



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 9631.1**Effective Date: November 07,  
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Request Notification of Change (NASA Only)

**Subject: Disbursements****Responsible Office: Office of the Chief Financial Officer**

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## Appendix H. Designation Process

### H.1 General

H.1.1 The authority to perform disbursement functions through the Department of Treasury (Treasury) is designated by the appropriate NASA official filling out forms from the Treasury FMS Form 210 series (a series of FMS forms used to delegate authority). This section documents the procedures that are common to the completion and use of all FMS forms numbered as 210.

### H.2 Designation

H.2.1 Designation establishes the authority to act. The designated official's identity, functionality, and signature is captured by FMS to certify and approve vouchers or perform other disbursing functions for data transmission and security or check custody. A valid FMS Form 210 series (appended by letters for the particular official or duty) is to designate these accountable officials. This section also covers additional procedures to access the Secure Payment System (SPS) in Paragraph E below. The Agency Deputy Chief Financial Officer (DCFO) and Center Chief Financial Officers (CFOs) shall assure the forms are completed and procedures followed as below:

a. All forms shall be filled out promptly, accurately and completely using the appropriate FMS form for each individual performing each function. Refer to Appendix I for designation of individuals to the following functions:

(1) Certifying Officer

(2) Secure Payment System (SPS) Data Entry Operators.

b. Signatures. All signatures are to be in black non-erasable ink. All signatures should be within the signature block(s) provided. All signatures must be the official signature of the individual, 'nicknames' should not be used. Original signatures are required. All four signature blocks of the individual to whom authority is being delegated or who is being designated require original signatures.

c. In all cases, the NASA's Agency Location Codes (ALCs), required to be listed on the form, must correspond correctly to ALCs established by NASA with FMS.

d. Copy 3 will be retained and copies 1 and 2 forwarded to FMS who will verify the delegation/designation, sign and return copy 2 to the Designator. The receipt of copy 2 signifies FMS' acceptance. On receipt of copy 2, the Designator will verify the contents of copy 2 against the retained copy 3 to ensure that no alterations occurred.

e. SPS. Treasury has established SPS to transmit schedules via the internet. The following are requirements for NASA personnel to be granted access to SPS:

(1) Every SPS user at NASA must:

(a) Be a designated official.

(b) Have a Public Key Infrastructure (PKI) certificate and a smart card or token in order to access the system. PKI will also be used to sign certifications electronically. Smart Cards or tokens are obtained through the designation process. The servicing FMS Regional Finance Center (RFC) shall be contacted to provide instructions and policies for PKI enrollment. In order to obtain or renew suspended PKI certificates, in addition to contacting the servicing FMS RFC, users must appear in person at a PKI Registration Authority (RA) or a Fiscal Trusted Registration Agent (FTRA) designed by Agency and Center CFOs for NASA.

(2) Every computer that will be used to access SPS will require a card reader or token. To obtain these contact the servicing FMS RFC.

### **H.3 Renewal and Termination**

H.3.1 Authorities must be renewed based on the expiration date as estimated by FMS. The effective date of designation is that date from which FMS calculates the period until it expires. It will be the latter of the effective date requested on the form, or the date accepted by FMS.

H.3.2 Action to Renew. FMS will notify the NASA official who was serving as Designator of the pending expiration of the designation, by mailing a 'Letter of Notification of Pre-Expiration' to the address listed in Section VI of the FMS Form 210 series that documented the designation. Designators will take prompt action to renew the authority by one of the following:

a. Renewals with Changes: re-submitting the appropriate FMS Form 210 series with Re-Designation block checked.

b. Renewals without Changes:

(1) Letter of Notification of Pre-Expiration Received. Designations of authority that are about to expire and for which there are no changes in the details of the designation, may be renewed by having an authorized Designating Official complete the "For Renewal Only" portion of the 'Letter of Notification of Pre-Expiration,' and returning it to FMS, at the address specified in the letter.

(2) Preparation of an "Agency Initiated Letter of Renewal" for NASA Officials for designations of authority that are about to expire, and for which there are no changes in the details of the designation may be done in lieu of preparing a new FMS Form 210. The following are requirements for the "Agency Initiated Letter of Renewal":

(a) Must be signed by the NASA Shared Services Center (NSSC) official with a valid FMS Form 2958 (Delegation of Authority) on file with FMS for that type of designation.

(b) Must be on NASA letterhead.

(c) Must provide the name, type of designation, authorized ALCs, agency/bureau/division identification for the individual, and requested renewal date.

(d) May be used to renew multiple designations, at the same time.

H.3.3 Designations not renewed by their expiration date will become void as of that date and no further disbursing actions (designations, certifications, etc.) performed by that individual will be accepted by Treasury.

H.3.4 NASA will be notified of expired designations via a 'Letter of Notification of Expiration,' mailed to the designating official, at the address provided in Section VI of the original designation form.

H.3.5 Once a designation expires, a new designation must be submitted to reinstate that individual.

H.3.6 When an individual, for whom a designation is on file with FMS, departs or otherwise becomes ineligible to act (including reassignment, retirement, departure, death, etc.), the responsible designating official shall forward the appropriate FMS Form 210 series revoking the designation of the departing/ineligible designee to FMS. Revocations will be effective on the date received and processed by FMS.

### **H.4 Reorganization**

H.4.1 When organization names or titles change, authority must be re-designated to all affected positions.

H.4.2 NSSC shall ensure the re-designation is accomplished by filling out new FMS forms for each affected position.

H.4.3 Initiation of re-designations shall be done at a level above the areas affected by the organizational or title changes, by executing the appropriate FMS form from the 210 series for each Certifying Officer, checking the Re-designation block, and noting in the "Name" block in Section II the word "REORGANIZATION."

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