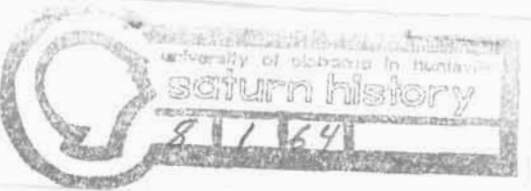


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AUTHOR (S)		
TITLE <u>Apollo Documentation Administration Instruction</u>		
EDITION	MAGAZINE TITLE	REPORT NUMBER (S) <u>X67-81658, TM X-59409</u>
PUBLISHER		
CITY <u>John</u>	VOL.	ISSUING AGENCY (S) <u>NASA HQ</u>
DATE	PAGE THRU	DATE <u>1 Aug 1964</u> CONTRACT NR.
CALL NR	DATE	CLASSIFICATION <u>Unclassified</u>
REFERENCE OBTAINED FROM		
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APOLLO PROGRAM

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APOLLO  
DOCUMENTATION  
ADMINISTRATION  
INSTRUCTION

FACILITY FORM 802

X67-81658  
(ACCESSION NUMBER)

34  
(PAGES)

(THRU)

(CODE)

(NASA CR OR TMX OR AD NUMBER)

(CATEGORY)

August 1, 1964

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
WASHINGTON, D. C., 20546

# FOREWORD

Experience has shown that on large, complex hardware programs and systems, a well formulated and managed Documentation System is of paramount importance to the successful achievement of development, acquisition and operational objectives.

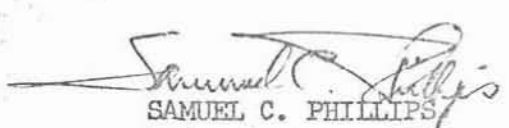
This Apollo Documentation Administration Instruction uses procedures, methods and practices which past experiences on NASA and other Government programs indicate are necessary for the effective management of a program documentation system.

Consideration has been given to:

- (1) The maximum utilization of documents currently existing on the Apollo Program.
- (2) Compatibility with NASA Agency Documentation Administration System now under development.
- (3) The flexibility required by all NASA Apollo Program participating organizations to establish their own mechanisms for carrying out the provisions of the Apollo Documentation Administration Instruction.

To maintain maximum effectiveness throughout the Apollo Program life-cycle, this Instruction and its Exhibits have been designed to be "open ended" documents to accommodate appropriate additions, deletions or other improvements.

To assure effective management of this Documentation System, the provisions of this Instruction will be implemented by all levels of Apollo Program Management.

  
SAMUEL C. PHILLIPS  
Major General, USAF  
Deputy Director, Apollo Program



## APOLLO DOCUMENTATION ADMINISTRATION INSTRUCTION

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
OFFICE OF MANNED SPACE FLIGHT

APOLLO PROGRAM

DM 001.000-1

**INSTRUCTION**

NPC 500-6

DATE August 1, 1964

**SUBJECT**

APOLLO DOCUMENTATION ADMINISTRATION

1. PURPOSE

This Instruction establishes policies, assigns responsibilities and prescribes management procedures for the identification, planning, selection, acquisition, control, scheduling and minimization of essential documents required for the management of the Apollo Program.

2. APPLICABILITY

- a) This instruction is applicable to the Apollo Program Office of the Office of Manned Space Flight and the Manned Space Flight Center Apollo Program and Project Offices and is intended to be compatible with the NASA Documentation Administration system now under development.
- b) This instruction does not eliminate the requirement to respond to existing and future MSF and NASA directives and regulations. It establishes the procedures that the Apollo Program Offices will follow in the management of Apollo data.
- c) Each Center Director or Designee will develop a Center Apollo Documentation System which will establish, or extend, these instructions to fit local situations in order to provide the minimum essential documentation required for each activity under his jurisdiction.

3. DEFINITIONS (See EXHIBIT A for additional definitions)

- a) Documents - A general term used in lieu of the work "DATA" on the Apollo Program including without limitation all interorganization Program source information such as: Reports, Specifications, Standards, Schedules, Plans, Drawings, Photographs, Films, Tapes, Manuals, Handbooks, Lists, Charts, Instructions, Procedures, etc., required at all levels of Program Management to manage, develop, operate and maintain the Apollo Program. Excluded from this administration system are one time data issuances that are not reissued. Directives that result in the preparation of recurring data submittals are to be included in the system.
- b) Document Requirement Description (DRD) - A detailed description of a document, its contents, and preparation information, as authorized for use on the Apollo Program.

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- c) Apollo Document Index (ADI) - A list of the documents required and authorized for use on the Apollo Program.
- d) Center Apollo Document Index (CADI) - A list of the documents required and authorized by a Center for use on the Apollo Program
- e) Apollo Document Description Standards (ADDS) - An organized compilation of all Document Requirement Descriptions (DRD's).
- f) Center Apollo Document Description Standards (CADDS) - An organized compilation of all the Document Requirement Descriptions (DRD's) prepared and authorized by a Center for use on the Apollo Program

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## 4. RESPONSIBILITIES

All Apollo Program participants responsible for acquisition or issuance of documents will develop and maintain an effective management system to identify, administer, and control all documents. The System will provide for continual management review to eliminate duplicate or non-essential requirements and to reduce cost related thereto.

(a) Apollo Program Director will:

(b) Center Director or Designee will:

(1) Establish Policies and procedures to administer and operate the Apollo Documentation Administration activity.

(1) Establish Center policies and procedures to administer and operate the Center Apollo Documentation Administration activity.

(2) Approve or delegate approval of documentation requirements for program application.

(2) Approve documentation requirements for Center Apollo Program.

(3) Appoint a full-time Headquarters Apollo Data Manager (HADM) supported by an adequate staff.

(3) Appoint a full-time Center Apollo Data Manager (CADM) supported by an adequate staff.

(4) Appoint AdHoc Data Review Teams as required on specific documentation activities.

(4) Appoint Center AdHoc Data Review Teams as required on specific Apollo documentation activities.

(c) Headquarters Apollo Data Manager will:

(d) Center Apollo Data Manager will:

(1) Apply approved policies and procedures to administer and operate the Apollo Documentation Administration activity.

(1) Apply approved policies and procedures established for the Apollo Document Management System in the Center Apollo Program.

(2) Establish and maintain the Apollo Document Index (ADI) and the Apollo Document Description Standards (ADDS).

(2) Establish and maintain a Center Apollo Document Index (CADI) and Center Apollo Document Description Standards (CADDs).

(3) The HADM will be responsible for the adequacy of the ADDS and the ADI with the CADDs and the CADI.

(3) Assure compatibility of CADI and CADDs with ADI and ADDS.

(4) Schedule and participate in Headquarters Apollo program, project and pre-contract documentation reviews.

(4) Forward to HADM the CADI, CADDs, and the revisions thereto as they occur.

(5) Schedule and participate in Center Apollo Program and pre-contract documentation reviews.

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(c) Headquarters Apollo Data Manager will: (con'd.)	(d) Center Apollo Data Manager will: (con'd.)		
(5) Process and take appropriate action on externally initiated documentation requirements on the Apollo Program including the following:  (a) Between Headquarters and Centers (b) From Office of Manned Space Flight organizations other than the Apollo Program Office (c) From NASA organizations other than the Office of Manned Space Flight (d) From organizations outside NASA.	(6) Process and take appropriate action on inter-Center requests for documentation.		
(e) Headquarters AdHoc Data Review Teams will:	(f) Center AdHoc Review Teams will:		
(1) Recommend to the Apollo Program Director documentation requirements which represent the minimum essential documentation necessary for the various specific activities of the Apollo Program.  (2) Provide evaluations of cost furnished by respondents versus management or engineering value of documentation requirements on the Apollo Program, including the following:  (a) Between Headquarters and Centers (b) From Office of Manned Space Flight organizations other than Apollo (c) From NASA organizations other than Office of Manned Space Flight. (d) From organizations outside NASA.	(1) Recommend to the Center Director or Designee documentation requirements which represent the minimum essential documentation necessary for the various specific activities of the Center Apollo Program.  (2) Provide evaluations of cost furnished by respondents versus engineering or management value of Center requirements for documents.		
(g) Headquarters Apollo Organizations will:	(h) Center Apollo Organizations will:		
(1) Provide Membership for Headquarters AdHoc Data Review Teams.  (2) In response to requests, supply existing documents, or prepare justification and cost estimates for new documents.	(1) Provide membership for Center AdHoc Data Review Teams.  (2) Assume other documentation responsibilities and functions as directed by Center Director or Designee.  (3) In response to CAIM requests provide existing documents or prepare justification and cost estimates for new documents.		
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## 5. PROCEDURES

a. Apollo Data Requirements Review - A review of documentation requirements will be conducted on each contract or in-house activity calling for documentation. The scope and degree of the review will be determined by the Data Manager in relation to the cost of the documentation. All contracts which exceed a cost of \$500,000 and contain documentation requirements, will be afforded a detailed review as prescribed in this Instruction.

b. Procedures Summary - For the systematic development and maintenance of the Apollo Program Documentation System, the following functions are described with Exhibits as indicated:

EXHIBIT B-1: Validation of Data Requirements for EXISTING Headquarters contracts - Apollo Program Office Headquarters (APOH).

EXHIBIT B-2: Data Requirements for NEW Headquarters contracts - APOH.

EXHIBIT B-3: Data Requirements Originating from APOH to Centers (For Apollo data only).

EXHIBIT B-4: Data Requirements Originating from NASA Headquarters Offices other than APOH and Organizations outside of NASA (For Apollo data only).

EXHIBIT B-5: Data Requirements Originating from other NASA Headquarters Offices and Organizations outside of NASA (For Apollo data when request also includes data from other Programs).

EXHIBIT B-6: Data Requirements - Federal Reports Act of 1942, as amended.

EXHIBIT B-7: Validation of Data Requirements for EXISTING contracts - Center Apollo Program Offices.

EXHIBIT B-8: Data Requirements for NEW contracts - Center Apollo Program Offices.

EXHIBIT B-9: Data Requirements - Between Centers.

EXHIBIT C: Document Requirements List (DRL) NASA Form 1106 (JUN-64), Preparation Instructions.

EXHIBIT D: Document Requirements Description (DRD) NASA Form 1107 (JUN-64) Preparation Instructions.

EXHIBIT E: Apollo Document Index (ADI).

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- c. Program Document Expiration Date - Approved Program Documents will be assigned a predetermined Document Expiration Date (DED) by the cognizant Apollo Data Manager after appropriate consultation with originating organization. The assigned Document Expiration Date will automatically void the requirement for the document. Two years from the date of the approval of a document requirement or 90 days prior to the DED, whichever occurs first, a determination will be made of the continuing need for the data. The appropriate data manager will furnish to the originator(s) of the requirement a list of those documents falling within this category sufficiently in advance to permit an effective evaluation. The Apollo organization having jurisdiction over the activity will in consultation with all other NASA organizations making use of the data determine its continued need. If any of the documentation is still needed, a new DRL will be processed direct to the appropriate Data Manager. If the document is to be cancelled prior to expiration date, the cognizant organization will notify the appropriate Apollo Data Manager for its removal from the Apollo Program Documentation System.
- d. Definition of Initial ADI and CADI Baselines - The initial Apollo Documentation Index (ADI) and the Center Apollo Document Indexes (CADI's) have been developed by the AdHoc Apollo Documentation Requirements and Administration Task Team responsible for the development of this Instruction. These Indexes serve as the Apollo Program documentation baseline and reflect all the documents approved for use on the Program. Additions or deletions to the ADI and the CADI's will be effected in accordance with the provisions of this Instruction.
- e. Updating This Instruction - Changes to this Instruction and its Exhibits will be required to maintain compatibility with the Apollo documentation requirements and the NASA Documentation Administration System now under development. Accordingly, this Instruction and its Exhibits have been designed to be "open-ended" documents to accommodate appropriate additions, deletions or other modifications. All comments, suggestions and recommendations for improving this Instruction, or its Exhibits, should be sent to the Director - Apollo Program Office - Headquarters, Code MAP.

6. EFFECTIVE DATE

The effective date of this Instruction is August 1, 1964.

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1. TITLE - Definitions

- a. AdHoc Task Team for Apollo Documentation Requirements and Administration - The Task Team as established for the development of an Apollo Documentation Requirements and Administration Plan in compliance with the Apollo Program Director's memorandum, M-CMA 1400, dated 27 April 1964.
- b. Center AdHoc Data Review Team (CADRT) - A group appointed by a Center Director or Designee, including the Center Data Manager and a senior technical individual acting as Chairman, for the purpose of reviewing, evaluating and recommending documentation requirements for a specific contract or effort. The composition of the Team will also include personnel from Center Apollo Organizations and other Center Organizations qualified in the various disciplines involved in the effort for which documents are required.
- c. Center Apollo Data Manager (CADM) - An individual appointed by a Center Director or Designee to administer and operate the Apollo Documentation Administration activity at an Apollo Center Program Office.
- d. Data Center - A Document Repository located at appropriate NASA/Apollo Organizations and functioning as a library operation for the collection, storage and distribution of documents authorized for use on the Apollo Program, including original reproducible masters.
- e. Document Category - The name of a functional group (e.g. Program Management) to which a document is assigned for purpose of classification and control. Presently, a total of 17 broad management categories have been established for the purpose of general classification of Apollo Documentation. These categories are being further subdivided into controlled, discrete subcategories representing specific types of documents within the broad category. The following definitions of the broad categories are to be used for classification of documentation:

1. Program Management

Program Management is that portion of the management system that overlays the other categories and assures that they are properly integrated. The program management category includes those documents required to plan, review and control the Apollo Program as a whole. These documents will include the management structure supporting the Apollo Program.

2. Program Scheduling

These documents will define and specify all major milestones, key events and schedules of the Apollo Program. It assumes the existence of scheduling disciplines within the other management categories and is concerned with ensuring that each of the functionally aligned schedules are compatible with the overall program objectives.



3. Procurement and Contracting

Documents within the category includes the management system to plan, request, obtain authorization, solicit, negotiate, schedule, report and otherwise manage the Apollo procurement activity. These documents delineate the practices and procedures applicable to the administration of procurement/contracting and will cover authorities, implementation procedures, contract change notices, pre-contract processes, contract management, procurement standards and reporting requirements involved in the overall program effort. It includes documents required by law, Regulations, Agency Policy and Instructions, Manned Space Flight Policy and Instructions, and Functional Management as defined by NPC 107 "NASA Basic Administrative Processes."

4. Documentation

Documentation as used here is an overall program management system for identifying, reviewing, and controlling the documentation used in all phases of the 17 categories of program management.

It deals with the data flow system and the format of documentation and not the technical content.

5. Configuration Management

This category includes those documents which are required for a uniform system of configuration identification, accounting and control. These documents should include all those documents down to that level of detail necessary to identify and insure integrity of the configuration. It essentially covers the engineering management system to define how and by whom the configuration of the system is controlled. It includes that documentation necessary and primary to controlling end-item hardware.

6. Logistics/Support

These documents will include the logistics portion of the Apollo management system that overlays the other categories and assures that the logistics functions are integrated. It assumes the existence of logistics disciplines within the other appropriate categories and is concerned with insuring that each of the functionally aligned logistic plans are compatible with the overall program objectives. It will reflect logistic concepts, programming, planning and control pertinent to the various broad areas such as transportation, supply, maintenance, support facilities, packaging, and schedules. It also includes the documents necessary to perform the logistics function.

7. Facilities

These documents will include all requirements for real property

facilities concerned with the Apollo Program and will cover the planning, design, estimating, approval, scheduling, construction, inspection, testing and control of facilities. Also included will be estimated lead times and schedule information for each facility and real estate item. This category does not include those documents dealing with the activation phase of a facility. Activation phase documents are included in the category of the user of the facility, i.e. Test (Category 12) or Site Activities for Launch (Category 13). The overall integration of facilities with the total program is included in Categories 1 and 2, Program Management and Program Scheduling.

8. Manning and Financial

The documents included in this category are those used to plan, review, control and report manpower and financial resources in support of the Apollo Program.

9. Technical Description and System Engineering

This category encompasses the overall systems/subsystems/equipment mission definitions, specifications and requirements relative to design goals, performance, reliability, maintainability, transportability and operational characteristics. It includes engineering analyses, functional analyses, studies, technical evaluations, etc., necessary to maintain the technical descriptions and specifications.

10. Reliability and Quality Assurance

This category includes control and review procedures to assure that component, subsystem, and system design, manufacture, assembly, and testing will produce items that meet the established specifications. It includes (a) Reliability and Quality Assurance Plans (b) Reliability Assessments (c) Reliability Status Reports (d) Manufacturing Process Control Plans (e) Quality Control and Inspection Plans and (f) Production Acceptance testing documents. It does not include development, qualification and reliability demonstration testing which are included under the Test Category. It includes, however, reliability assessment of test results, tests of a statistical sampling nature and manufacturing verification tests to obtain quality assurance.

11. Safety

Documents within this category will describe the procedures, controls, methods, studies, and reporting needed to insure the safety of all operations of the Apollo Program. It will include all potentially hazardous areas in both ground and flight operations. It assumes the existence of safety considerations within other appropriate categories and is concerned with integrating and controlling these through a central safety program.

12. Test/Manufacturing

This category includes documentation used to obtain, verify and provide test information for evaluation of development objectives. Documents within this category include plans and procedures for design verification tests, qualification test, reliability demonstration tests, and flight tests directed at design qualification. The development of checkout procedures and development checkout test activity falls in this category. Tests required to activate test facilities other than those at KSC and IMCC required for flight operations and reliability demonstrations of Apollo hardware are considered to be in the test category.

Reliability statistical sampling tests and manufacturing quality assurance acceptance tests are not in this category but are in reliability and quality assurance.

Manufacturing - The manufacturing category includes the detail process of planning, designing, tooling and processes, scheduling, ordering, manufacturing, testing, fabrication, production control, assembly, and reporting necessary to produce a finished product from a set of drawings and specifications. It also includes the development of new processes of manufacturing to solve problems.

13. Site Activation for Launch

This category is concerned only with the activation of MSF network sites of KSC and IMCC facilities for flight operations. Documents within this category cover the activities and requirements from facility availability (Beneficial Occupancy Date) to vehicle launch. These documents identify organizations, locations, and responsibilities including lines of control for the conduct of site activation.

They also define any special test and test support administration and logistics procedures and problems anticipated during site activation. Activation plans other than those that directly support the launch are included in the appropriate category, such as specific site test stand checkout and activation which is part of the Test Category.

14. Mission Operations

Documents within this category include the requirements plans, procedures, and activities required for mission operations from vehicle launch through recovery and post-flight operations. They reflect such areas as long range plans for tracking network and DOD support as well as specific mission requirements such as profile of launches, specific mission objectives and personnel assignments. They exclude the performance analysis aspects of flight tests which are included under the Test Category.

15. Mission Oriented Training

This encompasses all information on personnel training required to ensure efficient performance during launch, flight, and recovery mission phases. It will include personnel considerations, training courses, and training equipment, as well as schedules and facilities peculiar to the training program.

16. Related Program Interfaces

These documents provide technical, administrative and managerial information on related space programs. These documents include results of related space programs and information regarding their effects on the Apollo Program. They identify plans, procedures, and management and technical techniques necessary to assure dissemination and consideration of all related interface criteria.

17. Advanced Missions

These documents include all Advanced Mission and potential follow-on programs. They provide information to aid in the planning and application of all Apollo generated data to extended capability programs.

- f. Document Expiration Date (DED) - A date which identifies the planned termination of the active life of a document. The date is an information item included with a document listing in the Apollo Document Index (ADI).
- g. Document Requirement List (DRL) - A listing of the minimum essential documents authorized for generation and publication on specific activities of the Apollo Program.
- h. Federal Reports Act of 1942 - An Act which provides that no Federal Agency shall conduct or sponsor the collection of information, upon identical terms, from 10 or more persons (other than Federal employees considered as such) unless the Director of the Bureau of the Budget approved in advance the adoption or revision of any plans or forms to be used in such collection.
- i. Headquarters AdHoc Data Review Team (HADRT) - A group appointed by the Headquarters Apollo Program Director, including the Headquarters Apollo Data Manager and a senior technical individual acting as the Chairman, for the purpose of reviewing, evaluating and recommending documentation requirements for a specific Headquarters contract or activity. The composition of the Team includes personnel from other Manned Space Flight Directorates qualified in the various disciplines involved in the effort for which documents are required.

# INSTRUCTION

SUBJECT:

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APOLLO DOCUMENTATION ADMINISTRATION

- j. Headquarters Apollo Data Manager (HADM) - An individual appointed by the Apollo Program Director to administer and operate the Apollo Documentation Administration Activity at the Apollo Program Office Headquarters (APOH).
- k. Interorganization Apollo Documents - Documents that are required of, or by, any NASA/Apollo Organization engaged in the Apollo Program; i.e., Headquarters to Centers, Centers to Headquarters, Center to Center, Center to Contractor, Contractor to Center and Contractor to Contractor.
- l. Respondent - Any individual or organization internal or external to the Apollo Program which has been requested, or authorized, by an Apollo requiring organization to provide information in response to a specific requirement or directive. Included will be individuals or offices of such organizations as: Headquarters NASA, Manned Space Flight, NASA Field Installations, other Government Agencies, Contractors, etc.

EXHIBIT A

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# INSTRUCTION

SUBJECT:

DM 001.000

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE Validation of Data Requirements for EXISTING Headquarters activities - Apollo Program Office Headquarters (APOH).
2. REQUIREMENTS
  - a. The Headquarters Apollo Program Director will appoint an AdHoc Data Review Team for a specific contract or effort. The composition of the Team will include personnel from Headquarters Apollo Organizations, Headquarters Contracting Officer, and other Manned Space Flight Directorates qualified in the various disciplines involved in the effort for which documents are required. (See step 1 of Flow Chart).
  - b. The Headquarters Apollo Data Manager will identify and extract from the existing ADI those documents that pertain to a specific contract, prepare a Document Requirement List (DRL) and furnish the DRL to appropriate Headquarters organizations, Headquarters AdHoc Data Review Team and contractor through normal procurement channels. The Headquarters Apollo Data Manager will also schedule meetings of the Headquarters AdHoc Data Review Team for performing the functions stated in paragraph 2c. and 2d. below. (See step of Flow Chart).
  - c. The contractor may recommend the minimum essential documentation required and prepare a cost estimate for each requirement on the DRL. The cost estimate will be submitted to the Headquarters AdHoc Data Review Team through normal procurement channels. The Headquarters AdHoc Data Review Team may meet with contractor personnel to review the Document Requirement List. The contractor may make recommendations for additions or deletions to the DRL as appropriate. (See step 3 of Flow Chart).
  - d. The Headquarters AdHoc Data Review Team will evaluate the cost versus engineering or management value of each documentation requirement and prepare a recommended DRL and DRD for the approval of the Apollo Program Director. (See step 4 of Flow Chart).
  - e. The Headquarters Apollo Data Manager will process the Team's recommendation to the Apollo Program Director. (See step 5 of Flow Chart).
  - f. The DRL approved by the Apollo Program Director and the appropriate DRD's will be forwarded to the Contracting Officer for negotiation into the contract and to the Headquarters Apollo Data Manager for modification of the ADI and establishment of the ADDS. (See steps 6, 7 and 8 of Flow Chart). New data requirements shall be clearly identified in the DRL.
  - g. Significant documentation requirements changes included in Contract or Engineering Change Proposals (ECP) are subject to Data Requirements Review Action. (See Paragraph 5a. of basic Instruction).
  - h. For data requirements generated by organizations outside of APOH nonconcurrent in by the AdHoc Team the procedures outlined in Exhibit B-4 and 5 will pertain.

EXHIBIT B-1

NPC 500-6

Topic

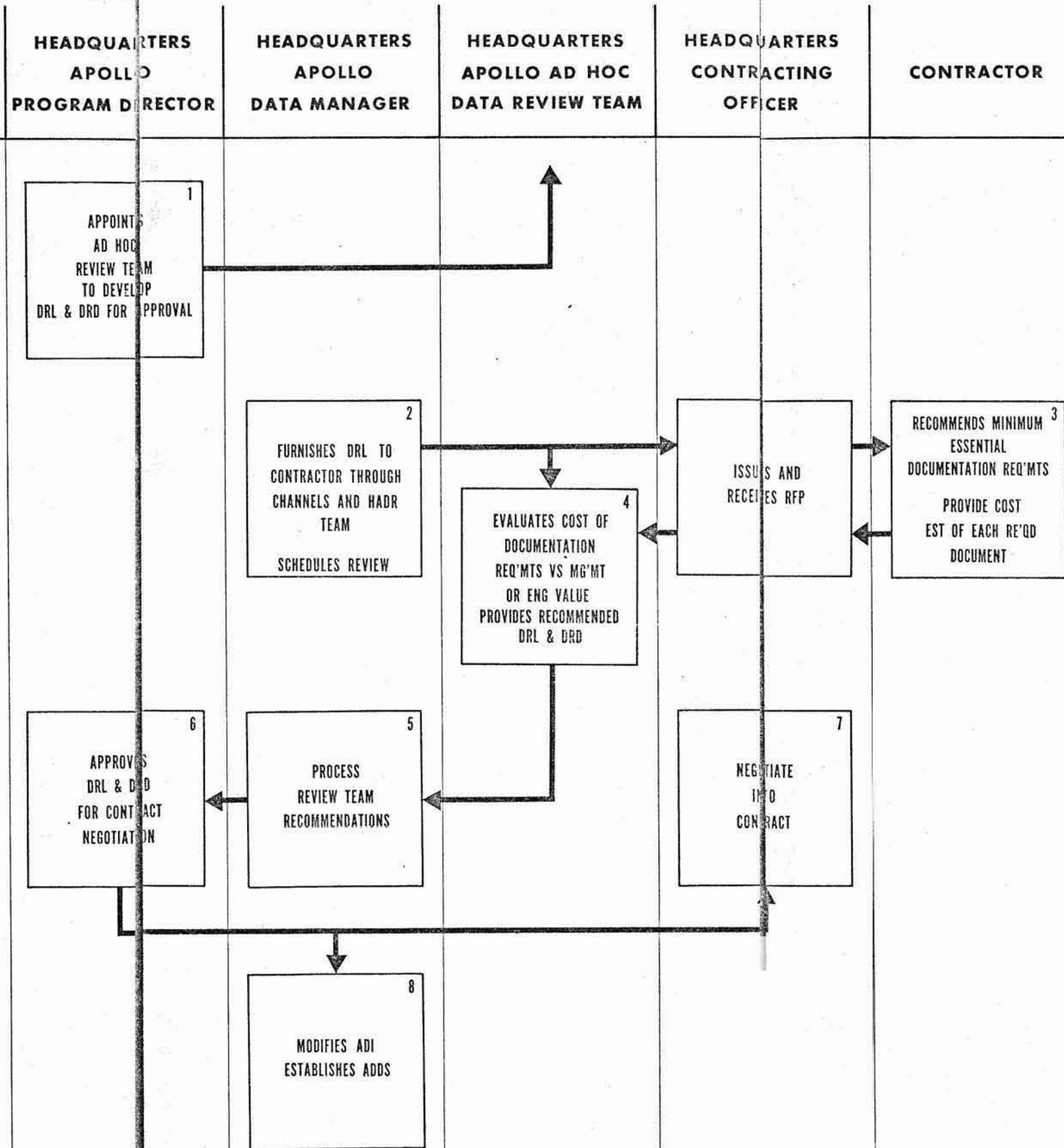
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August 1, 1964

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VALIDATION OF DATA REQ'MTS FOR EXISTING HEADQUARTERS CONTRACTS-APOH



# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Data Requirements for NEW Headquarters Contracts - APOH
2. REQUIREMENTS
  - a. The Headquarters Apollo Program Director will appoint an AdHoc Data Review Team to develop documentation requirements for the NEW contract. The composition of the Team will include personnel from Headquarters Apollo Organizations, Headquarters Contracting Officer and other Manned Space Flight Directorates qualified in the various disciplines involved in the NEW contract for which documents are required. (See step 1 of Flow Chart).
  - b. The Headquarters Apollo Data Manager will issue a call for data requirements from all organizations participating in a contract and schedule a precontract data review. (See step 2 of Flow Chart).
  - c. Headquarters AdHoc Data Review Team will identify and validate the minimum essential documentation requirements and prepare and forward the proposed DRL and DRD to the Headquarters Contracting Officer. (See step 3 of Flow Chart).
  - d. The Headquarters Contracting Officer will incorporate the proposed DRD minus the justification and the DRL in the Request for Proposal (RFP). (See step 4 of Flow Chart).
  - e. The bidder (s) may recommend the minimum essential documentation required and prepare a cost estimate for each document requirement on the DRL. The cost estimate will be submitted to the Headquarters AdHoc Data Review Team through normal procurement channels. The Headquarters AdHoc Data Review Team may meet with contractor personnel to review the Document Requirement List. The bidder (s) may make recommendations for additions or deletions to the DRL as appropriate. (See step 5 of Flow Chart).
  - f. The Headquarters Apollo Data Manager in consultation with its Chairman will schedule a Headquarters AdHoc Data Review Team meeting to evaluate the cost versus engineering of management value of the documentation requirements and prepare the recommended DRL and DRD for the Apollo Program Director's approval. (See steps 6 and 7 of Flow Chart).
  - g. The DRL approved by the Apollo Program Director for NEW contracts and the appropriate DRD's will be forwarded to the Headquarters Contracting Officer for negotiation into the contract and to the Headquarters Apollo Data Manager for incorporation into the ADI and ADDS. (See steps 8, 9, and 10 of Flow Chart).
  - h. For data requirements generated by organizations outside of APOH nonconcurrent in by the AdHoc Team the procedures outlined in Exhibit B-4 and 5 will pertain.

EXHIBIT B-2

NPC 500-6  
Topic

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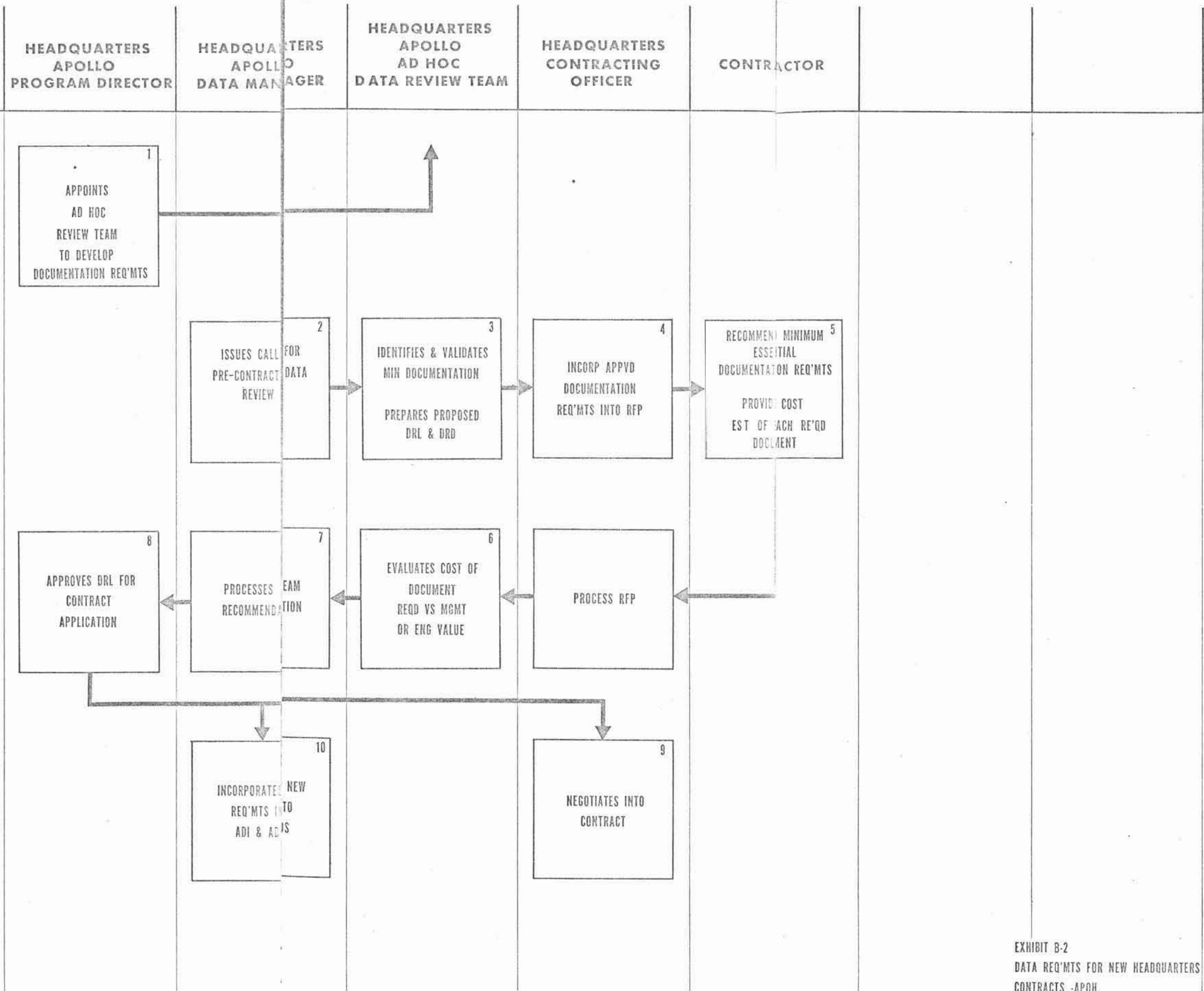
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DATA REQ'MTS FOR NEW HEADQUARTERS CONTRACTS-APOH



# INSTRUCTION

SUBJECT:

DM 001.00-1

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Data Requirements Originating From APOH to Centers (For Apollo Data Only)
2. REQUIREMENTS
  - a. A Headquarters Apollo Organization (APOH) requiring new documentation from a Center will prepare and forward a DRD and written justification for the required documentation to the Headquarters Apollo Data Manager (HADM). (See Step 2 on Flow Chart).
  - b. The Headquarters Apollo Data Manager (HADM) will check the Apollo Document Description Standards (ADDS) to determine whether there is an applicable DRD in existence; and will check the Apollo Document Index (ADI) to determine whether there is an applicable document in existence. If one exists the requestor will be so advised. If no document exists, the Headquarters Apollo Data Manager (HADM) will schedule a meeting of the Headquarters AdHoc Data Review Team and will forward the documentation requirement together with justification and a recommended DRD to the Team for validation of the requirement. (See Step 3 on Flow Chart).
  - c. The Headquarters AdHoc Data Review Team will validate requirements and will provide recommended DRD and DRL and forward to the responding Center. (See Step 4 on Flow Chart).
  - d. The respondent, as directed, will provide and forward a cost estimate for each required document through Headquarters Apollo Data Manager (HADM) to the Headquarters AdHoc Data Review Team. (See Step 5 on Flow Chart).
  - e. The Headquarters AdHoc Review Team will evaluate the cost versus management or engineering value of each document required and prepare a recommended course of action. (Approval or disapproval). (See Step 6 on Flow Chart).
  - f. The Headquarters Apollo Data Manager (HADM) will process the Team's recommendations and will forward a DRD and DRL to the Headquarters Apollo Program Director for Approval. If the documentation requirement is disapproved, the Headquarters Apollo Data Manager (HADM) will notify the Headquarters Apollo Organization which initiated the request and the responding Center. (See Steps 7 and 8 on Flow Chart).
  - g. The Headquarters Apollo Data Manager (HADM) will forward the approved DRD and DRL to the Headquarters Apollo Organization requiring the documentation. The Headquarters Apollo Organization will prepare a Directive for the development of the approved documentation and will forward copies of the Directive, together with the DRL and DRD, to the responding Center and to the Headquarters Apollo Data Manager (HADM). (See Step 9 on Flow Chart).

EXHIBIT B-3

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# INSTRUCTION

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DM 001.000

APOLLO DOCUMENTATION ADMINISTRATION

- h. The Headquarters Apollo Data Manager (HADM) will incorporate the approved documentation requirements into the Apollo Document Index (ADI) and the Apollo Document Description Standards (ADDS). (See Step 10 on Flow Chart).

EXHIBIT B-3

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DATA REQ'MTS-ORIGINATING FROM APOH TO CENTERS

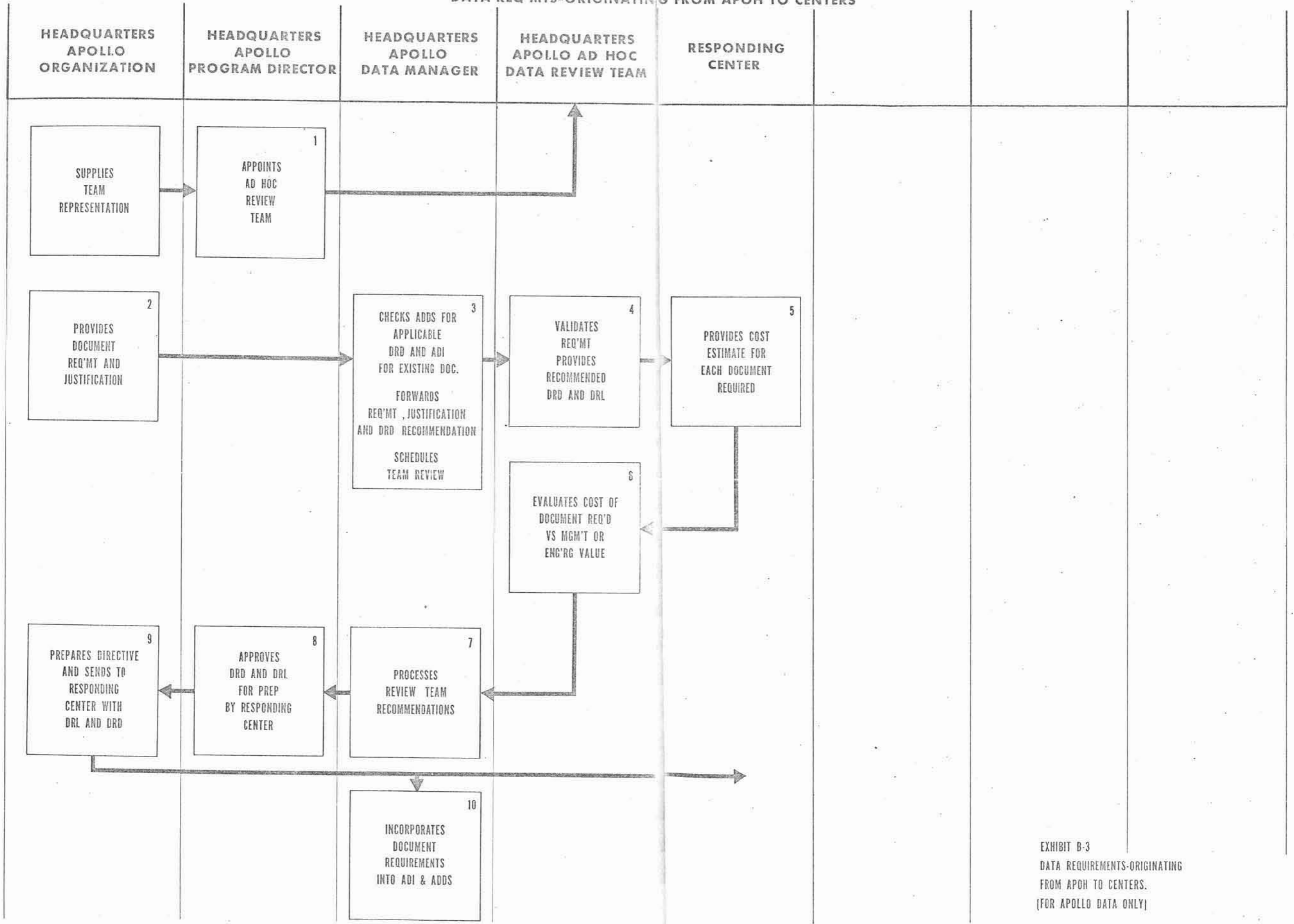


EXHIBIT B-3  
DATA REQUIREMENTS-ORIGINATING  
FROM APOH TO CENTERS.  
(FOR APOLLO DATA ONLY)

# INSTRUCTION

SUBJECT:

DM 001.000-

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Data Requirements Originating from NASA Headquarters Offices other than APOH and Organizations Outside of NASA (For Apollo Data Only.)
2. REQUIREMENTS
  - a. Upon receipt of a requirement for Apollo documentation from NASA Headquarters Offices other than APOH, or from organizations outside of NASA, the receiving organization will forward the requirement to the Headquarters Apollo Data Manager (HADM) who will determine the Headquarters Apollo Organization (Staff Office) having jurisdiction over the activity for which the documentation is required. (See Steps 2 and 3 on Flow Chart.)
  - b. The cognizant Headquarters Apollo Organization (Staff Office) will furnish the information if it is available in an existing document; or if not, will prepare and forward a DRD and written justification for the documentation to the Headquarters Apollo Data Manager (HADM). (See Step 4 on Flow Chart.)
  - c. The Headquarters Apollo Data Manager (HADM) will process the justification by forwarding a DRD and a DRL to the Respondent for cost estimates and will schedule a meeting of the Headquarters AdHoc Data Review Team for evaluation of the documentation requirement. (See 5 on Flow Chart.)
  - d. The Respondent, as directed, will provide and forward a cost estimate for each required document to the Headquarters Apollo Data Manager (HADM) or the Headquarters AdHoc Data Review Team. (See Step 6 on Flow Chart.)
  - e. The Headquarters AdHoc Review Team will evaluate the cost versus management or engineering value of each document required and prepare a recommended course of action. (Approval or disapproval.) (See Step 7 on Flow Chart.)
  - f. The Headquarters Apollo Data Manager (HADM) will process the Team's recommendations and will forward a DRD and DRL to the Headquarters Apollo Program Director for approval or proposed nonconcurrency. (See Steps 8 and 9 on Flow Chart.)
  - g. If the AdHoc Team recommends nonconcurrency and this action is supported by the Program Director, the originator is so informed. Such proposed nonconcurrency for data may be referred to the proper management level for final action.
  - h. The Headquarters Apollo Data Manager (HADM) will forward the approved DRD and DRL to the cognizant Headquarters Apollo Organization (Staff Office) having jurisdiction over the documentation request. The Headquarters Apollo Organization will prepare a Directive for the development of the approved documentation and will forward copies of the Directive, together with the DRL and DRD, to the Respondent and to the Headquarters Apollo Data Manager (HADM). (See Step 10 on Flow Chart.)
  - i. The Headquarters Apollo Data Manager (HADM) will incorporate the approved documentation requirements into the Apollo Document Index (ADI) and the Apollo Document Description Standards (ADDS). (See Step 11 on Flow Chart.)

DATA REQ'MTS-ORIGINATING FROM OTHER NASA HQ ORGANIZATIONS AND ORGANIZATIONS OUTSIDE OF NASA

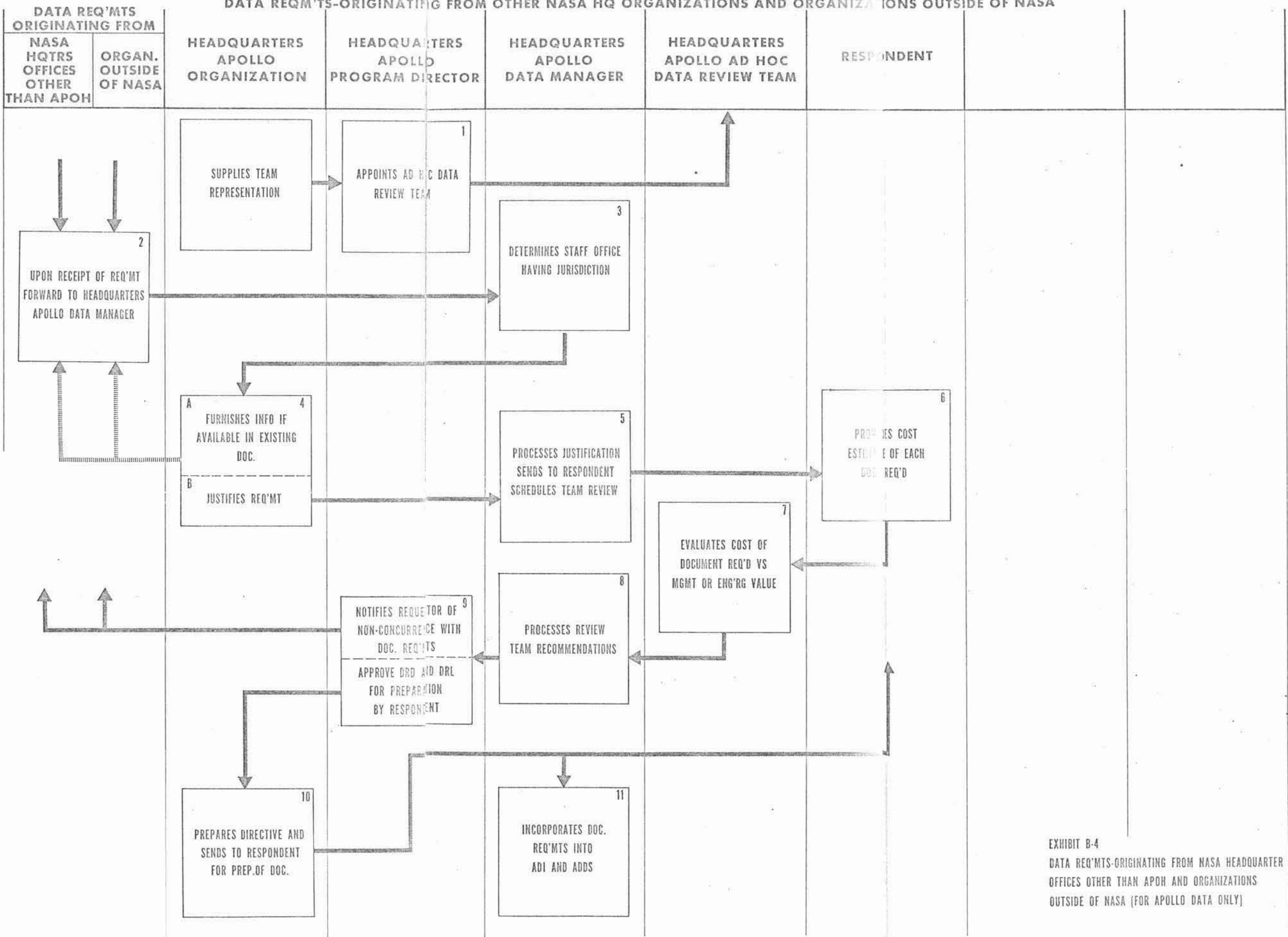


EXHIBIT B-4  
 DATA REQ'MTS-ORIGINATING FROM NASA HEADQUARTER OFFICES OTHER THAN APOH AND ORGANIZATIONS OUTSIDE OF NASA (FOR APOLLO DATA ONLY)

1. TITLE - Data Requirements Originating From Other NASA Headquarters Offices and Organizations Outside of NASA (For Apollo Data when request also includes Data from other Programs).
2. REQUIREMENTS
  - a. Upon receipt of a request for documentation from non-Apollo NASA Headquarters Offices, or from organizations outside of NASA, which includes Apollo Data and Data from other Programs (i.e., Gemini, etc ) the receiving organization will forward the request to the Headquarters Apollo Data Manager (HADM)
  - b. The Headquarters Apollo Data Manager (HADM) will make an initial evaluation of the requirement in terms of the effort required to produce the documentation and in consultation with the Respondents will determine the need for a formal review of the requirement by the Headquarters AdHoc Data Review Team. (See Step 1 on Flow Chart).
  - c. The Respondent will review the documentation requirement and will provide information regarding the effect that compliance with the documentation request will impose. If the effect is significant the Respondent will recommend to the Headquarters Apollo Data Manager (HADM) that a formal review be conducted. (See Step 2 on Flow Chart).
  - d. The Headquarters Apollo Data Manager (HADM) will evaluate the Respondent's input and will notify the Respondent to comply with the documentation request if the effect is negligible. If the effect is significant, the HADM will recommend that formal review action be taken by an Headquarters AdHoc Data Review Team. (See Step 3 on Flow Chart).
  - e. The Headquarters Apollo Program Director will appoint an Headquarters Apollo AdHoc Review Team. (See Step 4 on Flow Chart).
  - f. The Headquarters AdHoc Data Review Team will conduct a formal review of the documentation requirement in accordance with the appropriate procedures of Exhibit P-4. (See Step 5 on Flow Chart).
  - g. For data requirements generated by organizations outside of APOH nonconcurrent in by the AdHoc Team, the procedures outlined in Exhibits B-4 and B-5 will pertain.



DATA REQ'MTS-ORIGINATING FROM NON APOLLO ORGANIZATIONS FOR APOLLO DATA WHEN OTHER PROGRAM DATA IS INCLUDED IN REQ'MT

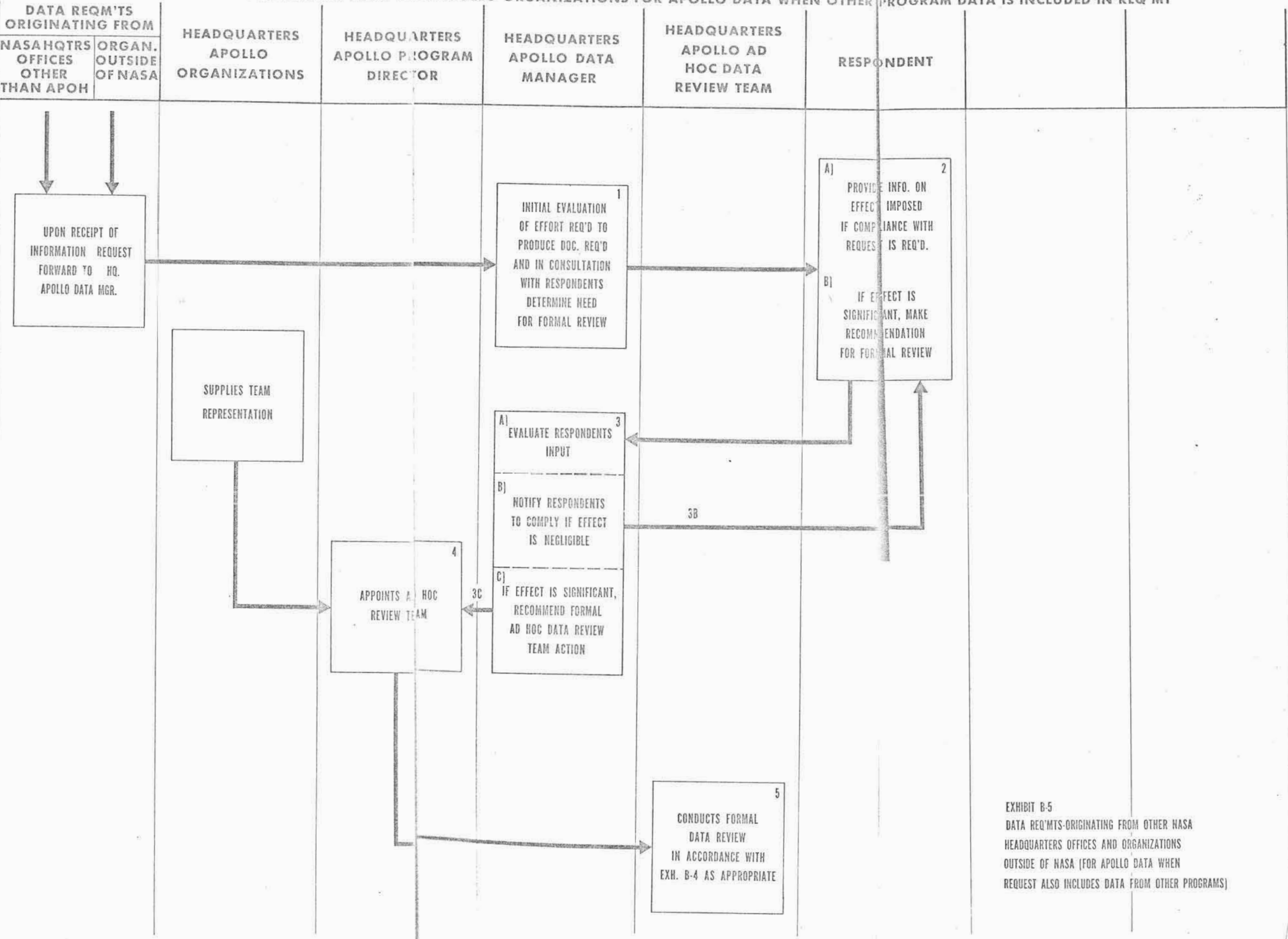


EXHIBIT B-5  
 DATA REQ'MTS-ORIGINATING FROM OTHER NASA HEADQUARTERS OFFICES AND ORGANIZATIONS OUTSIDE OF NASA (FOR APOLLO DATA WHEN REQUEST ALSO INCLUDES DATA FROM OTHER PROGRAMS)



# INSTRUCTION

SUBJECT:

DM 001.000

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Data Requirements - Federal Reports Act of 1942, as amended.
2. REQUIREMENTS
  - a. When Headquarters Apollo Organizations require documents which fall under the purview of the Federal Reports Act of 1942, as amended, the Apollo Program Director will appoint an AdHoc Data Review Team composed of personnel from Headquarters Apollo Organizations and other Manned Space Flight Directorates qualified in the disciplines associated with documents required. When Center Apollo Organizations require documents falling under the purview of the Federal Reports Act, the Center Director or Designee will appoint a Center AdHoc Data Review Team composed of personnel from Center Apollo Organizations qualified in the disciplines associated with the documents required. (See Step 1 of Flow Chart).
  - b. Headquarters and Center Apollo Organizations requiring documents which fall under the purview of the Federal Reports Act of 1942, as amended, will comply with the NASA Management Manual 6-2-6 and forward the requirement to the appropriate Headquarters or Center Apollo Data Manager 90 days prior to need. (See Step 2 of Flow Chart).
  - c. The appropriate Headquarters or Center Apollo Data Manager will review the document requirements for compliance with the NASA Management Manual and will process the requirement by forwarding a DRL to the appropriate Respondent for cost estimate. (See Step 3 of Flow Chart).
  - d. The Respondent, as directed, will provide and forward a cost estimate for each required document to the appropriate Headquarters or Center Apollo Data Manager or the appropriate Headquarters or Center AdHoc Data Review Team. (See Step 4 of Flow Chart).
  - e. The Headquarters or Center Apollo Data Manager, in consultation with the Chairman, will schedule an AdHoc Data Review Team meeting to evaluate the cost versus engineering or management value of the documents required and to prepare a recommended course of action. The cognizant Apollo Data Manager will process the Data Review Team recommendations by returning the disapproved document to the cognizant Apollo Program Organization or forwarding the approved document requirement to Headquarters Management Information Systems Division - NASA. (See Steps 5, 6 and 7 of Flow Chart).
  - f. Headquarters Management Information Systems Division - NASA will coordinate the review of the approved document requirement with the Bureau of Budget (BOB) and obtain BOB approval or disapproval. (See Step 7 of Flow Chart).
  - g. The cognizant Apollo Data Manager will process BOB action by forwarding to the cognizant Apollo Organization who in turn will send to the Respondent. For BOB approved document requirement, the cognizant Apollo Data Manager will incorporate the document into the ADI/CADI and ADDS/CADDS. (See Steps 8 and 9 of Flow Chart).

EXHIBIT B-6

NPC 500-6  
Topic

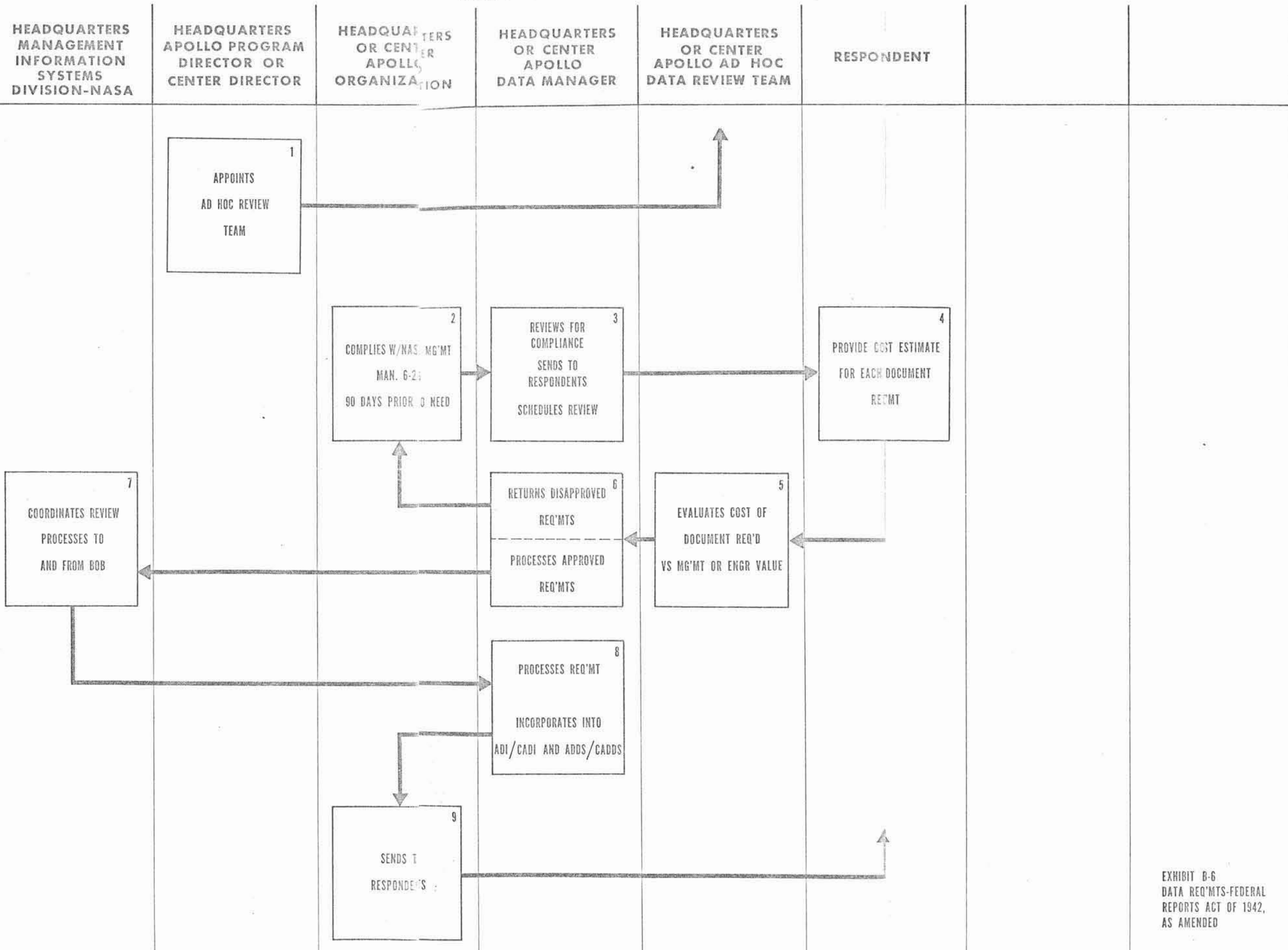
DATE:

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DATA REQ'MTS-FEDERAL REPORTS ACT OF 1942 AS AMENDED



# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Validation of Data Requirements for EXISTING Contracts - Center Apollo Program Offices
2. REQUIREMENTS
  - a. The Center Director or Designee will appoint an AdHoc Data Review Team for a specific contract or effort. The composition of the Team will include personnel from Center Organizations qualified in the various disciplines involved in the effort for which documents are required.
  - b. The Center Apollo Data Manager will identify and extract from the initial Apollo Document Index the applicable documentation for a specific activity and prepare a DRL.
  - c. Through the use of the Center AdHoc Data Review Teams the Center Director or Designee insures that an approved DRL and DRD(s) are developed for each existing Contract or effort in accordance with this Instruction.
  - d. The Administrative procedures for this effort will be identified in the individual Center Apollo Documentation Administration Systems.
  - e. The approved DRD's and DRL's will be negotiated into existing contracts in accordance with established schedules through normal procurement channels.
  - f. The approved DRD's and DRL's are to be incorporated into the CADDS and CADI and forwarded to the Headquarters Apollo Data Manager for incorporation into the ADDS and ADI.
  - g. Significant documentation requirements changes included in Contract or Engineering Change Proposals (ECP) are subject to Data Requirements Review Action. (See Paragraph 5a. of basic Instruction.)

EXHIBIT B-7

NPC 500-6

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DOCUMENTATION CATEGORY	DOCUMENT CONTROL NUMBER	DOCUMENT CONTROL NUMBER	LEVEL AND SUB-LEVEL OF DOCUMENT	DATE DOCUMENT IDENTIFIED	PROGRAM NUMBER	PROJECT NUMBER	SYSTEM NUMBER	NASA ORGANIZATION ORIGINATING DOCUMENT	PREPARED AND DISTRIBUTED BY	APO	MSFC	MSC	KSC	NASA HEADQUARTERS AND OTHERS	CONTRACTOR	CONTRACTOR IDENTIFICATION	FREQ. OF SUBMISSION	DATE DUE AT USER	TYPE OF DOCUMENT	ACTION CODE	DOCUMENT / REPORT / FORM / FILE / NUMBER	CONTRACT NUMBER	DOCUMENT EXPIRATION DATE	NO PAGES / LINE ITEMS / FRAMES / PER ISSUE / CARD NUMBER															
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0

FIGURE 1: ADI INPUT CARD #1, LAYOUT

DOCUMENTATION CATEGORY	DOCUMENT CONTROL NUMBER	DOCUMENT CONTROL NUMBER	LEVEL AND SUB-LEVEL OF DOCUMENT	DATE DOCUMENT IDENTIFIED	DOCUMENT TITLE	ACTION CODE	DOC. AVAIL. STATUS CONTRACTUALLY SECURITY OR OTHER CLASS.	ESTIMATED MAN HOURS	ACTUAL MAN HOURS	ESTIMATED COST	ACTUAL COST	CARD NUMBER																											
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0

FIGURE 2: ADI INPUT CARD #2, LAYOUT

# INSTRUCTION

SUBJECT:

DM 001.000

APOLLO DOCUMENTATION ADMINISTRATION

3b. Code Description of Input CARD #2 (See Figure 2)

<u>Card Column</u>	<u>Description</u>	
1-14	Identical to Card #1 (Using same codes)	
15-53	Document Title	
54	Action Code	
55 (Optional)	Document Availability Status - (This column for optional use; leave blank when not using).	
		O = Obsolete I = Interim H = Historical R = Record only C = Commercially available D = Draft P = Proposed U = Under preparation E = Existing Document N = Non-existing Document
56	Contractually Required	1 = yes 2 = no
57	Security or other Classification	L = NASA Secret Z = NASA Confidential S = Secret C = Confidential R = Restricted P = Proprietary U = Unclassified
58-62	Estimated Man Hours	} Obtained from Document Requirement List (DRL)
63-67	Actual Man Hours	
68-73	Estimated Cost	
74-79	Actual Cost	
80	Card Number	

# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

3a. Code Description of Input CARD #1 (cont'd)

<u>Card Column</u>	<u>Description</u>	<u>Codes</u>
	Document/Report/Form/ File/Number (cont'd)	
57-64 .....		(a) Numerical portion of Form # starts in Column 57. Numerical portion must be right justified. e.g. NASA 533 = N00000533- (b) Truncated numbers must begin with first digit and complete all columns in full e.g. C987654321/000 = C987654321 (c) Unnumbered documents will begin with "U" in column 57 followed by an interim number assigned by the appropriate Data Manager
65-72	Contract Number	
65 .....		N = NASA E = Corps Engineers A = Air Force Y = Navy O = Other
66-72		Numerical portion of contract number right justified
73-76	Document Expiration Date	Same codes as columns 11-14 above
77-79	Number of pages/line items/ frames/per single document per issue	001-999 as required 000 = more than 999 pages
80	Card Number	

# INSTRUCTION

SUBJECT:

DM-001.001-1

APOLLO DOCUMENTATION ADMINISTRATION

3a. Code Description of Input CARD # 1 (cont'd)

<u>Card Column</u>	<u>Description</u>	<u>Codes</u>
53-54	Type of Document	01 - Plans 02 - Directions, Instructions & Procedures 03 - Schedules 04 - Drawings 05 - Specifications 06 - Standards 07 - Manuals & Handbooks 08 - Lists 09 - Charts 10 - Photos & Films 11 - Records & Data 12 - Reports 13 - Miscellaneous
55	Action Code	D = Delete entire line item A = Add new line item M = Modify field(s) within line item
56-64	Document/Report/Form/ File/Number	P = APOH N = NASA B = BOB (Bureau of Budget) D = DOD (Department of Defense) R = Army O = Other C = Contractor Y = Navy A = Air Force M = Manned Spacecraft Center K = Kennedy Space Center H = Marshall Space Flight Center
56 .....		



# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

3a Code Description of Input CARD #1 (cont-d)

<u>Card Column</u>	<u>Description</u>	<u>Codes</u>
--------------------	--------------------	--------------

27-31	Prepared and Distributed by	91000 = APOH* 62000 = MSFC** 72000 = MSC** 76000 = KSC** XXXXX = Contractor ***
-------	--------------------------------	---

\* See latest issue in effect of  
NPC 115 for more detail codes  
\*\* Codes for columns 24-26 and 29-31  
to be assigned locally  
\*\*\* See Federal Cataloging Handbook -  
H4-1, -2, & -3, -4.

32-43	Number of Copies Authorized to	01-99 as applicable 00 = more than 99 copies
-------	-----------------------------------	---

44-48	Contractor Identification	***See Federal Cataloging Handbook - H4-1, -2, & -3, -4 (See column 27 to 31)
-------	------------------------------	---

49-50	Frequency of Submission	01 - Annual 02 - Semi-annual 04 - Quarterly 06 - Bi-monthly 12 - Monthly 24 - Semi-monthly 26 - Bi-weekly 52 - Weekly 53 - Daily 9* - As required* *Column 50: year; e.g. 4 = 1964
-------	----------------------------	--

51-52	Due Date at User	*01-12 As applicable to month of year shown in column 50 01-99 As applicable to number of days since close of reporting period e.g. 52-03 = Weekly report due at user on Tuesday
-------	------------------	---

EXHIBIT E

NPC 500-6

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# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

3a. Code Description of Input CARD #1 (cont'd)

<u>Card Column</u>	<u>Description</u>	<u>Codes</u>
17-19	NASA Project Number	000 - All Projects within Apollo Program 903 - Gemini Related Development 904 - Apollo Related Development 908 - Advanced Manned Missions Related Development 914 - Apollo Spacecraft 921 - Mission Control Systems 924 - Apollo Space Operations 930 - All Saturn Vehicles 931 - Saturn I Vehicle 932 - Saturn IB Vehicle 933 - Saturn V Vehicle 934 - Saturn I & IB Vehicles 935 - Saturn IB & V 936 - Saturn I & V 940 - Launch Vehicle Eng. Development 941 - H-1 Engine Development 942 - RL-10 Engine Development 943 - F-1 Engine Development 945 - J-2 Engine Development 946 - H-1 & RL-10 Engine Development 947 - H-1 & J-2 Engine Development 948 - F-1 & J-2 Engine Development 949 - H-1, F-1 & J-2 Engine Development 950 - Launch Operations Support 955 - Launch Instrumentation 962 - MSFC Facility Projects 963 - Michoud Facility Projects 964 - MTO Facility Projects 972 - MSC Facility Projects 976 - KSC Facility Projects 980 - Systems Engineering 991 - Various Locations Facility Projects
20-21	NASA System Number	See latest yearly issue of NPC-300-4 for projects listed in column 17-19
22-26	Organization Originating Document	91000 = APOH*

\* See latest issue in effect of NPC 115 for more detail codes

EXHIBIT E

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# INSTRUCTION

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APOLLO DOCUMENTATION ADMINISTRATION

3a. Code Description of Input Card #1 (cont'd)

<u>Card Column</u>	<u>Description</u>	<u>Codes</u>
1-2	Documentation Category	01 - Management 02 - Schedules 03 - Procurement/Contracts 04 - Documentation Management 05 - Configuration Management 06 - Logistics/Support 07 - Facilities 08 - Manning & Financial 09 - Technical Descrip. & Syst. Eng. 10 - Reliability & Quality Assurance 11 - Safety 12 - Test/Manufacturing 13 - Site Activ. f/Launch 14 - Mission Operations 15 - Mission Oriented Training 16 - Related Program Interfaces 17 - Advanced Missions
3-5	Document Control Number	001-999 - Sequentially assigned by APOH Data Manager within each category (starting with 001 each category)
6-8	Document Control Number	001-999 - Sequentially assigned within level and requirement by appropriate Data Manager
9-10	Level of Document	0* - HQ. NASA 1* - APOH 2* - Center 3* - Contractor  *column to be used to designate a sub-level. Leave space if sub-level is not needed.
11-14	Date Document Identified	Yr. & Mo. - e.g. 6407 - 1964 July
15-16	NASA Program Number	92 = Apollo

EXHIBIT E

NPC 500-6

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1. TITLE - Apollo Document Index (ADI).
2. PURPOSE - This Exhibit defines the automated input format for producing the Apollo Document Index (ADI).
3. SCOPE - This Exhibit provides information on an automated filing system of pertinent data regarding documentation authorized for the Apollo Program. The information is compiled in the Apollo Document Index (ADI) and is organized by documentation category, control number and level of document. To facilitate the transfer of this information on to Electronic Data Processing Index Cards special codes are provided. The coded input data are punched into the index cards illustrated in Figures 1 and 2. To assure accuracy and efficiency of this operation special worksheets are provided with instructions for their completion.

3a. Code Description of Input Card #1 (See Figure 1)

<u>Card Column</u>	<u>Description</u>	
1-2	Documentation Category	
3-5	Document Control Number	
6-8	Document Control Number	
9-10	Level and Sub-level of Document	
11-14	Date Document Identified	
15-16	NASA {	
17-19		Program Number
20-21		Project Number
22-26	System Number	
22-26	Organization Originating Document	
27-31	Prepared and Distributed by	
32-33	Number of Copies {	
34-35		Authorized to
36-37		APO
38-39		MSFC
40-41		MSC
42-43	KSC	
44-48	HQ NASA and Others	
49-50	Contractor	
51-52	Contractor Identification	
53-54	Frequency of Submission	
55	Due Date at User	
56-64	Type of Document	
65-72	Action Code	
73-76	Document/Report/Form/File/Number	
77-79	NASA Contract Number	
80	Document Expiration Date	
	Number of printed pages/line items/frames/per single document per issue	
	Card Number	

# INSTRUCTIONS FOR COMPLETING THE DOCUMENTATION REQUIREMENTS DESCRIPTION

ENTER TITLE OF TYPE OF DOCUMENT REQUIRED USING NO MORE THAN 41 CHARACTERS INCLUDING SPACES, DASHES, ETC., WITHIN OR BETWEEN WORDS. THE FIRST WORD OF THE TITLE SHOULD BE A PRINCIPAL NOUN WHICH BEST ESTABLISHES THE BASIC CONCEPT OF THE DOCUMENT. SUBSEQUENT WORDS SHOULD BE APPROPRIATE MODIFIERS.

EXAMPLES: PLAN - PROJ. DEV. F-1 ENG.  
 SPEC - TEST, S-1B STAGE  
 REPORT - PROGRESS, QUAR. LEM  
 PROPOSAL - ENGRG. CHANGE (ECP)  
 INSTRUCTION - APOLLO DOC. ADM.

COMMONLY ACCEPTABLE ABBREVIATIONS MAY BE USED IF CLARITY IS NOT SACRIFICED. (FOR ADDITIONAL GUIDANCE SEE DOD SPEC. MIL-STD-28 OBTAINED FROM SUPT. OF DOCUMENTS, U. S. GOV. PRINTING OFFICE, WASHINGTON, D. C.)

ENTER THE APPROPRIATE DOCUMENT REQUIREMENT NUMBER AS ASSIGNED BY THE COGNIZANT APOLLO DATA MANAGER.

TITLE a.	NUMBER b.
USE c.	DATE d.
INTERRELATIONSHIP g.	OFFICE OF PRIMARY RESPONSIBILITY e.
	APPROVED (NAME - TITLE)
PREPARATION INFORMATION h.	REFERENCES f.

ENTER THE DATE OF PREPARATION OF THIS DRD.

THE CODE AND LOCATION OF THE COGNIZANT ORGANIZATION HAVING FINAL APPROVAL AUTHORITY OF THE DOCUMENT REQUIREMENT DESCRIPTION.

A BRIEF SYNOPSIS OF THE USE OF THE DOCUMENT, INCLUDING THE REASON FOR THE REQUIREMENT FOR THE DOCUMENT.

LIST APPLICABLE DOCUMENTS (NASA MANAGEMENT MANUAL, MIL SPECIFICATIONS, FEDERAL STANDARDS, ETC.) TO WHICH APOLLO PROGRAM RESPONDENTS (NASA, CONTRACTORS, ETC.) MAY BE REFERRED FOR ADDITIONAL INFORMATION CONCERNING THE DOCUMENT REQUIREMENT.

ENTER IN THIS BOX ALL AFFECTED DRD'S WHEN THE DRD UNDER PREPARATION CREATES A SIGNIFICANT IMPACT OR INTERFACE RELATIONSHIP WITH EXISTING DRD'S. INCLUDE A BRIEF NARRATIVE OF THE IMPACT OR RELATIONSHIP CREATED AND A STATEMENT THAT THE NEW DRD DOES NOT CAUSE A CONFLICT WITH OTHER DRD'S.

PROVIDE AMPLE INFORMATION FOR PREPARATION OF THE DOCUMENT REQUIRED BY THE DOCUMENT REQUIREMENTS DESCRIPTION; INCLUDE ALL NECESSARY DETAILS OF PREPARATION TO SATISFY THE ORIGINATOR'S FORMAL REQUIREMENTS AND SHALL INCLUDE FREQUENCY OF REPORTING AND DELIVERY DESTINATION.

FIGURE 1  
EXHIBIT D

# INSTRUCTION

SUBJECT:

DM-001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

- c. Supply of Forms - An initial supply of NASA Form 1107 will be provided to each Center by September 1, 1964. Additional copies of Form 1107 will be requested from Administration Services Division (BAM-4), NASA Headquarters.

EXHIBIT D

NPC 500-6

Topic

DATE:

August 1, 1964

PAGE:

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# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Document Requirements Description (DRD) NASA Form 1107 (JUN-64), Preparation Instructions.

2. PURPOSE

This Exhibit prescribes the requirements for the preparation of the Document Requirement Description (DRD) Form.

3. REQUIREMENTS

a. Preparation Instructions - The Document Requirement Description (DRD) shall be prepared in accordance with the requirements of Figure 1. If additional space is required for any description, use 8" x 10 1/2" paper and allow a 3/4" left margin for binding.

b. Supporting Statement for New or Revised DRD - A supporting statement must accompany each new or revised DRD and shall include, as a minimum, the following:

(1) Justification for a new document (or revision thereof) -

(a) Describe the need or problem which makes the collection of the information necessary and indicate by whom and how the document will be used. If the request covers a revision of an existing form or document, only identify the changes being made and the reason for the changes.

(b) Explain the relationship of the document covered by this request to previously approved DRD's on the Apollo Program.

(2) Brief description of plans for document generation - Indicate when the initial and last copy will be published of the document required.

(3) Coordination of DRD -

(a) Give names of individuals and organizations (outside of the immediate organization) with whom this DRD has been coordinated.

(b) Summarize any major problems on which agreement could not be reached.

(c) Description of the expected burden (time, effort, cost, etc.) which would be imposed on the respondent relative to the need for the document.





# INSTRUCTION

SUBJECT:

DM 001.000

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Document Requirements List (DRL) NASA Form 1106 (JUN-64), Preparation Instructions.
2. PURPOSE

This Exhibit prescribes the requirements for the preparation of the Document Requirements List (DRL) Form.
3. REQUIREMENTS
  - a. Preparation - The DRL shall be prepared in accordance with the requirements of Figure 1.
  - b. Attachments
    - (1) When attachments are required (See Figure 1), in support of the DRL, they shall be identified by the same Title, Request for Proposal No., and Contract No. applicable to the DRL.
    - (2) Each item on the attachments shall be referenced to a particular Line Item No. on the DRL.
  - c. Use of DRL Form
    - (1) For incorporation into EXISTING and NEW Contracts to authorize Contractor preparation and submittal of documents approved for use on the Apollo Program.
    - (2) For use with Request for Proposal (RFP) or Invitation for Bid (IFB) when documents are required to be furnished by the Respondents.
    - (3) For use by NASA Apollo Organizations to authorize the preparation and submittal of "in-house" documents approved for use on the Apollo Program.
  - d. Selection of Document Requirements for Listing on DRL
    - (1) All document requirements listed on the DRL for a particular contract, or "in-house" activity shall be selected from the ADDS, or CADDs, when available.
    - (2) Document requirements selected for listing on the DRL which do not appear in the ADDS or CADDs (when available) will be listed on the DRL with a "U" prefix in the Line Item Number column. Whenever a "U" prefix is used, an appropriate DRD shall be prepared and identified by the Headquarters or Center Apollo Data Manager, as appropriate, for entry under the Authority column of the DRL.
  - e. Supply of Forms - An initial supply of NASA Form 1106 will be supplied to each Center by September 1, 1964. Additional copies of Form 1106 will be requested from Administrative Services Division (BAM-4) NASA Headquarters.

EXHIBIT C

NPC 500-6  
Topic

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# INSTRUCTION

SUBJECT:

DM 001.000-1

APOLLO DOCUMENTATION ADMINISTRATION

1. TITLE - Data Requirements - Center to Center
2. REQUIREMENTS
  - a. Center organizations requiring documentation from another Center will submit a completed DRD to its Center Data Manager for review and approval. The Apollo Data Manager will forward the DRD to the responding Center Apollo Data Manager.
  - b. Through the use of a Center AdHoc Data Review Team, the Center Director or Designee insures that an approved DRL and DRD is developed.
  - c. The responding Center Apollo Data Manager (CADM) will process the DRD within this Center in accordance with the procedures stated in the Center Documentation Administration System. The CADM should insure that an evaluation of cost versus Management or Engineering value of the document requirement is made, as well as a recommendation for approval or disapproval of the request for documentation.
  - d. The Center Director or Designee will approve or disapprove the DRD.
  - e. Documentation requirements approved by the responding Center Director or Designee will be forwarded to the responding Center Apollo Data Manager. The Center Apollo Data Manager will process the documentation requirements, modify the CADI and CADDs, and forward appropriate DRD's to the Headquarters Apollo Data Manager, and to the appropriate Center organization for preparation and issuance of a directive for the development and processing of the documents.
  - f. Documentation requirements disapproved by the responding Center Director or Designee will be forwarded to the responding Center Apollo Data Manager and will be returned to the originating Center Data Manager together with the reasons for disapproval.
  - g. Documentation requirements which are disapproved may be appealed to APOH by the Center originating the requirements. Appeals shall be made through regular line organization channels.

EXHIBIT B-9

NPC 500-6.

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1. TITLE - Data Requirements for NEW Contracts - Center Apollo Program Office

2. REQUIREMENTS

- a. The Center Director or Designee will appoint an AdHoc Apollo Data Review Team to develop documentation requirements for the NEW Contract. The composition of the Team will include personnel qualified in the various disciplines involved in the NEW Contract for which documents are required.
- b. Through the use of Center AdHoc Data Review Teams the Center Director or Designee develops a proposed Document Requirement List (DRL) for incorporation into the request for proposals (RFP) by the contracting offices.
- c. The administrative procedures for this activity will be identified in the individual Center Apollo Documentation Administration Systems.
- d. The approved DRD's and DRL will be negotiated into the new contract through normal procurement channels.
- e. The approved DRD's and DRL's are to be incorporated into the CADDs and CADI and forwarded to the Headquarters Apollo Data Manager for incorporation into the ADDS and ADI.
- f. The Headquarters Apollo Data Manager will add new documents to the ADI and review for duplication. The HADM will also incorporate the new DRD into the ADDS.