



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

EM03-OWI-003
11/18/04

ORGANIZATIONAL WORK INSTRUCTION

EM03

Control of Material Usage Agreements (MUAs)

Baseline

<u>RELEASE</u> <u>AUTHORITY</u>	<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
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DOCUMENT HISTORY LOG

Revision	Date	Originator	Description
BASELINE	06/01/99	R. Wegrich	Document converted from EH43-OWI-049B. Previous history retained in system as part of canceled or superseded ISO Document files. Previous history log for EH43-OWI-049 shall be retained for 1 year.
Rev. A	04/10/00	R. Wegrich	Changed references from deleted MPG 1441.1 to the current MPG 1440.2
Rev. B	09/01/04	R. Wegrich	Changed all will statements to shall, and updated MPG references to MPR. Also updated records retention for MUAs and MAEB minutes from 1996 to Jan. 1, 2000 shall be maintained as permanent records. MUAs and MAEB minutes prior to 1/1/00 are considered historical records.
Baseline	11/18/04	R. Wegrich	Document was changed from ED35-OWI-003B to a baselined EM03-OWI-003 as a result of Organizational changes. No other changes were made.

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TITLE

1. SCOPE

1.1 Scope. This document provides control procedures for the evaluation and disposition of Material Usage Agreements, (MUAs), for the Materials and Processes Laboratory Lead Engineer Office Organizational Work Instructions (OWI).

1.2 Purpose. To establish the method for implementing the provisions of *Document and Data Control for Organizational Issuance*, (MPR 1410.1), *MSFC Records Management Program*, (MPR 1440.2) and *Guidelines for the Implementation of Required Materials Control Procedures* (MSFC-PROC-1301) relative to data control of Material Usage Agreements within the M&P Lead Engineer Office/EM03.

1.3 Applicability. This OWI applies to the Materials and Processes (M&P) Laboratory Lead Engineer Office, EM03.

2. APPLICABLE DOCUMENTS

MPD 1280.1	<i>Marshall Management Manual</i>
MPR 1410.1	<i>Document and Data Control for Organizational Issuance</i>
MPR 1440.2	<i>MSFC Records Management Program</i>
MSFC-PROC-1301	<i>Guidelines for the Implementation of Required Materials Control Procedures</i>

3. DEFINITIONS

Definitions in MPR 1410.1, MPR 1440.2, and MSFC-PROC-1301 apply.

4. INSTRUCTIONS

4.1 GENERAL: Work performed and data generated within the Office that affects the quality of products as specified in the Scope of the Marshall Management Manual (MPD 1280.1) shall be documented and controlled.

4.2 REQUESTS FOR WORK: Requests for work involving MUAs, (in any form) directed by customers to the Lead Engineer Office shall be documented in the MAPTIS MUA database. Requests for work may be received in the forms of verbal communications, memorandum, e-mail messages, suspense items, management directives, etc.

4.3 Material Usage Agreement Forms can be completed by either the customer or by Office personnel that accept the work.

4.4 Office personnel shall log the MUA form into the MAPTIS database and assign a memorandum number to the MUA. MUAs belonging to the same project or program can be grouped by the same memo number.

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4.5 Material Usage Agreements shall be evaluated by assigned Office personnel with the recommendations from the evaluation presented to the Materials Application Evaluation Board, MAEB.

4.6 The Materials Application Evaluation Board issues the final disposition for the MUA. This disposition is noted in the MAEB minutes which is reviewed and signed by M&P Laboratory Management.

4.7 MAEB minutes are distributed to the appropriate project offices and/or contractors with the recommended dispositions and/or actions.

4.8 The MUAs and MAEB minutes are stored by the MAEB secretariat.

5. NOTES

Not Applicable

6. SAFETY PRECAUTIONS AND WARNING NOTES

None

7. APPENDICES, DATA, REPORTS, AND FORMS

- a. MSFC Form 551 or equivalent
- b. Certification MUA form or equivalent
- c. Stress Corrosion Evaluation Form (if required for MUA)

8. RECORDS

The following shall be considered Records and shall be maintained permanently:

- a. Completed MUA forms with associated documentation forms from January 1, 2000 forward.
- b. MAEB minutes from January 1, 2000 forward.
- c. MUAs and MAEB minutes prior to January 1, 2000 are considered historical records for information and shall be maintained permanently.

9. TOOLS, EQUIPMENT, AND MATERIALS

Not Applicable

10. PERSONNEL TRAINING AND CERTIFICATION

None required

11. FLOW DIAGRAM

None