DISTRIBUTION, CHECKLIST, AND ORDERING OF NASA MANAGEMENT DIRECTIVES, AND AGENCYWIDE DIRECTIVES MANAGERS

100 INTRODUCTION

1. NASA MANAGEMENT DIRECTIVES SYSTEM

Part A of this Handbook sets forth the MASTER LIST OF NASA MANAGEMENT DIRECTIVES (as of May 9, 1994) which—

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

b. May be used as a checklist (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 2: This complete master list of all NASA management directives in force as of May 9, 1994, by major subject groupings showing number, effective date, expiration date, title, responsible office, and distribution list. For distribution lists, see paragraph 101.3.

Chapter 3: This chapter sets forth, in two sections, those delegations of authority in print as of May 9, 1994.

Section 1: Complete numerical list.

Section 2: 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 Regulations citations.

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

101 DISTRIBUTION

1. TO FIELD INSTALLATIONS

a. All NASA Management Instructions (NMI's) are distributed in bulk to NASA Headquarters Offices and Field and Component Installations based on the requirements furnished by each Directives Manager and approved by the Manager, Directives and Federal Regulations.

b. NASA Handbooks (NHB's)

(1) The initial quantity of NHB's distributed to the Field is submitted to the Manager, Directives and Federal Regulations, Code JMS, by the originating office, based on need-to-know, content, and coverage of the Handbook, and, Field responses to inquiries concerning the Handbook. NHB's for each employee are not authorized except for NHB 1900.1, "Standards of Conduct for NASA Employees."

(2) Field Installations should not use Installation's Management Instructions automatic distribution lists for internal dissemination of NHB's. Such distribution may result in distribution 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 basis 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.

2. TO HEADQUARTERS OFFICES

a. NMI's are distributed to Headquarters organizational element mail codes based on the quantity requested and approved. Complete sets of NMI's 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 management directives.

<table>
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<td>1</td>
<td>All Field and Component Installations and all Headquarters Offices needing NMI’s.</td>
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b. Because no NHB is distributed automatically in fixed quantities, the distribution identification, "SDL 1 (SIQ)," means distributed in "Special Irregular Quantities."

102 USE OF CHAPTER 2 AS A CHECKLIST

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

1. Verify the dates of directives as you check. Any directive dated after May 9, 1994, 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 cancelled 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 (Headquarters and Field) only on a need-to-known basis.

103 ORDERING NASA DIRECTIVES

1. Requests for copies of NASA management directives will be submitted to the Manager, Directives and Federal Regulations.

2. Requests from the Field Installations will be submitted on a NASA Form 2 by the Installation Directives Officer to the Manager, Directives and Federal Regulations.

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

4. Requests for copies of NMI's from persons other than NASA employees should be directed to the Manager, Directives and Federal Regulations.

5. Requests for copies of NASA Handbooks from persons other than NASA employees are submitted to and handled by the Headquarters Information Center, Code JOB-24, NASA Headquarters, Washington, DC 20546.

6. All requests for changes to distribution lists will be submitted to the Manager, Directives and Federal Regulations. See Chapter 7 for ordering the following publications:

   a. NASA Procurement Regulation (NHB 5100.2).

   b. Federal Acquisition Regulation Supplement (NASA/FAR Supplement, NHB 5100.4).
c. Research Grant Handbook (NHB 5800.1).
f. Budget Administration Manual (NHB 7400.1).
NASA Field Installations

Ames Research Center
MS/208-1/Katie Garcia

Goddard Space Flight Center
231.1/Marilyn Tolliver

Johnson Space Center
BY/Alice Molina

Kennedy Space Center
EX-STF/Barbara McCoy

Langley Research Center
MS-123/Margie Turner

Lewis Research Center
MS 60-1/Diana Neville

Marshall Space Flight Center
DX01/Tim Tyson

Stennis Space Center
AA00/Patricia Penton

NASA Headquarters

JMS/Electa Person

NASA Headquarters

AIC/Paulette Lovingood
B/Jim Fulton
CM/Tom Brown
DC/Sandra Dressel
E/Linda Parish
FM/Ray Mayfield
GG/Sara Najjar
HM/Richard Kall
IM/DeVon Carroll
J/Susan Johnson
K/Tony Diamond
LC/Toby Costanzo
MB/Gail Gabourel
OCC/Marie Cranford
PS/Robin Danielson
QM/Susan Smith
RI/Gail Watson
S/Carrie Sorrels
T/Judy Tenney
UP/Georgia LeSane
W/Wes Pippenger
YM/Nora Normandy
### CHAPTER 2

**COMPLETE LIST OF NASA MANAGEMENT DIRECTIVES**

**(AS OF MAY, 1994)**

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NMI 1162.1AA DELEGATION OF AUTHORITY TO ACT FOR THE ADMINISTRATOR
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LANGLEY RESEARCH CENTER
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14. Under control of Life and Microgravity Sciences and Application Office (U).
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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.** FEDERAL ACQUISITION REGULATION SUPPLEMENT (NASA/FAR SUPPLEMENT) (NHB 5100.4).

   **b.** RESEARCH GRANT HANDBOOK (NHB 5800.1).

   **c.** NASA PROCUREMENT REGULATION (NHB 5100.2). (No longer available, however, still applicable to contracts awarded prior to April 1, 1984).

Under the cognizance of the Procurement Policy Division, Office of Procurement, requests should be submitted as follows for changes to distribution list or for additional copies:

1. **(1)** NASA Headquarters: Code HP.

2. **(2)** Field Installations (bulk shipments): NASA Headquarters, Code HP.

3. **(3)** Field Installations (individual recipients): Center-designated distribution point.


2. **a.** BUDGET ADMINISTRATION MANUAL (NHB 7400.1).

**b.** FINANCIAL MANAGEMENT MANUAL.

Under the cognizance of the Financial Management Division, Office of the Chief Financial Office (CFO)/Comptroller. Requests should be submitted as follows:

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2. **b.** For Additional Copies:
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(2) Headquarters: To the Goddard Space Flight Center, Code 239.9, Greenbelt, MD 20771.

3. NASA SUPPLEMENT TO THE FEDERAL PERSONNEL MANUAL. Under the cognizance of the Agency Personnel Policy Branch, Office of Human Resources and Education. Requests should be submitted as follows:

a. For All Changes to Distribution List: To the Agency Personnel Policy Branch, Code FPP, NASA Headquarters.

b. For Additional Copies:

(1) Field Installations: To the Agency Personnel Policy Branch, Code FPP, NASA Headquarters.

(2) Headquarters: To the Agency Personnel Policy Branch, Code FPP.
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