



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

**FPD-OI-FD02.1 (14 pt bold)**  
**xxx xx, 2000 (14 pt bold)**

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# **ORGANIZATIONAL INSTRUCTION**

## **(26 pt bold)**

**Flight Projects Directorate (24 pt bold)**  
**(Specific Office, etc.) (24 pt bold)**  
**(Office Code) (24 pt bold)**

**(Document Title) (36 pt bold)**

**(Draft, Baseline, or Revision Level) (22 pt bold)**

### APPROVAL

<b>NAME</b>	<b>TITLE</b>	<b>ORG</b>	<b>DATE</b>
<u>Original Signed by</u> Axel Roth	Director, Flight Projects Directorate	FDXX	Month XX, 2000

**CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**



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*The information given below in italics is a guideline covering content of each required entry. Some of the entries may seem repetitive, but there are subtle differences. Even if an entry is not required, enter "Not Applicable" or "None" or another appropriate comment; this keeps the numbering of the paragraphs consistent across the Directorate and will make the documents much easier to read and compare against each other.*

*Entries should be typed in Times New Roman and font sizes are given in parentheses after the text.*

## **1. GENERAL INFORMATION (12 pt )**

### **1.1 Scope. (11 pt bold)**

*This documents the functions, processes, etc., that the OI covers and should be a broad statement concerning the coverage of the particular Instruction being written, tied back to the document title or content. An example is "This Organizational Instruction describes and defines the process within the Flight Projects Directorate (FPD) related to ....." (11 pt)*

### **1.2 Purpose. (11 pt bold)**

*This documents the functions, processes, etc., that the OI covers and should be a broad statement concerning the coverage of the particular Instruction being written, tied back to the document title or content. An example is "This Organizational Instruction describes and defines the process within the Flight Projects Directorate (FPD) related to ....." (11 pt)*

### **1.2 Applicability. (11 pt bold)**

*Tell which organizational elements (the entire directorate, specific office, department, group, or team) and/or functions follow the instructions of the document being written. Basically, it documents who and what the OI applies to. (11 pt)*

## **2. APPLICABLE DOCUMENTS (12 pt bold)**

*List the Center Level or other organizational element ISO documents that pertain to or govern the processes described in the OI being written. (Examples include, but are not limited to, MWI's, MPG's, NPG's, other OI's, and specifications.) Be specific, including document number and title. Do not include Revision level unless that specific revision will be used regardless of any updates; if an older revision is to be used (which may happen in the case of some contracts) include a note that a specific revision number will be used and remain constant. Otherwise, listing a specific revision will require a revision to this document when the referenced document is updated. Other non-ISO documents or references can also be listed. (11 pt)*

MWI XXX (11 pt)

MWI Title (11 pt)

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### **3. ACRONYMS and DEFINITIONS (12 pt bold)**

#### **3.1 Acronyms (11 pt bold)**

*List and give the meaning of all acronyms used in your document. Alphabetize the list. (11 pt)*

#### **3.2 Definitions (11 pt bold)**

*List and define all terms that may need further explanation. This includes job or organization specific terminology and other non-standard terminology, where terms are generally understood by the organization but not necessarily by others (e.g., external auditors) and defining them would simplify things. Alphabetize the list. (11 pt)*

### **4.0 INSTRUCTIONS (12 pt bold)**

*List the step-by-step process you are defining, with responsible party where appropriate. In general, this should be a textual account of the Flow Chart in Section 11. The instructions are a description of the tasks to be performed, usually documented as separately numbered steps, and includes the responsible party. (11 pt)*

### **5.0 NOTES (12 pt bold)**

*Write a description of areas that may need further explanation. This includes any special information needed to perform the process but which is not actually part of the process itself. (11 pt)*

### **6.0 SAFETY PRECAUTIONS AND WARNING NOTES (12 pt bold)**

*Includes any information needed for safe operation of the process documented in the OI. This section is generally only used in OI's for operation of equipment, testing, etc. (11 pt)*

### **7.0 APPENDICES, DATA, REPORTS, AND FORMS (12 pt bold)**

*This section lists any appendices, data, reports, or forms used in the performance of the OI. Examples should be included as part of the OI; if not, the location where they can be found should be clearly identified. Any forms included here become controlled forms. (11 pt)*

### **8.0 QUALITY RECORDS (12 pt bold)**

*This lists all quality records associated with this OI that are required to be kept, along with their retention time, disposition, and storage location. This is a very important area, and must include records that may have been cited elsewhere in the document as being necessary to maintain. (11 pt).*

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## **9.0 TOOLS, EQUIPMENT, AND MATERIALS (12 pt bold)**

*This section describes any specialized tools, equipment, or materials needed to perform the process(es) documented in the OI. This should include any special instructions or considerations in their use (for example, safety equipment, calibration, etc.). Do not include normal office equipment. ( 11 pt).*

## **10.0 PERSONNEL QUALIFICATION, TRAINING, AND CERTIFICATION (12 pt bold)**

*This section lists all specialized training and certification required in the performance of the OI. It also identifies who maintains the training records and, if the training must be taken more than once, how often it should be taken. Examples are COTR Certification, Small Purchase Credit Card Holder, Fork Lift Training, etc. . ( 11 pt).*

## **11.0 FLOW DIAGRAM (12 pt bold)**

*Depict the process or instructions given in Section 4 in a flow diagram. (11 pt)*