

1V.1

MS-IS

GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

Memorandum

SATURN HISTORY DOCUMENT

University of Alabama Research Institute
History of Science & Technology Group

Date: _____ Doc # _____

DATE September 27, 1966

TO

See Distribution

FROM

Chief, Management Services Office, MS-CH

SUBJECT Indices to MSFC Circulars and MSFC Administrative
Regulations and Procedures

The enclosed indices which are arranged alphabetically and numerically are furnished for ready reference in locating MSFC Circulars and Administrative Regulations and Procedures, and should be filed accordingly. An additional column indicating distribution has been added to the numerical listings to further facilitate proper maintenance of Administrative Regulations and Procedures and Circulars. The attached supersedes Memorandum dated February 1, 1965, same subject as above, and Enclosures thereto.

The Forms and Procedures Section, Administrative Services Branch, Management Services Office, will hereafter update indices quarterly. It is the responsibility of major organizational elements to make interim pen and ink changes as they occur.


V. C. Sorensen

2 Enc:

1. MSFC Circulars Index and Table of Contents
2. MSFC Administrative Regulations and Procedures
Index and Table of Contents

Distribution

D

MSFC CIRCULARS

TABLE OF CONTENTS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
9-60	Use of Official Name	Apr 26, 1960	Special
34-60	George C. Marshall Space Flight Center NASA Employees Bene- fit Association Chapter Officers	Oct 12, 1960	A (Section Level) E (Bulletin Boards)
35-61	Reproduction of Copyrighted Material	Oct 20, 1961	A (Section Level)
3-62	Mutual Agreements Against Pro- selyting of Employees	Feb 7, 1962	A (Section Level)
15-62	MSFC Wage Board Merit Review Committee	Jul 3, 1962	A (Section Level)
28-62	Appointment of Hearing Panel	Nov 9, 1962	A (Section Level)
Change 1		Dec 7, 1962	A (Section Level)
29-62	Appointment of Members of MSFC Executive Development Committee	Dec 19, 1962	A (Section Level)
5-63	Accountable Property Officer	Mar 18, 1963	A (Section Level)
8-63	Compliance Officer	Apr 23, 1963	F (Unit Level) H (Bulletin Boards) E (Special)
11-63	Establishment of MSFC Real Property Appraisal Team	May 21, 1963	G (Divisions and Offices)
19-63	Change to the Joint Travel Regulations	Sep 24, 1963	A (Section Level)
22-63	Executive Committee for Salary Administration	Nov 13, 1963	C
23-63	MSFC Representation on OEP Regional Preparedness Board	Nov 21, 1963	D
4-64	Requests for Personnel Actions	Feb 27, 1964	B
6-64	Interim Policy on Processing Requests for Personnel Actions which Involve Position Classifi- cation	Apr 9, 1964	C (Branch Level)

*Chapters published after Index dated February 1, 1965.

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
10-64	Smallpox Vaccinations	Jun 4, 1964	C
11-64	Security Classification Officer	Jun 16, 1964	D
13-64	Air Insurance Coverage	Jun 30, 1964	D
17-64	Official Travel Within U. S.	Aug 24, 1964	D & S
18-64	Establishment of MSFC Property Survey Board	Aug 31, 1964	C & S
21-64	Appointment of Installation Reports Management Officer	Nov 18, 1964	D & S
22-64	Tardiness and Excused Absences	Nov 20, 1964	F
26-64	Register of Publications In Preparation	Dec 18, 1964	D
* 4-65	Improper Funding or Cost Sharing Commitments of NON-NASA Programs	Mar 15, 1965	D
* 5-65	Moratorium on Acquisition of Office Copy Equipment	Apr 27, 1965	D (Section Level)
* 7-65	Redesignation of MSFC Organizational Elements	Jul 6, 1965	D
*11-65	Establishment of Michoud Assembly Facility Property Disposal Review Board	Sep 28, 1965	B & S
*12-65	Property Disposal Officer for Michoud Assembly Facility	Sep 28, 1965	B
*15-65	Deputy Contracts Compliance Officer	Nov 4, 1965	D
*18-65	Travel Services	Nov 10, 1965	D & S
* 1-66	Emergency Medical Service	Jan 20, 1966	D, H, S
* 2-66	Appointment of TOP SECRET Control Officer and Alternate	Jan 31, 1966	B
* 3-66	Conference Room Management in Bldg. 4200	Feb 15, 1966	B
* 5-66	Incentive Awards Committee	Mar 16, 1966	D, H, S
* 6-66	Incentive Awards Representative	Mar 21, 1966	D, H, S

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
* 7-66	Cryptographic Security Appointments	Apr 19, 1966	B & S
* 8-66	Committee for Salary Administration	Jun 1, 1966	C
* 9-66	Establishment of MSFC Property Disposal Review Board	Jun 1, 1966	D
*10-66	Publication of the Weekly Bulletin	Jun 23, 1966	D (Section Level)
*11-66	Special Handling of Congressional or White House Correspondence	Jul 6, 1966	B

MSFC CIRCULARS

INDEX

<u>SUBJECT</u>	<u>NUMBER</u>
A	
Absences, Tardiness and Excused	22-64
Accountable Property Officer	5-63
Actions, Requests for Personnel	4-64
Air Insurance Coverage	13-64
Appointment of Hearing Panel	28-62
Appointment of Installation Reports Management Officer	21-64
Appointment of Members of MSFC Executive Development Committee	29-62
Appointment of TOP SECRET Control Officer and Alternate	2-66
Appointments, Cryptographic Security	7-66
Awards Committees, Incentive	5-66
Awards Representatives, Incentive	6-66
B	
Building 4200, Conference Room Management in	3-66
C	
Change to the Joint Travel Regulations	19-63
Classification Officer, Security	11-64
Committee for Salary Administration	8-66
Committee for Salary Administration, Executive	22-63
Compliance Officer	8-63
Compliance Officer, Deputy Contracts	15-65

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Conference Room Management in Building 4200	3-66
Congressional or White House Correspondence, Special Handling of	11-66
Control Officer and Alternate, Appointment of TOP SECRET	2-66
Copyrighted Material, Reproduction of	35-61
Cryptographic Security Appointments	7-66

D

Deputy Contracts Compliance Officer	15-65
-------------------------------------	-------

E

Emergency Medical Service	1-66
Equipment, Moratorium on Acquisition of Office Copy	5-65
Establishment of Michoud Assembly Facility Property Disposal Review Board	11-65
Establishment of MSFC Property Disposal Review Board	9-66
Establishment of MSFC Property Survey Board Officer	18-64
Establishment of MSFC Real Property Appraisal Team	11-63
Excused Absences, Tardiness and	22-64
Executive Committee for Salary Administration	22-63
Executive Development Committee, Appointment of Members of MSFC	29-62

G

George C. Marshall Space Flight Center NASA Employees Benefit Association Chapter Officers	34-60
--	-------

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
H	
Handling of Congressional or White House Correspondence, Special	11-66
Hearing Panel, Appointment of	28-62
I	
Improper Funding or Cost Sharing Commitments of Non-NASA Programs	4-65
Incentive Awards Committees	5-66
Incentive Awards Representatives	6-66
Insurance Coverage, Air	13-64
Interim Policy on Processing Requests for Personnel Actions Which Involve Position Classification	6-64
J	
K	
L	
M	
Medical Service, Emergency	1-66
Merit Review Committee, MSFC Wage Board	15-62

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Michoud Assembly Facility , Property Disposal Officer	12-65
Michoud Assembly Facility Property Disposal Review Board, Establishment of	11-65
Moratorium on Acquisition of Office Copy Equipment	5-65
MSFC Executive Development Committee, Appointment of Members of	29-62
MSFC Organizational Elements, Redesignation of	7-65
MSFC Property Disposal Review Board, Establishment of	9-66
MSFC Property Survey Board Officer, Establishment of	18-64
MSFC Real Property Appraisal Team, Establishment of	11-63
MSFC Representation on OEP Regional Preparedness Board	23-63
MSFC Wage Board Merit Review Committee	15-62
Mutual Agreements Against Proselyting of Employees	3-62

N

Name, Use of Official	9-60
NASA Employees Benefit Association Chapter Officers, George C. Marshall Space Flight Center	34-60
Non-NASA Programs, Improper Funding or Cost Sharing Commitments of	4-64

O

OEP Regional Preparedness Board, MSFC Representation on	23-63
Office Copy Equipment, Moratorium on Acquisition of	5-65
Officer, Accountable Property	5-63
Officer, Appointment of Installation Reports Management	21-64

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Officer, Compliance	8-63
Officer, Security Classification	11-64
Official Name, Use of	9-60
Official Travel Within U. S.	17-64
Organizational Elements, Redesignation of MSFC	7-65

P

Panel, Appointment of Hearing	28-62
Personnel Actions, Requests for	4-64
Personnel Actions Which Involve Position Classification, Interim Policy on Processing Requests for	6-64
Property Appraisal Team, Establishment of MSFC Real	11-63
Property Disposal Officer for Michoud Assembly Facility	12-65
Property Disposal Review Board, Establishment of Michoud Assembly Facility	11-65
Property Disposal Review Board, Establishment of MSFC	9-66
Property Officer, Accountable	5-63
Property Survey Board Officer, Establishment of MSFC	18-64
Proselyting of Employees, Mutual Agreements Against	3-62
Publication of the Weekly Bulletin	10-66
Publications in Preparation, Register of	26-64

Q

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
R	
Redesignation of MSFC Organizational Elements	7-65
Regional Preparedness Board, MSFC Representation on OEP	23-63
Register of Publications in Preparation	26-64
Reproduction of Copyrighted Material	35-61
Requests for Personnel Actions	4-64
S	
Salary Administration, Committee for	8-66
Salary Administration, Executive Committee for	22-63
Security Appointments, Cryptgraphic	7-66
Security Classification Officer	11-64
Service, Emergency Medical	1-66
Services, Travel	18-65
Smallpox Vaccinations	10-64
Special Handling of Congressional or White House Correspondence	11-66
T	
Tardiness and Excused Absences	22-64
TOP SECRET Control Officer and Alternate, Appointment of	2-66
Travel Regulations, Change to the Joint	19-63
Travel Services	18-65
Travel Within U. S., Official	16-64

INDEX (Cont'd)

<u>SUBJECT</u>		<u>NUMBER</u>
	U	
Use of Official Name		9-60
	V	
Vaccinations, Smallpox		10-64
	W	
Wage Board Merit Review Committee, MSFC		15-62
Weekly Bulletin, Publication of the		10-66

MSFC ADMINISTRATIVE REGULATIONS AND PROCEDURES

TABLE OF CONTENTS

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
1-1	Automatic Data Processing Systems	Jan 12, 1961	A (Section Level)
Change 1		Feb 2, 1962	A (Section Level)
1-2	Procurement and Utilization of Data Processing Equipment for Engineering and/or Scientific Application	Mar 13, 1962	A (Section Level)
*2-1	MSFC Organization Policies and Control Procedures	Aug 11, 1965	D
*Change 1		Dec 21, 1965	D
2-2	George C. Marshall Space Flight Center Reliability Coordination Committee	Dec 18, 1963	D & S
*2-3	Establishment and Management of Committees	Jun 29, 1965	D
*3-4	Delegation of Authority to Contracting Officers, Contract Review Officials, and Defense Materials Systems Officials	Jul 7, 1966	D & S
3-6	Authority to Certify Access to Restricted Data	Jul 19, 1960	D
3-7	Delegation of Authority to Approve Technical Reports	Oct 1, 1963	D
3-8	Authority to Approve Outside Employment	Dec 13, 1961	A (Section Level)
4-1	Quality Assurance Policy as Applied to MSFC Programs	Oct 1, 1963	A (Section Level)
4-2	Implementation of Program Evaluation and Review Technique by MSFC	Jun 24, 1964	D
4-3	Vehicle Operating Time Record and Operating Time Log of Designated Time-sensitive Units and Components	Apr 30, 1964	D & S
4-4	Saturn Apollo Manned Flight Stamp	Jun 29, 1964	D
4-5	NASA Quality Status Stamping Requirements	Oct 8, 1963	D

* Chapters published after issuance of Index dated, February 1, 1965.

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
4-6	Reporting of Selected NASA Parts and Materials Problems	Aug 6, 1964	D
6-1	MSFC Regulations and Procedures System	Jun 3, 1960	A (Section Level)
Change 1		Jul 11, 1963	A (Section Level)
*6-2	Organizational Codes for Mail Routing	May 11, 1966	D
6-3	Historical Program	May 28, 1964	D
*6-4	MSFC Reports Management Control	Feb 12, 1965	D & S
6-5	Distribution Formula	Oct 2, 1963	D (Section Level)
Change 1		Mar 23, 1964	D
*6-6	Improved Manpower Management Report	Mar 22, 1966	B
*6-7	Requirement for Review by Chief Counsel of Certain Matters Involving MSFC	Oct 21, 1965	D
6-8	Handling of Emergency Matters During Off-Duty Hours	Apr 29, 1964	D
6-9	Internal Review	Mar 13, 1964	D
6-10	Welfare and Charity Campaigns and Related Activities	Mar 13, 1964	D
6-11	Microfilm Projects	Jun 22, 1964	D
6-12	Initiation, Processing, and Resolution of Unsatisfactory Condition Reports	Sep 26, 1961	A(Section Level) E(Special)
6-13	Tort Claims	Jun 15, 1964	D
*6-14	Participation in and Attendance at Conferences, Symposia, and Similar Technical and Professional Meetings (Regardless of Location) and Forecast of Non-Program Foreign Travel	Aug 6, 1965	D
6-15	NASA Management Manual Chapters and NASA Circulars	Jul 22, 1964	D
*6-16	Manpower Location Report	Mar 4, 1965	A
6-17	NASA Exchange - George C. Marshall Space Flight Center	Mar 13, 1963	A (Through Section Level)

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
6-18	Use of MSFC Computers and Data Processors by Private Industry and Educational Institutions	Jun 22, 1964	D
6-19	Delegation of Authority in Matters Relating to Reciprocal Utilization of Administrative Resources	Jul 15, 1964	B
6-20	NASA Official Seal, Insignia, and Flag	Oct 30, 1964	D(Section Level)
*Change 1		May 11, 1965	D
*6-21	Processing Material for Inclusion in the NASA Legislative Program	Mar 29, 1965	D (Section Level)
*6-22	Charter and Constitution of the Marshall Athletic, Recreation, and Social Exchange	Apr 14, 1965	D
*6-23	Interagency Agreements	Nov 1, 1965	C(Section Level)
*6-24	Research and Developments (R&D) Operations' Support of Industrial Operations' Projects and Systems	Jun 29, 1965	C
*6-25	Use of Morris Auditorium	Dec 3, 1965	D
*6-26	Apollo Program Emblem	Feb 1, 1966	D & S
7-4	Distribution of Payroll Checks and U. S. Savings Bonds	Mar 19, 1964	D
7-5	Government Reimbursement of Enrollment Costs Paid by MSFC Personnel Taking Correspondence Courses	Nov 13, 1964	D
7-6	Reimbursement for Excess Personal Property Transferred to Other Agencies and Reimbursement of Packing, Crating, Handling, and Other Costs Incident to the Disposition of Excess and Surplus Personal Property.	Feb 19, 1964	D
7-8	Collections	Mar 19, 1964	D
7-9	Low Sales Inventory Control	May 28, 1964	B
*7-10	Preparing Certifications of Performance and Processing Related Bills for Payment	Jul 2, 1965	C & S

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
7-11	Construction of Major Facilities Using R&D Funds When Cost, Including Collateral Equipment, Exceeds \$250,000	Aug 21, 1962	A(Section Level)
7-13	Exchange or Sale of Personal Property for Replacement Purposes	Apr 3, 1964	D
7-14	Funding of Major Contracts	Dec 4, 1963	D
*7-15	Processing Procurement Requests which Result in the Issuance of Subauthorizations	Jul 12, 1965	C & S
*7-16	Programming, Budgeting and Accounting for Reimbursable Activities	Jul 30, 1965	D & S
*7-18	MSFC Financial Management Handbook	Dec 17, 1965	D
8-1	Mail Management	May 28, 1964	D
*Change 1		Apr 23, 1965	D
*Change 2		Jul 27, 1965	D
*Change 3		Feb 3, 1966	D
8-2	Bulletin Boards	Mar 23, 1964	D
*8-3	Correspondence Manual	Sep 3, 1965	D
*8-5	Reproduction Services	Nov 24, 1965	D
8-6	Dissemination of Weather Reports	Jun 22, 1964	D
8-7	Emergency Locator File	Jun 22, 1964	D
8-8	Operation of Reproduction Facilities	Aug 15, 1963	E
*8-9	Authority to Sign Communications	May 24, 1966	D
*8-10	Control of Office Copy Equipment	Nov 23, 1965	D
*11-1	Long-distance Telephone Communications	Jan 11, 1966	D & S
*11-4	Frequency Assignment and Allocation Procedures	Oct 21, 1965	D
*Change 1		Apr 18, 1966	D
11-5	General Radio Telephone Procedure	Jun 23, 1964	D
11-6	Radio Ten Signal Procedure	Jun 15, 1964	C
11-7	Urgent Action Messages (Wire Commu- nications) to NASA Headquarters	Jul 16, 1963	D(Branch Level)

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
11-8	Automatic Digital Network (AUTODIN) Transmission	Dec 11, 1963	D
*11-9	Telecommunications Services	Mar 2, 1965	D(Section Level)
*Change 1		Apr 28, 1966	D
*11-10	Leasing Modems and other Modulating/Demodulating Devices for Operational/Administrative Data Communications	Aug 4, 1965	D(Section Level)
*11-11	Intercepting or Recording Telephone Conversations	Nov 8, 1965	D
13-1	Coordination of Visits by Foreign Nationals	May 28, 1964	D
15-1	Patent Procedures for MSFC Employee Inventions	Nov 14, 1963	D
16-1	Interim Procedures for Requesting Services for Maintenance, Repairs, Alterations and New Construction of Facilities and Utilities	Jun 30, 1960	(Section Level)
16-3	Design Review Comments (MSFC Form 1540)	Mar 27, 1964	C(Branch Level)
*16-4	Acceptance of Facilities for Which Accountability will be Maintained under NASA Facilities Contracts Administered by MSFC	Jan 6, 1965	D
*16-5	Change Order Requests and Approval-Facilities Construction	May 20, 1965	D
*16-6	Inspection and Acceptance of Partially Completed or Completed Construction Projects at Huntsville	Oct 13, 1965	C
17-1	Personnel Management	Jul 7, 1961	D & S
Change 3		Nov 8, 1961	A & F
Change 4		Dec 7, 1961	A & E
Change 6		Mar 9, 1962	A & E
Change 8		Apr 4, 1962	B & E
Change 9		May 14, 1962	A & E
Change 10		May 14, 1962	A, E, & H
Change 11		May 16, 1962	A & E
Change 12		May 25, 1962	A & E
Change 13		Jun 27, 1962	A, E, & H
Change 14		Jul 6, 1962	A & E

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
Change 15		Jul 6, 1962	A & E
Change 17		Jul 18, 1962	A & E
Change 18		Jul 23, 1962	A, E, & H
Change 19		Jul 23, 1962	A & E
Change 21		Aug 6, 1962	A, E, & H
Change 26		Sep 20, 1962	A & E
Change 27		Sep 20, 1962	A & E
Change 28		Sep 20, 1962	A, E, & H
Change 32		Oct 18, 1962	A & E
Change 33		Oct 19, 1962	A & E
Change 34		Oct 22, 1962	A & E
Change 36		Oct 23, 1962	A & E
Change 41		Jan 3, 1963	B & E
Change 42		Jan 3, 1963	A & E
Change 43		Jan 17, 1963	A & E
Change 45		Jan 31, 1963	A & E
Change 46		Feb 19, 1963	A & E
Change 47		Mar 4, 1963	A & E
Change 48		Mar 4, 1963	A, E, & H
Change 49		Mar 4, 1963	A, E, & H
Change 53		May 9, 1963	A & E
Change 54		May 20, 1963	A & E
Change 55		May 20, 1963	A & E
Change 56		May 23, 1963	A & E
Change 57		May 23, 1963	A, E, & H
Change 60		May 28, 1963	A & E
Change 61		Jun 6, 1963	A, E, & H
Change 62		Jun 6, 1963	A, E, & H
Change 63		Jun 10, 1963	A & E
Change 64		Jun 12, 1963	A & E
Change 65		Jul 18, 1963	A & E
Change 66		Jul 24, 1963	A & E
Change 67		Aug 21, 1963	A & E
Change 68		Aug 21, 1963	A & E
Change 69		Aug 21, 1963	A, E, & H
Change 70		Sep 10, 1963	A & E
Change 71		Sep 16, 1963	A & E
Change 72		Nov 14, 1963	D, S, & H
Change 73		Nov 14, 1963	D & S
Change 75		Feb 17, 1964	D, S, & H
Change 76		Mar 16, 1964	D, S, & H
Change 77		Apr 3, 1964	D
Change 78		Apr 24, 1964	D & S
Change 80		Jun 11, 1964	D & S
Change 81		Jun 11, 1964	D & S
Change 82		Jun 30, 1964	D & S
Change 83		Jul 21, 1964	D & S
Change 84		Aug 11, 1964	D & S
Change 85		Aug 12, 1964	D & S

TABLE OF CONTENTS (Cont'd)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION CODE</u>
Change 87		Aug 31, 1964	D & S
Change 88		Sep 24, 1964	D & S
Change 92		Jan 20, 1965	D & S
*Change 93		Mar 3, 1965	D & S
*Change 94		Apr 5, 1965	D, H, & S
*Change 95		Apr 26, 1965	D & S
*Change 96		May 11, 1965	D & S
*Change 97		Jun 29, 1965	D & S
*Change 98		Jul 27, 1965	D & S
*Change 99		Aug 3, 1965	D & S
*Change 100		Dec 22, 1965	D & S
*Change 101		Feb 2, 1966	D & S
*Change 102		Feb 7, 1966	D & S
*Change 104		Apr 28, 1966	D & S
*Change 105		May 5, 1966	D & S
*Change 106		May 18, 1966	F & S
*Change 107		May 26, 1966	D & S
*Change 108		Jun 3, 1966	D & S
*Change 109		Jun 20, 1966	D, S, & H
*Change 110		Jun 30, 1966	D & S
*Change 111		Jul 11, 1966	D & S
*17-2	Overtime Approval and Management	May 21, 1965	D
*Change 1		Nov 2, 1965	D
17-3	Delegation of Authority - Determination of Level of Competence for Step Increase	Nov 2, 1962	A(Section Level)
*17-4	Delegation of Authority for Granting Quality Increases	Jul 20, 1966	B
17-5	Delegation of Authority to Approve Training in Non- Government Facilities	Sep 10, 1963	A (Section Level)
17-6	Appointment or Reassignment of Key Project Personnel	Jan 28, 1964	B
17-7	Distribution and Control of Civil Service Manpower Ceilings	Jun 9, 1964	D
18-1	Architect-Engineer Selection Board	Oct 27, 1964	D
*Change 1		Oct 4, 1965	D
*18-2	Requirement for Legal Review of Procurement Matters	Mar 1, 1965	D(Section Level)
*18-3	Administration of New Technology and/or Property Rights in Inventions Clauses in Contracts	Mar 7, 1966	B & S
18-4	Contracting for Management Consultant or Advisory Services	Jun 29, 1964	D

MSFC ADMINISTRATIVE REGULATIONS AND PROCEDURES

INDEX

<u>SUBJECT</u>	<u>NUMBER</u>
A	
Acceptance of Facilities for Which Accountability will be Maintained Under NASA Facilities Contracts Administered by MSFC	16-4
Accidents Involving MSFC Employees, Resources, or Property, Reporting, Investigation, and Action on	23-1
Action and Records, Personnel	17-1
Administration Program, Records	22-2
Administrative Motor Vehicles, Special Purpose (R&D) Vehicles, Material Handling Equipment, and Engineer Equipment, Operation and Maintenance of	28-1
Administrative Resources, Delegation of Authority in Matters Relating to Reciprocal Utilization of Administrative Resources	6-19
Administration of New Technology and/or Property Rights in Inventions Clauses in Contracts	18-3
Advance Studies Contracting	18-14
Adverse Actions	17-1
Advisory Services, Contracting for Management Consultant or	18-4
Agreements, Interagency	6-23
Airlift Service	28-6
Allocation Procedures, Frequency Assignment and	11-4
Allowances for First Duty Station Moves	17-1
Allowances, Uniform	17-1
Apollo Program Emblem	6-26
Appeals	17-1
Application of the Davis-Bacon Act at MSFC	18-15
Appointment or Reassignment of Key Project Personnel	17-6

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Appraisals, Probationary or Trial Period	17-1
Apprenticeship Training Program	17-1
Appropriated Funds for Lobbying Purposes, Restrictions on the Use of	17-1
Approval and Management, Overtime	17-2
Architect-Engineer Selection Board	18-1
Artifacts, Inventory and Disposition of Historical	25-4
Audio-Visual Aids and Equipment, Control of	20-13
Auditorium, Use of Morris	6-25
Authority for Granting Quality Increases, Delegation of	17-4
Authority to Approve Outside Employment	3-8
Authority to Authorize or Approve Travel	26-11
Authority to Certify Access to Restricted Data	3-6
Authority to Sign Communications	8-9
Automatic Data Processing Systems	1-1
Automatic Digital Network (AUTODIN) Transmission	11-8
Automatic Time-Phased Downgrading and Declassification System	24-18
Avoidance of Conflicts of Interests on the Part of NASA Advisers, Consultants, and Experts	17-1

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
B	
Bills for Payment, Preparing Certifications of Performance and Processing Related	7-10
Board of U. S. Civil Service Examiners	17-1
Boards, Bulletin	8-2
Boilers and Elevators, Periodic Inspection of	20-32
Building Custodian	20-12
Bulletin Boards	8-2
Buildings and Fenced Areas Security	24-11

C

Calibration Service, Instrument	20-16
Career and Career-Conditional Employment	17-1
Career Opportunity Program, MSFC	17-1
Case Files, Research and Development Project	22-4
Certifications of Performance and Processing Related Bills for Payment, Preparing	7-10
Change Order Requests and Approval -- Facilities Construction	16-5
Charity Campaigns and Related Activities, Welfare and	6-10
Charter and Constitution of the Marshall Athletic, Recreation, and Social Exchange	6-22
Civil Service Manpower Ceilings, Distribution and Control of	17-7
Civil Service Retirement	17-1
Claims, Tort	6-13

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Classification Act Step Increases	17-1
Classification - General, Position	17-1
Classified Information, Release of to Foreign Governments or Their Representatives	24-8
Clothing and Equipment, Protective	23-10
Codes for Mail Routing, Organizational	6-2
Collections	7-8
Committee, George C. Marshall Space Flight Center Reliability Coordination	2-2
Committees, Establishment and Management of	2-3
Communication Media, Release of Information that is to be Presented To the Public or Published Through Mass or Special Interest	21-1
Communications, Authority to Sign	8-9
Communications, Long-Distance Telephone	11-1
Compensation Due Deceased Employees, Unpaid	17-1
Components, Utilization of Excess Parts and	20-33
Conduct for Employee Organizations and Code of Fair Labor Practices, Standards of	17-1
Conduct of Employees	17-1
Conferences, Symposia, and Similar Technical and Professional Meetings (Regardless of Location) and Forecast of Non-Program Foreign Travel, Participation in	6-14
CONFIDENTIAL Information, Safeguarding SECRET and	24-1
Conflict of Interest Statutes	17-1
Conflicts of Interests on the Part of NASA Advisers, Consultants, and Experts, Avoidance of	17-1
Construction of Major Facilities Using R&D Funds When Cost, Including Collateral Equipment, Exceeds \$250,000	7-11

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Construction Projects at Huntsville, Inspection and Acceptance of Partially Completed or Completed	16-6
Containers, Procurement and Control of Returnable	20-28
Contracting, Advance Studies	18-14
Contracting and Accounting for Fabrication Services	18-7
Contracting for Management Consultant or Advisory Services	18-4
Contracting Officers, Contract Review Officials, and Defense Materials Systems Officials, Delegation of Authority to	3-4
Contractor Salary and Wage Rates and Plans, Review, Analysis, and Approval of	18-11
Contracts Equal Employment Opportunity Program	18-16
Contracts, Funding of Major	7-14
Contracts, (Other than Automatic Data Processing), Initiation and Monitoring of Equipment Rental	20-9
Control and Issuance of Firearms	24-7
Control, Low Sales Inventory	7-9
Control of all Personnel in Hazardous Areas Under Jurisdiction of Test Laboratory, Safety	23-2
Control of Audio-Visual Aids and Equipment	20-13
Control of MSFC Travel During Saturn Launchings (Visitors and Guests)	26-13
Control of Office Copy Equipment	8-10
Control of Office Furniture and Equipment	20-31
Control of Visits and Visitors, Processing and	24-4
Cooperation Program, Employee-Management	17-1
Cooperative Education Program	17-1
Coordination of Visits by Foreign Nationals	13-1
Correspondence Courses, Government Reimbursement of Enrollment Costs Paid by MSFC Personnel Taking	7-5

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Correspondence Manual	8-3
Covers and Binding, Publication	22-3
Custodian, Building	20-12

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
D	
Data, Authority to Certify Access to Restricted	3-6
Data Processing Equipment for Engineering and/or Scientific Application, Procurement and Utilization of	1-2
Data Processing Systems, Automatic	1-1
Data Processors by Private Industry and Educational Institutions, Use of MSFC Computers and	6-18
Davis-Bacon Act, Application of the, at MSFC	18-15
Declassification System, Automatic Time-Phased Downgrading and	24-18
Delegation of Authority -- Determination of Level of Competence for Step Increases	17-3
Delegation of Authority for Granting Quality Increases	17-4
Delegation of Authority in Matters Relating to Reciprocal Utilization of Administrative Resources	6-19
Delegation of Authority to Approve Technical Reports	3-7
Delegation of Authority to Approve Training in Non-Government Facilities	17-5
Delegation of Authority to Contracting Officers, Contract Review Officials, and Defense Materials Systems Officials	3-4
Delegation of Authority to Sign Government Bills of Lading and Transportation Requests and to Issue Blank Transportation Requests and Government Bills of Lading	28-4
Design Review Comments (MSFC Form 1540)	16-3
Details	17-1
Discipline	17-1
Dissemination of Weather Reports	8-6
Distribution and Control of Civil Service Manpower Ceilings	17-7
Distribution Formula	6-5

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Distribution of Payroll Checks and U. S. Savings Bonds	7-4
Distribution of Photographic Material from Mississippi Test Facility (MTF)	20-25
Documents, Requests for Engineering Drawings, Specifications, and Related	25-2

E

Education Program, Security	24-19
Electronic and Electro-Mechanical Devices, Safeguarding Classified Information Processed by	24-20
Emblem, Apollo Program	6-26
Emergency Locator File	8-7
Emergency Maintenance Services, Requesting Routine and	20-4
Emergency Matters During Off-Duty Hours, Handling of	6-8
Employee Identification-Badge Card, NASA	24-6
Employee-Management Cooperation Program	17-1
Employee Organizations and Code of Fair Labor Practices, Standards of Conduct for	17-1
Employee Utilization Policy	17-1
Employees' Compensation, Federal	23-5
Employees, Conduct of	17-1
Employee's Withholding Exemptions	17-1
Employment, Authority to Approve Outside	3-8
Employment, Career and Career-Conditional	17-1
Employment of the Handicapped	17-1
Employment Opportunity Program, Contracts Equal	18-16

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Employment, Outside	17-1
Employment Policy	17-1
Engineering and/or Scientific Application, Procurement and Utilization of Data Processing, Equipment for	1-2
Engineering, MSFC Value	19-2
Equal Employment Opportunity for Women	17-1
Equipment and Furniture, Except Reproduction, Television, Photographic, and Communication Equipment and Office Machines, Maintenance and Repair of	20-10
Equipment, Control of Office Copy	8-10
Equipment, Protective Clothing and	23-10
Equipment Rental Contracts, (Other than Automatic Data Processing), Initiation and Monitoring of	20-9
Establishment and Management of Committees	2-3
Evaluation of CPAF Support Contractors, Performance	18-13
Evaluation Proceedings, Safeguarding Source	18-5
Examiners, Board of U. S. Civil Service	17-1
Excess Parts and Components, Utilization of	20-33
Exchange, NASA, -- George C. Marshall Space Flight Center	6-17
Exchange or Sale of Personal Property for Replacement Purposes	7-13
Executive Development Program	17-1
Exemptions, Employee's Withholding	17-1
Expedited Purchasing and Supply Procedure	18-8

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
F	
Fabrication Services, Contracting and Accounting for	18-7
Facilities and Utilities, Interim Procedure for Requesting Services for Maintenance, Repairs, Alterations and New Construction of	16-1
Facilities Construction, Change Order Requests and Approval --	16-5
Facilities, Operation of Reproduction	8-8
Federal Employees' Compensation	23-5
Federal Employees' Group Life Insurance	17-1
Filling of Vacancies Created by Voluntary Resignation, Retirement, or Death	17-1
Financial Interest and Investments	17-1
Financial Management Handbook, MSFC	7-18
Financial Obligations of Employees	17-1
Fire Prevention Program	23-3
Firearms, Control and Issuance of	24-7
First Duty Station Moves, Allowances for	17-1
Foreign Governments or Their Representatives, Release of Classified Information to	24-8
Foreign Nationals, Coordination of Visits by	13-1
Forms Management Program, MSFC	22-1
Formula, Distribution	6-5
Foundry (Casting Fabrications) Services	20-14
Freight Traffic Negotiations	28-8
Frequency Assignment and Allocation Procedures	11-4
Funding of Major Contracts	7-14

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Furniture and Equipment, Control of Office	20-31
Furniture and Furnishings, Standards for the Selection and Assignment of Office	20-24

G

General Radio Telephone Procedure	11-6
George C. Marshall Space Flight Center -- NASA Exchange	6-17
George C. Marshall Space Flight Center Reliability Coordination Committee	2-2
Gifts and Gratuities	17-1
Government Motor Vehicle Driver Training and Issue of Permits	17-1
Government Reimbursement of Enrollment Costs Paid by MSFC Personnel Taking Correspondence Courses	7-5
Government Transportation Available Within Center and Huntsville Area	28-5
Grievance Procedures	17-1
GSA Supply Support to MSFC	20-27

H

Handbook, MSFC Financial Management	7-18
Handbook, Publication of the MSFC Capital Equipment, Retirement- Replacement	20-20
Handicapped, Employment of the	17-1
Handling of Emergency Matters During Off-Duty Hours	6-8

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Hazardous Areas, Under Jurisdiction of Test Laboratory, Safety Control of all Personnel in	23-2
Hiring of Special Conveyances	26-1
Historical Artifacts, Inventory and Disposition of	25-4
Historical Program	6-3
Hours of Work	17-1

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
I	
Identification-Badge Card, NASA Employee	24-6
Implementation of Program Evaluation and Review Technique by MSFC	4-2
Important Persons and Major Groups and Major Conferences, Visits of	21-2
Improved Manpower Management Report	6-6
Incentive Awards Program	17-1
Incentive Awards Program - Awards for Patentable Inventions	17-1
Increases, Quality	17-1
Industrial Security Program	24-9
Inert, Receipt, Movement, or Shipment of Material Rendered	23-11
Information, Safeguarding SECRET and CONFIDENTIAL	24-1
Information, Safeguarding TOP SECRET	24-17
Information that is to be Presented to the Public or Published Through Mass or Special Interest Communication Media, Release of	21-1
Initiation and Monitoring of Equipment Rental Contracts (Other than Automatic Data Processing)	20-9
Initiation, Processing, and Resolution of Unsatisfactory Condition Reports	6-12
Inservice Placement Actions	17-1
Inspection and Acceptance of Partially Completed or Completed Construction Projects at Huntsville	16-6
Inspection of Boilers and Elevators, Periodic	20-32
Inspection of Government Property for Shipment from MSFC or Other Designated Areas	20-29
Installation of Interior Partitions	20-23
Instrument Calibration Service	20-16

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Insurance, Social Security (Federal Old-Age and Survivors)	17-1
Intercepting or Recording Telephone Conversations	11-11
Interim Procedures for Requesting Services for Maintenance, Repairs, Alterations and New Construction of Facilities and Utilities	16-1
Inventions Clauses in Contracts, Administration of New Technology and/or Property Rights in	18-3
Inventory and Disposition of Historical Artifacts	25-4
Inventory Control, Low Sales	7-9
Investigating Alleged or Suspected Violations of Title 18, United States Code - Excluding Those Characterized as "Conflicts of Interest", Reporting and	24-10
Investments, Financial Interest and	17-1
Issuance and Control of Badges for Non-NASA Personnel	24-3
Issuance and Maintenance of MSFC Supply Guide	20-1
Issuance of Firearms, Control and	24-7
Issuance of MSFC Operator's Licenses	28-3
Issuance of Subauthorizations, Processing Procurement Requests Which Result in the	7-15
Interagency Agreements	6-23
Internal Review	6-9

J

Jury Duty Procedures	17-1
----------------------	------

K

Key Project Personnel, Appointment or Reassignment of	17-6
---	------

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
L	
Launch Date Release and Security Classification Policy	24-16
Leasing Modems and Other Modulating/Demodulating Devices for Operational/Administrative Data Communications	11-10
Leave Administration	17-1
Leave Policy for Military Personnel Detailed to MSFC, Status Reporting and	17-1
Legal Review of Procurement Matters, Requirement	18-2
Level of Competence for Step Increase, Delegation of Authority - Determination of	17-3
Licenses, Issuance of MSFC Operator's	28-3
Life Insurance, Federal Employees' Group	17-1
Life Insurance, NASA Employees' Group	17-1
Liquid Hydrogen Propellents for Government East Coast Users, Procurement of	18-17
Location Report, Manpower	6-16
Locator File, Emergency	8-7
Lock and Key System, MSFC	20-18
Long-distance Telephone Communications	11-1
Loss and Damage in Transit and Misdelivery of Freight from Commercial Carriers	28-7
Low Sales Inventory Control	7-9

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
M	
Mail Management	8-1
Mail Routing, Organizational Codes for	6-2
Maintenance and Repair of Equipment and Furniture, Except Reproduction, Television, Photographic, and Communication Equipment and Office Machines	20-10
Maintenance and Repair of Reproduction, Photographic Equipment and Office Machines (Including Drafting Machines)	20-21
Maintenance Services, Requesting Routine and Emergency	20-4
Maintenance, Supplies, and Materials, Overtime Support	20-6
Major Contracts, Funding of	7-14
Major Facilities Using R&D Funds When Cost, Including Collateral Equipment, Exceeds \$250,000, Construction of	7-11
Management Consultant or Advisory Services, Contracting for	18-4
Management Manual, MSFC Support Contract	18-12
Management of Committees, Establishment and	2-3
Management, Overtime Approval and	17-2
Management Responsibilities	17-1
Manned Flight Stamp, Saturn Apollo	4-4
Manpower Ceilings, Distribution and Control of Civil Service	17-7
Manpower Location Report	6-16
Manpower Management Report, Improved	6-6
Marshall Athletic, Recreation, and Social Exchange, Charter and Constitution	6-22
Materials Problems, Reporting of Selected NASA Parts and	4-6
Material Rendered Inert, Receipt, Movement, or Shipment of	23-11

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Matters Involving MSFC, Requirement for Review by Chief Counsel of Certain	6-7
Messages (Wire Communications) to NASA Headquarters, Urgent Action	11-7
Microfilm Projects	6-11
Military Officers, Reception and Orientation of Newly-Assigned,	17-1
MILSTRIP, Supply to MSFC Through	20-30
Misdelivery of Freight from Commercial Carriers, Loss and Damage in Transit	28-7
Mississippi Test Facility (MTF), Distribution of Photographic Material from	20-25
Mississippi Test Facility (MTF), Photographic Services Performed by	20-26
MOAMA Supply Support to MSFC	20-22
Morris Auditorium, Use of	6-25
MSFC Career Opportunity Program	17-1
MSFC Computers and Data Processors by Private Industry and Educational Institutions, Use of	6-18
MSFC Employee Inventions, Patent Procedure for	15-1
MSFC Employees, Resources, or Property, Reporting, Investigation, and Action on Accidents Involving	23-1
MSFC Financial Management Handbook	7-18
MSFC Forms Management Program	22-1
MSFC Lock and Key System	20-18
MSFC Operator's Licenses, Issuance of	28-3
MSFC Organization Policies and Control Procedures	2-1
MSFC, or Other Designated Areas, Inspection of Government Property for Shipment from	20-29
MSFC Personnel Taking Correspondence Courses, Government Reimbursement of Enrollment Costs Paid by	7-5

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
MSFC Programs, Quality Assurance Policy as Applied to	4-1
MSFC Promotion Plan	17-1
MSFC Regulations and Procedures System	6-1
MSFC Reports Management Control	6-4
MSFC Short Form Procurement Plans	18-9
MSFC Supply Guide, Issuance and Maintenance of	20-1
MSFC Support Contract Management Manual	18-12
MSFC Traffic Management Program	28-2
MSFC Value Engineering	19-2

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
N	
NASA Appeals System	17-1
NASA Circulars, NASA Management Manual Chapters and	6-15
NASA Cost Control and Reduction Program Reporting	19-1
NASA Employee Identification-Badge Card	24-6
NASA Employees' Group Life Insurance	17-1
NASA Exchange - George C. Marshall Space Flight Center	6-17
NASA Legislative Program, Processing Material for Inclusion in the	6-21
NASA Management Manual Chapters and NASA Circulars	6-15
NASA Official Seal, Insignia, and Flag	6-20
NASA Parts and Materials Problems, Reporting of	4-6
NASA Procurement, Participation of Bell System Companies in	18-6
NASA Quality Status Stamping Requirements	4-5
National Housing Act - 809 Certificates	17-1
Newly-Assigned Military Officers, Reception and Orientation of	17-1
Non-Government Facilities, Delegation of Authority to Approve Training in	17-5
Non-Government Owned/Leased Motor Vehicles, Registration of	24-15
Non-NASA Personnel, Issuance and Control of Badges for	24-3
Non-Program Foreign Travel, Participation in and Attendance at Conferences, Symposia, and Similar Technical and Pro- fessional Meetings (Regardless of Location) and Forcast of	6-14
Non-Government Sources, Receipt of Property from	20-17
Notification of Next of Kin	17-1

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
O	
Obligations of Employees, Financial	17-1
Obligations of Management and Employees, Reciprocal	17-1
Off-Duty Hours, Handling of Emergency Matters During	6-8
Office Copy Equipment, Control of	8-10
Office Furniture and Equipment, Control of	20-31
Office Furniture and Furnishings, Standards for the Selection and Assignment of	20-24
Official Business, Reimbursement for Cost of Local Travel on	26-8
Official Travel Outside the United States	26-7
Official Travel Within the United States	26-1
Operation and Maintenance of Administrative Motor Vehicles, Special Purpose (R&D) Vehicles, Material Handling Equipment, and Engineer Equipment	28-1
Operation of Reproduction Facilities	8-8
Operational/Administrative Data Communications, Leasing Modems and Other Modulating/Demodulating Devices for	11-10
Opportunity Program, MSFC Career	17-1
Organizational Codes for Mail Routing	6-2
Orientation of Newly-Assigned Military Officers, Reception and	17-1
Overseas Allowances and Post Differentials	17-1
Overtime Approval and Management	17-2
Overtime Support - Maintenance, Supplies, and Materials	20-6
Outside Employment	17-1

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
P	
Participation in and Attendance at Conferences, Symposia, and Similar Technical and Professional Meetings (Regardless of Location) and Forecast of Non-Program Foreign Travel	6-14
Participation of Bell System Companies in NASA Procurement	18-6
Partitions, Installation of Interior	20-23
Patent Procedures for MSFC Employee Inventions	15-1
Patentable Inventions, Incentive Awards Program -- Awards for	17-1
Pay Administration	17-1
Payment of Page and Reprint Charges -- Release of Technical Papers for Publication or Presentation	25-7
Payroll Checks and U. S. Savings Bonds, Distribution of	7-4
Performance Evaluation of CPAF Support Contractors	18-13
Performance Ratings	17-1
Periodic Inspection of Boilers and Elevators	20-32
Permits, Safety	23-8
Personal Property for Replacement Purposes, Exchange or Sale of	7-13
Personal Property Transferred to Other Agencies and Reimbursement of Packing, Crating, Handling, and Other Costs Incident to the Disposition of Excess and Surplus Personal Property, Reimbursement for Excess	7-6
Personnel Actions and Records	17-1
Personnel Administration	17-1
Personnel, Appointment or Reassignment of Key Project	17-6
Personnel, Issuance and Control of Badges for Non-NASA	24-3
Personnel Security Program	24-2

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Photographic Equipment and Office Machines, (Including Drafting Machines), Maintenance and Repair of Reproduction	20-21
Photographic Material, Distribution of from Mississippi Test Facility (MTF)	20-25
Photographic Services	20-19
Photographic Services Performed by Mississippi Test Facility (MTF)	20-26
Policies and Control Procedures, MSFC Organization	2-1
Policy as Applied to MSFC Programs, Quality Assurance	4-1
Policy, Employee Utilization	17-1
Policy, Launch Date Release and Security Classification	24-16
Political Activity	17-1
Position Classification -- General	17-1
Post Differentials, Overseas Allowances and	17-1
Preparing Certifications of Performance and Processing Related Bills for Payment	7-10
Probationary or Trial Period Appraisals	17-1
Procedure, Expedited Purchasing and Supply	18-8
Procedure, Radio Ten Signal	11-6
Procedures, Safe Operating	23-6
Proceedings, Safeguarding Source Evaluation	18-5
Processing and Control of Visits and Visitors	24-4
Processing Material for Inclusion in the NASA Legislative Program	6-21
Processing of Contractor Reports	25-6
Processing of Technical Reports	25-1
Processing Procurement Requests Which Result in the Issuance of Subauthorizations	7-15

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Processing Systems, Automatic Data	1-1
Procurement and Control of Returnable Containers	20-28
Procurement and Utilization of Data Processing Equipment for Engineering and/or Scientific Application	1-2
Procurement Matters, Requirement for Legal Review of	18-2
Procurement of Liquid Hydrogen Propellants for Government East Coast Users	18-17
Procurement Plans, MSFC Short Form	18-9
Procurement Processing Surveillance	18-10
Procurement Requests which Result in the Issuance of Subauthorizations, Processing	7-15
Programming, Budgeting and Accounting for Reimbursable Activities	7-16
Projects and Systems, Research and Developments (R&D) Operations' Support of Industrial Operations'	6-24
Projects at Huntsville, Inspection and Acceptance of Partially Completed or Completed Construction	16-6
Projects, Microfilm	6-11
Propellants, Procurement of Liquid Hydrogen for Government East Coast Users	18-17
Property Accounting, Real and Installed	20-15
Property, Inspection of Government, for Shipment from MSFC or Other Designated Areas	20-29
Property Rights in Inventions Clauses in Contracts, Administration of New Technology and/or	18-3
Property, Survey of Lost, Damaged and Destroyed	20-11
Protective Clothing and Equipment	23-10
Publication Covers and Binding	22-3
Publication of the MSFC Capital Equipment Retirement -- Replacement Handbook	20-20

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Q	
Quality Assurance Policy as Applied to MSFC Programs	4-1
Quality Increases	17-1
Quality Increases, Delegation of Authority for Granting	17-4
R	
Radiation Safety Program	23-9
Radio Ten Signal Procedure	11-6
Ready Reserves, Reporting of MSFC Employees in	17-1
Real and Installed, Property Accounting	20-15
Receipt, Movement, or Shipment of Material Rendered Inert	23-11
Receipt of Property from Non-Government Sources	20-17
Reception and Orientation of Newly-Assigned Military Officers	17-1
Reciprocal Obligations of Management and Employees	17-1
Records Administration Program	22-2
Redstone Scientific Information Center, Use of (RSIC) Services	25-8
Reduction in Force	17-1
Reduction Program Reporting, NASA Cost Control and	19-1
Registration of Non-Government Owned/Leased Motor Vehicles	24-15
Regulations and Enforcement, Traffic	24-12
Regulations and Procedures System, MSFC	6-1
Regulations, Violation of Security	24-13
Reimbursable Activities, Programming, Budgeting and Accounting for	7-16

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Reimbursement for Cost of Local Travel on Official Business	26-8
Reimbursement for Excess Personal Property Transferred to Other Agencies and Reimbursement of Packing, Crating, Handling, and Other Costs Incident to the Disposition of Excess and Surplus Personal Property	7-6
Related Activities, Welfare and Charity Campaigns and	6-10
Release of Classified Information to Foreign Governments or Their Representatives	24-8
Release of Information that is to be Presented to the Public or Published Through Mass or Special Interest Communication Media	21-1
Release of Technical Papers for Publication or Presentation - Payment of Page and Reprint Charges	25-7
Reliability Coordination Committee, George C. Marshall Space Flight Center	2-2
Repair of Equipment and Furniture, Except Reproduction, Television, Photographic, and Communication Equipment and Office Machines, Maintenance and	20-10
Repair of Reproduction, Photographic Equipment and Office Machines (Including Drafting Machines), Maintenance and	20-21
Replacement Purposes, Exchange or Sale of Personal Property for	7-13
Report, Improved Manpower Management	6-6
Report, Manpower Location	6-16
Reporting and Investigating Alleged or Suspected Violations of Title 18, United States Code - Excluding Those Characterized as "Conflicts of Interest"	24-10
Reporting, Investigation, and Action on Accidents Involving MSFC Employees, Resources, or Property	23-1
Reporting of MSFC Employees in Ready Reserves	17-1
Reporting of Selected NASA Parts and Materials Problems	4-6

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Reports, Initiation, Processing, and Resolution of Unsatisfactory Condition	6-12
Reports Management Control, MSFC	6-4
Reproduction Facilities, Operation of	8-8
Reproduction Services	8-5
Requesting Routine and Emergency Maintenance Services	20-4
Requesting Visual Aid Services	25-5
Requests for Engineering Drawings, Specifications, and Related Documents	25-2
Requirement for Legal Review of Procurement Matters	18-2
Requirement for Review by Chief Counsel of Certain Matters Involving MSFC	6-7
Requirements, NASA Quality Status Stamping	4-5
Research and Development Project Case Files	22-4
Research and Developments (R&D) Operations' Support of Industrial Operations' Projects and Systems	6-24
Resignation and Clearance Procedure	17-1
Responsibilities, Management	17-1
Restricted Data, Authority to Certify Access to	3-6
Restricted Data, Safeguarding and Obtaining Access to	24-14
Restrictions on the Use of Appropriated Funds for Lobbying Purposes	17-1
Retirement, Civil Service	17-1
Retirement-Replacement Handbook, Publication of the MSFC Capital Equipment	20-20
Review, Analysis, and Approval of Contractor Salary and Wage Rates and Plans	18-11

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Review, Internal	6-9
Review Technique by MSFC, Implementation of Program Evaluation and	4-2

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
S	
Safe Operating Procedures	23-6
Safeguarding and Obtaining Access to Restricted Data	24-14
Safeguarding Classified Information Processed by Electronic and Electro-Mechanical Devices	24-20
Safeguarding SECRET and CONFIDENTIAL Information	24-1
Safeguarding Source Evaluation Proceedings	18-5
Safeguarding TOP SECRET Information	24-17
Safety Control of all Personnel in Hazardous Areas Under Jurisdiction of Test Laboratory	23-2
Safety Permits	23-8
Safety Program, Radiation	23-9
Safety Program, The	23-4
Safety Standards	23-7
Salary and Wage Administration Policy	17-1
Saturn Apollo Manned Flight Stamp	4-4
Saturn Launchings, Control of MSFC Travel During (Visitors and Guests)	26-13
Savings Bonds, Distribution of Payroll Checks and U. S.	7-4
Seal, Insignia, and Flag, NASA Official	6-20
SECRET Information, Safeguarding CONFIDENTIAL and	24-1
Security, Buildings and Fenced Areas	24-11
Security Classification Policy, Launch Date Release and	24-16
Security Education Program	24-19
Security Program, Industrial	24-9
Security Program, Personnel	24-2

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Security Regulations, Violation of	24-13
Selection Board, Architect-Engineer	18-1
Service, Airlift	28-6
Services, Foundry (Casting Fabrications)	20-14
Services, Photographic	20-19
Services, Photographic, Performed by Mississippi Test Facility (MTF)	20-26
Social Security (Federal Old-Age and Survivors Insurance)	17-1
Stamp, Saturn Apollo Manned Flight	4-4
Stamping Requirements, NASA Quality Status	4-5
Standards for the Selection and Assignment of Office Furniture and Furnishings	20-24
Standards of Conduct for Employee Organizations and Code of Fair Labor Practices	17-1
Standards, Safety	23-7
Status Reporting and Leave Policy for Military Personnel Detailed to MSFC	17-1
Step Increases, Classification Act	17-1
Step Increase, Delegation of Authority Determination of Level of Competence for	17-3
Step Increases, Wage Board	17-1
Supply Procedure, Expedited Purchasing and	18-8
Supply Support to MSFC, GSA	20-27
Supply Support to MSFC, MOAMA	20-22
Supply to MSFC Through MILSTRIP	20-30

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Support Contract, MSFC Management Manual	18-12
Support Contractors, Performance Evaluation of CPAF	18-13
Surveillance, Procurement Processing	18-10
Survey of Lost, Damaged, and Destroyed Property	20-11

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
T	
Technical Papers, Release of, for Publication or Presentation- Payment of Page and Reprint Charges	25-7
Technical Reports, Delegation of Authority to Approve	3-7
Technical Reports, Processing of	25-1
Telecommunications Services	11-9
Telephone Communications, Long-distance	11-1
Telephone Conversations, Intercepting or Recording	11-11
Telephone Procedure, General Radio	11-5
Time and Attendance, Preparation and Submission of Weekly	27-1
Time Record and Operating Time Log of Designated Time-sensitive Units and Components, Vehicle Operating	4-3
TOP SECRET Information, Safeguarding	24-17
Tort Claims	6-13
Traffic Management Program, MSFC	28-2
Traffic Negotiations, Freight	28-8
Traffic Regulations and Enforcement	24-12
Training	17-1
Transmission, Automatic Digital Network (AUTODIN)	11-8
Transportation Available Within Center and Huntsville Area, Government	28-5
Transportation Requests and Government Bills of Lading, Delegation of Authority to Sign Government Bills of Lading and Transportation Requests and to Issue Blank	28-4
Travel Advances	26-1
Travel, Authority to Authorize or Approve	26-11
Travel, Control of MSFC, During Saturn Launchings (Visitors and Guests)	26-13

INDEX (Cont.'d)

<u>SUBJECT</u>	<u>NUMBER</u>
Travel, Official Outside the United States	26-7
Travel, Official Within the United States	26-1
Travel, Reimbursement for Cost of Local on Official Business	26-8

U

Uniform Allowances	17-1
Units and Components, Vehicle Operating Time Record and Operating Time Log of Designated Time-sensitive	4-3
Unpaid Compensation Due Deceased Employees	17-1
Unsatisfactory Condition Reports, Initiation, Processing, and Resolution of	6-12
Urgent Action Messages (Wire Communications) to NASA Headquarters	11-7
Use of Morris Auditorium	6-25
Use of MSFC Computers and Data Processors by Private Industry and Educational Institutions	6-18
Use of Redstone Scientific Information Center (RSIC) Services	25-8
Utilization of Administrative Resources, Delegation of Authority in Matters Relating to Reciprocal	6-19
Utilization of Excess Parts and Components	20-33

V

Vacancies Created by Voluntary Resignation, Retirement, or Death, Filling of	17-1
Vehicle Operating Time Record and Operating Time Log of Designated Time-sensitive Units and Components	4-3

INDEX (Cont'd)

<u>SUBJECT</u>	<u>NUMBER</u>
Vehicles, Registration of Non-Government Owned/Leased Motor	24-15
Violation of Security Regulations	24-13
Violations, Reporting and Investigating Alleged or Suspected of Title 18, United States Code -- Excluding Those Characterized as "Conflicts of Interest"	24-10
Visits and Visitors, Processing and Control of	24-4
Visits by Foreign Nationals, Coordination of	13-1
Visits of Important Persons and Major Groups and Major Conferences	21-2
Visual Aid Services, Requesting	25-5

W

Wage Board Step Increases	17-1
Wage Rates and Plans, Review, Analysis , and Approval of Contractor Salary and	18-11
Weather Reports, Dissemination of	8-6
Weekly Time and Attendance Distribution Card, Preparation and Submission of	27-1
Welfare and Charity Campaigns and Related Activities	6-10

XYZ