

Responsible Office: Congressional Liaison Division (Code LB)  
Subject: Preparation of Congressional Briefings



Office of Legislative Affairs

Office Work Instruction

## Preparation of Congressional Briefings

Original Approved By: s/\_\_\_\_\_

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## 1. Purpose

The purpose of this procedure is to document the Code L process for developing the materials required to brief Members of Congress and Congressional staff and the provision of briefings to Members of Congress and Congressional staff by NASA officials.

## 2. Scope and Applicability

- 2.1 This OWI covers the Congressional briefing process performed in Code L to provide fiscal year budget briefings and program/status briefings to Congress. The process covers the offering of briefings to Congress, reviewing briefing materials, coordinating and attending the briefing provided by officials outside of Code L, and any follow-up requests for information from the Congress. This process is limited to the following :
- 1) briefings pertaining to NASA's budget request;
  - 2) briefings pertaining to a significant event that would warrant Congressional notification;
  - 3) briefings responding to a request from Congress for major program information/status.

## 3. Definitions

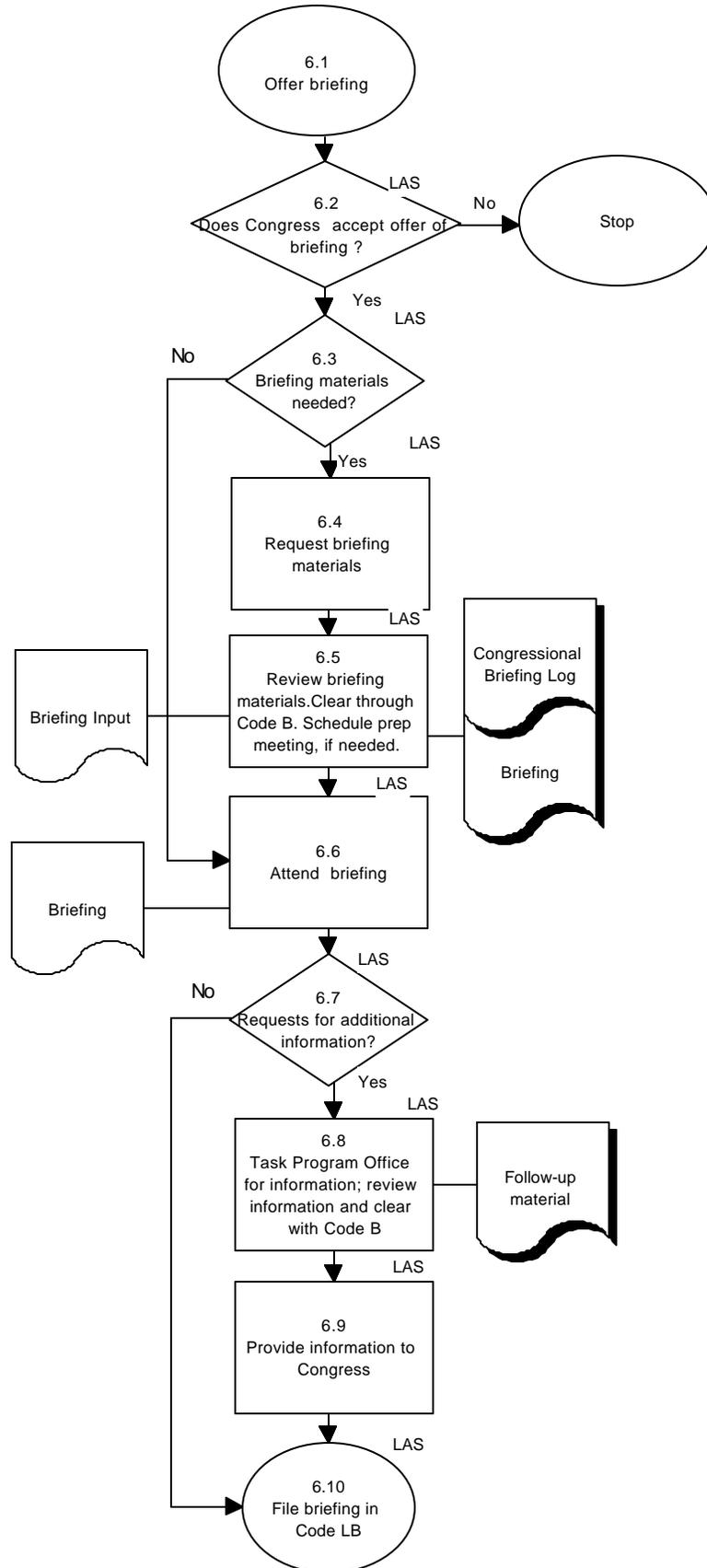
- 3.1 Briefing: Either Agency or Enterprise initial fiscal year budget briefing or program status briefing
- 3.2 Code B: Office of the Comptroller
- 3.3 Code L: Office of Legislative Affairs
- 3.4 Code LB: Liaison Division in Office of Legislative Affairs
- 3.5 LAS: Legislative Affairs Specialist
- 3.6 Log Sheet: Congressional Briefing Log (Appendix A)

## 4. References

None

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## 5. Flowchart



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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Deputy Associate Administrator, Office of Legislative Affairs or designee offers NASA briefing to Congress or receives request from Congress for briefing.
6.2	LAS	Determine if Congress accepts NASA briefing. If no, stop. If briefing requested, proceed to step 6.3.
6.3	LAS	Determine if briefing materials are required. If briefing materials are required proceed to step 6.4. If no briefing materials are required, proceed to step 6.6. Based on subject matter and availability of materials, LAS determines if briefing materials are required.
6.4	LAS	Task program office to develop briefing materials and make notation on Congressional Briefing Log (Appendix A) of action.
6.5	LAS	Review briefing materials and send to Code B for clearance. Note Code B approval on log sheet. Schedule preparatory (prep) meeting if necessary to prepare for briefing. Determination of whether prep meeting is necessary is based on LAS judgment, experience and knowledge.
6.6	LAS	Execute briefing.
6.7	LAS	Based on briefing results, determine whether Congress requested additional information. If no additional information is requested at briefing, proceed to step 6.10. If additional information requested, proceed to step 6.8.
6.8	LAS	Task program office to develop requested material and note on log sheet. Receive information from Program Office, review responsiveness to Congressional request and clear with Code B only if of a policy nature or budget related. Note approval by Code B on log sheet.
6.9	LAS	Provide information to Congress and note date, and initials of LAS on log sheet.
6.10	LAS	File hard copy of briefing, log sheet and follow-up material in Code LB.

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Congressional Briefing Log	Code LB	Code L B files	Hard Copy	Schedule 1, Item 25	Destroy or delete when work is completed or when no longer needed for operating purposes.
Briefing	Code LB	Code L B files	Hard Copy	Schedule 1, Item 27-A	Retire to Federal Record Center when 4 years old.
Follow-up material	Code LB	Code LB files	Hard Copy	Schedule 1, Item 27-A	Retire to Federal Record Center when 4 years old.

### Appendix

#### Appendix A – Congressional Briefing Log

Note: Appendix located on Code L shared drive. Access is password protected to Code L employees.

