



JUL 31 2000

Reply to Attn of:

AD01

TO: MSFC Documentation Repository Customers

FROM: AD01/Sheila S. Cloud

SUBJECT: Requirement for Use of MSFC Form 2896, "Document Input Record"

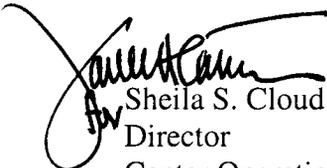
Federal statutory requirements and MSFC registration to ISO 9000 place heavy emphasis on authorized access to information and document and data control requirements. Recently, the NASA, Marshall Space Flight Center Documentation Repository implemented a requirement for organizations to include a MSFC Form 2896, "Document Input Record" with all technical documentation submitted to the Repository for storage and distribution.

Many document and drawing originators have been concerned with the reasoning for this new requirement. The purpose of the form is to identify distribution restrictions and to collect indexing information for all documents and drawings received and maintained by the Repository. The form provides the only objective evidence available that the revision, date, distribution (availability authorization), etc., input into the Repository index accurately reflect the data submitted by the originating organization.

This requirement is the direct result of an ISO 9000 audit finding, and reflects the corrective action taken to ensure that MSFC processes and procedures provide adequate data and document control. Identifying the distribution restrictions is particularly important in order to comply with Federal Export Control regulations (e.g., ITAR, EAR) governing the export and dissemination of U.S. Government-funded technology. Subsequently, MSFC Directive MWI 2210.1 was updated to mandate the use of Form 2896. This requirement is also included in MPD 2190.1 and MPG 2190.1 (MSFC Export Control Program), MWI 7120.3 (Program/Project Data System), and draft revision of MSFC-STD-555 (MSFC Engineering Documentation Standard).

Every submittal of technical documentation from NASA and NASA contractor organizations must include a fully completed and signed MSFC Form 2896. Otherwise, the MSFC Documentation Repository will not have authorization for handling and disseminating the documentation and will have to return the package to the organization submitting the documentation.

Your cooperation in providing the required information is appreciated and will allow the Repository to provide better service to you and other customers.



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