



Dryden Flight Research Center
Edwards, California 93523

DCP-X-007, Revision H
Expires May 07, 2012

Dryden Centerwide Procedure

Code X

Documentation Management

Electronically approved by
Assistant Director of Management Systems

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1.0 PURPOSE OF DOCUMENT

The purpose of this document is to capture the documentation control process.

2.0 SCOPE & APPLICABILITY

This process applies to documents controlled within the Management System and external documentation received by designated users at Dryden.

This process applies to Dryden employees who generate, revise, use, and/or cancel controlled documents.

3.0 PROCEDURE OBJECTIVES

- Control internally generated and externally received documentation
- Ensure new controlled documents are reviewed and approved prior to release
- Ensure controlled documents are reviewed and revalidated, revised, or cancelled within a 5 year life cycle
- Ensure controlled documents contain the necessary control elements

4.0 RELEVANT DOCUMENTS

4.1 Authority Documents

NPD 1280.1 NASA Management System Policy
DPD-1440 Document Control Systems

4.2 Reference Documents

DCP-X-038 Forms Management: Creating, Revising, and Cancelling
DOP-X-103 Document Preparation & Control
NPR 1450.10 NASA Correspondence Management and
Communications Standards and Style

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4.3 Forms

DFRC 82	External Documentation Log
DFRC 1-117	Waiver Request and Authorization
WK 1-89	Organizational Records Series Inventory
WK 1-83	Document Cancellation Sheet

5.0 WAIVER AUTHORITY

The Assistant Director for Management Systems (ADMS) may authorize waivers to this procedure. Waiver requests must be submitted in writing and identify which requirement is being waived, such as conditional and extended expiration dates, using form DFRC 1-117.

6.0 ACRONYMS & DEFINITIONS

6.1 Acronyms

ADMS	Assistant Director for Management Systems
DCP	Dryden Centerwide Procedure
DEI	Dryden Equipment Instruction
DHB	Dryden Handbook (Centerwide & Organizational)
DM	Documentation Manager
DMSM	Dryden Management System Manual
DOC	Dryden Organizational Chapter
DOM	Dryden Organizational Manual
DOP	Dryden Organizational Procedure
DPD	Dryden Policy Directive
DPL	Dryden Plan
DPR	Dryden Procedural Requirement
EMSM	Environmental Management System Manual
IPP	Interorganizational Process Panel
MSO	Management Systems Office

6.2 Definitions

Revalidate	To confirm the continued accuracy of a document.
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7.0 RESPONSIBILITIES

7.1 Management Systems Office

- Notify OPRs three months prior to document expiration
- Provide Document Library capability
- Manage document process as defined in this procedure

7.2 Approving Authority

- Approving Authorities will approve documents per Section 11.1.

7.3 Document Author / Owner (OPR)

- Use the appropriate template located in the Document Library on the Xnet or request a copy from the Management Systems Office (MSO) editor to create a new document
- Obtain the current Word version of existing documents from the MSO to use for making a revision and use only the most recently edited MSO draft of the revision for making additional changes. If a Word version is not available, the document must be recreated using the appropriate template.
- Ensure that all changes are clearly visible by using Track Changes, colored text, strikethroughs, or highlights when editing a draft document that will be submitted to MSO
- Ensure adequate internal review during the drafting phase
- Ensure timely progress is made. (Documents inactive for 60 days are removed from the workflow and must be resubmitted to MSO.)
- Be aware of document expiration dates. Ensure documents are revalidated, revised, or cancelled, as appropriate, prior to the expiration date.

7.4 Document User

- Use the online Document Library to find current documentation
- When hardcopies are retained, ensure that it is the current version prior to each use
- Destroy cancelled and obsolete documents as soon as practical after receiving notice of cancellation or revision

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8.0 FORMATS & CONTENTS

8.1 Formats

All documents must follow the format standards in the approved template as closely as is realistic. The ADMS or Documentation Manager (DM) may authorize changes to the document format on a case-by-case basis.

8.2 Document Contents

The templates provide document structure and describe content requirements and definitions. Sections 1.0 through 6.0 are required, although subheadings are completed only when relevant. The title of Section 7.0 may be left as is or customized to a more relevant heading.

Sections may be added after Section 7.0 and before the last two numbered sections, which will always be Metrics & Trend Analysis (or Measurement) and Management Records & Records Retention, regardless of their section number.

As documents are revised, they are updated to the current format and content standards unless the change is a Fast Tract or Traceability change, in which case the document may be left in the previous format.

The MSO creates hyperlinks to all Dryden documents and Dryden forms mentioned in a document.

Hyperlinks exception: Documents posted to the public web page or anywhere else outside the Dryden firewall are *not* allowed to contain URLs or active hyperlinks to Dryden internal web pages.

8.3 Language and Document Conventions

The following is a list of some of the conventions used in Dryden controlled documents. It is not intended to cover all situations. It is intended to address only the most commonly encountered situations.

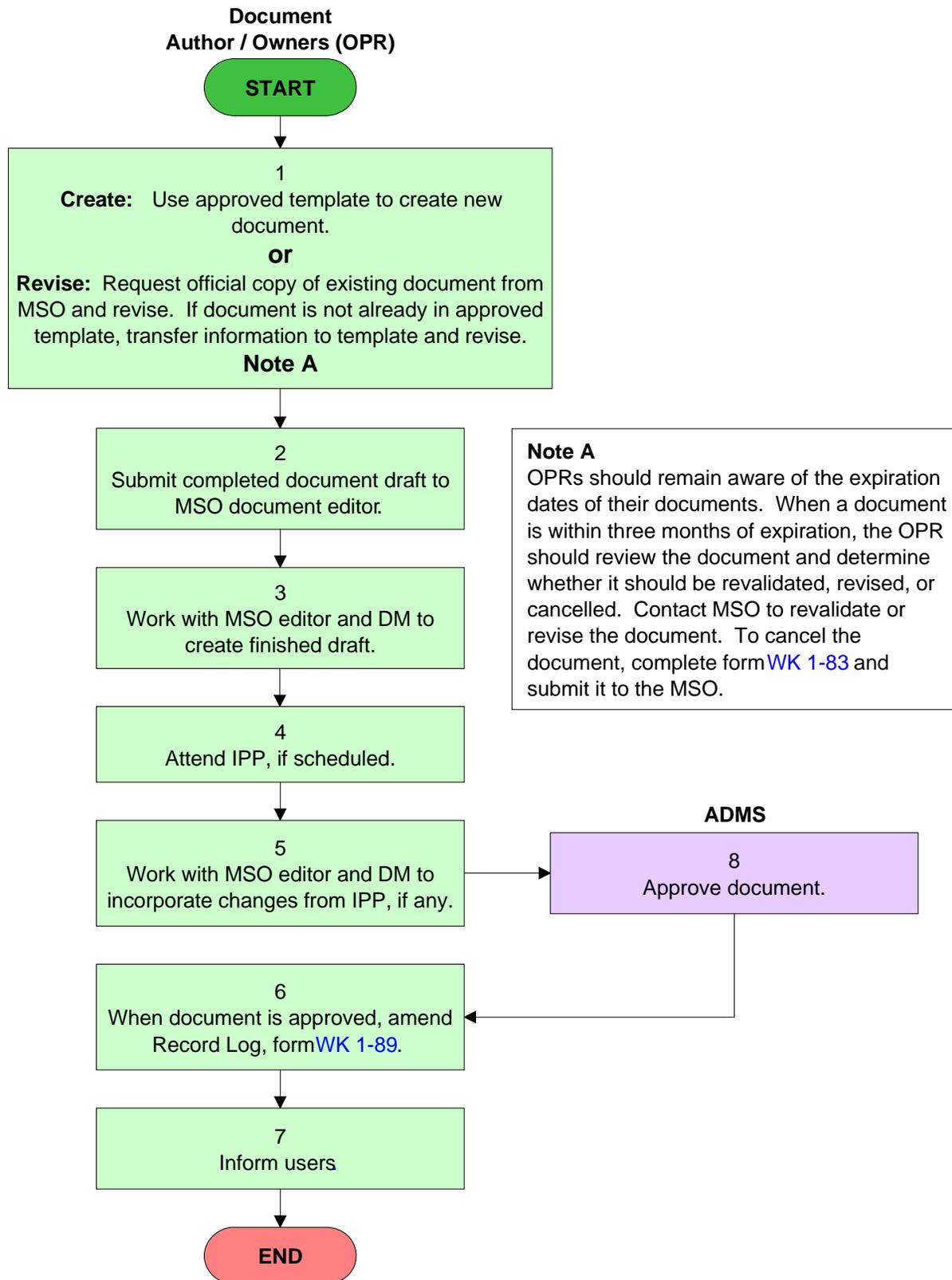
- The word *form* is not capitalized when referring to a Dryden form because it is not being used as part of a title. Air Force form numbers often capitalize the word *form*.
- Commas are not used to set off “or designee” when referring to two people, i.e., the person with primary responsibility and a designated alternate. (Those curious about this may look up appositives in a grammar book.)

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- Ordinary capitalization is employed. For instance, do not capitalize all of the words in a flowchart block.

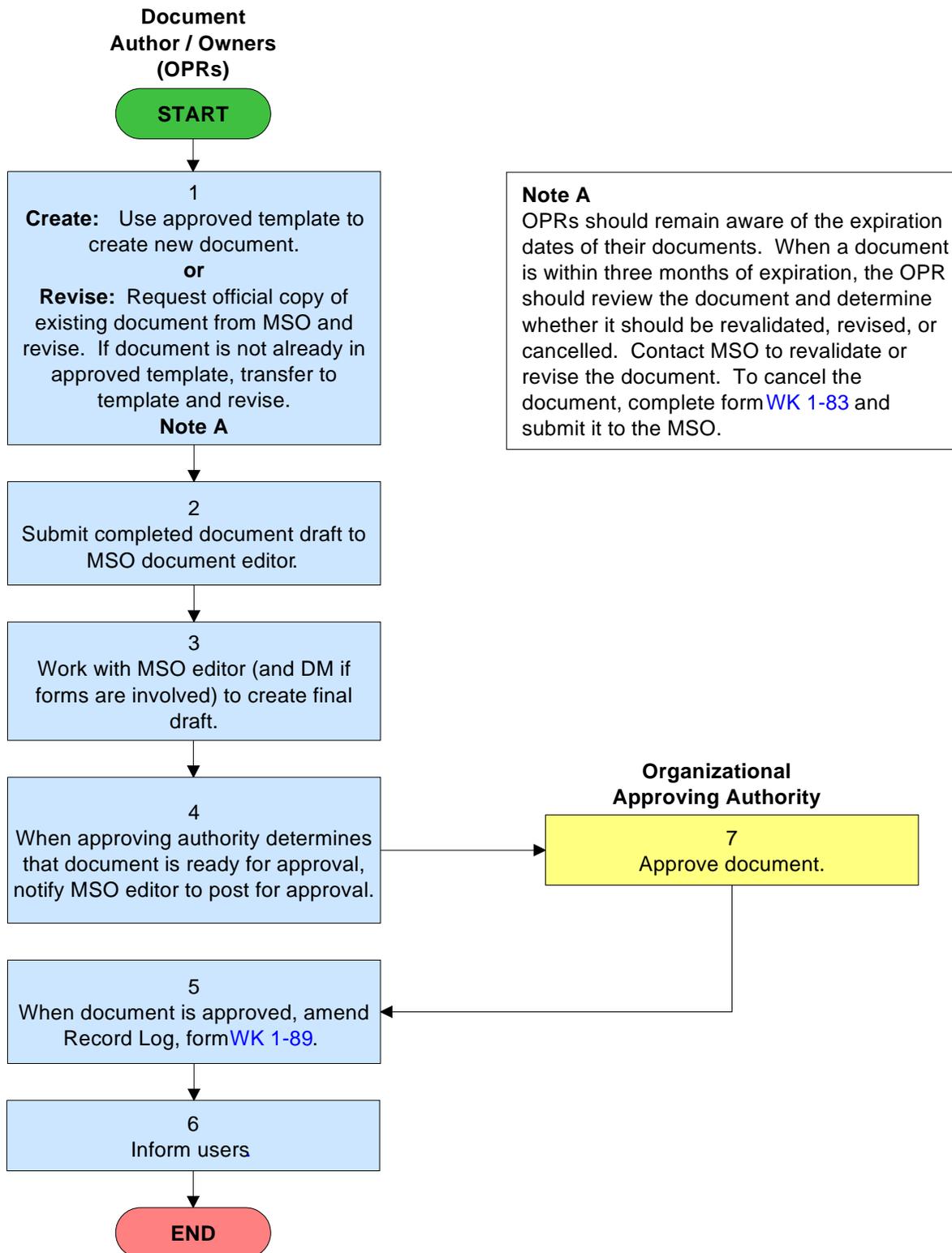
For further information, see NPR 1450.10, NASA Correspondence Management and Communications Standards and Style.

9.0 CREATE / REVISE CENTERWIDE DOCUMENT FLOWCHART



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10.0 CREATE / REVISE ORGANIZATIONAL DOCUMENT FLOWCHART



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11.0 REVIEW & APPROVAL

New Centerwide documents are reviewed by the IPP and approved by the ADMS.

New organizational documents are reviewed and approved by the organizational approving authority.

The Management Systems Office (MSO) reviews all documents created or revised in response to a Nonconformance Report (NCR) or an Opportunity for Improvement (OFI).

The DM reviews all Centerwide documents as well as organizational documents involving new or changed forms. See Section 11.1.

Document revisions may be initiated by the organization or by MSO. When a Centerwide document is revised, the DM makes review and approval decisions based upon the nature of the change and the degree of the impact caused by the change. The DM may decide that minor, low-impact revisions may be approved as a Fast Track or Traceability change without formal review. See DOP-X-103.

11.1 Approving Authorities

Document Name or Type	Document Acronym	IDES Approving Authority
Dryden Management System Manual	DMSM	Assistant Director for Management Systems
Dryden Organizational Manual	DOM	Assistant Director for Management Systems
Dryden Policy Directive	DPD	(See Note 1.)
Dryden Procedural Requirement	DPR	(See Note 1.)
Dryden Organizational Chapter	DOC	Assistant Director for Management Systems
Dryden Centerwide Procedure	DCP	Assistant Director for Management Systems
Mini Charter	(template)	(See Note 2.)
Dryden Centerwide Handbook	DHB	Assistant Director for Management Systems
Dryden Organizational Handbook	DHB	Director / Office Chief / specific title
Dryden Organizational Procedure	DOP	Director / Office Chief / specific title
Dryden Equipment Instruction	DEI	Director / Office Chief / specific title
Dryden Plan	DPL	Director / Office Chief / specific title
Environmental Management System Manual	EMSM	Assistant Director for Management Systems

Note 1:

- DPDs are approved by the Center Director.
- DPRs are approved by the Associate Directors for Programs, Operations, and Management based on subject and line of authority.
- The ADMS approves these documents for use in the Document Library.

Note 2: Mini Charters are retained in the Management Systems Office until they are added to the DOM when it is revised.

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11.2 Forms Associated with Documents

If a new or revised document requires that a form be created or revised, the form and document will be released at the same time. See DCP-X-038.

12.0 REDLINING DOCUMENTS & RECORDS

12.1 Redlining Information

When it is necessary to update information on a document or record (e.g., inspection report, test data, various types of reports, calibration data, check sheets, meeting minutes and logs) that is signed, initialed, or stamped as approved, the following redline procedure applies:

1. Draw a single line through the information to be changed. Use ink. Do not use a marker that will obliterate the text. Information being changed must remain legible. Do not use pencil.
2. Print new data in the margin, above the changed data, or on the reverse side of the original document.
3. For clarity, changes must be linked to the information being changed by use of numbers, letters, asterisks, or carets, etc. Use a consistent method throughout the document.
4. An authorized official must approve each change by printing their initials or clearly signing and dating each change. Initials and signatures must be clearly written to ensure traceability back to the approver.

12.2 Redlining Management System Documents

When changes to Management System documents are needed to address rapidly changing requirements and can not be addressed through a document's waiver instructions, the following redline procedure applies:

- A. Hardcopies of documents may be redlined for internal use. Redlined documents may be used for up to 90 days from the date the change(s) were authorized. If not formally approved within 90 days, the redlined document will expire and the original document will remain in effect.
 - 1) Redline changes are initiated by the OPR and authorized for use after the authorizing official has initialed and dated a hardcopy of the document.
 - 2) Methods of change

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- a) Electronic edits: Redline changes must be clearly indicated by using Microsoft Word's track changes function or by striking through the text using the format font command.
 - When using the strikethrough method, insert the changed text to the right of the strikethrough and color or highlight the new text.
 - Never delete the original text.
 - b) Manual edits:
 - Draw a single line through the information to be changed.
 - Information being changed must remain legible.
 - Use ink. Do not use a marker that will obliterate the text. Do not use pencil.
 - Print the new data in the margin, above the changed data, or on the reverse side of the original document.
 - For clarity, changes must be linked to the information being changed by use of numbers, letters, asterisks, or carets, etc.
 - Use a consistent method throughout the document.
- B. Once the redlined changes are authorized, the document must be sent to the MSO within 7 business days for posting on the Document Library. It will be posted with the redline changes visible.
- C. The formal approval process of the redlined document should begin no later than 45 days after the changes were authorized. The redline document will expire at the end of the 90 days and must be replaced by a formally revised and approved document. If a revised document is not approved, the redlined document will be removed from the Document Library and the previously approved document will be reinstated.
- D. Exceptions to this requirement may be granted by the MSO on a case-by-case basis.

13.0 DISTRIBUTION

Due to security considerations, documents in the Document Library are primarily for internal Dryden use only.

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13.1 Posting Documents on External Website

When work considerations justify posting a document to the public web site, contact MSO. The Documentation Manager will make the determination as to whether or not the document may be posted. Examples of material that may and may not be included in documents published on the public web site are listed below. Documents posted to the public web site will have all Dryden hyperlinks and URLs removed.

A. Disallowed Content

Documents may not contain any of the information listed in 1, 2, or 3 below.

- 1) Information critical to protecting Agency personnel and assets
 - Computer passwords or pass phrases
 - Computer network configurations or designs
 - Identification of operating systems (vendor, product, and version) used on specific servers
 - Internet Protocol addresses
 - Telephone numbers for dial-up computer connections
 - IT System capabilities (e.g., staffing levels, hours of operation) or limitations
 - IT System security plans, risk analyses, system vulnerabilities, procedures, and controls methods
 - Names/telephone numbers that uniquely identify system administrators
 - Physical security information such as key codes and cipher lock combinations or significant badging information, including pictures of NASA badges
 - Internal Center maps, including labeled aerial views
 - Technically detailed schematics or drawings of utilities, networks, airfields, aircraft, buildings
 - Facility information including detailed drawings, schematics, physical locations, staffing levels, hours of operation
 - Specific information on the composition, preparation, storage locations, or optimal use of hazardous materials, explosives, or biotoxins
 - Detailed disaster recovery plans

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- Details on emergency response procedures, evacuation routes, or officials responsible for these issues
 - Personnel locator information as contained in Center or Agency telephone books (e.g., mail stops, building numbers)
 - Personnel locators (i.e., building and room numbers or other information which could be used to determine personnel whereabouts at a given point in time, e.g., calendar information)
 - Information on internal NASA-only or Center-only activities or events (e.g., picnics, symposiums), especially those that specify exact locations
 - Video streaming or still images of locations where physical vulnerabilities might be exposed
- 2) Information protected by law
- National security information (classified information)
 - Personal information prohibited from disclosure by the Privacy Act or FOIA Exemption 6. This information includes, but is not limited to, Social Security numbers, home telephone numbers, home addresses, and medical data
 - Export controlled information
 - Other information determined nonreleasable under FOIA
- 3) Information protected by Government or Agency policy or regulation
- Information characterized as “Sensitive But Unclassified (SBU)” (per recent NASA policy) or previously designated “For Official Use Only”

B. Allowed Content

The following information may be included in documents posted on the external website.

- 1) Documents Intended for general dissemination
- Personnel locator information not covered by Section 7.1 (e.g., e-mail addresses, telephone numbers)
 - Organizational information (See Section 13.1B for Privacy Act restrictions)
 - Directions to a Center and related information that meet the legitimate needs of the public wishing to visit our Centers

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- Information intended by the Agency to assist the public in better understanding the Agency's history, organization, missions, programs, and projects
 - Work-related personal biographies that do not compromise any sensitive aspect of the project with which the individual is associated
- 2) Official Agency information approved for release
- Information that must be made available electronically to the public per the provisions of the Electronic Freedom of Information Act
 - Official Agency budget information to the level of detail approved for release by the Chief Financial Officer
 - Information developed by the Agency to assist industry in doing business with NASA, including electronic commerce information that does not contain proprietary data or content sensitive information as per this document (e.g., Requests for Proposals (RFP) may be published, but offeror responses to RFPs or source selection information may not be published)

13.2 Other Public Distribution

Contact MSO if you have a need to send a controlled document to a non-Dryden person. If security considerations permit, an Adobe pdf version of the document will be created with Dryden hyperlinks and URLs removed.

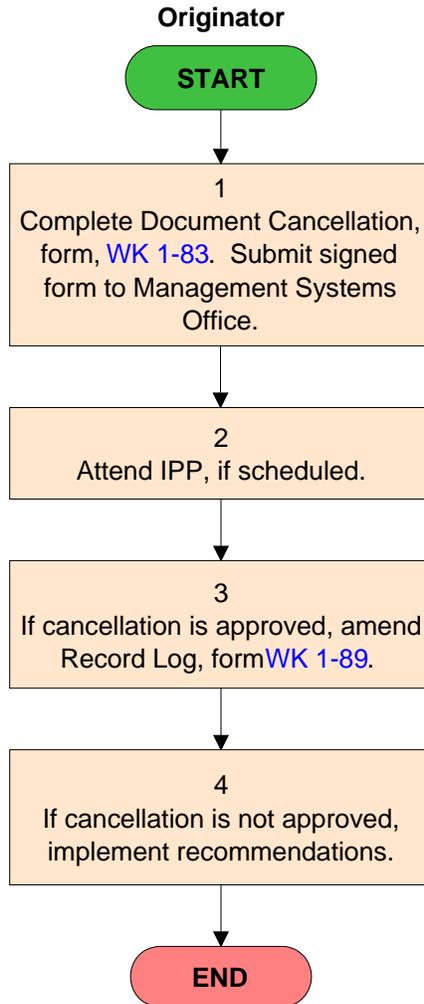
14.0 CURRENCY

Documents expire five years from their approval date. OPRs should be aware of the expiration dates of their documents. Three months prior to a document's expiration date, MSO will notify the OPR that the document needs to be reviewed and revalidated, brought up to date by revision, or considered for cancellation. A waiver may be submitted to MSO requesting a short extension of the cancellation date.

If a document is not revalidated, revised, or cancelled by the expiration date, it is removed from the Document Library. The MSO auditing function will be notified to investigate whether the procedure is still needed.

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15.0 DOCUMENT CANCELLATION FLOWCHART



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Document History Log

IPP review date: 19 October 2006

This page is for informational purposes and does not have to be retained with the document.

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		01-08-99		
Revision	A	02-02-99	All	Objectives revised, "Approved by" in signature block changed to "Electronically Approved by", two notes were added and the existing notes were revised, Document Cancellation Sheet Form number corrected.
Revision	B	03-17-99	All	Note 1 revised, added DHB and DOP to DCP-X-007, and reformatted the note to make changes fit. Modified this Document History Page.
Revision	C	03-26-99	All	Modified Note 1, 2 and 4, changed "Documentation Manager" to "Documentation Administrator", modified third block of "Document Author/Owner" and first block of "Documentation Administrator". Moved responsibility for informing potential users of canceled document(s) from "Document Author/Owner" to "Documentation Administrator".
Revision	D	05-28-99	All	Title change from "Document Control" to "Dryden Management System Document Control", added reference to DCP-F-611 to Note 1, modified block 2 of "Documentation Administrator" and block 4 of "Document Author/Owner".
Revision	E	07-14-99	All	Modified block 4 under Document Author/Owner; Modified Note 1; Modified the last block under Document Administrator.
Revision	F	06-05-02	All	Modified how documents are removed from the system after cancellation.
Admin change	F	11-04-02	1	Corrected inaccurate reference to DCP-X-103 to read DOP-X-103.
Revision	G	10-27-06	All	<ul style="list-style-type: none"> • Extensive rewrite. Combined DCP-X-007 and DCP-X-011 into one document as DCP-X-007, with changed title • Updated flowcharts and text to reflect current processes
Revision	H	05-07-07	All	<ul style="list-style-type: none"> • Reorganized sequence of sections • Section 7.2: Modified second bullet to specify using Word version of a document when revising a document or the template if a Word version is not available • Added text concerning OPR responsibilities toward expiring documents • Added Section 12.0, Redlining Documents & Records • Added Section 11.2, Forms Associated with Documents • Changed title from Documentation Procedure: Create, Revise, Cancel to current title • Minor editorial changes

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