



GLENN PROCEDURAL REQUIREMENTS

Directive: GLPR 1420.1B
Effective Date: 05/08/2024
Expiration Date: 05/08/2029

COMPLIANCE IS MANDATORY

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Responsible Office: Code V/Office of the Chief Information Officer
Subject: Forms Management Program

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Distribution: Business Management System (BMS) Library

PREFACE

P.1 PURPOSE

This Glenn Procedural Requirements (GLPR) Document:

- a. Implements the NASA forms management policy in NASA Policy Directive (NPD) 1420.1, NASA Forms Management, by providing requirements to be used in the initiation, revision, standardization, control, reproduction, and electronic provision of forms at Glenn Research Center (GRC).
- b. Provides guidance for creating, using, reviewing, revising, canceling, and reinstating GRC-numbered forms.
- c. Provides information regarding the Agency Forms Biennial Review for all active forms.
- d. Provides information regarding the Agency requirement for a Privacy Threshold Analysis (PTA) to be completed for each form, as outlined in NPD 1382.17, NASA Privacy Policy.
- e. Assures forms at GRC Lewis Field and Neil A. Armstrong Test Facility are coordinated, managed, and kept to a minimum.
- f. Provides information and requirements to assist GRC personnel with obtaining GRC Forms Management Program services, understanding the requirements to establish a GRC form (i.e., GRC-numbered forms, such as GRC 709), understanding the maintenance requirements and responsibilities for GRC forms.

P.2 APPLICABILITY

- a. These procedural requirements are applicable to all organizations at GRC Lewis Field and Neil A. Armstrong Test Facility, and applies to all GRC civil servants, support service contractors, and grantees involved in the creation, modification, review, and maintenance of GRC forms.
- b. These procedural requirements are applicable to forms developed or revised after the effective date of this GLPR.
- c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The term “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.
- d. All document citations are assumed to be the latest version, unless otherwise noted.

P.3 AUTHORITY

- a. The Public Health and Welfare, 42 United States Code (U.S.C) § 2473(c)(1), as amended

- b. The Privacy Act of 1974, 5 U.S.C. § 552a, as amended
- c. Public Printing and Documents, 44 U.S.C. § 3501, as amended
- d. NPD 1420.1, NASA Forms Management

P.4 APPLICABLE DOCUMENTS AND FORMS

- a. NPD 1382.17, NASA Privacy Policy
- b. NASA Procedural Requirements (NPR) 1441.1, NASA Records Management Program Requirements
- c. NASA Form (NF) 1 – Form Request
- d. Privacy Threshold Analysis (PTA) in Risk Information Security Compliance System (RISCS) (<https://riscs.nasa.gov/>)

P.5 MEASUREMENT/VERIFICATION

The Agency Forms Program and GRC Forms Manager coordinates a periodic review of all active GRC forms for adequacy, revising forms as necessary, and canceling forms no longer needed. Results are reported to the Agency Forms Officer, as requested.

P.6 CANCELLATION

The GLPR cancels GLPR 1420.1, Forms Management w/Change 1 (4/6/2023), dated April 26, 2022.

LAURENCE SIVIC  Digitally signed by LAURENCE SIVIC
Date: 2024.05.08 07:53:00 -04'00'

Laurence A. Sivic
Associate Director

CHAPTER 1: Responsibilities

1.1 Center Director or Designee shall appoint the GRC Forms Manager as directed in NPD 1420.1.

1.2 Chief Information Officer shall be responsible, through the GRC Forms Manager, for the management and administration of a Center-wide forms management program.

1.3 The GRC Forms Manager shall:

- a. Ensure the GRC Forms Management Program adheres to NASA's electronic forms requirements as outlined in NPD 1420.1.
- b. Oversee and approve the creation, revision, reinstatement, printing, and discontinuation of GRC forms, as outlined in NPD 1420.1.
- c. Request and monitor form owner and directors/managers or designees participation in the biennial review of GRC forms assigned to their organization.
- d. Request and monitor form owner and directors/managers or designees actions in RISCS for GRC forms assigned to their organization.

1.4 Directors/Managers or Designees of Directorates/Divisions/Branches/Offices shall:

- a. Ensure their organization properly utilizes forms, both GRC and organization forms, in accordance with this GLPR.
- b. Oversee the use of forms, both GRC and organization forms, owned by their organization.
- c. Ensure the assigned form owner(s):
 - (1) Are GRC civil servant employees.
 - (2) Provide updated contact information by submitting an NF-1 form as changes in appointments occur.
 - (3) Respond to the GRC Biennial Review of all active forms.
 - (4) Respond to Agency requirements, such as the PTA, and other reviews to be completed to ensure Agency compliance.

1.5 The GRC Information Protection Manager shall ensure appropriate disposition of Personally Identifiable Information (PII).

1.6 The GRC Organizations shall:

- a. Ensure organization forms created and used are not redundant to any GRC forms (see NPD 1420.1 and Appendix A: Definitions).
- b. Create and use organization forms only for use within a particular organization.
- c. Ensure organization forms are only accessible to a particular organization.

CHAPTER 2: Procedure

2.1 Initiating GRC Form Services

2.1.1 The form owner should prepare the NF 1, Form Request, with a description of the GRC forms services required (i.e., creation of a new form, revision of a current form, removal of an obsolete form, reinstatement of a cancelled form.) and submit according to the form instructions. To request printed stock of existing hardcopy forms, the requestor should navigate to the form on the NEF site and utilize the “Request Copies” option to provide order details and submit request.

<mailto:grc-forms@lists.nasa.gov> *Note: The form owner/requestor may provide a hard or electronic copy mock-up for Forms Designer reference.*

2.1.2 The Forms Designer will:

- a. Discuss PII collected on the GRC form with the GRC Information Protection Manager to ensure proper disposition of information.
- b. Collaborate with Records Management to provide the appropriate NASA Records Retention Schedule to be included on the form, per NPR 1441.1, NASA Records Management Program Requirements.
- c. Review and approve the design and functionality of a new/revised GRC form, as well as ensuring Agency governance and standards are followed.
- d. Use the official version of the GRC form that is posted to the NEF portal (<https://nef.nasa.gov/>) and direct users to access the GRC form via the NEF.
- e. Link text referring to the GRC form to the NEF to ensure the current version is being accessed.

2.1.3 The GRC customer will work with the Forms Designer to make modifications, as required, until approval of a final version.

2.2 Creating an Organization Form

Submit the NF 1 and include in the description that this will be for an organizational form. The GRC Forms Manager will assess the use of an organization form in place of a GRC form to assure appropriateness and to avoid duplication (see NPD 1420.1 and Appendix A: Definitions). Organization Forms will be posted to the NEF and will be identified as an organization form in the NEF metadata.

Appendix A: Definitions

Form. A container for collecting data in a structured manner. The container may be any media, from paper to electronic. A form does one or more of the following: initiates an action, records a transaction, and/or reports an activity. Any forms or data collection tools/systems that are under NASA Configuration Control or registration mechanism are excluded from this definition.

Form Owner. The individual responsible for the initiation of a request to create, revise, or cancel a GRC Form. Responds to GRC Forms Management Office requests for information and actions regarding the assigned form(s).

GRC Form (or Center Form). A form originated at GRC whose purpose and function requires its use on a recurring basis. It is standardized to meet internal requirements of the Center and bears a GRC number, version date, and records retention identifier (e.g., GRC 709 07/15 (1.1)). Required when a form is intended for use by more than one GRC organization.

GRC Information Protection Manager. The individual responsible for managing and supporting protection of sensitive personally identifiable information (PII) and privacy information at the center level, including information protection guidance. The privacy manager assists information/system owners with federal privacy law compliance requirements and provides reporting to the agency.

NASA Forms (NF). Forms originated within NASA, numbered with the prefix "NF," and including an edition date, and obsolescence statement, as applicable. To be used by NASA employees and, as applicable, contractors. Required when a form is intended for use by more than one NASA installation.

Organization. Generic term used to describe a GRC organization that has an official organization code (i.e., Directorate).

Organization Forms. Forms created for use within and by a particular organization and are not used by any other organization. Org forms shall be posted in the NEF. Scope of use is internal only. Established when a form is intended for use by one GRC organization.

Appendix B: Acronyms

BMS	Business Management System
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
NEF	NASA Electronic Forms
NF	NASA Form
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
PII	Personally Identifiable Information
PTA	Privacy Threshold Analysis
RISCS	Risk Information Security Compliance System
U.S.C.	United States Code

Appendix C: Records

Title of Record	Record Custodian
NF 1, Form Request	Agency Forms Program; Forms Designer
Biennial Review Records	GRC Forms Manager
Forms Management Case Files	Forms Designer

Change History

Change	Date	Description/Comments
Basic	5/25/2017	Baseline
1	6/15/2017	Correct editorial errors within the document
A	4/26/2022	<p>Substantive changes include:</p> <ul style="list-style-type: none"> • PREFACE - P.1. e. replaced Plum Brook Station with Neil A. Armstrong Test Facility • P.1 f. Added section f. to P.1 from the former Chapter 1, 1.1 text • P.2 a. Added onto section a. in P.2, with the former Chapter 1, 1.2 text • P.4.a Updated applicable documents and forms • Removed Chapter 1: Introduction; incorporated into Preface • Chapter 2: Responsibilities changed to Chapter 1 added “shall” to meet requirements of GLPR 1410.1 • d. replaced “the PCAT (https://pcat.nasa.gov/index.php)” with “RISCS” • c. added requirement “(1) Are GRC civil servant employees” • Changed Chapter 3: Procedure to Chapter 2: Procedure • 2.1.1 added “or NF1 – Form Request” and removed “, etc.” • 2.1.1 a. Removed “I” from “IPTA” and replaced “PCAT (https://pcat.nasa.gov/index.php)” with “RISCS (https://riscs.nasa.gov/)” and updated to follow current processes. • Appendix A: updated definition for Organization Forms • Appendix B: Acronyms updated • Appendix C: Reference Documents – removed and updated with Records • Updated to meet the requirements of GLPR 1410.1
Change 1	04/06/2023	<p>Administrative changes:</p> <ul style="list-style-type: none"> • Updated use of NF-1 and GRC-709 forms • Removed PCAT entry requirement
B	05/08/2024	<p>Substantive changes:</p> <ul style="list-style-type: none"> • Transition of responsibility from the Logistics and Technical Information Division to the Office of the Chief Information Officer • 2.1 Update to process for requesting hard copy forms.