



Office of the Chief Financial Officer

Office Work Instruction

**Manage the Chief Financial Officer
Council Meetings**

Approved by:
Stephen J. Varholy
Deputy Chief Financial Officer

DOCUMENT HISTORY LOG

<u>Status (Baseline/ Revision/ Canceled)</u>	<u>Document Revision</u>	<u>Effective Date</u>	<u>Description</u>
Baseline		1/7/00	
Revision	A	2/5/02	Update Section 7. Quality Record, to reflect more accurately the schedule/item number and retention/disposition language of NPG 1441.1.

1.0 Purpose

The purpose of this procedure is to document the process used by the Office of the Chief Financial Officer (Code B) to manage the Chief Financial Officers (CFO) Council meetings chaired by the Chief Financial Officer.

2.0 Scope and Applicability

2.1 This Office Work Instruction (OWI) defines the process used to manage the CFO Council meetings for which Code B is responsible. Included in this OWI are procedures to conduct the Council meetings. The Charter for the CFO Council is published in the NASA Organization guide.

2.2 This OWI is maintained by and applies to Code B.

3.0 Definitions

3.1 CF Council Facilitator. Responsible for preparing Agenda, planning council meetings, assisting CFO in the conduct of council meetings, and the recording of council meeting decisions and action items.

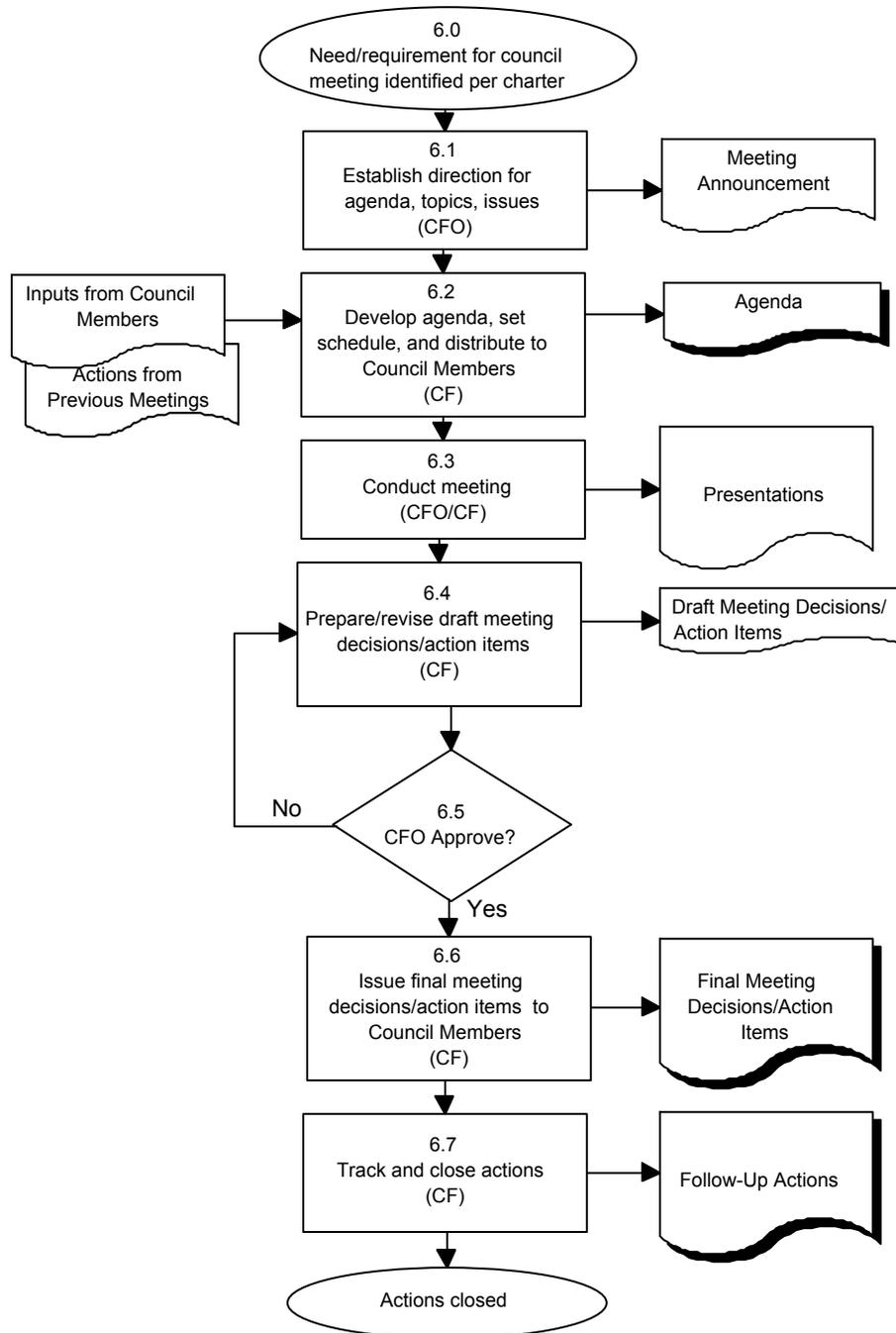
3.2 CFO NASA Chief Financial Officer, Code B.

4.0 References

4.1 NHG 1000.3 The NASA Organization.

4.2 NPG 1000.2 NASA Strategic Management Handbook.

5. Flowchart



6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.0	CFO	Identify the need for a CFO Council meeting per charter. This meeting may consist of a full council meeting, a meeting of the Executive Group, a meeting called in response to a member(s) special request, or as a result of a previous Council Meeting decision or action. Regardless, the process flow is the same.
6.1	CFO	Establish direction for Agenda topics, issues and schedule. This is accomplished by issuing a meeting announcement to participating Council members, identified in the CFO Charter, requesting input for discussion subjects, other items of interest, operational issues, and suggested meeting date(s). At the discretion of the CFO, the announcement may be in the form of a memorandum, an e-mail, or a telephone conversation. The announcement would include a due date for any response. Responses received after the due date will not be considered.
6.2	CF	Develop Agenda, set schedule, and distribute to participating members. The Council Facilitator (CF) receives input from Council Members and considers actions from previous meetings. The CF coordinates with the CFO, Deputy CFO, and Comptroller in the screening of inputs. The Agenda will include the start and end hours each day, the topics to be covered, the presenters, the location of the meeting facility, and the specific meeting dates. The CF produces a final version of the Agenda, approved by the CFO, and distributes it to the Council Membership and other interested parties (such as guest presenters). A copy of the Agenda is placed in the official Council records.
6.3	CFO/CF	Conduct the meeting of the CFO Council in accordance with the item order established in the Agenda. CF provides support to the CFO, including recording Council decisions, as well as the addition or disposition of action items.
6.4	CF	Prepare and distribute draft of meeting decisions/ action items to the CFO for approval. Any update to the hard copy version of meeting decisions/action items will be date stamped and utilize the same file name, precluding inadvertent use of obsolete/ superceded versions.
6.5	CFO	Review Draft Meeting decisions/action items. If the CFO approves, actions proceed to step 6.6. If the CFO does not approve, action reverts to step 6.4.

6.6	CF	Issue final version of Council Meeting decisions/ action items to the Council Members. A copy of the final version is placed in the official Council records.
6.7	CF	Track and close actions. On the first workday of the month, the CF will generate a list of action items with due dates during the following five weeks. As noted earlier (6.4), this list is maintained in hard copy and only an updated version, date stamped with the same file name, is available, precluding the inadvertent use of an outdated/superseded list. Each actionee will be contacted at least ten days prior to the due date for a status report on the action. If the action is complete, the CF will annotate the actions table in the Council records. If the action is incomplete and will not be completed before the due date, the CF may extend the due date up to thirty days. Any further extension must be approved by the CFO. The CFO may also decide to close actions at his discretion.

7. Quality Records

Record Identification	Owner	Location	Record Media: Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Agenda	Office of the CFO	Office of the CFO	Hard Copy	Schedule 1 Item 14.B. 1.(a)	Permanent. Retire to FRC when 2 years old. Transfer to NARA when 20 years old.
Final Meeting Decisions/ Action Items	Office of the CFO	Office of the CFO	Hard Copy	Schedule 1 Item 14.B. 1.(a)	Permanent. Retire to FRC when 2 years old. Transfer to NARA when 20 years old.
Follow up Actions	Office of the CFO	Office of the CFO	Hard Copy	Schedule 1 Item 14.B. 1.(a)	Permanent. Retire to FRC when 2 years old. Transfer to NARA when 20 years old.