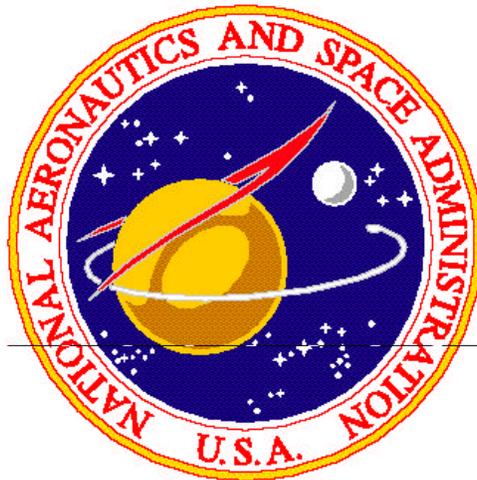


Responsible Office: Congressional Liaison Division(Code LB)
Subject: Preparation of Initial NASA Operating Plan for Submission to Congress



Office of Legislative Affairs

Office Work Instruction

Preparation of Initial NASA Operating Plan For Submission to Congress

Original Approved by: s/ _____

Edward Heffernan
Associate Administrator
Office of Legislative Affairs

Responsible Office: Congressional Liaison Division(Code LB)
Subject: Preparation of Initial NASA Operating Plan for Submission to Congress

1. Purpose

The purpose of this procedure is to define and document the process by which the Office of Legislative Affairs (Code L) develops and obtains approval of the initial NASA Operating Plan and forwards it to Congress.

2. Scope and Applicability

This OWI covers the approval and submittal of the initial NASA Operating Plan to Congress at the conclusion of the fiscal year appropriations process.

3. Definitions

- 3.1 ADS: Action Document Summary (NHQ Form 117)
- 3.2 CC: Correspondence Clerk
- 3.3 CIC: Headquarters Correspondence Management Office
- 3.4 DAA: Deputy Associate Administrator
- 3.5 DMS: Document Management System
- 3.6 HATS: Headquarters Action Tracking System
- 3.7 LAS: Legislative Affairs Specialist in the Liaison Division
- 3.8 Code LB: Office of Legislative Affairs/Liaison Division
- 3.9 Code B: Office of the Comptroller
- 3.10 Code LD: Inquiries Division within Office of Legislative Affairs
- 3.11 OMB: Office of Management and Budget
- 3.12 Initial Operating Plan: Operating Plan developed at conclusion of the approval of the Congressional fiscal year appropriations process.

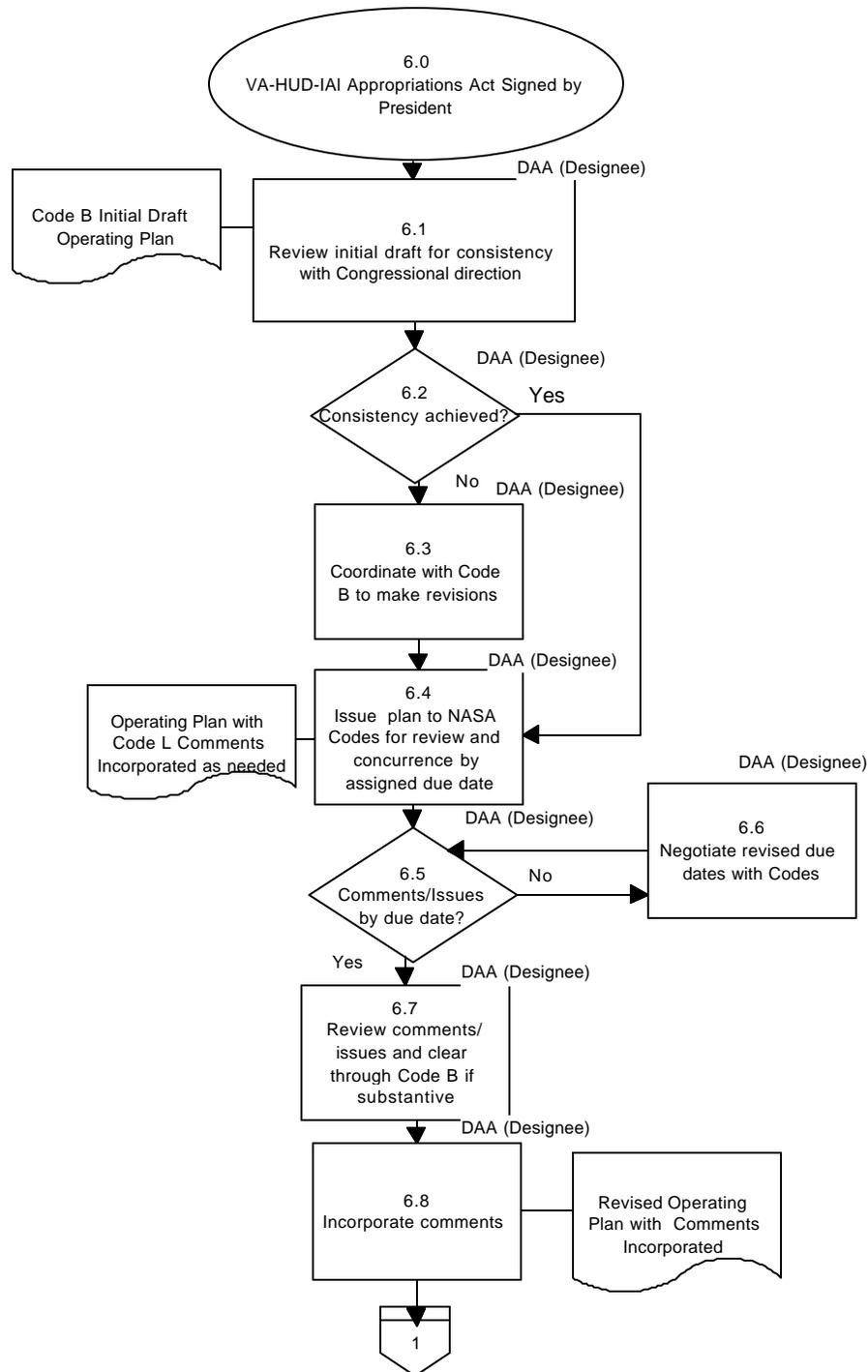
4. References

- 4.1 Senate Report 96-926 accompanying the Department of Housing and Urban Development-Independent Agencies Appropriations bill, 1981. Report dated September 4, 1980. (Page 69)
- 4.2 Memorandum from Terry Finn to Wally Berger and Tom van der Voort outlining budget detail to be provided in annual operating plan dated August 6, 1981.
- 4.3 Senate Report 106-161 accompanying the FY 2000 VA-HUD-IA Appropriations Bill (Page 4).
- 4.4 House Report 106-379, Conference Report accompanying the FY 2000 VA-HUD-IA Appropriations Act (Page 153)

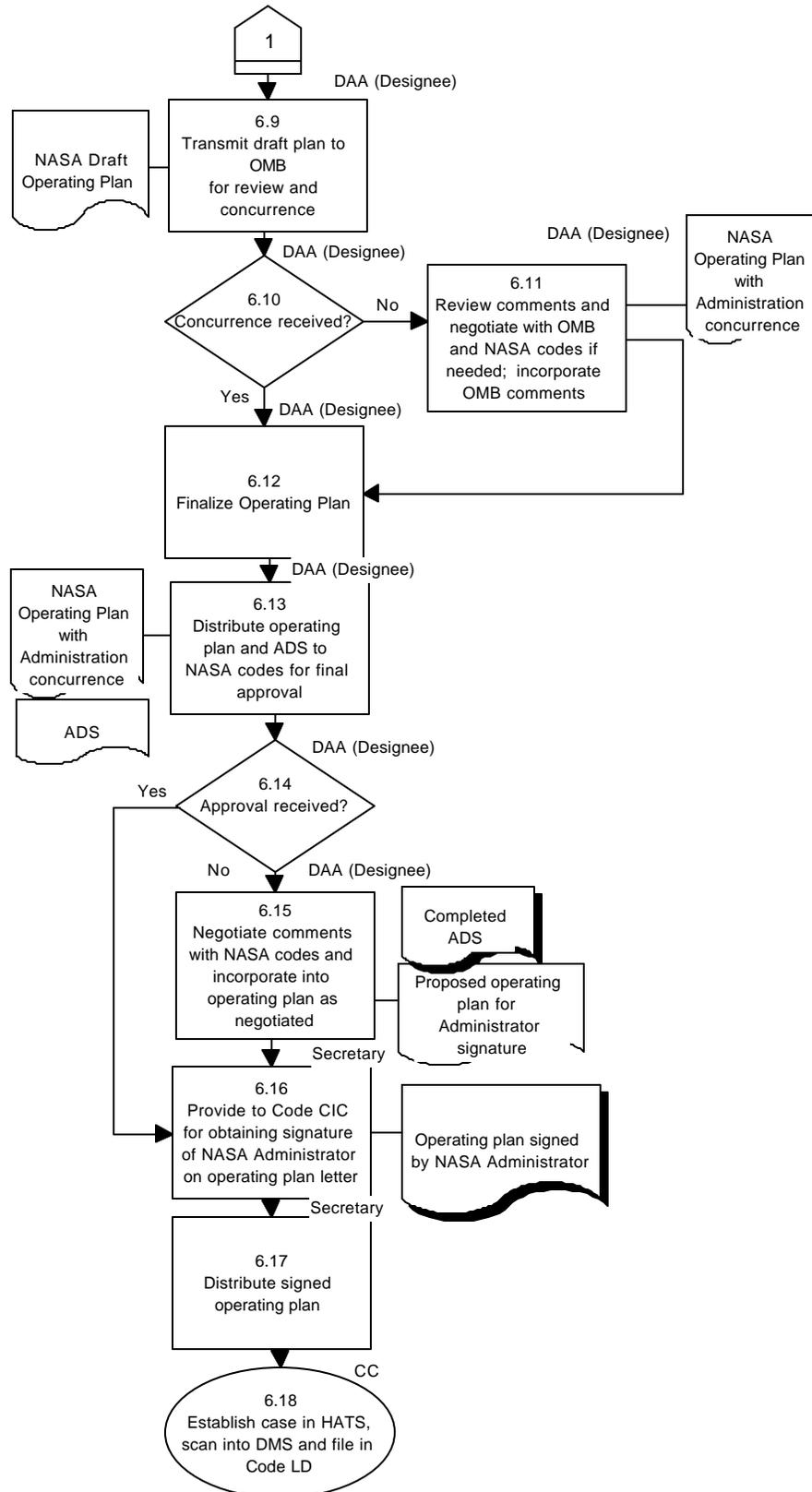
Note: References available in NASA Office of Legislative Affairs

Responsible Office: Congressional Liaison Division(Code LB)
Subject: Preparation of Initial NASA Operating Plan for Submission to Congress

5. Flowchart



Responsible Office: Congressional Liaison Division(Code LB)
 Subject: Preparation of Initial NASA Operating Plan for Submission to Congress



Responsible Office: Congressional Liaison Division(Code LB)
 Subject: Preparation of Initial NASA Operating Plan for Submission to Congress

6. Procedure

Step	Actionee	Action
6.0		VA-HUD-IA Appropriations Act Signed by the President.
6.1	DAA (designee)	Review initial operating plan received from Code B for consistency with Congressional direction in Appropriations Act.
6.2	DAA (designee)	Determine if draft operating plan is consistent with Congressional direction in Appropriations Act. If initial operating plan is consistent with Congressional direction, proceed to step 6.4. If initial operating plan is not consistent with Congressional direction proceed to step 6.3.
6.3	DAA (designee)	Coordinate with Code B to make revisions to draft operating plan and then proceed to step 6.4.
6.4	DAA (designee)	Issue draft operating plan for Agency review and concurrence and assign specific due date. Assignment of due date is based on lead time required to provide plan to Congress by timeframe specified in Senate Report 106-161 (30 days after enactment of the Appropriations Act).
6.5	DAA (designee)	Determine if clearance and/or comments on draft operating plan are received by due date. If comments received, proceed to step 6.7. If due date not met, go to step 6.6.
6.6	DAA (designee)	Negotiate revised due date with Codes. Go to Step 6.5
6.7	DAA (designee)	Review comments. If comments materially change initial meaning of document clear response with Code B. Determination based on the knowledge, judgement and experience of the DAA (designee).
6.8	DAA (designee)	Revise draft operating plan and incorporate comments. Decision whether comments will be included in operating plan is determined by DAA (designee) based on knowledge of program and expertise.
6.9	DAA (designee)	Send plan to OMB for Administration clearance.
6.10	DAA (designee)	Determine if OMB concurrence received. If concurrence received, proceed to step 6.12 . If concurrence is not received and comments provided, proceed to step 6.11.
6.11	DAA (designee)	Review OMB comments. Incorporate OMB comments or negotiate the resolution to any issues with OMB and NASA Codes so that the outcome of negotiation is Administration approved operating plan. Determination of whether negotiation with NASA

Responsible Office: Congressional Liaison Division(Code LB)
Subject: Preparation of Initial NASA Operating Plan for Submission to Congress

		Codes is necessary is made by DAA based on knowledge and experience. Note fact that OMB has approved in the body of the operating plan.
6.12	DAA (designee)	Finalize operating plan letter.
6.13	DAA (designee)	Distribute OMB approved operating plan letter and ADS (NHQ Form 117) to Codes for final approval signature. Date of OMB approval noted on ADS.
6.14	DAA (designee)	Determine if approval is received. If so, proceed to step 6.16. If approval is not received, proceed to step 6.15.
6.15	DAA (designee)	Negotiate reasons for non-approval with NASA codes and adjust operating plan as negotiated. Final determination of adjustments is made by the DAA based on knowledge, experience and judgement.
6.16	Secretary	Take operating plan letter and completed ADS form to CIC to obtain Administrator signature on operating plan letter. After letter is signed by the NASA Administrator, CIC returns letter to Secretary, Code LB.
6.17	Secretary	Send operating plan to Congress and distribute copies of signed operating plan per guidance from DAA.
6.18	CC	Establish case in HATS; scan into DMS; file copy of operating plan in Code LD.

Responsible Office: Congressional Liaison Division(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
Completed ADS	DAA (designee)	Code LD	Hard copy	Schedule I, Item 28A	Retire to Federal Record Center when 2 years old.
Operating Plan signed by NASA Administrator	DAA (designee)	Code LD	Hard Copy	Schedule I, Item 28A	Retire to Federal Record Center when 2 years old.