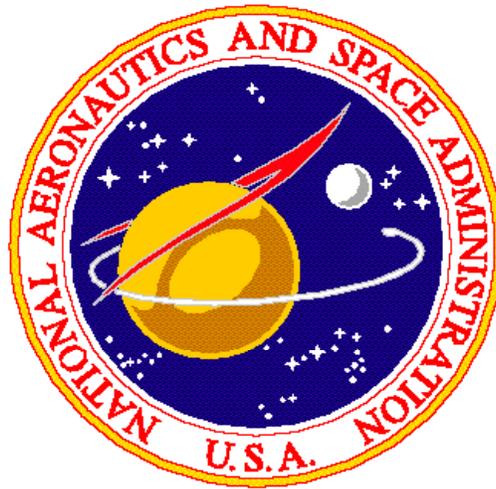


Responsible Office: Code P
Subject: Coordinate Astronaut Appearances and Speakers Bureau



Code P, Office of Public Affairs

Office Work Instruction

**Coordinate Astronaut Appearances and Speakers
Bureau**

Original Approved by: _____
Margaret C. Wilhide
Associate Administrator

Date

Responsible Office: Code P
Subject: Coordinate Astronaut Appearances and Speakers Bureau

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/10/00	

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1.0 Purpose

The purpose of this Office Work Instruction (OWI) is to document the procedure to manage and coordinate Headquarters Astronaut Appearances and Speakers Bureau.

2.0 Scope and Applicability

2.1 This OWI covers Astronaut Appearances and Speakers Bureau coordinated in Public Services Division, Office of Public Affairs, and to any HQ's astronaut appearances and speakers as defined in NPD 1385 (Public Appearances of NASA Astronauts and Other NASA Personnel).

2.2 The Division Director, Code PO 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

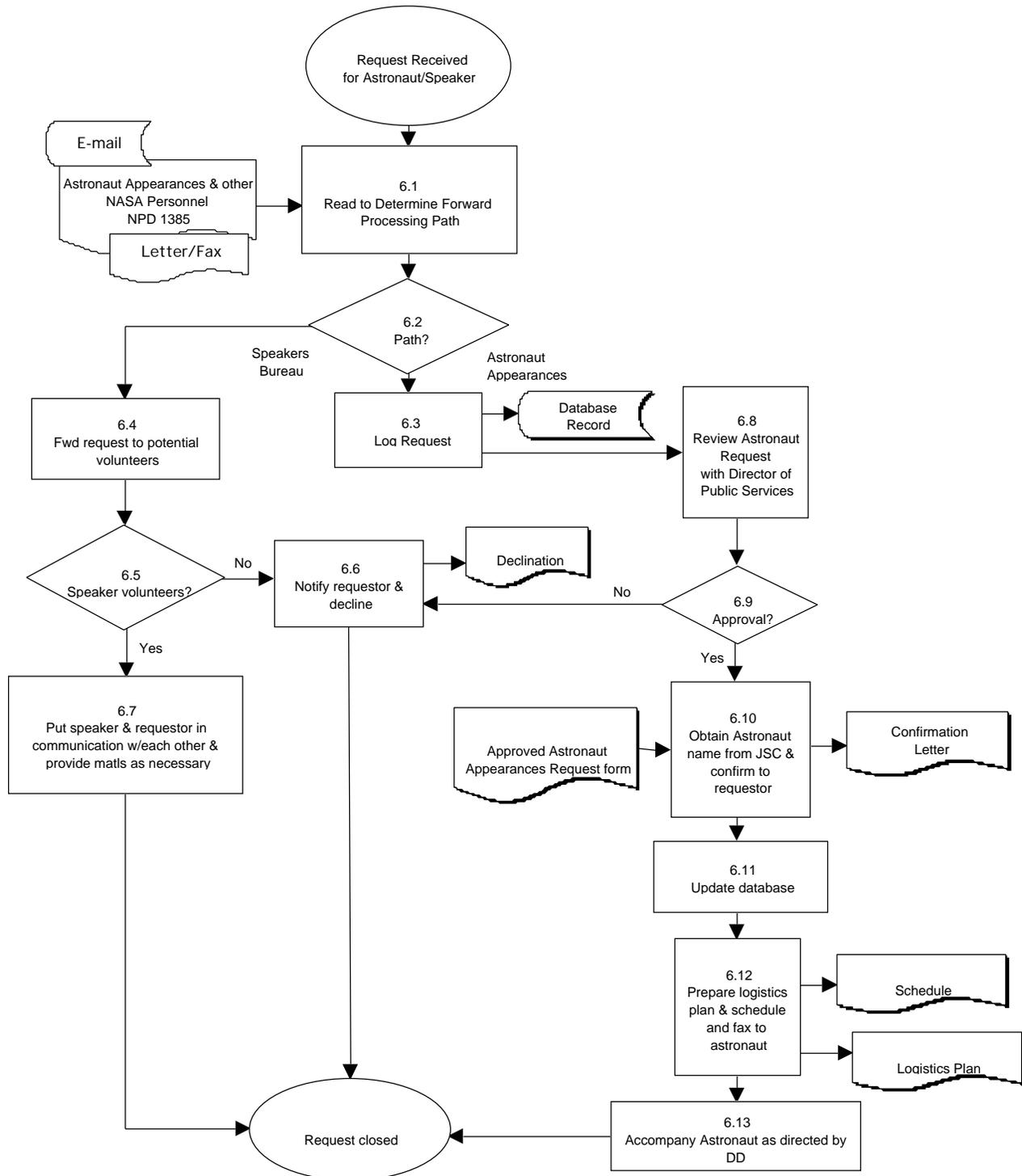
3.1	AA	Associate Administrator
3.2	AAC	Astronaut Appearances Coordinator
3.3	HQ	Headquarters
3.4	SBC	Speakers Bureau Coordinator
3.5	DPS	Director of Public Services

4.0 References

4.1	NPD 1385	Public Appearances of NASA Astronauts and Other NASA Personnel.
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5.0 Flowchart



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
 TO 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	AAC	<i>Read to Determine Forward Processing Path</i> Make determination on whether the request is for a NASA astronaut or a speaker.
6.2	AAC	<i>Path?</i> The request is forwarded to the Speakers Bureau or the Astronaut Appearances Office.
6.3	AAC	<i>Log Request.</i> The request for an astronaut is received, read and logged into the database.
6.4	SBC	<i>Request is forwarded to potential speaker volunteers.</i> Speakers are targeted based on their expertise on the subject matter or event focus.
6.5	SBC	<i>Speaker volunteers?</i> If yes, proceed to Step 6.7. If no, proceed to Step 6.6
6.6	SBC	<i>Notify requestor and decline.</i> If an Astronaut Appearance request is declined, a declination letter is sent to the requestor. If the requestor is in agreement, we offer to provide a speaker from the NASA Speaker Bureau. For a speaker's request, requestor is notified that no speaker is available.
6.7	SBC	<i>Put speaker & sponsor in contact with each other. Provide materials if necessary.</i>
6.8	SBC	<i>Review Astronaut Request with Director of Public Services.</i> The Astronaut Appearance Coordinator sits down with the Director of Public Services, using the "Astronaut Appearances Request Form" and makes determination on whether the astronaut request should be approved or declined.
6.9	AAC & DPS	<i>Astronaut Request Approved?.</i> If yes, proceed to Step 6.10. If no, return to Step 6.6.
6.10	AAC	<i>Obtain Astronaut name from JSC & confirm to requestor.</i> Once the request is approved it is then sent to the Astronaut Appearances Office at JSC to obtain the name of the astronaut that will be supporting the appearance. Once the name of the astronaut is confirmed to HQS, a confirmation letter is sent to the requestor.
6.11	AAC	<i>Update Database.</i> Once the confirmation letter is sent out the database is updated to reflect that the astronaut request has been confirmed.
6.12	AAC	<i>Prepare logistics plan & schedule and fax to astronaut...schedule.</i> Talk with the requestor and sometimes the astronaut to prepare a detail schedule of their event(s). Once the schedule is prepared it is then faxed to the astronaut at JSC.
6.13	AAC	<i>Accompany astronaut if required.</i> The Astronaut Appearance Coordinator sometimes is required to accompany an astronaut or Crew on public appearances when needed, i.e. as White House visit, Congressional visits and/or Embassy visits.
	AAC	

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>
Database Record	PO	PO	Electronic	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.

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<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>
Declination Letter	PO	PO	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.
Confirmation Letter	PO	PO	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old, or when no longer needed for reference whichever first.
Schedule	PO	PO	Paper	Schedule 1, Item 56	Destroy when 5 years old, when no longer needed for reference whichever first.
Astronaut Appearance Request Form	PO	PO	Paper	Schedule 1, Item 56	Destroy when 5 years old, or when no longer needed for reference whichever first.
Logistics Plan	PO	PO	Hard Copy	Schedule 1, Item 56	Destroy when 5 years old or when no longer needed for reference whichever first.