Responsible Office: Q/Safety and Mission Assurance
Subject: Glenn Directives Management w/Change 2 (4/06/2021)

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Preface

P.1 Purpose

This Glenn Procedural Requirements (GLPR) directive establishes Glenn Research Center (GRC)-specific requirements and responsibilities for creating, reviewing, revising, revalidating, approving, publishing, canceling, and managing directives in accordance with NASA Procedural Requirements (NPR) 1400.1.

P.2 Applicability

a. This directive is applicable to all organizations at GRC Lewis Field and Plum Brook Station.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms “may” denotes a discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

c. This directive is applicable to Center-level policy and/procedural requirement documents created or revised after the effective date of this GLPR.

d. In this directive, all citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

a. NASA Policy Directive (NPD) 1200.1, NASA Internal Control

b. NPD 1400.1, Documentation and Promulgation of Internal NASA Requirements and Charters

c. 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. GLPR 1150.1, Establishing Glenn Research Center Councils, Boards, Committees, Working Groups, and Teams

c. GLPR 1420.1, NASA Forms Management

d. GRC 25 Form, Request to Create/Renew/Cancel a GLP or GLWI

e. GRC 36 Form, Change Request Log

f. GRC 112 Form, GRC Directives Waiver/Deviation Request

g. GRC 262 Form, Appointment of Document Administrator

h. GRC 263 Form, Request to Create/Renew/Cancel a GLPD/GLPR/GLID

i. GRC 301 Form, Staff Routing/Summary Sheet for Director's Office Corespondence

P.5 Measurement/Verification

To determine compliance, the Center Directives Manager (CDM) reviews the content and structure of each GRC directive to verify that the content and structure requirements have been met.

P.6 Cancellation

This directive cancels GLPR 1410.1E, Glenn Directives Management w/Change 3 (02/21/2018), dated May 25, 2017.

LAURENCE SIVIC

Digitally signed by LAURENCE SIVIC
Date: 2020.02.03 11:49:22 -05'00'

Laurence A. Sivic
Associate Director

CHAPTER 1. Introduction to GRC Directives

1.1 Overview

1.1.1 The GRC directives formally prescribe Center-specific requirements necessary to implement policy and procedural requirements, define purpose, grant authority, and assign responsibilities.

1.1.2 Center directive documents consist of the following types (see Appendix C):

a. Glenn Policy Directive (GLPD) - Documents Center-level policy and responsibility for policy implementation. The authority for this document must come directly from an Agency NPD/NPR or Federal Government directive.

b. Glenn Procedural Requirements (GLPR) - Documents Center-level procedural requirements for implementing Agency-level, Center-level, and/or federal policies and requirements that apply to all employees at the Center. The authority for this document must come directly from a Center GLPD, an Agency NPD/NPR or Federal Government requirement.

c. Glenn Interim Directive (GLID) - Documents an immediate, short-term statement of Center policy/procedure, and responsibility for implementation. The authority for this document must come directly from an Agency NPD/NPR or Federal Government directive.

d. Glenn Procedure (GLP) - Documents organizational-level procedural requirements for implementing Agency or Center requirements. These documents can impact more than one organization at the Center. The authority for this document must come from the next higher-level document.

e. Glenn Work Instruction (GLWI) - An organizational/functional area document, that describes the “how to” detail for activities. The authority for this document must come from the next higher-level document.

f. Glenn Governance Charter (GLC) (see GLPR 1150.1) - Document defines the charter of a council, committee, board and/or team in support of the Center's governance structure.

g. Decision Memorandum - A document that summarizes the decisions made by the Center Director related to implementation of operational requirements at the Center.

h. Delegation Memorandum - Documents a transfer of authority and the associated responsibility, to fulfill a role defined in an Agency directive.

i. Glenn Directive Companion (GLDC): Plans, Manuals and Handbooks – These are considered “other documents” and typically developed, approved, and controlled outside of the Center Directives Management procedure. Handbooks, manuals, and plans supplement NPD/NPR/GLPD/GLPRs and/or standards and shall identify an authority document.

a. The exception would be Center Plans derived by law or identified in Agency requirements and have Center-specific applicability are controlled in Glenn Directives Management.

b. Plans, Manuals and Handbooks are found in the BMS Library.

1.2 General Provisions Governing GRC Directives and Other GRC Documents

1.2.1 Approved Center-Level directives (GLPD, GLPR, and GLID) are published in the GRC BMS Library.

1.2.2 Charters are developed and approved by the governing council or board, in accordance with GLPR 1150.1.

1.2.3 The GLPs, GLWIs and other documents are reviewd and approved by the Responsible Organization (RO) with the support of a Document Administrator (DA), and published in the BMS Library by the Center Directives Team.

1.2.4 Approved Center directives and other documents posted in the BMS Library are in effect for a maximum of five years. However, revisions can be made whenever a change is warranted.

1.2.5 Requests for relief (e.g., deviations or waivers) to Center-level directives may be requested. See requirements for deviations/waivers in Chapter 7.

1.2.6 There is a 30-day Center-wide review required for Center Directives.

1.2.7 Review requirements for GLPs and GLWIs are defined by the RO (see Chapter 6.)

1.2.8 Center Directives/Documents shall identify with a higher-level document (i.e., Authority) that establishes its need. (e.g., Federal regulation, NPD, NPR, GLPD, and GLPR).

1.3 Criteria for Establishing a New GRC Directive

1.3.1 Agency-level directives will be used without further documentation whenever possible.

1.3.2 The following criteria demonstrates the need for a Center-level directive:

a. There is a need to address a situation that is unique to the Center where no Agency or Center-level directive currently exists that provides the required policy or instruction.

b. Agency-level directives exist but more specific requirements and/or tailoring are needed by the Center.

c. Agency-level directives exist but do not provide adequate policy or instruction, therefore, requiring further detail.

1.3.3 After meeting above criteria, approval to proceed may be obtained. See requirements for approval to proceed in Chapter 4.

1.4 Effective and Expiration Dates of GRC Directives

1.4.1 Unless otherwise specified, directives take effect on the date they are signed by the

approving official and will be in effect for a maximum of five years.

Note 1: Currently approved directives (GLPDs, GLPRs, GLPs, and GLWIs) do not have to be revised to comply with new templates until a revision or revalidation is required.

Note 2: All documents shall be updated to the latest templates when reviewed for renewal to meet current content and formatting requirements per NPR 1400.1 and GLPR 1410.

1.4.2 The CDA will notify the RO 120 days prior to expiration.

1.4.3 As a Center Directive approaches its expiration date, the RO shall review the directive and make a decision to either cancel or renew the document:

a. If the decision is to cancel, the RO takes the actions specified in Chapter 5 (Section 5.3).

b. If the decision is to renew, the RO takes the actions specified in Chapter 4 and Chapter 5 (Section 5.1).

c. If additional time is needed to reach a decision, the RO submits an extension request to the CDA that includes the justification for the extension, and the identification of a replacement document (i.e. NPD, NPR, etc.) to provide guidance on the process until a decision has been made.

1.4.4 If a GRC directive expires while it is under Center-wide review:

a. The current document is accepted as the most current version until final approval by either the QMR or Center Director's Office has been received to renew with revised, final document or cancel.

b. The CDA will update the directive to note that the current document "remains effective until the revision is approved." The BMS Library will also reflect that the directive is "In Review" by the revision letter.

1.4.5. If a GRC directive expires with no action by the RO (1.4.3):

a. The CDA shall remove the expired directive from the BMS Library.

b. The CDM shall initiate a corrective action assigned to the RO in the Corrective and Preventive Action (CAPA) reporting system.

1.4.6 The Mission Support Council (MSC) reviews status of open directive-related corrective actions quarterly.

1.5 Effective and Expiration Dates of Other GRC Documents

1.5.1 Unless otherwise specified, GRC documents take effect on the date they are signed by the approving official (Section 4 of the GRC 25) and will be in effect for a maximum of five years.

1.5.2 The DA will notify the RO six months prior to expiration.

1.5.3 As a document approaches its expiration date, the RO shall review the document and make a decision to either cancel or renew the document and then take the actions specified in Chapter 6.

1.5.4 If additional time is needed to reach a decision, the RO submits an extension request to the DA that includes the justification for the extension, and the identification of a replacement document (i.e., NPD, NPR, etc.) to provide guidance on the process until a decision has been made.

1.5.5 If a GRC document expires with no action taken (1.5.3) the DA shall contact the Center Directives Team to remove the expired document from the BMS Library.

CHAPTER 2. Responsibilities

2.1 Center Director or Designee

a. Review and concur on all applicable NASA "draft" directives prior to Agency submission.

b. Approve GRC policy (GLPD) and procedural requirement (GLPR) directives prior to issuance.

2.2 Quality Management Representative (QMR)

a. Reviews and approves the Approval-to-Proceed (ATP) NASA Form GRC 263 to create, renew, revalidate or cancel a Center Directive (i.e., GLPD, GLPR).

b. Reviews and approves Glenn Interim Directives (GLIDs), GRC Waivers, and GRC Deviations as defined by this procedure (via GRC 112).

c. Designates a CDM to implement and maintain the GRC documentation process.

2.3 Responsible Organization (RO)

2.3.1 For Agency and Center Directives, the RO shall:

a. Review, comment, and recommend concurrence to Center Director or designee on Agency directives in which they have functional responsibilities for the implementation of the directives.

b. Review Center directives for which they have primary responsibility prior to expiration to determine correctness, compliance, and accuracy, and updates or cancels, as required.

(1) Initiates proposed GRC directive for which they have primary responsibility and prepares changes and revisions to existing directives.

(2) Approves GLPs under their organization's technical responsibility. Ensures that affected directorates review the documents and their comments are addressed before approval.

(3) Approves GLWIs under their organization's technical responsibility.

2.3.2 Assign a document administrator annually, using a GRC 262 form, who will maintain and assist with their organization's documents using NASA Form GRC 36, Change Request Log and NASA Form GRC 25, Request to Renew/Cancel/Create a GRC Document.

2.4 Office of Chief Counsel

Reviews and concurs with draft directives for legal propriety during the 30-day Center-wide review period.

2.5 Office of Chief Financial Officer (CFO)

Reviews and concurs with draft directives for cost impact during the 30-day Center-wide review period.

2.6 Office of GRC Human Resources (HR)

a. Reviews and concurs with draft directives for human capital impacts during the 30-day Center-wide review period.

b. Shall contact the Center Directives Manager (CDM) during the 30-day Center-wide review period if the document may potentially have local labor obligations. (See Section 5.1.3.1.a)

2.7 Office of Procurement

Reviews and concurs with draft directives for possible impact to established contracts/agreements during the 30-day Center-wide review period.

2.8 Office of the Chief Information Officer (OCIO)

Reviews and concurs with draft directives for information technology impacts and concerns during the 30-day Center-wide review period.

2.9 Center Directives Manager (CDM)

a. Provides oversight to the Center's document management process, to include the BMS Library.

b. Reports to the QMR on the status of the document management process.

c. Conducts an assessment of each Center level directive to ensure it meets the provisions of this GLPR.

2.10 Center Document Administrator (CDA)

a. Serves as the administrator of the document review system.

b. Maintains the Center's BMS Library.

c. Prepares, coordinates, and monitors the official review of applicable Agency/Center draft directives at GRC in accordance with the requirements in NPR 1400.1.

d. Trains and assists document administrators with activities associated with processing their respective organization's documents.

2.11 Document Administrators (DA) shall:

a. Serve as the point of contact (POC) for all document coordination within the assigned organization.

b. Assist the RO Director Of or designated management POC with the review, update, and approval of the organization's documents.

c. Forward final draft to Center Directives Management Team for review and concurrence prior to RO approval for publication.

d. Forward approved documents to the Center Directives Team to publish in the BMS Library.

2.12 Employees shall:

a. Review and adhere to current and applicable GRC directives.

b. Verify current BMS version of a directive before use to assure against unintended use of any previous/obsolete printed version.

CHAPTER 3. Requirements for Content and Structure of GRC Directives

3.1 General

This chapter contains the GRC-specific requirements needed to develop directives in a manner consistent with the requirements of the Agency.

Note: NASA Directives can be accessed through the NASA Online Directives Information System (NODIS) Library (https://nodis3.gsfc.nasa.gov/).

3.2 RO Responsibilities for GRC Directives

3.2.1 The RO shall apply all criteria identified in NPR 1400.1, Section 3.1, Requirement Statements in NASA Directives, when writing requirements.

3.2.2 The RO shall apply all requirements identified in NPR 1400.1, Section 3.3 (Document Citations in NASA Directives) when citing authority documents, applicable documents and forms, and references.

3.2.3 The GRC directives numbering scheme is composed of five or six elements that create a unique identifier. (See Figures 1 and 2.)

a. Center directives (GLPD, GLPR, GLID) consist of five elements with letters identifying the type of directive, followed by a 4-digit subject classification number, a decimal point, consecutive number, and a letter indicating the sequential revision of the directive (Figure 3.2.3-1).

b. Organizational directives (GLP, GLWI) and other documents (GLDCs: GLHB, GLM, GLPLN) consist of six elements with letters identifying the directives/document type, RO, 4-digit subject classification number, decimal point, consecutive number, and revision letter (Figure 3.2.3-2).

c. Revision letters are assigned after the baseline (a.k.a. basic) version has been released. Subsequent revisions to the basic version are designated by revision letters. The first revision to a basic document is “A,” the second revision is “B,” and so on.

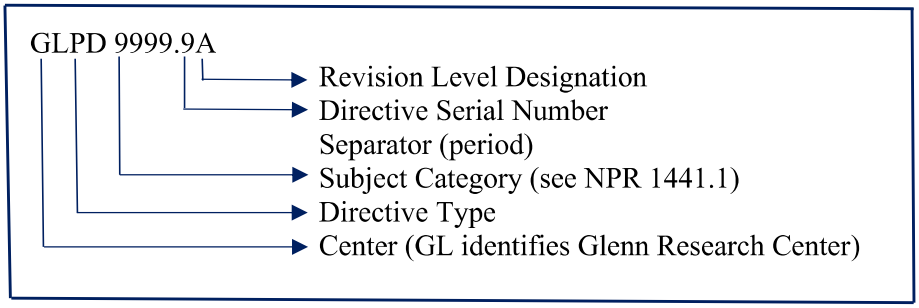


Figure 3.2.3-1-GRC Directives Numbering Scheme for GLPD, GLPR, and GLID

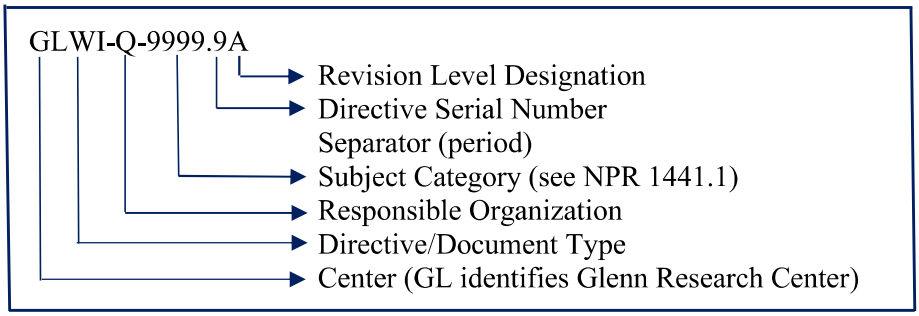


Figure 3.2.3-2-GRC Directives/Document Numbering Scheme for GLP, GLWI, GLDCs

d. Ensure that documents and forms cited in the directive are approved documents that are available to the reader. Use only controlled and current forms per GLPR 1420.1.

e. If a cited document has expired, been canceled, or is no longer applicable, the next highest authority document will be used.

f. If a cited document is not a Federal statute or regulation, a NASA Directive, or is not available in the NASA Technical Standards System, include footnotes or a Uniform Resource Locator (URL) that allow public access to show readers precisely where to find the cited documents; URL links are not recommended. (e.g., NASA Directives – *http://nodis3.gsfc.nasa.gov/.)*

3.3 Writing Style/Formatting

The RO shall apply all requirements identified in NPR 1400.1, Section 3.5 (Format and Writing Styles) including the following GRC-specific requirements that are intended to provide consistency and uniformity across directives:

a. Align all text along the left margin. This is the preferred style. However, indents will be allowed when it is necessary to clearly articulate requirements.

b. Indent and italicize notes.

c. Use footers on all pages (3 part) (document number, disclaimer, and page number; refer to latest Center templates or this directive as an example).

d. Use page breaks for each section, chapter, and appendix.

e. All figures and tables are to be centered. Number and title figures at the bottom; number and title tables above the table.

f. Directives are to be prepared in Times New Roman, regular style, 12-point font.

g. Single spacing after sentence-ending punctuation.

3.4 GLPD, GLPR, GLP and GLWI Content and Structure Requirements

3.4.1 Content and structure requirements including paragraph numbering for GLPDs, GLPRs and

GLPs are described in NPR 1400.1, Sections 3.6 and 3.7 and reflected in the Center templates.

Note 1: Refer to Appendix D for template content requirements.

Note 2: Templates for GRC directives are available in the BMS Library.

3.4.2 All paragraphs shall be numbered unless a section only has one paragraph.

3.5 GLID Content and Structure Requirements

3.5.1 The GLIDs are developed in accordance with NPR 1400.1, Section 3.8 by the RO and are issued for immediate or short-term use.

3.5.2 The GLIDs may vary in format to include memos or any other issuances intended to impose policy or requirements at Center level provided the following information is included:

a. Unique identifier number following the GRC numbering scheme

b. Authority document

c. Purpose/justification for the GLID

d. Effective Date

e. Expiration Date

f. Applicability statement

g. Approvals and concurrences as required by this procedure

3.6 Other Documents - GLDCs

3.6.1 Other documents consist of handbooks, manuals and plans that supplement external requirements, NPD/NPR/GLPD/GLPR/GLP/GLWIs and/or standards.

3.6.2 Other documents that are posted in the BMS Library may vary in format but, at a minimum, shall include:

a. Unique identifier number following the GRC numbering scheme

b. Authority document

c. Effective Date

d. Expiration Date

e. Approvals and concurrences as required in Chapter 6 of this directive.

Note: A template with basic requirements is available in the BMS Library

3.7 Printed Documents

3.7.1 A directive is uncontrolled when downloaded and/or printed.

3.7.2 To assure against unintended use of any previous/obsolete printed version of any GRC directive, verify current BMS version of a directive before use.

3.7.3 For every printed directive, mark each copy as “Reference” and destroy copies when no longer needed, per records retention.

3.7.4 Provide documented authority to use obsolete directive to perform work when specified by contractual arrangement, customer agreement, or other documented authority.

CHAPTER 4. The Approval-to-Proceed (ATP) Process Prior to the Creation of New, Revalidation or Renewal of GLPD/GLPR

4.1 Originator

4.1.1 Completes Section 1 of form GRC 263 (Request to Create/Renew/Cancel a GLPD/GLPR/GLID).

4.1.2 Forwards the completed GRC 263 and redlined draft (if the action is to renew) to the RO for approval to proceed.

4.2 Responsible Organization (RO)

4.2.1 Reviews the request to ensure alignment with the organization's functional responsibilities. Otherwise, transfers the request to the appropriate organization with functional responsibilities for consideration.

4.2.2 Makes an approval decision on the request. (Completes Section 3 of the GRC 263.)

4.2.3 If approved, forwards request to the CDM/CDA.

4.3 Center Directives Management (CDM/CDA)

4.3.1 CDM/CDA completes an assessment of the document, provides recommendations, and forwards package to QMR.

4.3.2 Assessment elements includes: Authority Alignment, GLPD/R authority, other GRC Directives, conformance to NPR 1400.1, observations, notes, and recommendations.

4.4 Quality Management Representative (QMR)

4.4.1 Reviews the request for new/renewal directive proposal.

4.4.2 Assesses the need/impact of the new/renewal directive to Center operations.

a. If approved, makes an approval decision on the request and notifies the RO and the CDM of approval.

b. If not approved, makes a disapproval decision on the request and notifies the RO of the decision.

c. If canceled, go to Section 5.3.

CHAPTER 5. Process for Establishing a New, Renewing or Revalidating an Existing or Cancellation of a Directive

5.1 Establishing/Renewing a GLPD/GLPR

5.1.1 Initial Review

5.1.1.1 The RO submits the NASA Form GRC 263. If this is a renewal, the RO shall include a red-lined draft showing tracked changes; a request to cancel does not require an attachment.

5.1.1.2 The CDA logs in the draft and processes per requirements.

a. If the draft submitted contains only administrative changes, (i.e., update to a document reference, office, or position title; typographical correction; or to extend the expiration date) for an existing directive, the CDA will proceed with the changes upon approval and notify the RO upon disposition.

Note 1: Five administrative changes per directive are allowable before a Center-wide review is required.

Note 2: If an authority document is under review or the RO needs additional time to complete substantive changes, a one-time request to extend the expiration date for up to one year may be requested, and is considered an administrative change.

b. If a directive is current, necessary, and requires no changes (or only minor administrative changes), the RO may request revalidation (renewal) for another five years.

(1) The CDM/CDA will complete an assessment of the directive to ensure it meets current requirements.

(2) If approved, the CDA will work with the RO to update the directive and change log, including any administrative changes.

Note 1: If there are no changes with revalidation, the revision letter, effective date and approval will not change. The expiration date will be extended, the change log will show the revalidation as a change with, "Revalidated with no changes," and the title will be updated to include "- Revalidated w/Change X (date)."

Note 2: If there are administrative changes, the administrative changes are summarized in the change log, the expiration date will be extended for another 5 years, but the effective date and approval signature will not change. The title will be updated to read "Revalidated w/Change X (date)."

c. If the draft submitted includes other than administrative changes (i.e., process changes, responsibilities changes, and/or multiple changes throughout, does not meet current requirements) for an existing directive, the change is deemed a revision and a new revision letter is assigned. Go to step 5.1.1.3.

d. If the draft is for a new directive, a new GRC directive number is assigned (see Figure 3.2.3-1.) Go to step 5.1.1.3.

5.1.1.3 The CDA reviews and edits the directive per established requirements. The CDM, in conjunction with the CDA, works with the RO on any major changes prior to preparing it for Center-wide review.

5.1.2 Official Center-wide Review Process for GLPD/GLPR

5.1.2.1 The CDA posts the draft document in the electronic document management system and notifies reviewers. Per NPR 1400.1, Section 4.3.7, the following Center directorates are required to provide their concurrence: Chief Counsel, CFO, HR, Office of Procurement, and the OCIO. However, no reply by the suspense date will be considered concurrence.

5.1.2.2 Official Center-wide reviews are coordinated per the timeline as illustrated in Appendix E, Center Directives Coordination Cycle:

a. Renew/Revalidate: 120 calendar days from notice of expiration.

b. New directive: 90 calendar days from the receipt of a complete GRC 263 and draft document.

5.1.2.3 At the end of the review, the RO shall review, disposition comments, provide feedback to the reviewers (indicating how their comments were incorporated or a rationale for not incorporating the reviewer's comments) and determine impact.

a. For directives in the coordination cycle, ROs my request up to three 30-day extensions on suspense dates to complete disposition and edits to the draft document.

b. Draft directives that cease progress during the coordination cycle with no action taken by the RO may be withdrawn from official review.

c. If it is determined that the local Union will review and provide comments, the RO will receive comments from the bargaining unit to further adjudicate.

5.1.3 Final Approval

5.1.3.1 The CDA forwards the final draft to HR for determination of local labor obligations with local bargaining unit.

a. If yes, HR shall forward to the local bargaining unit POC for consultation and confirm a timeline for responses to the CDM/A.

b. If no, the CDA makes any necessary changes to the final draft and creates an electronic concurrence/signature package that includes, but is not limited to, the final draft, a GRC routing slip (GRC 301), RO-dispositioned comments, and forwards the signature package to the Office of the Director for review and final approval.

5.1.3.2 The final document is forwarded to the Center Director or designee for review and signature.

a. If the Center Director/designee disapproves the draft, the RO revises the draft until all outstanding issues are mitigated.

b. If the Center Director/designee approves the document, the approved document is forwarded to the CDA for posting into the BMS Library.

5.1.3.3 The CDM notifies the Center through Today@Glenn.

5.1.3.4 The CDA notifies RO that directive is approved and posted in the BMS Library.

5.2 Establishing an Interim Directive (GLID)

5.2.1 The RO drafts the interim directive and conducts any necessary internal reviews.

5.2.2 The RO submits a GRC 263 and a draft GLID to the CDA.

5.2.3 The CDA logs in the new GLID and assigns a number per the requirements of this directive. The CDA edits the document per requirements of this directive.

5.2.4 Concurrence/approval routing is determined using the following criteria:

a. If the GLID issues a new stand-alone, short-term requirement, or is being submitted in advance of the submittal of a GLPR or GLPD for official review, union concurrence prior to GLID approval is required. (Go to 5.2.5)

b. If the GLID issues a change in requirement for an existing directive, or is being used to expedite a new requirement for a directive (GLPD/GLPR) currently submitted for official review, union concurrence is not required. (Go to 5.2.6)

5.2.5 The CDA notifies HR and the designated union officials that a draft is available in the system for review/comment. No response by the due date will be considered concurrence. Any comments will be addressed and documented prior to sending it for approval. The CDA updates the document in the system at the end of the review period.

5.2.6 The CDA forwards the GRC 263 and the draft GLID to notify the QMR for review and disposition.

5.2.7 The QMR reviews the justification, evaluates the impact to the Center, and determines approval. Forwards the approved GRC 263 to CDA.

5.2.8 The CDA logs and files the GRC 263 and notifies the RO of the decision. The CDA uploads the approved GLID to the BMS Library.

5.2.9 The CDM notifies the Center through Today@Glenn.

5.3 Canceling a GRC Directive

5.3.1 To cancel an existing directive, the requestor submits GRC 263 to the CDM that

includes:

a. Reason for cancellation. If being replaced, cite replacement directive.

b. Desired date for cancellation.

c. Approval from RO of the request.

5.3.2 The QMR reviews the GRC 263.

5.3.3 The QMR reports cancelation at the Safety and Mission Assurance Management Board and MSC.

5.3.4 The CDA logs the request, cancels the directive in the BMS Library, and closes the case file per NPR 1441.1.

5.3.5 The CDM notifies the Center through Today@Glenn.

CHAPTER 6. Process for Establishing a New or Renewing/Canceling an Existing GLP, GLWI or GLDC

6.1 Originator

6.1.1 The Originator initiates the GRC 25 form.

Note: The GRC 25 form is used to propose a new controlled document or to recommend change, replacement, or cancellation of an existing one. It may be initiated by any document user affected by the process that the document describes.

6.1.2 The change description includes a complete detail of the requested change in from-to language or attach a redlined copy of the current document showing proposed changes.

6.1.3 The originator forwards the change request (CR) package to the appropriate Document Administrator (DA) for processing.

6.2 Document Administrator (DA)

6.2.1 The DA records the date received, assigns a CR number on GRC 36 and forwards the package to the RO. The RO or designee may request additional reviewers. If additional reviewers are requested, forward copies of the new or revised red-lined document and any other attachments significant to this change to the reviewers. After receipt of comments from the reviewers, complete section 2 of the GRC 25 form and send the CR package and any reviewers comments back to the DA for final processing.

Note: Attach the red-lined document showing tracked changes to the GRC 25 prior to routing for signatures to maintain as a record of changes.

6.2.2 The DA forwards the final draft to the CDM/CDA for review and concurrence. The CDM/CDA will return the GRC 25 to the DA for final approval (Section 4 of GRC 25).

6.3 Final Review and Approval of the Signed GRC 25

6.3.1 If approved by RO, the DA assigns a number to a new document or adds revision letter to an existing document, and coordinates the approved changes documented on the GRC 25 form with the Originator.

6.3.2 After a final document is produced, the DA forwards the final draft to the Center Directives Team to publish the document in the BMS Library.

6.3.2 If disapproved, the DA notifies the GRC 25 Originator of the decision, closes out the CR and files per NPR 1441.1.

6.4 Canceling a GLP, GLWI or GLDC

6.4.1 To cancel an existing GLP, GLWI or GLDC, the Originator submits a GRC 25 to the DA that includes:

a. Reason for cancellation. If being replaced, cite replacement directive.

b. Desired date for cancellation.

c. Approval from RO of the request.

6.4.2 The DA logs the request, forwards the GRC 25 form to the Center Directives Team to cancel the directive in the BMS Library. The DA closes the case file per NPR 1441.1.

CHAPTER 7. Directive Deviations/Waivers

7.1 General

7.1.1 The purpose of deviations/waivers is to provide GRC officials an opportunity to seek relief from implementing a directive requirement.

7.1.2 Agency Deviations/Waivers are processed in accordance with NPR 1400.1.

7.1.3 GRC Waivers

a. Only the RO for the GRC directive or delegated authority may waive requirements contained in Center-level directives.

b. Refer to established processes developed by the RO for the directive to assess and process a deviation/waiver.

7.2 Procedure for Requesting/Approving Deviation/Waivers for GLPR 1410.1

7.2.1 The Originator completes the GRC 112 form, forwards it to requester's RO for concurrence, and then to the Center Directives Team to track and forward to the QMR for review/approval.

a. If the request is approved, forwards approved form to CDA.

b. If the request is not approved, communicates no approval to the Originator (who can either rework or rescind).

7.2.2 The CDA reviews the approved request, assigns a number, logs and posts the request in the BMS Library.

CHAPTER 8. Agency Directives Review Process

8.1 General

8.1.1 The NASA conducts official reviews on all draft Agency-level directives (e.g., NPDs, NPRs, and NASA Interim Directives (NIDs)) prior to official publication. It is each Center's responsibility to review, provide comments (if any) and concurrence on these draft documents.

8.1.2 The draft Agency reviews are coordinated by HQ and documented in the NASA Online Directives Information System-Document Management System (NODIS-DMS).

8.1.3 NASA policy and procedural directives are available electronically in the NODIS Library at http://nodis3.gsfc.nasa.gov/.

8.2 Official Review Process

8.2.1 The CDM is notified when Agency directives are being considered for review in the NODIS-DMS.

Note: Per NPR 1400.1, [Center] comments/concurrences entered after the suspense date may not be considered by the Agency RO (i.e., extensions to Agency deadlines will not be granted.)

8.2.2 The CDM contacts the functionally responsible organization to determine which organizations should participate in the review.

8.2.3 The CDA distributes a copy of the Agency draft directive along with a summary of changes, impact, and due date requesting review/comment/ concurrence to the functionally responsible organization and other organization/individuals identified for the review.

8.2.4 The RO coordinates the review with all impacted organizations with the assistance of the CDA.

8.2.5 The RO provides for the disposition of all the comments and recommends concurrence response.

8.2.6 The CDA forwards the draft directive with the dispositioned comments to the Center Director or designee for final concurrence/signature.

8.2.7 Upon receipt of the Center Director or designee concurrence/signature, the CDA enters approved comments and concurrence into NODIS-DMS.

Appendix A. Definitions

Administrative Change. A revision to a directive that does not change the flow and purpose of the document (e.g., updates to document citations, office or position titles, references to other established policy or externally mandated instructions that may not be altered or edited, or substantive administrative changes that do not add or change policy or requirement).

Agency Directives. A NASA directive with Agency-wide applicability: NASA Policy Directives (NPDs), NASA Procedural Directives (NPRs), and NASA Interim Directives (NIDs).

Applicable Document. Applicable documents consist of documents cited in the body of the directive that contain provisions or requirements necessary for the performance of the activities specified by the directive.

Authority Document. Authority documents citations list the higher-level document(s) that justify establishing the policy or requirements contained in the directive.

Business Management System (BMS) Library. The GRC repository for all approved GRC directives and lower level controlled documents. It also contains other documents and/or pointers and hyperlinks to other documents that provide instruction to GRC employees. Programs/Projects specific documents (plans, schedules, etc.) should not be posted in this repository.

Controlled Version. The most current and correct version of a directive. It is maintained in the BMS Library. A printed copy is considered uncontrolled.

Decision Memorandum. A document that summarizes the decisions made by the Center Director related to implementation of operational requirements at the Center.

Delegation Memorandum. (aka Letter of Delegation) Documents a transfer of authority and the associated responsibility, to fulfill a role defined in an Agency directive.

Deviation. The written authorization to work from a modified version of a requirement.

Directive. A written communication that sets forth GRC policy, requirements, and procedures that is approved and published in the BMS Library.

Disposition of Comments. The RO determines how the comments will be applied to the draft document and responds directly to persons submitting comment(s).

Glenn Governance Charter (GLC). Document defines the charter of a council, committee, board and/or team in support of the Center's governance structure.

Glenn Directive Companion (GLDC). Handbooks, manuals and plans that supplement NPD/NPR/GLPD/GLPRs and/or standards and shall identify an authority document. These are considered “other documents” and typically developed, approved, and controlled outside of the Center Directives Management procedure.

Glenn Interim Directive (GLID). Documents an immediate, short-term statement of Center policy/procedure, and responsibility for implementation. The authority for this document must come directly from an Agency NPD/NPR or Federal Government directive.

Appendix A. Definitions (continued)

Glenn Procedure (GLP). Documents lower-level organizational procedural requirements for implementing Agency or Center requirements. These documents can impact more than one organization at the Center. The authority for this document must come from the next higher level document.

Glenn Policy Directive (GLPD). Documents Center-level policy and responsibility for policy implementation. The authority for this document must come directly from an Agency NPD/NPR or Federal Government directive.

Glenn Procedural Requirements (GLPR). Documents Center-level procedural requirements for implementing Agency-level, Center-level, and/or federal policies and requirements that apply to all employees at the Center. The authority for this document must come directly from a Center GLPD, an Agency NPD/NPR or Federal Government directive.

Glenn Work Instruction (GLWI). An organizational/functional area document, that describes the "how to" detail for activities. The authority for this document must come from the next higher level document.

Mission Support Council (MSC). The MSC is a GRC executive body responsible for reviewing and resolving major institutional issues and risks.

NASA Directive. A NASA document that transmits information required by law, the President, the NASA Administrator, or other senior NASA official that applies to all NASA activities or to a single NASA Center on how they initiate, govern, or control actions. NASA directives include: NASA Policy Directives (NPD), NASA Procedural Requirements (NPR), NASA Interim Directives (NID), Center Policy Directives (CPD), Center Procedural Requirements (CPR), and Center Interim Directives (CID).

NASA Online Directives Information System (NODIS). A Web-based application used for managing Agency directives and automating the coordination and concurrence process for those documents. All approved Agency-level directives are maintained in the NODIS library, enabling users to conduct full-text search, retrieve, view, and print approved Agency directives.

NASA Records Retention Schedules. Information that provides instructions on the mandatory retention and disposition of records of an organization or the Agency and provides the subject category numbers to classify GRC directives.

Obsolete Version. A document that has been superseded or cancelled.

Requirement. A statement of mandatory instruction that an employee or organization has to perform or a statement of form or function that a piece of equipment or system has to meet.

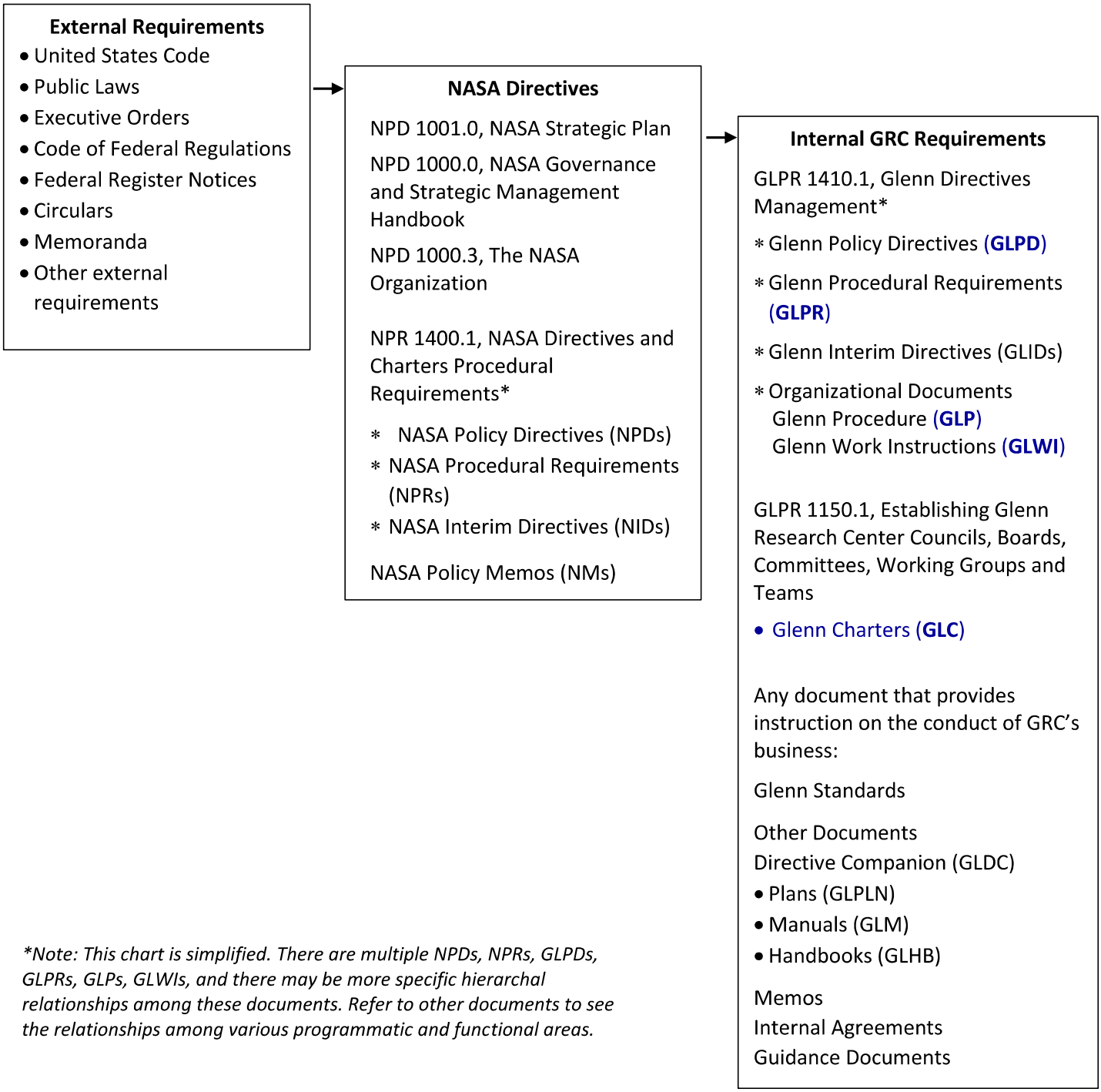
Responsible Organization (RO) (aka Office of Primary Responsibility (OPR)). The organization responsible for the content, function/process described in the directive. The RO is identified on the front page of the directive.

Waiver. The written authorization to depart from a specific requirement.

Appendix B. Acronyms

ATP	Approval-to-Proceed
BMS	Business Management System
CAPA	Corrective and Preventive Action
CDA	Center Document Administrator
CDM	Center Directives Manager
OCIO	Office of the Chief Information Officer
CFO	Chief Financial Officer
CR	Change Request
DA	Document Administrator
EO	Executive Order
GLC	Glenn Governance Charter
GLDC	Glenn Directive Companion
GLHB	Glenn Handbook
GLID	Glenn Interim Directive
GLDC	Glenn Directive Companion
GLHB	Glenn Handbook
GLID	Glenn Interim Directive
GLM	Glenn Manual
GLP	Glenn Procedure
GLPD	Glenn Policy Directive
GLPLN	Glenn Plan
GLPR	Glenn Procedural Requirements
GLWI	Glenn Work Instruction
GRC	Glenn Research Center
HR	Office of GRC Human Resources
MSC	Mission Support Council
NID	NASA Interim Directive
NODIS	NASA Online Directives Information System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
POC	Point of Contact
QMR	Quality Management Representative
RO	Responsible Organization
URL	Uniform Resource Locator

Appendix C. Flow and Order of Precedence for GRC Documents



**Note: This chart is simplified. There are multiple NPDs, NPRs, GLPDs, GLPRs, GLPs, GLWIs, and there may be more specific hierarchal relationships among these documents. Refer to other documents to see the relationships among various programmatic and functional areas.*

Appendix D. Center Document Content Requirements

D.1 Center Directives and Charter Content Requirements

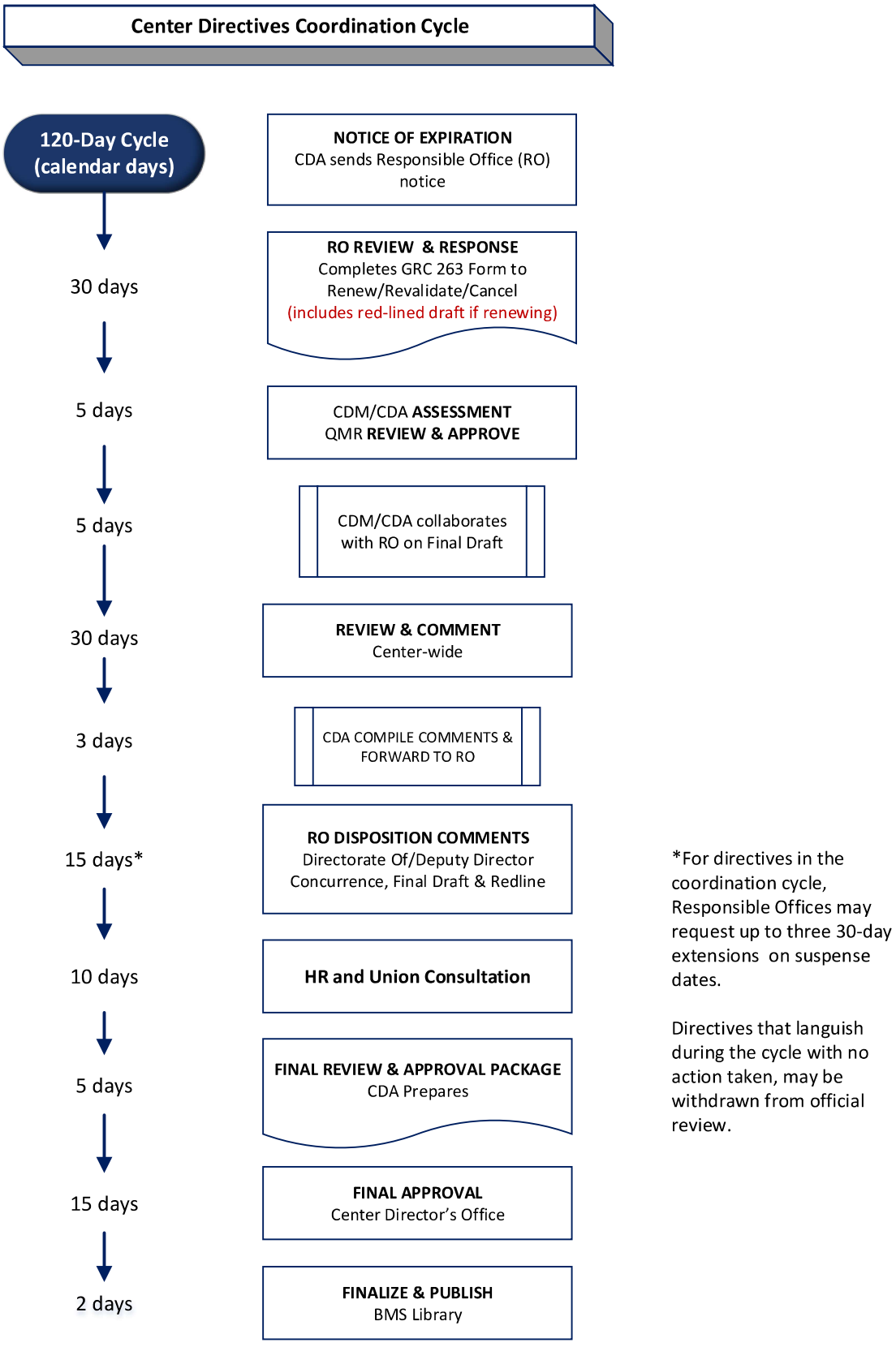
GLPD Glenn Policy Directive	GLPR Glenn Procedural Requirement	GLC Glenn Charter
MASTHEAD: Directive Number, Effective Date, Expiration Date 1. Policy 2. Applicability 3. Authority 4. Applicable Documents and Forms 5. Responsibility 6. Delegation of Authority 7. Measurement/Verification 8. Cancellation *Electronic Signature Block* Attachments *(if applicable)* Attachment A: Definitions Attachment B: Acronyms Attachment: Records Change History	MASTHEAD: Directive Number, Effective Date, Expiration Date Table of Contents Preface P.1 Purpose P.2 Applicability P.3 Authority P.4 Applicable Documents and Forms P.5 Measurement/Verification P.6 Cancellation *Electronic Signature Block* Chapter 1: Title Chapter 2: Title *(Continue with Chapters as needed)* Appendices *(if applicable)* Appendix A: Definitions Appendix B: Acronyms Appendix C: Verification Matrix Appendix D: Records Change History	Title Page (Charter number, Chairperson, Approving Authority, Effective Date) 1. Purpose 2. Applicability/Scope 3. Authority 4. Governing Council Affiliation 5. Functions 6. Membership 7. Meetings 8. Duration 9. Assessment 10. Records *Electronic Signature Blocks* Chairperson: Name/Date Approved [by]: Name(s)/Date(s)

Appendix D. Center Document Content Requirements (continued)

D.2 Center Organizational Directives (lower-level) and Other Documents

GLP **Glenn Procedure**	**GLWI** **Glenn Work Instruction**	**GLDC, GLHB, GLM, GLPLN** **Handbook, Manual, or Plan**
MASTHEAD, which includes: Directive Number, Effective and Expiration Dates, Approving Authority Table of Contents Preface P.1 Purpose P.2 Applicability P.3 Authority P.4 Applicable Documents and Forms P.5 Measurement/Verification P.6 Cancellation Chapter 1: Title Chapter 2: Title *(Continue with Chapters as needed)* Appendices *(if applicable)* Appendix A: Definitions Appendix B: Acronyms Appendix C: Verification Matrix Appendix D: Records Change Record Log	MASTHEAD, which includes: Directive Number, Effective and Expiration Dates, Approving Authority 1. Purpose 2. Applicability 3. Authority 4. Applicable Documents and Forms 5. Safety Precautions 6. Tools, Equipment and Materials 7. Personnel Training and/or Certification 8. Procedure 9. Records 10. Measurement/Verification 11. Cancellation Appendices *(if applicable)* Appendix A: Definitions Appendix B: Acronyms Appendix C: Flow Diagram Change Record Log	MINIMUM content requirements include: 1. Directive Number 2. Effective Date 3. Expiration Date 4. Approving Authority 5. Authority Document (*NPD, NPR, GLPD, GLPR, GLP, GLWI, External Standard or Requirement justifying the document*) Recommended but not required: a. Purpose b. Applicability c. Authority d. Applicable Documents/Forms e. Cancellation f. Guidance or Plan Appendices *(if applicable)* Appendix A: Definitions Appendix B: Acronyms Appendix C: Records Change Record Log

Appendix E. Center Directives Coordination Cycle



*For directives in the coordination cycle, Responsible Offices may request up to three 30-day extensions on suspense dates.

Directives that languish during the cycle with no action taken, may be withdrawn from official review.

Appendix F. Records

Records/documents/forms created to carry out the requirements of this GLPR are:

Title of Record	Record Custodian
GRC 25 Form, Request to Create/Renew/Cancel a GLP or GLWI	Organizational Document Administrator
GRC 36 Form, Request to Create/Renew/Cancel a GLP or GLWI	Organizational Document Administrator
GRC 262 Form, Appointment of Document Administrator	Center Document Administrator
GRC 263 Form, Request to Create/Renew/Cancel a GLPD/GLPR/GLID	Center Document Administrator
GRC 301 Form, Staff Routing/Summary Sheet for Director's Office Correspondence	Center Document Administrator

Change History

Rev/Change	Date	Description/Comments
Basic	12/05/2003	GLPR signed, canceled GLPD 1410.1
A	4/18/2007	Update, add new requirements from NPR 1400.1D, function moved to Code S, depository moved to eRoom.
B	4/30/2009	Major Rewrite: Significantly revised the format and content requirements chapter to better specify the requirements for GRC directives; added new language, procedures, and delegated authority for Interim Directives; added new language, procedures, and delegated authority for waivers/deviations; added a new process for administrative change procedures; added an acronym Appendix; added new procedure flowcharts for added guidance.
Change 1	11/09/2009	Administrative changes made to 4.3, 5.3, Appendix A, C and D to fix typos and errors. No procedural impact.
C	12/10/2011	Significantly revised this GLPR to be in compliance with NPR 1400.1, added new language to the Applicability section, updated the title in P.4, revised the concurrence and routing of GLIDs in section 4.3; added Hierarchy of Directives, Writing Style, and Document Citations; defined authority documents, applicable documents and forms, and references; updated format requirements, included descriptive language in the content and requirements chapter; added Appendix E for references.
Change 1	1/9/2012	Administrative changes: Change Appendix B numbering from letter “A” to letter “B” and fixed the numbering order starting at 2.2.
Change 2	7/2/2012	Administrative changes: spacing, punctuation, spelling “Hierarchy” to “Hierarchy”
D	6/12/2014	Significant changes include: Added the Approval-to-Proceed Process for the creation of a new directive (Chap. 3). Updated Sec. 4.4 to clarify the responsible organizations role for reactivating or canceling expiring documents. Updated Sec. 1.4 to clarify the responsible organizations role for the control of the distribution of external documents. Updated the Appendix area to include the Approval-to-Proceed Checklist (NASA Form C-26) and Flowchart. Updated all flowcharts to reflect the correct number outline. Clarified definition of GLID, GLPD, GLPR in Sec. 1.1.4 and Appendix A. Changed allowances for administrative changes from 3 to 5 per year.
Change 1	7/16/2015	Added the MSC to cancellation process in Section 5.4.
Change 2	9/2/2015	Administrative changes: Updated Appendices H and H1 with the most current verification matrix table (from NPR 1400.1, dated 7/10/15). Corrected spelling error (matrices to matrix) and “C-” forms to “GRC” throughout the document.
E	5/25/2017	Major changes include: Incorporating the content of GLPR 1410.3, Issuing and Controlling Lower Level Documents. Redefined and clarified document definitions (GLPD, GLPR, GLID, GLP, GLWI, Manuals, Handbooks and Plans). Added and defined Decision Memos and Delegation Memos. Updated Responsibilities Section: Added QMR, OCIO, CDA and updated CDM role. Updated the ATP process (chapter 4) and Canceling a Directive (chapter 5). Changed responsible office from Code A, Office of Director to Code Q, Safety and Mission Assurance.

Change History – Continued

Rev/Change	Date	Description/Comments
Change 1	8/11/2017	Administrative changes: P.3- Corrected GRC Routing Slip number from GRC28 to GRC301, added Form GRC36 1.4.2 – Updated notice of expiration days number from 6 months to 90 days Added 4.3 to include CDM/CDA Assessment elements, introduced in 2.9 3.2.2.c, d: Included clarification on citing URLs per NPR 1400.1 Added Appendix C from GLPD 1410.2B Corrected formatting, numbering throughout.
Change 2	10/18/2017	Administrative changes: Section 1.4 updated to provide information on documents that expire during Center review. 4.1.a Provided clarification that a red-lined draft must be included with GRC 263 submission
Change 3	02/21/2018	Administrative changes: 3.2. updated to provide clarification on cited documents that have expired.
F	02/03/2020	• Updated to meet requirements of NPR 1400.1H • P.2.b updated requirements for "may/can/should/will/are/is" statements. • 1.1.2.i, and 3.6 - Introduced Glenn Directive Companion documents, defining "other documents" that include Plans, Manuals and Handbooks • 1.2.8 – Added "shall" requirement; all directives/documents shall identify an authority document. • 1.4.1 Requirement - Note: documents to comply with new templates with a revision or revalidation • 2.11 and 6.3 – Added step for CDM/CDA to review final draft before RO approval and publication. • 2.6 Added HR requirement to notify CDM of potential labor obligations; clarified final approval process with HR in 5.1.3 • 3.2.3 Clarified GRC numbering scheme, including GLDCs. • 5.1 Clarified RO deliverables to create, renew, revalidate or cancel a directive; 5.1.1.2.a Changed the allowable administrative changes from 5 per year to 5 per document. Note 2: Added option for one-time extension to expiration date to complete substantive changes. 5.1.1.2.b Added option to revalidate directive for up to 5 years. • 5.1.2 Changed official Center reviews from 90 days to 120 days • 5.1.3 Clarified HR process with Union consultation • 8.2.1 Note: Added to cite NPR 1400 requirement that comments received after the suspense date may not be considered for Agency directive reviews. • Added Appendix D: Center Document Content Requirements and Appendix E, Center Directive Review Cycle • Moved Changed History log to the end of the document.

Change History – Continued

Rev/Change	Date	Description/Comments
Change 1	9/30/2020	Administrative changes: - Redirect from eRoom to new SharePoint site links updated throughout 1.2.3 and 2.11.d – Clarified process for new BMS Library site 1.4.1 Note 2: Added Note 2 to clarify using new templates with revisions Appendix F: Added list of records
Change 2	04/06/2021	Administrative Change: Appendix D: Edit GLDC column to match requirements in Section 3.6