



Subject: Safety Assignments and Responsibilities

Responsible Office: Safety and Mission Assurance Office

Change Log

Revision	Date	Description of Change
W	6/29/23	Updates to responsibilities, position title changes, and document citations

1. POLICY

This policy directive sets forth organizational and functional safety assignments and specifies the authorities and responsibilities of each.

2. APPLICABILITY

This directive is applicable to all Government, contractor, or other organization personnel at LaRC, in accordance with the terms expressed in their respective agreements, joint operating procedures, or contracts with NASA Langley Research Center (LaRC).

3. AUTHORITY

- a. Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters, 29 CFR 1960.
- b. NPD 1800.2, NASA Occupational Health Program.
- c. NPD 8700.1, NASA Policy for Safety and Mission Success.

4. APPLICABLE DOCUMENTS AND FORMS

- a. Definition of Records, 44 U.S.C. § 3301.
- b. Ionizing Radiation, 29 CFR § 1910.1096.
- c. Who Must Follow the Regulations in Subchapter B?, 36 CFR § 1220.14.
- d. What Types of Documentary Materials are Federal Records?, 36 CFR § 1222.12.
- e. NPD 1440.6, NASA Records Management.
- f. NPD 2750.5, NASA Electromagnetic Spectrum Management.
- g. NPR 1441.1 NASA Records management Program Requirements.

- h. NPR 8715.1, NASA Safety and Health Programs.
- i. NPR 8715.5, Range Flight Safety Program.
- j. LAPD 1700.1, Safety Program.
- k. LAPD 8730.1, The LaRC Metrology Program.
- l. LPR 1046.1, Emergency Management Plan (EMP).
- m. LPR 1710.6, Electrical Safety.
- n. LPR 1710.7, Safety Program for the Handling and Use of Explosives at Langley Research Center.
- o. LPR 1710.10, Langley Research Center Energy Control Program (Lockout/Tagout).
- p. LPR 1710.11, Fire Protection Program.
- q. LPR 1710.15, Wind-Tunnel Model Systems Criteria.
- r. LPR 1710.40, Langley Research Center Pressure Systems Handbook.
- s. LPR 1710.41, Langley Research Center Standard for the Evaluation of Socket and Branch Connection Welds.
- t. LPR 1710.42, Safety Program for the Maintenance of Ground-Based Pressure Vessels and Pressurized Systems.
- u. LPR 1740.6, Personnel Safety Certification.
- v. LPR 7123.2, Facility Configuration Management.
- w. LMS-CP-4760, Reporting Injuries, Illnesses, and Compensation Claims.
- x. LMS-CP-5698, Welding/Brazing.
- y. LMS-CP-8621, Reporting, Investigating, and Recordkeeping for Mishaps, Close Calls, and Previously Unidentified Serious Workplace Hazards.
- z. NASA-STD-8719.11, Standard for Fire Protection and Life Safety.
- aa. NASA-STD-8719.12, Safety Standard for Explosives, Propellants, and Pyrotechnics.
- ab. NASA-STD-8719.17, NASA Requirements for Ground-Based Pressure Vessels and Pressurized Systems (PVS).
- ac. LF 1, Appointment of Facility Safety Personnel.
- ad. LF 243, Appointment of Facility Environmental Coordinator(s) (FEC).
- ae. LF 260, Orientation Survey for Facility Safety Heads or Facility Coordinators.
- af. LF 261, Documentation Review for Facility Safety Heads (FSH) and Facility Coordinators (FC).
- ag. NFPA 70, National Electric Code.

5. RESPONSIBILITY

- a. The Center Director shall:
 - (1) Provide a safe and healthful workplace environment for all Center personnel (on-site and off-site).
 - (2) Have the authority to delegate the implementation of the safety program to the Director of Safety and Mission Assurance Office (SMAO).
 - (3) Appoint a Continuity of Operations Plan (COOP) Coordinator for the Center.
- b. The Safety and Mission Assurance Office Director shall:
 - (1) Serve as the LaRC focal point for safety resources planning.
 - (2) Develop the Center safety program with the Center Director, Organizational Directors, and the LaRC Safety Manager.
 - (3) Work with Organizational Directors to provide the coordination and implementation of the safety program.
 - (4) Provide the LaRC safety point of contact between NASA Headquarters, other NASA installations, other Government agencies, and industry. This includes safety-reporting requirements placed on the Center.
 - (5) Provide an individual to serve as the LaRC Safety Manager.
 - (6) Maintain the LaRC Occupational Health Clinic.
 - (7) Provide an individual to serve as LaRC's Occupational Health Officer.
- c. The Center Operations Directorate (COD) Director shall:
 - (1) Manage the Facility Configuration Management (FCM) Program per LPR 7123.2.
 - (2) Provide a NASA Langley Duty Officer.
 - (3) Provide an individual to serve as the Center Emergency Manager.
 - (4) Provide an individual to serve as the Center Authority Having Jurisdiction (AHJ)/LaRC Fire Chief.
 - (5) Provide an individual to serve as the FCM Program Manager.
- d. The Research Services Directorate Director shall:
 - (1) Provide an individual to serve as LaRC's Aviation Safety Officer (ASO).
 - (2) Provide an individual to serve as LaRC's Range Safety Officer (RSO).
- e. Organizational Directors shall:
 - (1) Provide a safe and healthful workplace environment for all their organizational personnel by ensuring that all facilities occupied and operated are safe for occupancy and are maintained properly and that activities (e.g., research operations) are conducted in a safe manner.
 - (2) Ensure their direct Managers/Supervisors are providing a safe and healthful workplace to their personnel and that any safety concerns or issues are properly addressed.

- (3) Assign a Facility Safety Head (FSH), a Facility Coordinator (FC), Facility Configuration Management Owner (FCMO), and a Facility Environmental Coordinator (FEC) to their facilities by submitting a Langley Form (LF) 1 and an LF 243.
- f. All Managers/Supervisors shall:
- (1) Ensure the safety of the personnel who report directly to them and of all other persons (e.g., visitors) in their areas of responsibility.
 - (2) Ensure their direct personnel obtain the appropriate safety training and safety certifications required to perform their jobs.
 - (3) Ensure all FSHs, FCs, and FECs who report directly to them complete the training requirements per LPR 1740.6.
 - (4) Ensure all FSHs, FCs, FECs, and FCMO who report directly to them perform their duties as assigned in accordance with this LAPD and their position description or contract task.
 - (5) Ensure their direct personnel perform hazardous activities in accordance with all applicable LAPDs and LPRs.
 - (6) Ensure a workplace where personnel may report hazardous conditions that may cause or result in personnel injury/illness or that may cause equipment or property damage without fear of disciplinary action or any form of retaliation
 - (7) Report and investigate any injury or illness incurred by direct personnel in accordance with LMS-CP-4760 and LMS-CP-8621.
 - (8) Resolve safety concerns within their areas of responsibility.
 - (9) Review monthly FSH safety inspections of areas occupied by their direct personnel.
 - (10) Conduct monthly safety meetings or activities for their areas of responsibility and submit the information through the Safety Office website. Office work areas require annual safety meetings, while industrial work areas (e.g., shops, laboratories, tunnels) require monthly safety meetings.
 - (11) Work with SFAB and their facility's FSH, FC, and FEC to ensure operations, maintenance, and modifications are conducted in a safe manner and in accordance with applicable LAPDs and LPRs.
- g. Principal and Alternate FSHs shall:
- (1) Act as agents of their Organizational Director/Managers/Supervisors and SFAB to ensure the safety of their assigned facilities by providing oversight of facility day-to-day operations, maintenance, and modifications.
 - (2) Complete the training requirements as identified in LPR 1740.6.
 - (3) Ensure all operations in their assigned facilities are in compliance with all applicable LAPDs and LPRs.
 - (4) Ensure modifications of their assigned facilities are performed in accordance with all applicable LAPDs and LPRs.

- (5) Resolve facility-related safety concerns brought to their attention by a Manager/Supervisor, FEC, SFAB, or any other Center personnel, facility, or organization.
- (6) Bring to the attention of the appropriate Manager/Supervisor any safety concern associated with personnel performing work in their assigned facilities.
- (7) Keep their Organizational Director and Managers/Supervisors abreast of safety issues that need their attention.
- (8) Provide their emergency contact information (i.e., office, home, and cellular phone) to SFAB to be used in case of an emergency in their facilities.
- (9) Provide support to the Center Emergency Management and emergency responders regarding any emergency situation in their facilities.
- (10) Conduct a monthly FSH safety inspection on their facilities.

Note: These FSH roles may be held by contractor personnel upon approval from SFAB, the personnel's Contract Manager, and the Contracting Officer / Contracting Officer's Representative.

h. Principal and Alternate FCs shall:

- (1) Act as agents of their Organizational Director, Managers/Supervisors, and COD to ensure the safe and successful operation of their assigned facilities by providing oversight of the day-to-day activities that may affect the facility, such as operations, maintenance and repair, modifications, security, janitorial services, landscaping, and snow removal.
- (2) Complete the training requirements as identified in LPR 1740.6.
- (3) Ensure proper maintenance and repairs are performed in their assigned facilities.
- (4) Coordinate activities (e.g., modifications, repairs, utility interruptions) conducted in their assigned facilities with other FCs and LaRC organizations or facilities to ensure safety throughout the Center.
- (5) Work with their respective FSH and FEC to ensure all operations in their assigned facilities are in compliance with all applicable LAPDs and LPRs.
- (6) Work with their respective FSH and FEC to ensure all modifications of their assigned facilities are performed in accordance with all applicable LAPDs and LPRs.
- (7) Bring to the attention of their respective FSH any safety concern associated with personnel performing work in their assigned facilities.
- (8) Work with their respective FSH to resolve facility-related safety concerns brought to their attention by a Manager/Supervisor, SFAB, or any other Center personnel, facility, or organization.
- (9) Have the authority to stop work on any unsafe task/job.
- (10) Provide their emergency contact information (i.e., office, home, and cellular phone) to SFAB to be used in cases of emergency in their facilities.

- (11) Keep their Organizational Directors and Managers/Supervisors abreast of facility and safety issues that need their attention.

Note: These FC roles may be held by contractor personnel upon approval from SFAB, the personnel's Contract Manager, and the Contracting Officer / Contracting Officer's Representative.

i. The LaRC Safety Manager shall:

- (1) Review and approve requests submitted by Center personnel (i.e., civil servants and contractors) and subcontractors prior to performing work involving the addition, deletion, upgrade, or modification of facilities, systems, or equipment.
- (2) Maintain a list of SFAB points of contact and principal and alternate FSHs and FCs.
- (3) Provide assistance to Organizational Directors, Managers/Supervisors, FSHs, and FCs in their safety duties and responsibilities.
- (4) Formulate, implement, and oversee LaRC occupational safety and health and facility assurance policies, LAPDs, and LPRs to ensure compliance with Agency, Occupational Safety and Health Administration (OSHA) and other applicable regulations and standards.
- (5) Provide a member for each project review meeting and Executive Safety Council (ESC) safety committees. This member may be a civil servant or a contractor as circumstances warrant.
- (6) Provide occupational safety and health services for civil service personnel, including a safety training/certification program.
- (7) Maintain and review safety records and metrics, as applicable.
- (8) Assist Contracting Officers in determining the adequacy of contractors' safety programs, including off-site programs.
- (9) Serve as the Center's interface with OSHA in maintaining the Center as an OSHA Voluntary Protection Program (VPP) Star site.
- (10) Provide programmatic oversight of LaRC's safety and facility assurance program as delineated in applicable LAPDs, LPRs, Agency, OSHA, and other applicable regulations and standards.
- (11) Ensure Monthly Safety Inspections and Annual Safety audits are conducted per OSHA, NPR 8715.1, and LPR 1740.2.
- (12) Provide Center safety status to Center Management.

j. The NASA Integrated Operations Center (IOC) shall:

- (1) Serve as the official Center point-of-contact for operational and maintenance support after normal working hours, including evenings, weekends, and holidays.
- (2) Respond to requests for assistance, monitor conditions at the Center, and monitor and respond to equipment and security system alarms.

- (3) Respond whenever a safety problem arises after normal duty hours.
 - (4) Notify immediately the LaRC Safety Manager of any afterhours safety problems.
- k. All LaRC personnel shall:
- (1) Contribute to a safe and healthful workplace.
 - (2) Stop and report any unsafe condition or work practice that presents imminent danger to personnel or equipment/property.
 - (3) Notify a Manager/Supervisor or the LaRC Safety Manager of any hazardous conditions that may cause or result in personnel injury/illness or that may cause equipment or property damage.
- l. Critical Center Safety Positions
- (1) The following positions are Center-unique or mandated by NASA or industry standards/requirements. The positions and the proposed personnel to fill them shall be submitted to the Center Director for approval through the Secretary of the ESC by the personnel's Organizational Director (in accordance with Attachment B).
 - (2) The LaRC Fire Chief is the Center AHJ and shall:
 - (a) Ensure compliance for matters involving safety-related portions of regulations in accordance with LAPD 1700.1, including all nationally recognized codes and standards, current building codes, state and local regulations, industry safe practices, OSHA, the Underwriters Laboratories, the Factory Mutual Research Corporation, the National Fire Protection Association (NFPA), Life Safety Codes, American Society of Mechanical Engineers elevator codes, NASA pyrotechnics and explosives documents, NASA-specific regulations, as well as other applicable requirements to the extent practicable.
 - (b) Verify the Center's fire protection and detection system design, installation, and maintenance; life safety; fire prevention; elevators; pyrotechnics, explosives and propellants; fire suppression; incident command; water supply (as it pertains to fire suppression); emergency vehicle access; hazardous material storage; and areas of rescue assistance for the disabled.
 - (c) Render interpretations of the above mentioned regulations, making decisions regarding their applicability and equivalencies, and mediating disputes that arise when technically justified.
 - (d) Ensure compliance for matters involving safety-related portions of regulations in accordance with LAPD 1700.1, including NFPA 70, "National Electric Code (NEC)," as well as other related NASA-specific criteria.
 - (e) Provide programmatic oversight of Inspection, Testing, and Maintenance (IT&M) activities involving fire protection, fire alarm and detection systems, emergency communication systems, the Center evacuation alarm system,

the Emergency Dispatch Office, and the Emergency Operations Center in accordance with LPR 1710.11 and NASA-STD-8719.11.

- (3) The COOP Manager shall:
 - (a) Provide emergency response activities, including, but not limited to, those involving fire suppression, emergency medical response, rescue, weapons of mass destruction, hazardous materials response and mitigation, and inclement weather.
 - (b) Ensure the implementation of LPR 1046.1.
 - (c) Provide Center status to Center Management regarding an emergency.
- (4) Standard Practice Engineers (SPEs) provide engineering consulting services for design, procurement, field, and service operations to ensure code compliance and that standard practices are followed; serve as a point of contact for technical questions, unique and complex applications, and facility breakdowns; provide guidance and options to accomplish work; transfer lessons learned; and promote good engineering practices. SPE areas and their function are as follows:
 - (a) The Pressure Systems SPE is the Center expert and final authority on the application of national consensus standards and LaRC requirements concerning ground-based pressure systems. The Pressure Systems SPE shall review all new designs and all plans for modifications or repairs to LaRC pressure systems. The Pressure Systems SPE interprets pressure systems safety requirements as needed for Center facilities and personnel to ensure compliance with LPR 1710.40 and LPR 1710.42.
 - (b) The Electrical Systems SPE is the Center authority for high-energy electrical systems, including LaRC's power distribution system. The Electrical Systems SPE shall review project activities affecting new and existing electrical systems for compliance with applicable codes, NASA policies and procedural requirements, and standard practices. The Electrical Systems SPE interprets electrical safety requirements as needed for Center facilities and personnel to ensure compliance with LPR 1710.6 and LPR 1710.10.
 - (a) The Mechanical Systems SPE is the Center authority for high-energy mechanical systems. The Mechanical Systems SPE shall review new designs, modifications, and repairs of high-energy mechanisms for compliance with national codes, NASA policies and procedural requirements, and standard practices.
 - (b) The Facility Automation Systems SPE is the Center authority for the review of facility automation systems and software. The Facility Automation Systems SPE shall review project activities affecting new and existing systems for compliance with national codes, NASA policy and procedural requirements, and standard practices.
 - (c) The Welding SPE is the Center authority for welding operations. In concert with the Welding SPE for Facilities, the Welding SPE shall review new

designs, modifications, and repairs for compliance with national codes, NASA policies and procedural requirements, and standard practices applicable to welding including LMS-CP-5698 and LPR 1710.41. The Welding SPE shall:

- (i) Verify that acceptable quality welding is always performed at LaRC.
- (ii) Audit all welding operations being performed for LaRC.
- (iii) Review and approve the welding documentation requirements for contracts.
- (iv) Approve procedure qualification records, weld procedure specifications, and welder qualifications prior to the start of welding operations.
- (v) Analyze weld joint configurations.
- (vi) Review drawings containing welding requirements for correctness and applicability of the appropriate welding specifications.
- (vii) Determine the materials for which welding procedures should be developed and establishing the priorities for weld procedure development.
- (viii) Provide direction on improving welding practices, including consulting with various organizations on the purchase of any new welding equipment.
- (c) The Welding SPE for Facilities is the Center authority for welding operations associated with facility systems. The Welding SPE for Facilities shall review new designs, modifications, and repairs for compliance with national codes, NASA policies and procedural requirements, and standard practices applicable to welding. The Welding SPE for Facilities performs the duties of the Welding SPE as they apply to facility systems. The Welding SPE for Facilities also serves as an alternate to the Welding SPE.
- (d) The Wind Tunnel Models SPE is the resident expert for the review of wind tunnel model systems design and analysis. The Wind Tunnel Models SPE serves as the point of contact to assist facilities in interpreting the requirements for compliance with LPR 1710.15.
- (e) The Pyrotechnic SPE shall provide support to the Center programs and projects utilizing explosives, pyrotechnics, and propulsion and shall:
 - (i) Review hardware specifications.
 - (ii) Assist in the design of explosive, pyrotechnics, and propulsion systems and procedures.
 - (iii) Review and approve procedures requiring explosive, pyrotechnics, or propulsion engineering.
 - (iv) Coordinate with the Explosives Safety Officer (ESO) to ensure procedures are in compliance with approved Center pyrotechnics and explosives requirements.
 - (v) Review active Explosives Safety Permits annually with Potentially Hazardous Materials Committee (PHMC) Chair, ESO, AHJ, and FSH.

- (vi) Present to the PHMC an annual status report regarding projects and programs utilizing explosives, pyrotechnics, and propulsion systems.
- (f) The Space/Flight Systems Pressure Systems SPE is the Center expert and final authority on the application of Agency and aerospace industry consensus standards and LaRC requirements concerning flight-grade pressure systems. The Space/Flight Systems Pressure Systems SPE shall review all new designs and all plans for modifications or repairs to LaRC space/aviation pressure systems.
- (g) The Structural/Civil SPE is the Center expert and final authority on the application of Agency and industry consensus standards and LaRC requirements concerning structural systems. The Structural/Civil SPE shall review all new designs and all plans for modifications or repairs to LaRC facilities/structures systems.
- (h) The Metrology and Calibration Program SPE is the Center authority on metrology, calibration, and measurement assurance related matters. The Metrology and Calibration Program SPE provides specialized expertise to NASA Headquarters (HQ), NASA Centers, and other government agencies in designing and monitoring policies, strategies, and programs in metrology. The Metrology and Calibration Program SPE shall advise/review project and facility activities for compliance with metrology and calibration requirements of NPD 8730.1, implementation of standard practices, and ensuring metrology-related contracts are compliant with the appropriate standards per LAPD 8730.1.
- (5) System Managers provide consulting services for design, procurement, field, and service operations to ensure code compliance and standard practices; serve as points of contact for technical questions, unique and complex applications, and facility breakdowns; and provide guidance and options to accomplish work. System Manager areas and their functions are as follows:
 - (a) The Lifting Device and Equipment Manager (LDEM) shall implement and coordinate the Center's lifting devices and equipment program in accordance with NASA-STD-8719.9.
 - (b) The Pressure Systems Manager shall implement and coordinate the Center's pressure systems recertification program in accordance with NPR 8715.1 and NASA-STD-8719.17.
 - (c) The Fall Protection Systems Manager shall implement and coordinate the Center's fall protection program in accordance with NPR 8715.1.
Note: The LaRC Fall Protection Systems Manager is equivalent to the Fall Protection Program Administrator, as used in NPR 8715.1.
 - (d) The Radio Frequency (RF) Manager shall implement and coordinate the Center's Electromagnetic (EM) Spectrum Management program in accordance with NPD 2750.5.
- (6) The FCM Program Manager shall:

- (a) Be responsible for overall administration of the FCM Program per LPR 7123.2.
- (b) Report health and status of the FCM Program to a Center Leadership Council meeting annually.
- (7) Facility Configuration Management Owners shall:
 - (a) Define their FCM baseline for an assigned facility, building, or system.
 - (b) Set priority for Facility Change Request (FCR) processing in coordination with FCM Program Manager.
 - (c) Be responsible for corrective action plans for FCM audit findings.
 - (d) Approve all FCM baseline changes.
 - (e) Comply with LPR 7123.2.
- (8) Safety Officers
 - (a) The Radiation Safety Officer shall:
 - (i) Meet the Nuclear Regulatory Commission requirements for a Radiation Safety Officer.
 - (ii) Serve as the Center's Ionizing Radiation Safety Officer.
 - (iii) Implement and coordinate the Center's ionizing safety program in accordance with 29 CFR 1910.1096 and NPR 8715.1.
 - (b) The Laser Safety Officer shall:
 - (i) Meet the requirements for a Laser Safety Officer.
 - (ii) Serve as the Center's Non-Ionizing Radiation Safety Officer.
 - (iii) Implement and coordinate the Center's Non-Ionizing Laser Safety Program in accordance with 29 CFR 1910.1096 and NPR 8715.1.
 - (c) The Occupational Health Officer (OHO) shall:
 - (i) Ensure initial first aid treatment/service/referral is available as medically required for all individuals injured at LaRC.
 - (ii) Ensure job-related physical protocols and examinations for civil service personnel are provided.
 - (iii) Provide medical and injury/illness data to the SFAB as described in LMS-CP-4760.
 - (iv) Provide occupational health status reports to Center Management.
 - (d) The Aviation Safety Officer (ASO) shall:
 - (i) Provide technical guidance on safety aspects of flight programs.
 - (ii) Maintain surveillance of aviation activities for conformance with prescribed directives, standards, and procedures, and proposer corrective action when required.

ATTACHMENT A. ACRONYMS

AHJ	Authority Having Jurisdiction
ASO	Aviation Safety Officer
CFR	Code of Federal Regulations
COD	Center Operations Directorate
CP	Center Procedure
DOT	Department of Transportation
ER-ARB	Eastern Region Airworthiness Review Board
ESC	Executive Safety Council
ESO	Explosives Safety Officer
FC	Facility Coordinator
FCM	Facility Configuration Management
FCMO	Facility Configuration Management Owner
FCR	Facility Change Request
FEC	Facility Environmental Coordinator
FSH	Facility Safety Head
HQ	Headquarters
IOC	Integrated Operations Center
IT&M	Inspection, Testing, and Maintenance
LAPD	Langley Policy Directive
LaRC	Langley Research Center
LDEM	Lifting Device and Equipment Manager
LF	Langley Form
LMS	Langley Management System
LMS-CP	Langley Center Procedure
LPR	Langley Procedural Requirement
NEC	National Electric Code
NFPA	National Fire Protection Association
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
OHO	Occupational Health Officer
OSHA	Occupational Safety and Health Administration

OSMA	Office of Safety and Mission Assurance
PHMC	Potentially Hazardous Materials Committee
RSO	Range Safety Officer
SFAB	Safety and Facility Assurance Branch
SM	System Manager
SMAO	Safety and Mission Assurance Office
SO	Safety Operator
SPE	Standard Practice Engineer
STD	Standard
VPP	Voluntary Protection Program

ATTACHMENT B. SAFETY FUNCTIONS AND DIRECTORATE ASSIGNMENTS

Assignment	Naming Directorate
Authority Having Jurisdiction (AHJ)	Center Operations Directorate
Occupational Health Officer (OHO)	Safety and Mission Assurance Office
System Manager (SM), Fall Protection Program Administrator	Safety and Mission Assurance Office
SM, Lifting Device & Equipment Manager	Center Operations Directorate
SM, Pressure System Manager	Center Operations Directorate
SM, RF Manager	Research Directorate
Safety Operator (SO), Aviation Safety Officer	Research Services Directorate
SO, Explosives Safety Officer	Safety and Mission Assurance Office
SO, Radiation Safety Officer (Ionizing and Non-Ionizing)	Safety and Mission Assurance Office
SO, Range Safety Officer	Research Services Directorate
Standard Practice Engineer (SPE), Electrical Systems	Center Operations Directorate
SPE, Facility Automation Systems	Research Directorate
SPE, Mechanical Systems	Center Operations Directorate
SPE, Metrology and Calibration Program	Research Directorate
SPE, Pressure Systems	Center Operations Directorate
SPE, Project Pyrotechnics & Propulsion	OSMA Program Executive for Range Flight Safety, Explosives and Payloads
SPE, Space/Flight Pressure Systems	Engineering Directorate
SPE, Structural/Civil	Center Operations Directorate
SPE, Welding	Safety and Mission Assurance Office
SPE, Welding for Facilities	Center Operations Directorate
SPE, Wind Tunnel Models	Research Directorate

ATTACHMENT C. RECORDS

C.1 All Federal personnel are required by law and Agency policy to maintain and preserve records. Documents listed in C.2 have been identified as meeting the statutory definition of Federal records as contained in 44 U.S.C. Section 3301, referred to in the National Archives and Records Administration (NARA) Regulations 36 CFR Part 1220.14 and 1222.12, and NPD 1440.6, "NASA Records Management." Records shall be maintained in accordance with the guidelines set forth in NPR 1441.1, "NASA Records Management Program Requirements."

C.2 Identified documents:

- a. LF 1, "Appointment of Facility Safety Personnel."
- b. LF 243, "Appointment of Facility Environmental Coordinator(s) (FEC)."
- c. LF 260, "Orientation Survey for Facility Safety Heads or Facility Coordinators."
- d. LF 261, "Documentation Review for Facility Safety Heads (FSH) and Facility Coordinators."