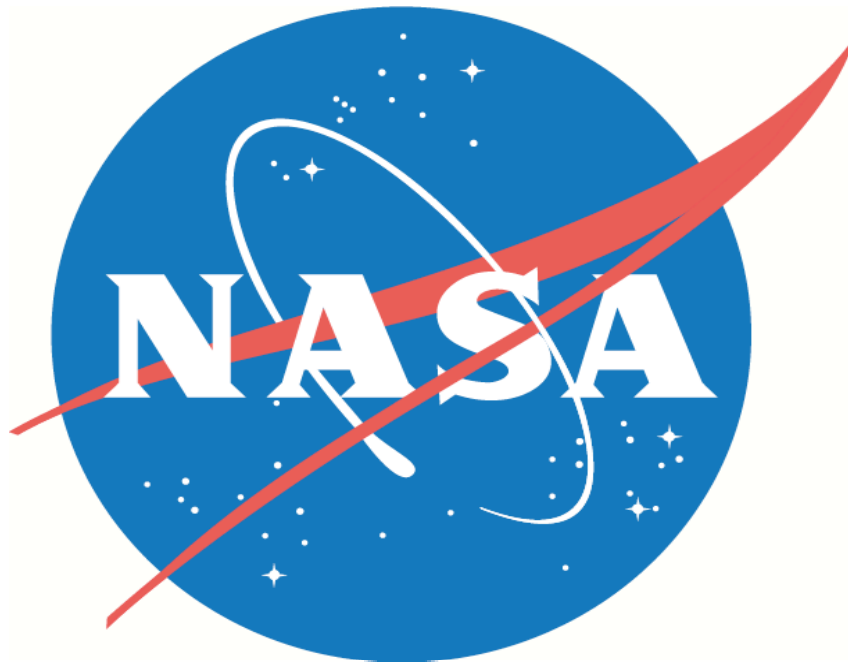


Responsible Office: NB
Subject: Coordinate Astronaut Appearances



Office of Public Affairs

Office Work Instruction

Coordinate Astronaut Appearances

Original Approved by: _____
David Mould
Assistant Administrator

_____ Date

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/10/00	
Revision	A	4/14/00	Revise Sections 3 and 7 to reflect Pre-Assessment audit findings in other Work Instructions

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1.0 Purpose

The purpose of this Office Work Instruction (OWI) is to document the procedure to manage and coordinate Headquarters Astronaut Appearances.

2.0 Scope and Applicability

- 2.1 This OWI covers Astronaut Appearances coordinated in Public Services and Protocol Division, Office of Public Affairs, and to any HQ's astronaut appearances and speakers as defined in NPD 1385 (Public Appearances of NASA Astronauts and Other NASA Personnel).
- 2.2 The Division Director, is responsible for maintaining this document. The controlled version of this OWI is available on the NASA Intranet via the HQ ISO 9000 Document Library at http://nodis3.gsfc.nasa.gov/hq_list.cfm. Any printed version of this OWI is uncontrolled (reference: HCP 1400.1, *Document and Data Control*).

3.0 Definitions

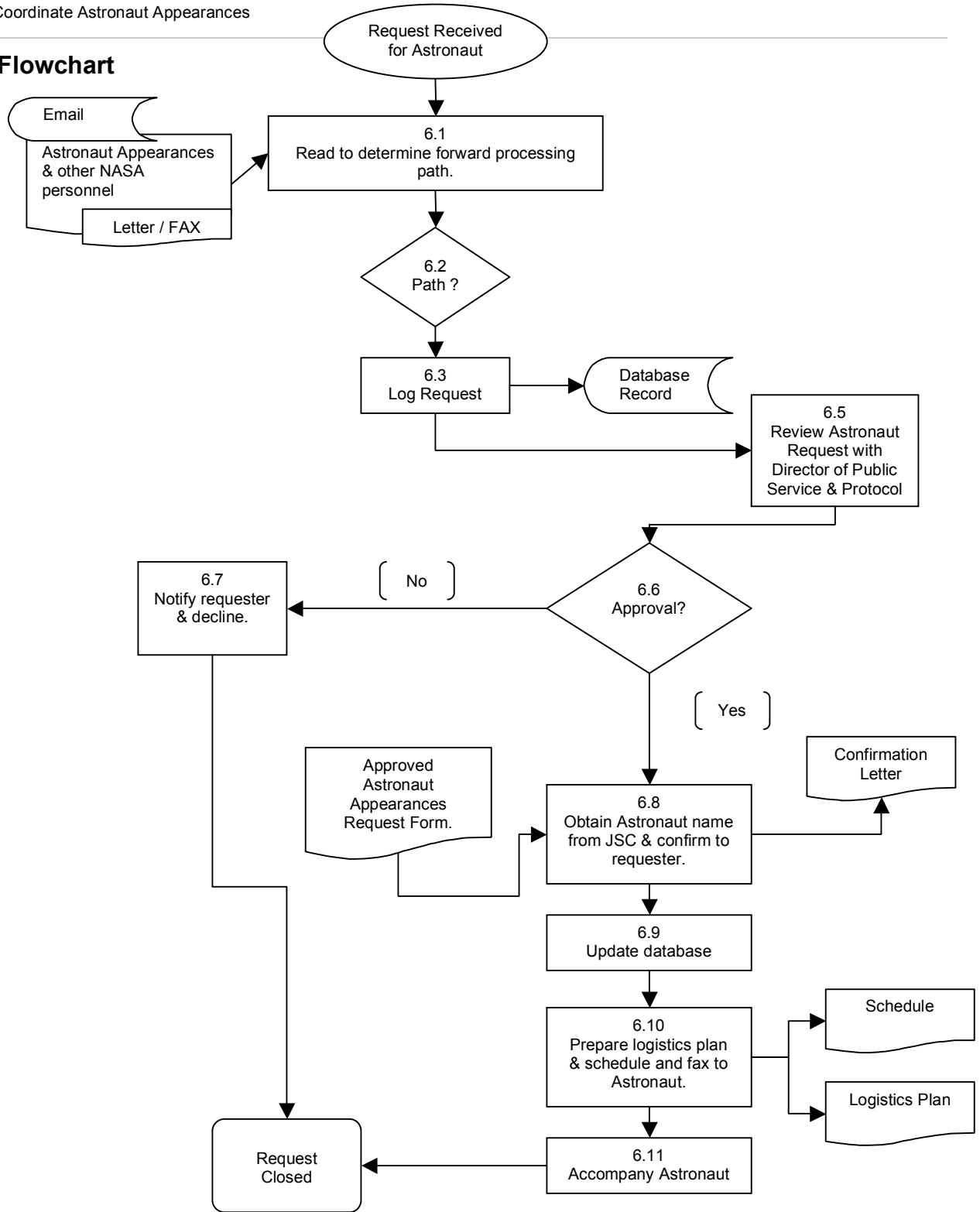
3.1	AA	Associate or Assistant Administrator
3.2	AAC	Astronaut Appearances Coordinator
3.3	DPS	Director, Public Services and Protocol Division
3.4	HQ	Headquarters
3.5	JSC	Johnson Space Center
3.6	PO	Public Services and Protocol Division, Office of Public Affairs
3.7	SBC	Speaker Bureau Coordinator

4.0 References

- 4.1 NPD 1385 Public Appearances of NASA Astronauts and Other NASA Personnel.

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5.0 Flowchart



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6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	AAC	<i>Read to Determine Forward Processing Path.</i> Make determination on whether the request is for a NASA astronaut or a speaker.
6.2	AAC	<i>Path?</i> The request is forwarded to the Speakers Bureau Coordinator or the Astronaut Appearances Office.
6.3	AAC	<i>Log Request.</i> The request for an astronaut is received, read and logged into the database.
6.4	AAC	<i>If the request is for any other type of speaker then it will be forwarded to the Speakers Bureau Coordinator in the Office of Communications Planning (OCP). Closed out.</i>
6.5	AAC	If an Astronaut Appearance request is declined, a declination letter is sent to the requestor.
6.6	AAC	<i>Review Astronaut Request with Director of Public Services and Protocol.</i> The Astronaut Appearances Coordinator sits down with the Director of Public Services and Protocol, using the "Astronaut Appearances Request Form" and makes determination on whether the astronaut request should be approved or declined.
6.7	AAC & DPSP	<i>Astronaut Request Approved? If yes, proceed to Step 6.8. If no return to Step 6.5.</i>
6.8	AAC	<i>Obtain Astronaut name from JSC & confirm to requestor.</i> Once the request is approved it is then sent to the Astronaut Appearances Office at JSC to obtain the name of the astronaut that will be supporting the appearance. Once the name of the astronaut is confirmed to HQ, a confirmation letter is sent to the requestor.
6.9	AAC	<i>Update Database.</i> Once the confirmation letter is sent out the database is updated to reflect that the astronaut request has been confirmed.
6.10	AAC	<i>Prepare logistics plan & schedule and email to astronaut...schedule.</i> Talk with the requestor and sometimes the astronaut to prepare a detail schedule of their event(s). Once the schedule is prepared it is then emailed to the astronaut at JSC.
6.11	AAC	<i>Accompany astronaut if required.</i> The Astronaut Appearance Coordinator sometimes is required to accompany an astronaut or Crew on public appearances when needed, i.e. as White House visit, Congressional visits and/or Embassy visits. The Director of Public Services and Protocol makes this decision.

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6.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
Database Record	AAC	NBO40	Electronic	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.
Declination Letter	AAC	NBO40	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.
Confirmation Letter	AAC	NBO40	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old, or when no longer needed for reference whichever first.
Schedule	AAC	NBO40	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old, when no longer needed for reference whichever first.
Astronaut Appearance Request Form	AAC	NBO40	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old, or when no longer needed for reference whichever first.
Logistics Plan	AAC	NBO40	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.