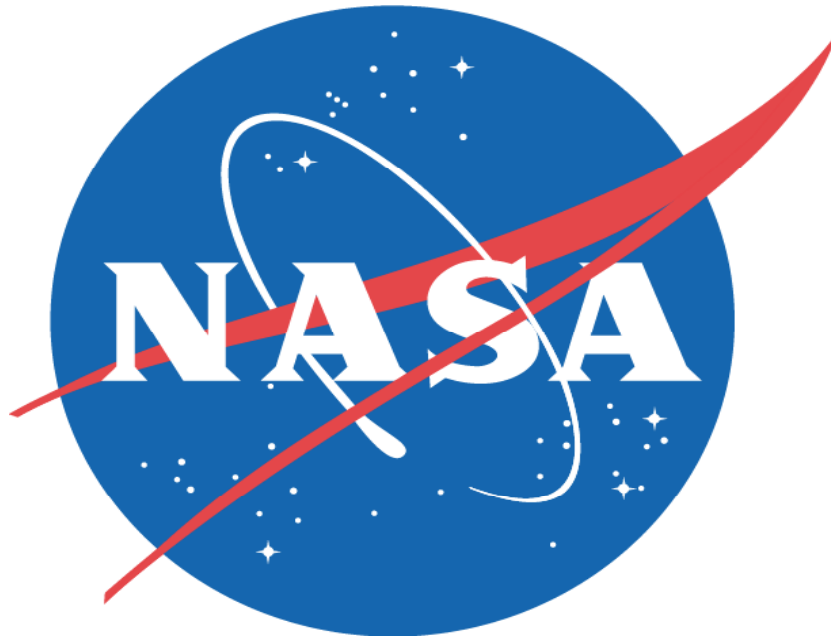


Responsible Office: Code P  
**Subject:** Manage Exhibits Program



**Code P, Office of Public Affairs**

**Office Work Instruction**

**Manage Exhibits Program**

Original Approved by: \_\_\_\_\_

Margaret C. Wilhide  
Associate Administrator

\_\_\_\_\_

Date

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**DOCUMENT HISTORY LOG**

<u>Status (Baseline/ Revision/ Canceled)</u>	<u>Document Revision</u>	<u>Effective Date</u>	<u>Description</u>
Baseline		1/10/00	
Revision	A	4/14/00	Update Sections 3, 5 and 6 to reflect Pre-Assessment Audit issues
Administrative Change	A	5/8/00	Administrative change to correct typos in Sections 1 and 6 and delete extraneous arrow in Flowchart
Revision	B	8/18/00	Change Code designation from PO to PS throughout, add definition of Exhibit Inventory to Section 3.0, revise flowchart and Section 6.0 to clarify method and objective evidence of acceptance of exhibit text and design, as well as signature authority for both inspection and shipping of final product.

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## 1.0 Purpose

The purpose of this OWI is to document the procedure to produce exhibits that, when deployed, educate and inform the public about the accomplishments and program goals sought and achieved in NASA's aerospace programs.

## 2.0 Scope and Applicability

### 2.1 Scope

This work instruction for Management and Production of NASA Exhibits applies to the NASA Public Affairs Office (Code P) and to any exhibits representing the HQ Agency Enterprises produced by the Public Services Division as defined in NPD 1387.1.

### 2.2 Applicability

The Division, Code PS, 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://hqiso9000.hq.nasa.gov/>. Any printed version of this OWI is uncontrolled (reference: HCP 1400.1, Document and Data Control).

## 3.0 Definitions

3.1	#20-4	Transfer/Shipping Request Form
3.2	memo	Financial Transaction Request
3.3	Code BR	Office of the Chief Financial Officer, Budget Resource Analysis Division
3.4	Code CF	Headquarters Budget Office
3.5	COTR	Contracting Officer's Technical Representative
3.6	Exhibit Inventory	Database on password protected shared drive containing information on all NASA Public Affairs exhibits including: Name of Exhibit, NASA Center, Program Description, Type of Exhibit, Crate Size and Weight, Quantity, Size, Set-up Time, Value, Notes (Optional), and Production Date
3.7	EC	Exhibits Coordinator
3.8	EM	Exhibits Manager
3.9	GSFC	Goddard Space Flight Center
3.10	HQ	NASA Headquarters
3.11	PAO	Public Affairs Officer
3.12	PS	Public Services Division of the Office of Public Affairs

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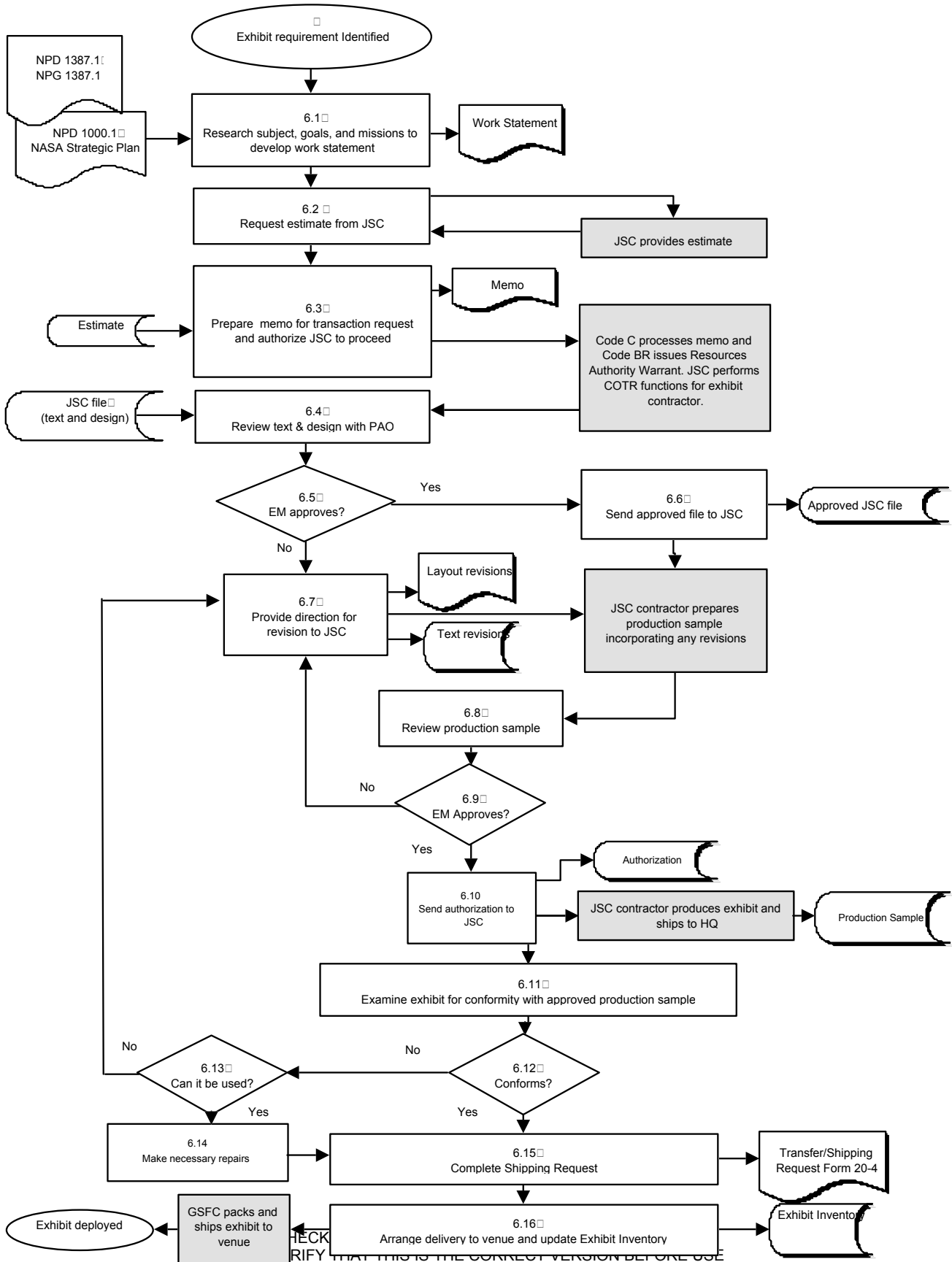
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## 4.0 References

- 4.1 NPD 1000.1 NASA Strategic Plan
- 4.2 NPD 1387.1 NASA Exhibits Program
- 4.3 NASA Public Affairs Stylebook and Policy Manual

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## 5.0 Flowchart



CHECK AND VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## 6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	EM	<i>Research subject, goals and missions to develop work statement.</i> Prepare a statement specifying content and type of exhibit based on the Agency Strategic Plan and by interviewing Public Affairs Officers and outreach representatives for each Agency Enterprise.
6.2	EM, EC	<i>Request estimate from JSC.</i> Forward the work statement and requesting an estimate based on the information specifying content and type of exhibit to JSC.
6.3	EM, EC	<i>Prepare memo for financial transaction request and authorize JSC to proceed.</i> Based on JSC estimate, prepare a memo requesting fund transfer to the JSC/Community Affairs Office and submit to the Code P Budget Analyst. The request is forwarded to Code CF, Headquarters Budget Office, for approval. Code BR then issues a Resources Authority Warrant (#506) transferring funds to produce the exhibit.
6.4	EM, PAO	<i>Review text &amp; design with PAO.</i> Review preliminary exhibit text and design layout prepared and submitted as an electronic file by local Washington, DC area writing and design subcontractors to JSC. Acceptance of the design layout of the exhibit is based on how successfully it meets the goal of communicating Agency programs in a concise, informative, appealing and accessible way to largely non-technical audiences. The design is judged on the elements of its composition, i.e., text, illustrations, photography, typography, style, legibility, and juxtaposition of these elements in columnar grids, horizontal zones and the overall composition. Original text and design are to be retained until the exhibit is delivered to the venue. Any changes requested by the PAO and EM result in disapproval in the following step.
6.5	EM, PAO	<i>EM approves?</i> When no changes are required to the original text and design, EM approves. If yes, proceed to Step 6.6. If no, proceed to Step 6.7.
6.6	EM	<i>Send approved file to JSC.</i> If there are no changes required or final revisions have been incorporated, EM forwards latest version to JSC with email authorizing JSC to proceed with the preparation of a preliminary production sample.
6.7	EM	<i>Provide direction for revision to JSC</i> with text revisions and layout revisions. Each version of revision is to be filed by revision date until delivery of the exhibit to the venue.
6.8	EM	<i>Review production sample</i> submitted by JSC in the form of a large format layout showing the specific text content and arrangement in the overall graphical layout. Photography and illustration substitutions are made if necessary and all of the text is proofread using the NASA Public Affairs Stylebook and Policy Manual for guidance.
6.9	EM	<i>EM Approves?</i> If yes, authorize JSC to proceed with the production of the exhibit. If no, proceed to Step 6.7.
6.10	EM	<i>Send authorization to JSC.</i> Exhibit Manager emails JSC to authorize production according to the approved production sample.
6.11	EM	<i>Examine exhibit.</i> EM examines exhibit upon arrival at HQ for conformity using the approved production sample.

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.12	EM	<i>Does exhibit conform with approved production sample? If yes, proceed to Step 6.15. If no, go to Step 6.13.</i>
6.13	EM	<i>Can exhibit be used if the nonconformity is repaired by HQ? If yes, proceed to 6.14. If no, clearly identify exhibit as being unsatisfactory and go to step 6.7.</i>
6.14	EM, EC	<i>Make necessary repairs to the exhibit and proceed to 6.15.</i>
6.15	EM, EC, PS Division Director	<i>Complete Shipping Request. EC prepares Transfer/Shipping Request (#20-4) and EM signs QA Approval on the request. PS Division Director signs approval to ship.</i>
6.16	EC	<i>Arrange delivery to venue and update Exhibit Inventory. Make arrangements to set-up and operate the exhibit at the exhibition venue. Update Exhibit Inventory to add Name of Exhibit, NASA Center, Program Description, Type of Exhibit, Crate Size and Weight, Quantity, Size, Set-up Time, Value, Notes (Optional), and Production Date.</i>

## 7.0 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>
Work Statement	EM	Code PS	Hard Copy	Schedule 1, Item 65A	Destroy when no longer needed.
Memo	EM	Code PS	Hard Copy	Schedule 7, Item 21.D.2	Destroy when no longer needed or 2 years after close of fiscal year, whichever is sooner.
Approved JSC File	EM	Code PS	Electronic	Schedule 1, Item 65A	Destroy when no longer needed
Layout Revisions	EM	Code PS	Hard Copy	Schedule 1, Item 65A	Destroy when no longer needed
Text Revisions	EM	Code PS	Electronic	Schedule 1, Item 65A	Destroy when no longer needed
Authorization	EM	Code PS	Electronic	Schedule 1, Item 65A	Destroy when no longer needed
Transfer/Shipping Request Form #20-4	EC	Code PS	Hard Copy	Schedule 6, Item 1a	Destroy when 2 years old.
Exhibit Inventory	EC	Code PS	Electronic	Schedule 1, Item 65A	Destroy when no longer needed.
Production Sample	EM	Code PS	Hard Copy	Schedule 1, Item 65A	Destroy when no longer needed