

Responsible Office: Code IY/Earth Science Division
Subject: Organization and Support for Administrator Foreign Travel



Office of External Relations

Office Work Instruction

Organization and Support for Administrator Foreign Travel

Approved by: _____
John D. Schumacher
Associate Administrator for External Relations

Responsible Office: Code IY/Earth Science Division
 Subject: Organization and Support for Administrator Foreign Travel

DOCUMENT HISTORY LOG

<u>Status</u> (Baseline/ Revision/ Canceled)	<u>Document</u> Revision	<u>Effective</u> Date	<u>Description</u>
Baseline		01/11/00	
Revision	A	04/24/00	Revisions reflect review of HQOWIs to address Pre-Assessment Audit of Feb. 2000, as follows: (1) Revised to make clear that scope of HQOWI does not include completion of post-trip actions, (2) Revised steps in Sections 5 and 6 to improve consistency, (3) Revised Section 7 to assign quality ownership to the travel coordinator.

Responsible Office: Code IY/Earth Science Division
Subject: Organization and Support for Administrator Foreign Travel

1. Purpose

The purpose of this procedure is to establish and define the steps to be followed by the Office of External Relations (Code I) to organize and support foreign travel by the NASA Administrator.

2. Scope and Applicability

- 2.1 This OWI covers the organization and support of foreign travel to be conducted by the NASA Administrator, which is to be performed in Code I.
- 2.2 This activity begins before the trip is conducted and continues through to completion of a trip report upon return.
- 2.3 This OWI is applicable to Code I Enterprise-specific divisions – the Earth Science Division (Code IY), Human Space Flight and Research Division (Code IH), and Space Science and Aeronautics Division (Code IS) – and to other Code I organizations and officials as necessary, depending on the meetings to be scheduled for the Administrator and the issues and topics to be raised during the trip.

3. Definitions

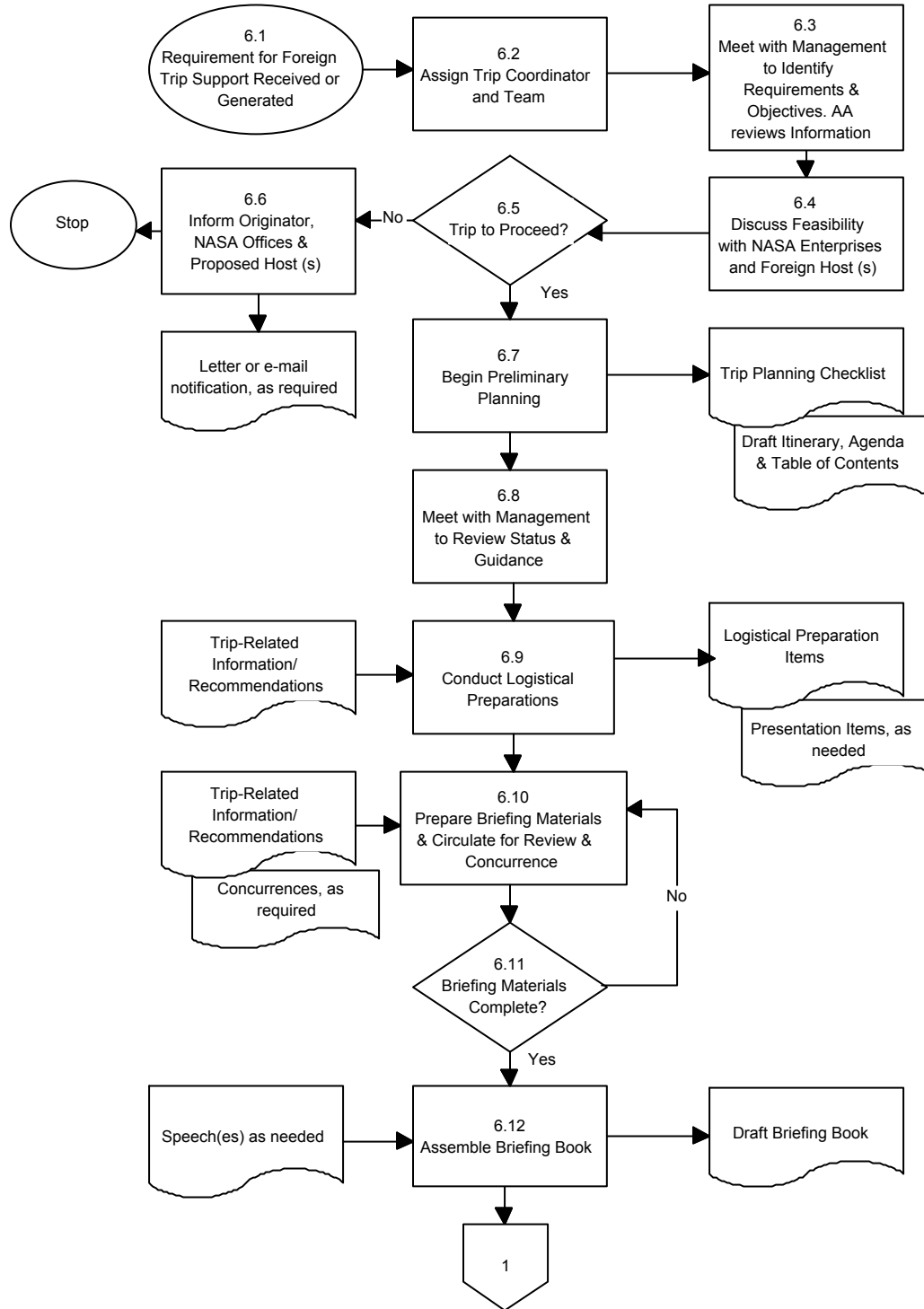
- 3.1 Team Coordinator (TC): The Team Coordinator is the person within Code I who has been assigned as the lead official in charge of the logistical preparations and briefing materials needed to support an overseas trip by the NASA Administrator.
- 3.2 Trip Coordinating Team: This team is generally composed of Code I Desk Officers and administrative support personnel within the Earth Science, Space Science, and/or Human Space Flight & Research Divisions, as well as the relevant Code I overseas representative(s). Depending upon logistical requirements of the trip, assistance may also be needed from other Code I Offices or Divisions. Exact members of the team are determined based on the meetings to be scheduled for the Administrator, trip logistics, and the known issues and topics to be raised during the trip.
- 3.3 AA: Associate Administrator
- 3.4 Code ID: Assessments and Technology Division, Office of External Relations
- 3.5 DAA: Deputy Associate Administrator

4. References

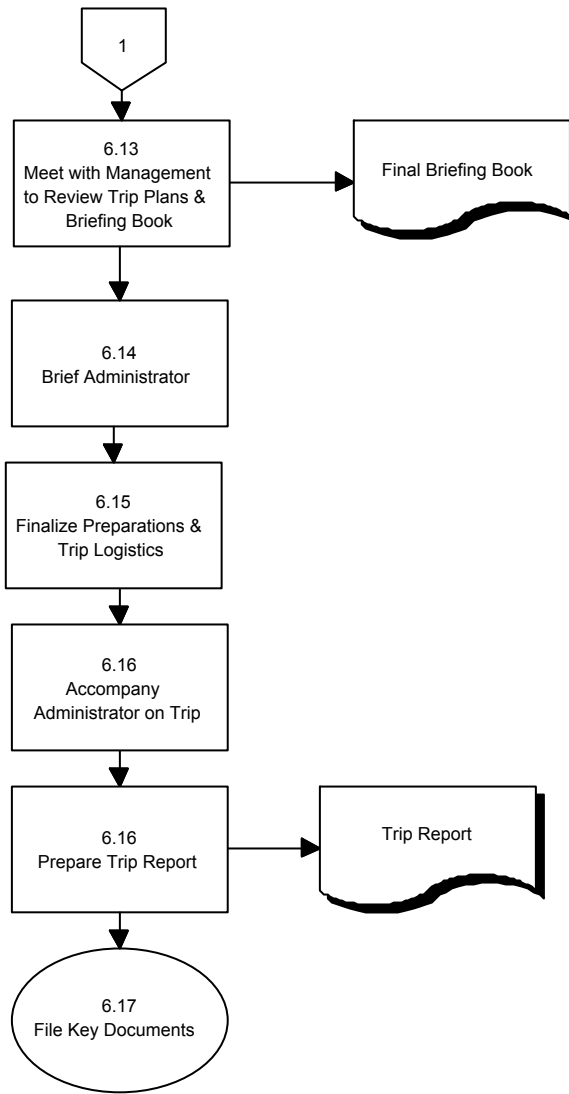
- 4.1 Code I Presentation: “Code I Support for Administrator or Associate Administrator International Travel – Office Procedures” January 16, 1997 (This presentation is currently located on the Code I shared drive: U:\code_i_shared\briefings\Code I\Admin travel proc.ppt)

Responsible Office: Code IY/Earth Science Division
 Subject: Organization and Support for Administrator Foreign Travel

5. Flowchart



Responsible Office: Code IY/Earth Science Division
Subject: Organization and Support for Administrator Foreign Travel



Responsible Office: Code IY/Earth Science Division
 Subject: Organization and Support for Administrator Foreign Travel

6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	AA	Generate or receive requirement to support foreign travel by the Administrator: A requirement for Administrator travel could be received either verbally or in writing from the office of the Administrator, foreign host(s), other US government entity, or be initiated by the Code I AA.
6.2	AA,DD,TC	AA assigns action to the appropriate Code I Division; Division Director (DD) assigns a trip coordinator (TC) and TC assembles a trip coordinating team.
6.3	TC & team	TC and team meet with AA and /or DAA to identify overall trip requirements, expectations, and objectives, including proposed NASA participants, dates, meetings and specific destinations.
6.4	TC & team AA	Discuss the feasibility of trip proposal with appropriate NASA Enterprise(s) and proposed foreign host(s). Discussions are typically informal consultations at this time to ensure understanding before confirming the trip and beginning work. Review status with AA. AA reviews the new information on the proposed travel and decides if the trip is to proceed.
6.5	TC & team	If trip is not to proceed, action goes to step 6.6; if trip is to proceed, action goes to step 6.7.
6.6	AA & TC	Inform trip originator, relevant NASA offices and proposed foreign host(s) of travel postponement or cancellation, as appropriate. Information may be conveyed by telephone, e-mail or letter, as required. Formal letter may be required in response to a written invitation.
6.7	TC & team	Proceed with preliminary trip planning. Planning is facilitated with the use of a checklist for trip preparations, such as the example checklist found in Appendix A, which is an administrative tool only. Preliminary trip planning includes the drafting of the itinerary for the Administrator, agenda, and table of contents of the Administrator's briefing book. Proposed foreign hosts will need to be contacted at this time to ensure proper coordination. At this point, TC and team may want to refer to the Code I Presentation: "Code I Support for Administrator or Associate Administrator International Travel – Office Procedures" (January 16, 1997)
6.8	TC & team, AA and/or DAA	Meet with AA and/or DAA to review trip plans and status, and to receive guidance and feedback.

Responsible Office: Code IY/Earth Science Division
 Subject: Organization and Support for Administrator Foreign Travel

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.9	TC & team	Conduct logistical preparations as required, such as: assess and arrange for air and ground transportation; finalize the NASA delegation for the trip; reserve hotel rooms; arrange for country clearance cable(s) by Code ID (see HQOWI1362-I005); obtain visas; arrange for interpreters, if necessary; arrange any needed representational events (i.e., NASA-hosted social events); request and obtain NASA presentation items (such as the montages prepared by JSC) if needed; and make arrangements for any financial requirements (e.g., fund cite cables and Administrator fund requests) necessary to support arrangements.
6.10	TC & team	Revise and draft briefing documents for the Administrator's briefing book, such as: the table of contents, daily trip itinerary and agenda, background information on countries, entities and people to be visited, and relevant background information and talking points on NASA programs, issues, and, if appropriate, potential areas for new or continued cooperation. Concurrence, as required, should be sought from appropriate Headquarters offices, usually those offices involved with or contributing to the trip. Consult with NASA field centers and Headquarters offices as appropriate for information, guidance, recommendations, and support for planning and conducting the Administrator's trip. If a speech is required for the Administrator on this trip, meet with the Administrator's speechwriter to request and discuss the speech(s) needed. Provide speechwriter with necessary guidance and background.
6.11	TC & team	Are briefing materials complete? If no, return to step 6.10 as needed to incorporate required changes. If yes, proceed to step 6.12.
6.12	TC & team	Assemble Administrator's draft briefing book, consisting of prepared briefing materials.
6.13	TC & team, AA and/or DAA	Meet with AA and/or DAA on trip planning and status and seek their guidance on trip plans and briefing book. Make final revisions to briefing book, if any are needed.
6.14	AA and/or DAA	Brief Administrator on the planned trip, reviewing the purpose, goals, objectives and logistics. Provide the final briefing book to the Administrator and all other trip participants.

Responsible Office: Code IY/Earth Science Division
 Subject: Organization and Support for Administrator Foreign Travel

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.15	TC & team	Finalize preparations and trip logistics to incorporate any requests of the Administrator. If required, provide any remaining information or items that may be needed before conducting the trip to all trip participants.
6.16	AA or Designee	Accompany NASA Administrator on the trip to ensure trip proceeds as planned, take note of actions generated by the trip, and resolve issues that arise during the trip. AA may request other Code I staff to accompany the NASA Administrator on the trip in addition to the AA.
6.17	TC & team	Prepare trip report, including a list of any post-trip actions. Actions could include the preparation and mailing of thank-you letters to foreign hosts, information requested during the trip, and financial information to closeout any Administrator's Fund usage. Alert the NASA Enterprise offices to any requests resulting from the trip which may affect them.
6.18	TC & team	File key documents, including the briefing book, trip report and any formal correspondence. These documents will be filed in the Code I division leading the preparations for the trip.

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Final Briefing Book	TC	Responsible Code I Division Files	Hard Copy	Schedule 1 Item 22A	Permanent. Retire to FRC when 5 years old, in 5 year blocks. Transfer to NARA when 10 years old.
Trip Report	TC	Responsible Code I Division Files	Hard Copy	Schedule 1 Item 22A	Permanent. Retire to FRC when 5 years old, in 5 year blocks. Transfer to NARA when 10 years old.

Responsible Office: Code IY/Earth Science Division
Subject: Organization and Support for Administrator Foreign Travel

APPENDIX A:

Code I Checklist - Administrator International Travel

Dates of Travel _____

Action due date or
action completed:

Briefing Book

- ◆ assigned to team _____
- ◆ concurrence received _____
- ◆ due to AA (7 days prior to trip) _____
- ◆ due to Administrator (5 days prior to trip) _____

Pre-Meetings

- ◆ w/ AA to review table of contents, itinerary, etc. _____
- ◆ w/Administrator, if appropriate _____

Logistical Preparation

- ◆ Develop itinerary (w/overseas rep. if appropriate) _____
- ◆ Determine whether commercial or government aircraft _____
- ◆ Coordinate with U.S. Embassy (thru overseas rep. if appropriate) _____
- ◆ Country clearance cable: _____
 - ◆ delegation list _____
 - ◆ request Embassy support _____
 - ◆ include fund citation, if required _____
 - ◆ request hotel reservations _____
- ◆ Confirm that Administrator's secretary has prepared NSA travel clearance _____
- ◆ Arrange for photographer, if appropriate _____
- ◆ Arrange for interpreter, if appropriate _____
- ◆ If NASA-hosted social events planned _____
 - ◆ Administrator's Fund _____
 - ◆ Menu _____
 - ◆ Seating arrangements _____
- ◆ Gift(s) _____
 - ◆ Identify gifts _____
 - ◆ Order gifts _____
 - ◆ Deliver in advance (or hand-carry) gifts _____

Post-Trip Follow up

- ◆ Memorandum for the Record/Trip Report _____
- ◆ Thank you letters (w/photos, if appropriate) _____
- ◆ Notify DAA Secretary of gifts presented and received _____