

Responsible Office: Congressional Liaison Division (Code LB)
Subject: Post-Hearing Activities



Office of Legislative Affairs

Office Work Instruction

Post-Hearing Activities

Original Approved by: s/_____

Ed Heffernan
Associate Administrator
Office of Legislative Affairs

Responsible Office: Congressional Liaison Division (Code LB)
Subject: Post-Hearing Activities

1. Purpose

The purpose of this procedure is to document the process for responding to requests for information and review of transcripts resulting from Congressional hearings.

2. Scope and Applicability

- 2.1 This OWI covers the Congressional Hearing Process for review and correction of Congressional hearing transcripts; provision of material requested for the hearing follow-up record; and response to hearing questions submitted in writing by Members of Congress. These items are incorporated into the official hearing record as produced by the Congressional Committees and are filed in the legislative library in Code L.

3. Definitions

- 3.1 AO : Action Officer
- 3.2 CC: Correspondence Clerk
- 3.3 Code B: Office of the Comptroller
- 3.4 Code L Office of Legislative Affairs
- 3.5 Code LD Congressional Inquiries Division
- 3.6 DAA: Deputy Associate Administrator
- 3.7 DMS: Document Management System
- 3.8 FRC: Federal Records Center
- 3.9 HATS: Headquarters Action Tracking System
- 3.10 Incoming Package: Initial package received from Congress
- 3.11 LAA: Legislative Affairs Assistant
- 3.12 LAS: Legislative Affairs Specialist
- 3.13 Material for the Record (MFR): Member(s) of Congress might ask question(s) during the hearing and request that the witness(es) respond to that question in writing, due to time constraints or the level of detail required for answering that question.
- 3.14 OMB: Office of Management and Budget
- 3.15 PO: Program Office
- 3.16 Questions For the Record (QFR): Questions submitted in writing by a Member of Congress as a result of a hearing.

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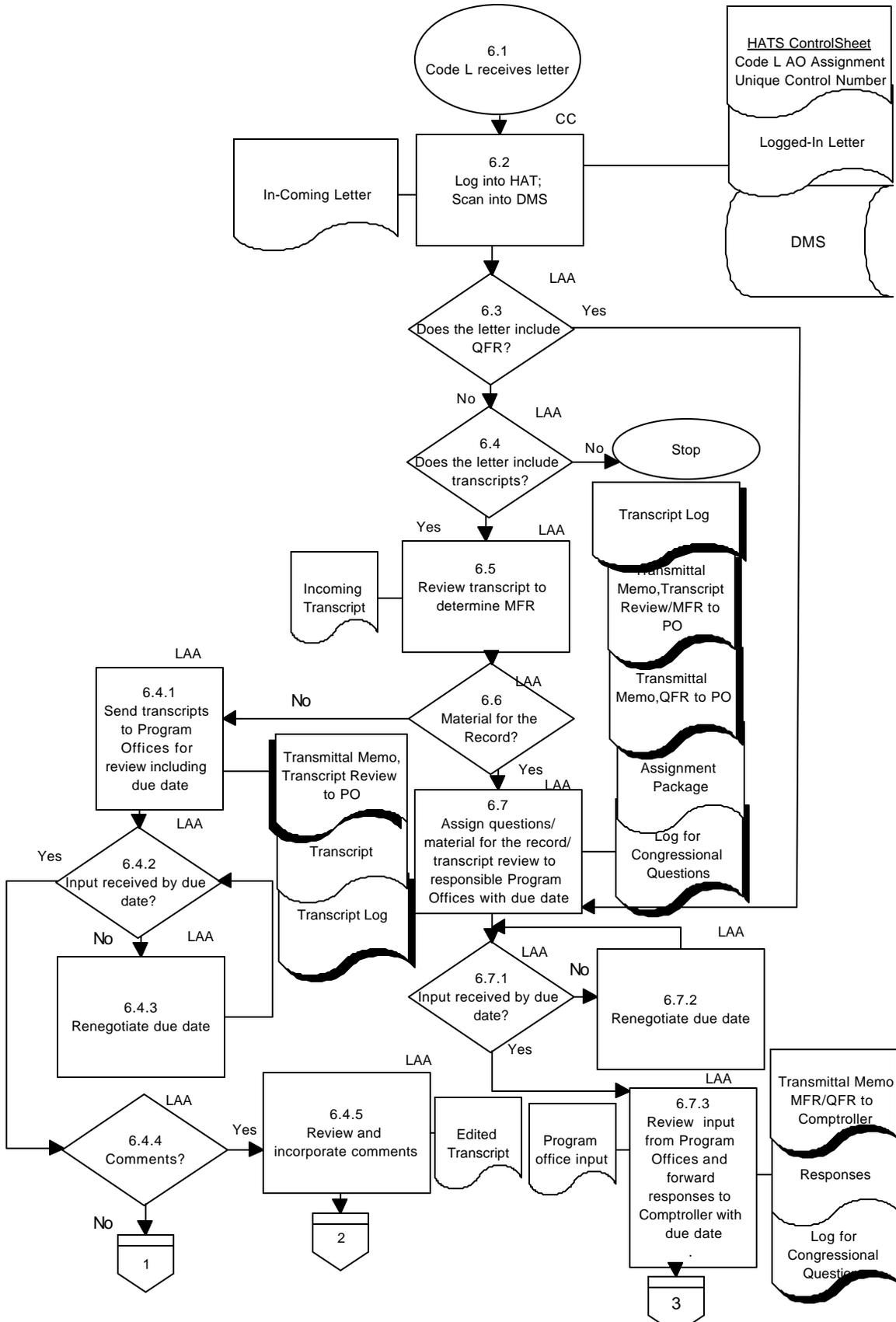
4. References

- 4.1 U.S. Congress, House of Representatives, Committee on Appropriations, Instructions for Reviewing and Editing Hearing Transcripts
- 4.2 U.S. Congress, House of Representatives, Committee on Science, Guidance for Processing Transcripts
- 4.3 U.S. Congress, Senate, Committee on Appropriations, Guidance for Processing Transcripts
- 4.4 U.S. Congress, Senate, Committee on Commerce, Science, and Transportation, Guidance on Processing Transcripts

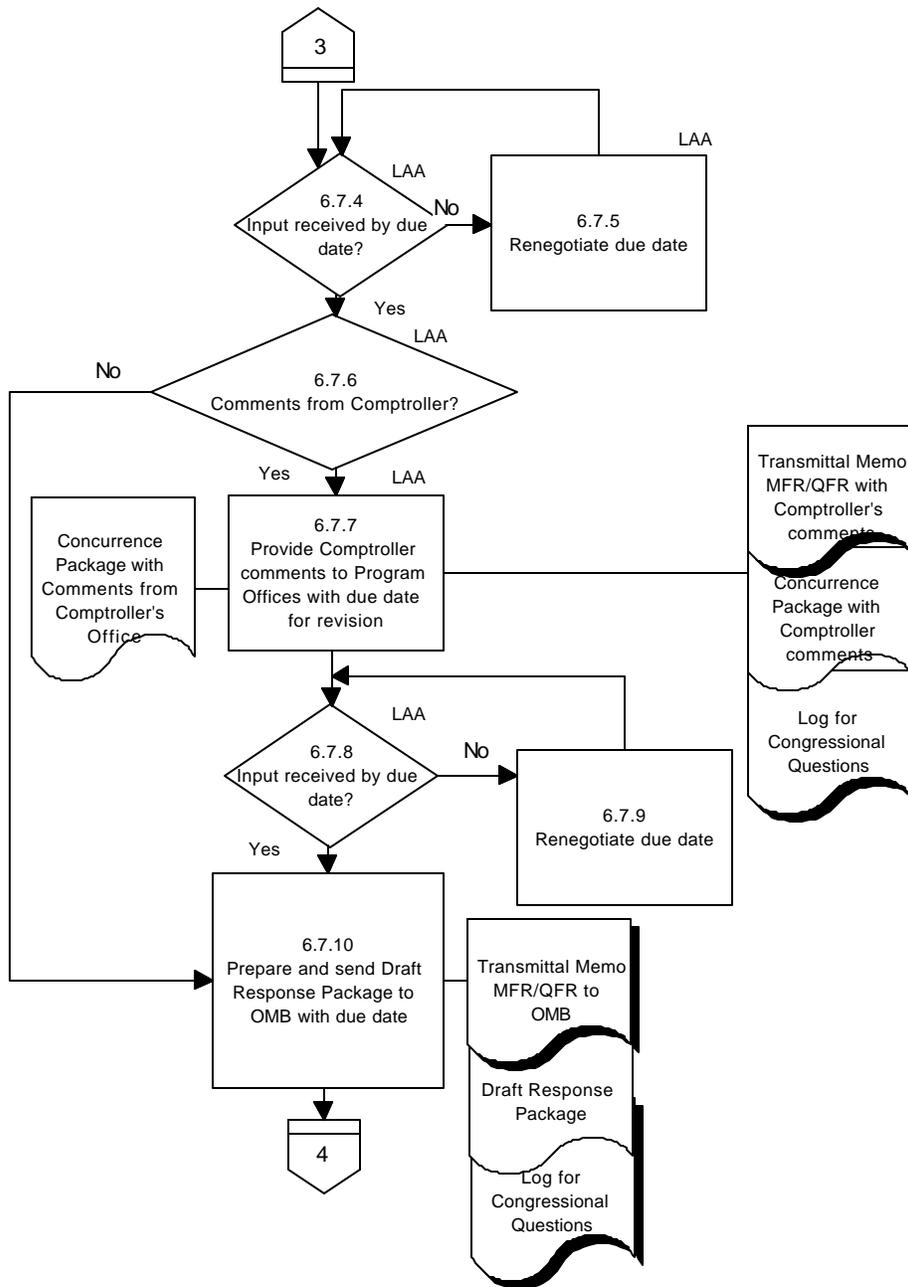
NOTE: References available by contacting the NASA Office of Legislative Affairs.

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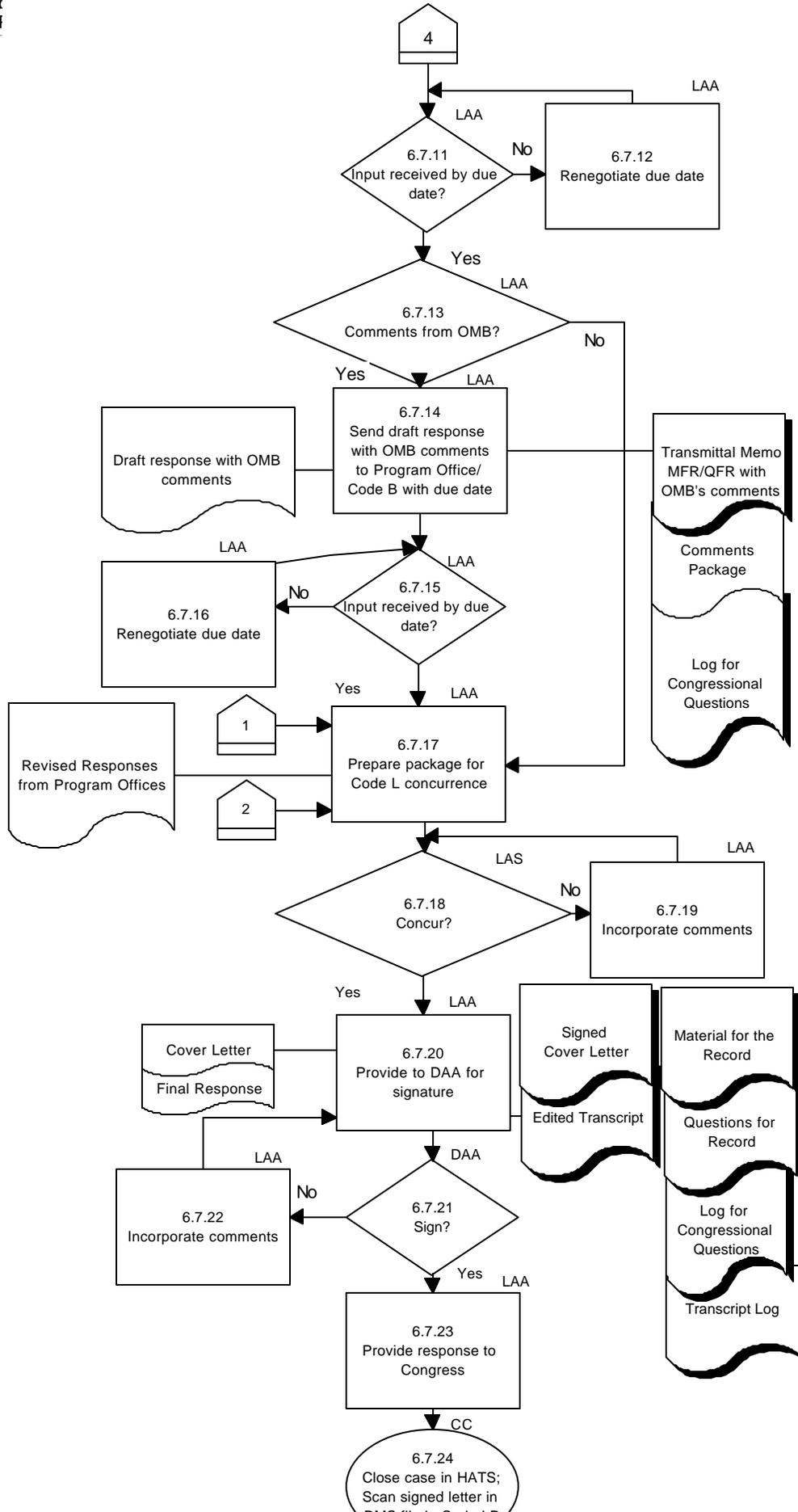
5. Flowchart



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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		The Legislative Affairs Office receives incoming package from a Member of Congress or staff.
6.2	CC	The incoming package is logged into the HATS system by the CC. A HATS control sheet and number is established. The CC scans the incoming letter into the DMS and the incoming letter is assigned to the LAA for action.
6.3	LAA	The Legislative Affairs Assistant reviews the package to determine if package includes QFR from Congress. If the package includes QFR, proceed to Step 6.7. If the package does not include QFR proceed to Step 6.4.
6.4	LAA	The Legislative Affairs Assistant reviews the package to see if a Member of Congress or their staff has submitted a transcript. If the package does not include transcript, no further action related to transcripts is required. If the package does include transcripts proceed to Step 6.5.
6.5	LAA	LAA reviews transcripts for edits and to determine if transcript includes MFR.
6.6	LAA	If no MFR requested, proceed to Step 6.4.1; if MFR included in transcript, proceed to Step 6.7.
6.4.1	LAA	<p>A transmittal memo requesting transcript review and edit (Appendix A) is prepared by the LAA and assigned to the appropriate Program Office(s) (according to the subject matter/NASA witness), with a due date in accordance with the date provided in the incoming package. The LAA enters into the transcript log (Appendix B) the following data:</p> <ul style="list-style-type: none">• the program office responsible for the action; and• the date due to the Office of Legislative Affairs(Suspense date to Code).
6.4.2	LAA	The LAA checks the transcript log for date the package was due to the Office of Legislative Affairs. If package was received by the due date, proceed to Step 6.4.4. The LAA incorporates into the transcript

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log the date the package was received. If package was not received by the due date, proceed to Step 6.4.3.

- 6.4.3 LAA If package was not received by the due date the LAA contacts the responsible program office contact person and renegotiates the due date until package is received. The LAA incorporates the new due date into the transcript log.
- 6.4.4 LAA If the Program Office does not have edits to the transcript, go to Step 6.7.17, otherwise go to Step 6.4.5.
- 6.4.5 LAA If the Program Office does have edits to the transcript, the LAA incorporates edits based on guidance in the cover memo supplied with incoming package (see References). After edits are incorporated proceed to Step 6.7.17.
- 6.7 LAA MFR, QFR and transcript reviews are assigned to responsible Program Offices for action. LAA uses judgement, knowledge and experience to determine who should get the various assignments which is generally based on hearing subject matter expertise and NASA witness(es) testifying at hearing. (See Appendices A and C for transmittal memos). LAA assigns due date and makes notations in log(s) (Appendices B and D). For process flow related to transcript review, see Steps 6.4.2 through 6.4.5. For process flow related to MFR and QFR (they go through same process) see 6.7.1.
- 6.7.1 LAA The LAA checks the log sheet for date response was due to the Office of Legislative Affairs. If response was received by the due date, proceed to Step 6.7.3. The LAA incorporates into the log the date the package was received. If package was not received by the due date, proceed to Step 6.7.2
- 6.7.2 LAA If package was not received by the due date the LAA contacts the responsible program office contact person and renegotiates the due date until package is received. The LAA incorporates the new due date into the log.
- 6.7.3 LAA When the responses from the Program Office are received and reviewed a transmittal memo (Appendix

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E) is created and sent to the Comptroller's office for concurrence with a due date in accordance with date the package is due back to the Committee. The LAA enters into the log the following data:

- the date the package was received from the Program Office;
- the date sent to the Comptrollers office; and
- the date the package is due from the Comptrollers office

6.7.4 LAA The LAA checks the log for date package was due to the Office of Legislative Affairs. If package was received by the due date, proceed to Step 6.7.6. The LAA incorporates into the log the date the package was received. If package was not received by the due date, proceed to Step 6.7.5

6.7.5 LAA If package was not received by the due date the LAA contacts the Comptroller's office and renegotiates the due date until package is received. The LAA incorporates the new due date into the log.

6.7.6 LAA Did the Comptroller's Office have comments? If no, proceed to Step 6.7.10. If yes, proceed to Step 6.7.7.

6.7.7 LAA Prepare a transmittal memo (Appendix F), forwarding Comptroller's comments to the Program Office, with a due date. The LAA enters into the log the following data:

- the date the package was sent to the PO; and
- the date the package is due from the PO.

6.7.8 LAA The LAA checks the log for date package was due to the Office of Legislative Affairs. If package was received by the due date, proceed to Step 6.7.10. The LAA incorporates into the log the date the package was received. If package was not received by the due date, proceed to Step 6.7.9.

6.7.9 LAA If package was not received by the due date the LAA contacts the responsible program office contact person and renegotiates the due date until package is received. The LAA incorporates the new due date into the log.

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- 6.7.10 LAA Prepare and send draft response package which has now been revised by PO to incorporate any Comptroller comments to OMB with a transmittal memo (Appendix G) including a due date in accordance with date provided in the incoming package. The LAA enters into the log the following data:
- the date the package was sent to OMB; and
 - the date the package is due from OMB.
- 6.7.11 LAA The LAA checks the log for date package was due to the Office of Legislative Affairs. If package was received by the due date, proceed to Step 6.7.13. The LAA incorporates into the log the date the package was received. If package was not received by the due date, proceed to Step 6.7.12.
- 6.7.12 LAA If package was not received by the due date the LAA contacts OMB and renegotiates the due date until package is received. The LAA incorporates the new due date into the log.
- 6.7.13 LAA Did OMB have comments? If no, proceed to Step 6.7.17. If yes, proceed to Step 6.7.14.
- 6.7.14 LAA Prepare a transmittal memo (Appendix H), forwarding OMB's comments to the Program Office and Code B with a date the comments package is due back from the recipients. The LAA enters into the log the following data:
- the date the package was sent to the PO/Code B;
 - the date the package is due from the PO/Code B.
- 6.7.15 LAA The LAA checks the log for date package was due to the Office of Legislative Affairs. If package was received by the due date, proceed to Step 6.7.17. The LAA incorporates into the log the date the package was received. If package was not received by the due date, proceed to Step 6.7.16.
- 6.7.16 LAA If package was not received by the due date the LAA contacts the responsible PO/Code B contact persons and renegotiates the due date until package is received. The LAA incorporates the new due date into the log .

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- 6.7.17 LAA Assembles transcript and/or MFR and/or QFR response packages for final Code L review, approval and signature. The Legislative Affairs Specialist(s) (LAS) assigned to the PO(s) that are the subject(s) of the response package are provided the response package for concurrence. Assignment to LAS is based on guidance in the memo signed by the DAA in "Revised Congressional Liaison Assignments" (Appendix I).
- 6.7.18 LAS If the LAS concurs, go to Step 6.7.20, otherwise go to Step 6.7.19.
- 6.7.19 LAA The LAA incorporates LAS comments into revised draft of response. LAS has reviewed any significant proposed changes with PO, Comptroller's Office and OMB as needed prior to providing to LAA for inclusion. LAS uses knowledge, judgement and experience to determine the scope of this review.
- 6.7.20 LAA The LAA provides package to the DAA for signature.
- The package could consist of:
- a signed cover letter;
 - the edited transcript; and/or
 - material for the record; and/or
 - the questions for the record; and
 - completed log sheets.
- 6.7.21 DAA Does the DAA sign the letter? If yes, proceed to Step 6.7.23. If no, proceed to Step 6.7.22.
- 6.7.22 LAA If the DAA has any comments, the LAA incorporates those comments and forwards the package back to the DAA for signature.
- 6.7.23 LAA The final package with the signed cover letter and the edited transcript, MFR and/or QFR are forwarded to the Congressional requester. A copy of the signed final letter and the package is provided to the CC.
- 6.7.24 CC The case is closed in the HATS system and the signed letter with enclosures is scanned into the DMS file in Code LD. Hard copy is filed in Code LD.

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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
Transmittal Memo, Transcript Review to PO	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, Transcript Review/ MFR to PO	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, QFR to PO	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, MFR/QFR to Comptroller	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, MFR/QFR with Comptroller's comments	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, MFR/QFR to OMB	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transmittal Memo, MFR/QFR with OMB's comments	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Transcript Log	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.
Log for Congressional Questions	Code LB	LB Files	Hard Copy	Sch. 1, Item 25	Remove from related records and destroy or delete when work is completed or when no longer needed for operating purposes.

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Signed Cover Letter	Code LB	LD Files	Hard Copy	Sch. 1, Item 15A	Retire to FRC when 5 years old
Questions for Record	Code LB	LD Files	Hard Copy	Sch. 1, Item 15A	Retire to FRC when 5 years old
Material for the Record	Code LB	LD Files	Hard Copy	Sch. 1, Item 15A	Retire to FRC when 5 years old
Edited Transcript	Code LB	LD Files	Hard Copy	Sch. 1, Item 15B	Destroy when 15 years old

APPENDICES

Appendix A, Transmittal Memo, Transcript Review and MFR to Program Office(s) (PO)

Appendix B, Transcript Log

Appendix C, Transmittal Memo, QFR to PO

Appendix D, Log for Congressional Questions (same log also used to track Material for the Record)

Appendix E, Transmittal Memo, MFR/QFR to Comptroller

Appendix F, Transmittal Memo, MFR/QFR Comptroller's comments to PO

Appendix G, Transmittal Memo, MFR/QFR to OMB

Appendix H, Transmittal Memo, MFR/QFR OMB's comments to PO and Code B

Appendix I, Transmittal Memo, Congressional Liaison Assignments,
dated July 27, 1999

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Appendix A

LB:MDD

TO:

FROM: LB/Michelle D. Derrington

SUBJECT: Editing of Transcript/Material Requested for the Record

Enclosed is the transcript resulting from the hearing held on _____ before the _____ Subcommittee on _____ (Chrm. _____) at which _____ testified concerning _____.

Under committee rules, hearing proceedings are printed strictly in verbatim form, so that only typographical and transcription errors may be edited in the transcript. All other corrections -- insertions or deletions of words and phrases for clarity of meaning or for other purposes -- must be requested in writing, and these corrections may then only be included as an appendix to the verbatim proceedings.

It is requested that the following offices provide the material requested for the record:

Offices

Pages

The corrected transcript/material requested for the record should be returned to Code LB/Michelle Derrington, room 9K20, by _____. Please send the responses to material requested for the record via electronic mail to "michelle.derrington@hq.nasa.gov."

Legislative Affairs Assistant

Enclosure

cc:

January 1, 1999

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Appendix C

LB:MDD

TO: _____

FROM: LB/Michelle D. Derrington

SUBJECT: Written Questions Submitted by _____

Enclosed are ___ written questions resulting from the _____, hearing before the _____ at which Mr. Goldin testified.

Please coordinate all responses with the appropriate offices. Also, please type in a question & answer format. It is requested that the following office(s) be responsible for preparing the responses as indicated below:

Office(s)

Question(s)

Please provide your draft responses to Code LB/Michelle Derrington, room 9L33, by _____, to allow time for Comptroller and OMB approval. Upon final approval from OMB--these responses should be electronically transmitted to "**michelle.derrington@hq.nasa.gov**".

Legislative Affairs Assistant

Enclosure

cc:

Revised January 1, 1999

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Appendix E

NOTE TO: BR/Andrea Falk

FROM: LB/Michelle D. Derrington

SUBJECT: Responses to written questions submitted by Code _____

Attached are Code _____'s proposed responses to written questions submitted by
_____ resulting from the _____, hearing.

Request your concurrence/comments on the attached material by
_____.

Thanks

Enclosures

cc:

Revised January 1, 1999

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Appendix F

NOTE TO: (Program Office)

FROM: LB/Michelle D. Derrington

Attached are Code BR's proposed comments to written questions submitted by _____ resulting from the _____, hearing.

Request your concurrence/comments on the attached material by _____.

Thanks

Enclosures

cc:

Revised January 1, 1999

Responsible Office: Congressional Liaison Division (Code LB)
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Appendix G

NOTE TO: OMB/ _____
FROM: LB/Michelle D. Derrington
SUBJECT: Responses to written questions

Attached are proposed responses to written questions submitted by
_____ resulting from the _____, hearing.

Request your concurrence/comments on the attached material by
_____.

Thanks

Enclosures

(Questions #____)

January 1, 1999

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Appendix H

NOTE TO: (Program Office)/Code B

FROM: LB/Michelle D. Derrington

SUBJECT: OMB's comments

Attached are OMB's comments to written questions submitted by _____ resulting from the _____, hearing.

Request a final electronic version by _____.

Thanks

Enclosures

(Questions #____)

Revised January 1, 1999

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Appendix I



July 27, 1999

Reply to Am of

L:MDK

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Field Installations
Director, Jet Propulsion Laboratory

FROM: L/Deputy Associate Administrator for Legislative Affairs

SUBJECT: Revised Congressional Liaison Assignments

As a result of staffing changes within the Office of Legislative Affairs, we are combining the former Legislation Division into the Congressional Liaison Division and modifying Congressional liaison assignments for our staff with various NASA program and staff offices. Those assignments are listed below. We look forward to working with you during the balance of the 106th Congress.

AE/Chief Engineer	Paul Eckert
AF/Chief Technologist	Paul Eckert
AO/Chief Information Officer	Paul Eckert
AS/Chief Scientist	Barbara Cherry
B/Comptroller	Margaret Kieffer
C/Headquarters Operations	Karl Stehmer
E/Equal Opportunity Programs	Barbara Cherry
F/Human Resources & Education	Barbara Cherry
G/General Counsel	Karl Stehmer
H/Procurement	Karl Stehmer
I/External Relations	Barbara Bernstein
J/Management Systems & Facilities	Margaret Kieffer
K/Small & Disadvantaged Business Utilization	Karl Stehmer
M/Space Flight (Space Station)	Barbara Bernstein
M/Space Flight (Shuttle, Space Comm, ELV)	Lon Forehand
Q/Safety & Mission Assurance	Lon Forehand
R/Aeronautics & Space Transportation Technology	Paul Eckert
S/Space Science	Barbara Cherry
U/Life&Microgravity Sciences	Lon Forehand
Y/Mission to Planet Earth	Margaret Kieffer
Z/Policy & Plans	Paul Eckert

A handwritten signature in black ink, appearing to read "Mary D Kerwin".

Mary D Kerwin