



National Aeronautics and
Space Administration

John C. Stennis Space Center
Stennis Space Center, MS 39529-6000

SPR 1420.1 Rev A-1
May 2013

COMPLIANCE IS MANDATORY

John C. Stennis Space Center **SSC Forms Management**

Stennis Procedural Requirements	SPR 1420.1	A-1
	<i>Number</i>	<i>Rev.</i>
	Effective Date: May 2, 2013	
	Expiration Date: May 2, 2018	
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SUBJECT: SSC Forms Management		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
SPG 1420.1 Basic * See note below.	August 30, 1999	Jimmie Raymond	Replaced LA00-CWI-001. Reformatted to SPG for distribution through the SSC Directives System.
SPG 1420.1 Rev. A * See note below.	July 3, 2003	Renay Nelson	Changed to reflect SSC Forms Management Automated Process. Reformatted to correct SPG format.
SPR 1420.1 Basic * Note: The original history of the prior Directive has been retained here to provide clarity and for tracking and reference purposes.	October 27, 2004	Renay Nelson	Revalidated per NASA Rules Review.
SPR 1420.1 A	May 27, 2008	Renay Nelson	Reviewed and revised to reflect correct directives format requirements. Changed instruction to reflect mandatory "shall" requirements.
SPR 1420.1 A-1	May 2, 2013	Charles Hallal	Administrative Changes.

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PREFACE

P.1 PURPOSE

- a. The purpose of this directive is to implement NASA/SSC requirements for forms management and provide continuous analysis and control of all forms to ensure that existing forms remain effective and efficient, and that new form needs are met cost-effectively without duplication.
- b. Forms at SSC shall be coordinated, managed, controlled, and kept to a minimum.

P.2 APPLICABILITY

- a. This directive applies to all SSC NASA personnel and organizations.
- b. This directive applies to all SSC NASA Contractor organizations to the extent specified by their respective contracts.
- c. This directive applies to the development, issuance, and management of forms issued at SSC.

P.3 AUTHORITY

- a. 42 U.S.C 2473 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. 5 U.S.C. § 552a, Privacy Act of 1974, as amended.
- c. 44 U.S.C. § 3501, Paperwork Reduction Act of 1995, as amended.
- d. NPD 1420.1, NASA Forms Management.

P.4 APPLICABLE DOCUMENTS

All references are assumed to be the latest version unless otherwise specified.

- a. NPD 1382.17, NASA Privacy Policy.
- b. NPR 1441.1, NASA Records Retention Schedules.
- c. NPD 1490.1, NASA Printing, Duplicating, and Copy Management.
- d. NPR 1600.1, NASA Security Program Procedural Requirements.
- e. NPD 2810.1C, NASA Information Security Policy.
- f. NASA-STD-2804, Minimum Interoperability Software Suite.

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P.5 MEASUREMENT/VERIFICATION

- a. The Center Forms Manager shall conduct a biennial review of Center forms for adequacy, revising forms as necessary, and canceling forms no longer needed.
- b. Findings shall be documented.

P.6 CANCELLATION

SPR 1420.1 Rev A dated July 2008.

Signature on file

Robert D. Cabana
Director

DISTRIBUTION

Approved for public release via NODIS; distribution is unlimited.

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CHAPTER 1. RESPONSIBILITIES AND DEFINITIONS

1.1 NASA and NASA Contractors

- a. SSC NASA and NASA Contractor organizations shall adhere to the established procedure for approval and implementation of forms to be used at SSC.
- b. Contractors shall appoint a Contractor Forms Manager (CFM) to control and number contractor forms.
- c. Each SSC organization shall ensure that all forms used at SSC to conduct business, are officially approved and entered into the forms system.

1.2 SSC Forms Management Officer

- a. The SSC Forms Management Officer (FMO) shall control the establishment of new forms and the revision of existing forms.
- b. The FMO shall coordinate the design, assign the form numbers and edition dates, and manage the printing and stocking (as necessary) of SSC forms. The FMO position resides in the Office of the Chief Information Officer (CIO) within the Center Operations Directorate.

1.3 Contractor Forms Manager

The Contractor Forms Manager (CFM) is responsible for controlling and numbering contractor forms, and assigning edition dates.

1.4 Definitions

Contractor Forms Manager (CFM): The person who manages, controls, and numbers forms created by the contractor.

Form: Any document with a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, including a form that is displayed and may be filled in on a computer screen.

Forms Management Officer (FMO): The person who coordinates the SSC Forms Management Program, and who manages and approves the design, establishment, and implementation of all new or revised forms and reprints at SSC, including requests initiated by the contractor.

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Organization: A generic term used to describe an SSC Organization, Program/Project, Directorate, Laboratory, Division, Branch, or Team Level.

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CHAPTER 2. PROCESS AND PROCEDURES

2.1 Process Control

Forms at SSC shall be coordinated, managed, and controlled as depicted herein. The forms management and control process is depicted in Figure 1.

2.2 Forms Availability Review

SSC NASA and Contractor organizations shall check needs for new forms against existing SSC Forms, NASA Forms, and General Services Administration (GSA) Standard and Optional Forms, to ensure that there are none available for use before generating new forms (see SSC Electronic Forms page/SSC Intranet).

2.3 Requests for New or Revised Forms

SSC NASA and Contractor organizations requiring new or revised forms, or reprints, shall complete and submit Form SSC-0, *Request for New or Revised Form*, with new draft or sample form to the SSC FMO for review, approval, development, and placement in system. Form SSC-0 is an electronic form available from the SSC Portal page.

2.4 Design and Approval

a. The FMO shall prepare and approve the final design of requested forms and add to the SSC Forms System.

b. Forms design shall address and incorporate as appropriate requirements of the following instructions:

- (1) NPD 1382.17, NASA Privacy Policy.
- (2) NPR 1441.1, NASA Records Retention Schedules.
- (3) NPD 1490.1, NASA Printing, Duplicating, and Copy Management.
- (4) NPR 1600.1, NASA Security Program Procedural Requirements.
- (5) NPD 2810.1C, NASA Information Security Policy.
- (6) NASA-STD-2804, Minimum Interoperability Software Suite.

c. Many forms may exist in Microsoft (MS) Word (or one of the other standard formats in the MS Office Suite). However, new forms shall be developed in electronic format, as appropriate, using the agency standard software.

d. Existing SSC forms shall be transitioned to the agency standard when appropriate.

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e. Official reference for the most current forms shall be online through the SSC Electronic Forms page.

2.5 Records Retention

Records shall be filed in the Official Forms File and dispositioned in accordance with NPR 1441.1, NASA Records Retention Schedules.

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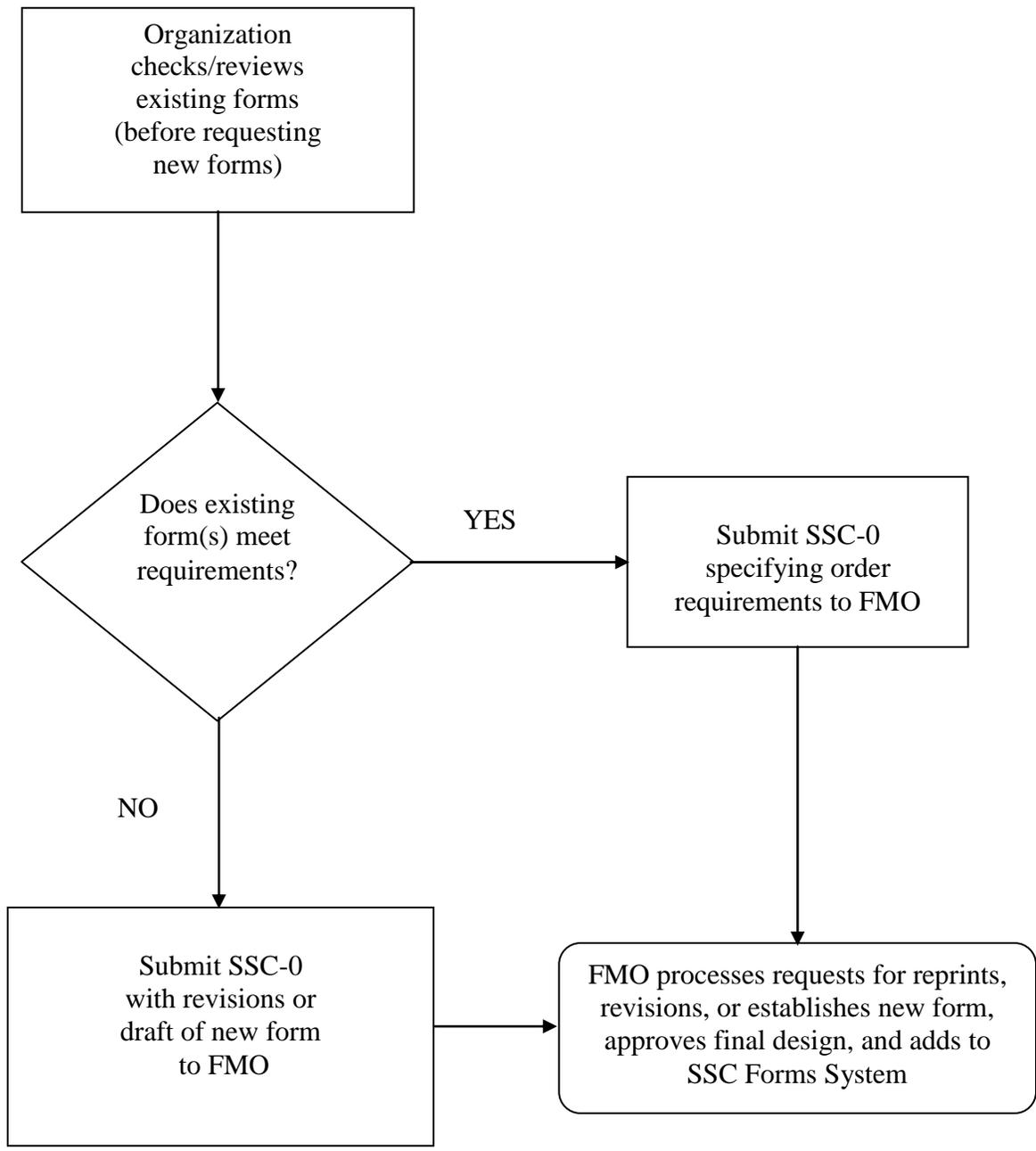


Figure 1 Forms Management and Control Flowchart