

CD10-OWI-002

REVISION C

EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION

CD10

MSFC ORGANIZATION MANUAL

APPROVING
AUTHORITY

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
Danny R. Hightower	Manager	CD10	07/12/00

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: MSFC Organization Manual	CD10-OWI-002	Revision C
	Date: 07/12/00	Page 2 of 7

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	11/21/97	Baseline
Revision	A	06/30/99	Revised to update organization names and mail codes
Revision	B	11/12/99	Issuance number changed from CD10-002 to CD10-OWI-002 in order to conform to CD01-OWI-001 Document Control
Revision	C	07/12/00	Revised format to conform to MSFC Organizational Issuance Template. Additional information regarding records.
		05/28/03	Document Review
		09/9/03	Document Review

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: MSFC Organization Manual	CD10-OWI-002	Revision C
	Date: 07/12/00	Page 3 of 7

1. PURPOSE

This document covers instructions and procedures to be used within the Marshall Space Flight Center (MSFC) for processing MSFC organizational changes. This Organizational Work Instruction (OWI) also sets forth the policy and requirements for establishing, modifying, and documenting the MSFC organizational structure, the organizational change process, and the organizational titling guidelines.

2. APPLICABILITY

This document is applicable to all personnel working with the organizational change process.

3. APPLICABLE DOCUMENTS

NPG 1000.3 - The NASA Organization With Changes 1-41
(08/08/03)

4. DEFINITIONS

Basic Organization - The basic MSFC organization is comprised of elements which are headed by officials reporting directly to the Center Director, as appearing on the organization chart approved by the Associate Administrator, Office of Space Flight, listed in the NASA Organization Handbook, Chapter 5., Mission Statements and Organizational Charts for Centers, Section 507, Marshall Space Flight Center.

Organizational Charters - The formally approved documents that establish or modify MSFC organizations, including mission statements and enumerated responsibilities.

Organizational Charts - The formally approved charts that establish or modify organizations as appropriate.

5. INSTRUCTIONS

The guidelines established in NPG 1000.3 will be adhered to in all matters related to organizational changes. The Human Resources Department is responsible for managing the

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: MSFC Organization Manual	CD10-OWI-002	Revision C
	Date: 07/12/00	Page 4 of 7

formal MSFC organization charters system to ensure that these proposals are in accordance with civil service and NASA personnel policies and regulations, advising Center Director on merits of proposals, coordinating with NASA Headquarters on changes requiring headquarters' approval, and sending the chart/charter to the owner of the electronic manual for distribution.

Supervisors of Center organizational elements are responsible for developing proposals to establish or modify their organizations or to assign functional responsibility; submitting proposals through supervisory channels to CD10/Human Resources Department.

The proposals must include present and proposed organization charts; revised charters; present and proposed staffing plans; background material to include the rationale for the action; supervisory/employee ratio; facility and fiscal requirements; and implementing changes after the proposal is approved.

Changes will be processed in accordance with the Organizational Chart/Charter Tracking Log and Checklist for CD10 Incoming Actions.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

Record Type: Original signed, (paper) copies of organizational charts and charters.

Responsible Party: Records Custodian

Location: Human Resources Department

Building 4200

Room 312C

Marshall Space Flight Center Organizational Work Instruction CD10		
Title: MSFC Organization Manual	CD10-OWI-002	Revision C
	Date: 07/12/00	Page 5 of 7

Records Retention Schedule: Until revised or superseded.

Record Type: Organizational charts and charters
(electronic)

Responsible Party: Chief, Plans and Systems Analysis
Office

Location: CaER Web site

Records Retention Schedule: Until revised or superseded

10. TOOLS, EQUIPMENT AND MATERIALS

None

11. PERSONNEL TRAINING AND CERTIFICATION

None

12. FLOW DIAGRAM

None

Title:
MSFC Organization Manual

CD10-OWI-002

Revision C

Date: 07/12/00

Page 6 of 7

MSFC ORGANIZATIONAL CHART/CHARTER



DISTRIBUTION TRACKING LOG

NAME OF ORGANIZATION:

Date:

Checklist for actions to be taken after the Center Director signs chart/charter:

1. ____ Notify Graphics (4-4741) to affix the Center Director's signature on electronic copy of chart. Check to see that dates are actually on original chart/charter. Have Graphics send electronic copy of chart to Web site POC.
2. ____ (a) Make copies of chart/charter for organization's Human Resources Specialist
____ (b) For Administrative Officer of organization that requested the changes;
____ (c) For Labor Relations Officer's briefing of unions; (2 copies)
(AFGE/MESA)
____ (d) For CD10 files. (1 copy in binder)
3. ____ Originating organization provides an electronic version of charter to CD10.
4. ____ File charter in H Drive under originating mail code (i.e., TD01).
5. ____ Add date and "signed by Center Director" to the charter on H Drive.
6. ____ Labor Relations must be briefed. When complete, Labor Relations Officer signs and dates the concurrence sheet. (Give Labor Relations Officer the entire package. He/She signs concurrence sheet in remarks section.)
7. ____ Make a copy of the chart/s and send to CD02 for updating the NASA Personnel and Payroll Systems (NPPS).
8. ____ Prepare Issuance Transmittal Sheet (MSFC Form 1376) to distribute hard copies of revised charter and/or charter as follows: SDL-1; AD33/25 copies; CD40/2 copies. (Transmittal Sheet can be found at Charters/Issuance/#TBD.) Send to Reproduction Unit for distribution.

Marshall Space Flight Center Organizational Work Instruction
CD10

Title:
MSFC Organization Manual

CD10-OWI-002

Revision C

Date: 07/12/00

Page 7 of 7

Date actions completed: _____

ORGANIZATION CHANGES



CHECKLIST FOR CD10 INCOMING ACTIONS

NAME:

DATE:

Check List for action to take when chart/charter is received from the organization requesting change.

1. _____ Review for accuracy/completeness to chart/charter/staffing plan.
2. _____ To coordinator for review. (CD10)
3. _____ Staffing plan to appropriate Human Resources Specialist (CD10)
4. _____ Take chart to Graphics to prepare original. (CD10)
5. _____ Original chart received from Graphics. (CD10)
7. _____ Return to CD10 for review/concurrence.
8. _____ Package to CD10/Human Resources Specialist for review.
9. _____ Package returned from CD10/Human Resources Specialist
10. _____ Package to CD10/Manager for concurrence.
11. _____ Package to CD01/Director for concurrence.
12. _____ Package to DA01/Director for signature/approval.
13. _____ Package returned to CD10/for implementation.