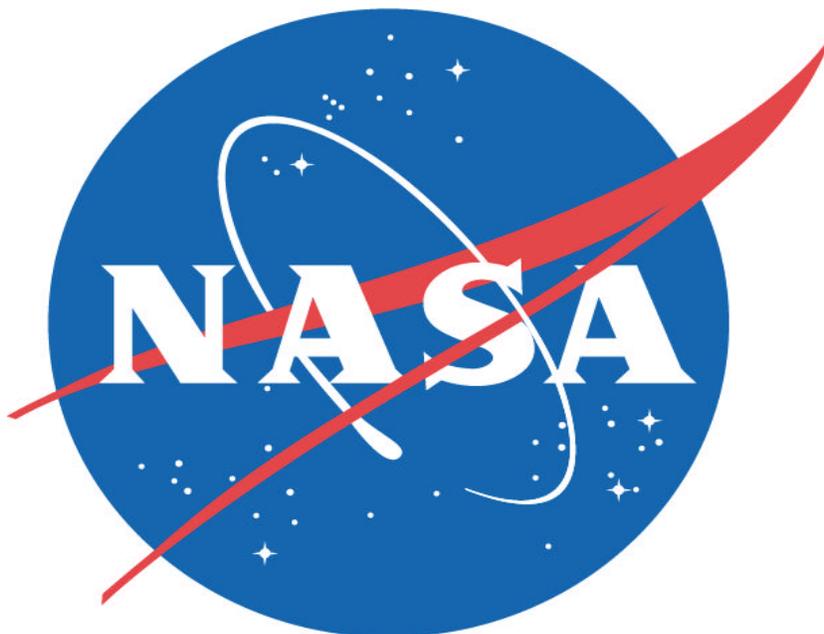


Responsible Office: Code P
Subject: Manage Exhibits Program



Code P, Office of Public Affairs

Office Work Instruction

Manage Exhibits Program

Original Approved by: _____
Approved
Margaret C. Wilhide
Associate Administrator

Date

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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	
Revision	A	4/14/00	Update Sections 3, 5 and 6 to reflect Pre-Assessment Audit issues
Administrative Change	A	5/8/00	Administrative change to correct typos in Sections 1 and 6 and delete extraneous arrow in Flowchart

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1.0 Purpose

The purpose of this OWI is to document the procedure to produce exhibits, that, when deployed, educate and inform the public about the accomplishments and program goals sought and achieved in NASA's aerospace programs.

2.0 Scope and Applicability

2.1 Scope

This work instruction for Management and Production of NASA Exhibits applies to the NASA Public Affairs Office (Code P) and to any exhibits representing the HQ Agency Enterprises produced by the Public Services Division as defined in NPD 1387.1.

2.2 Applicability

The Division, 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

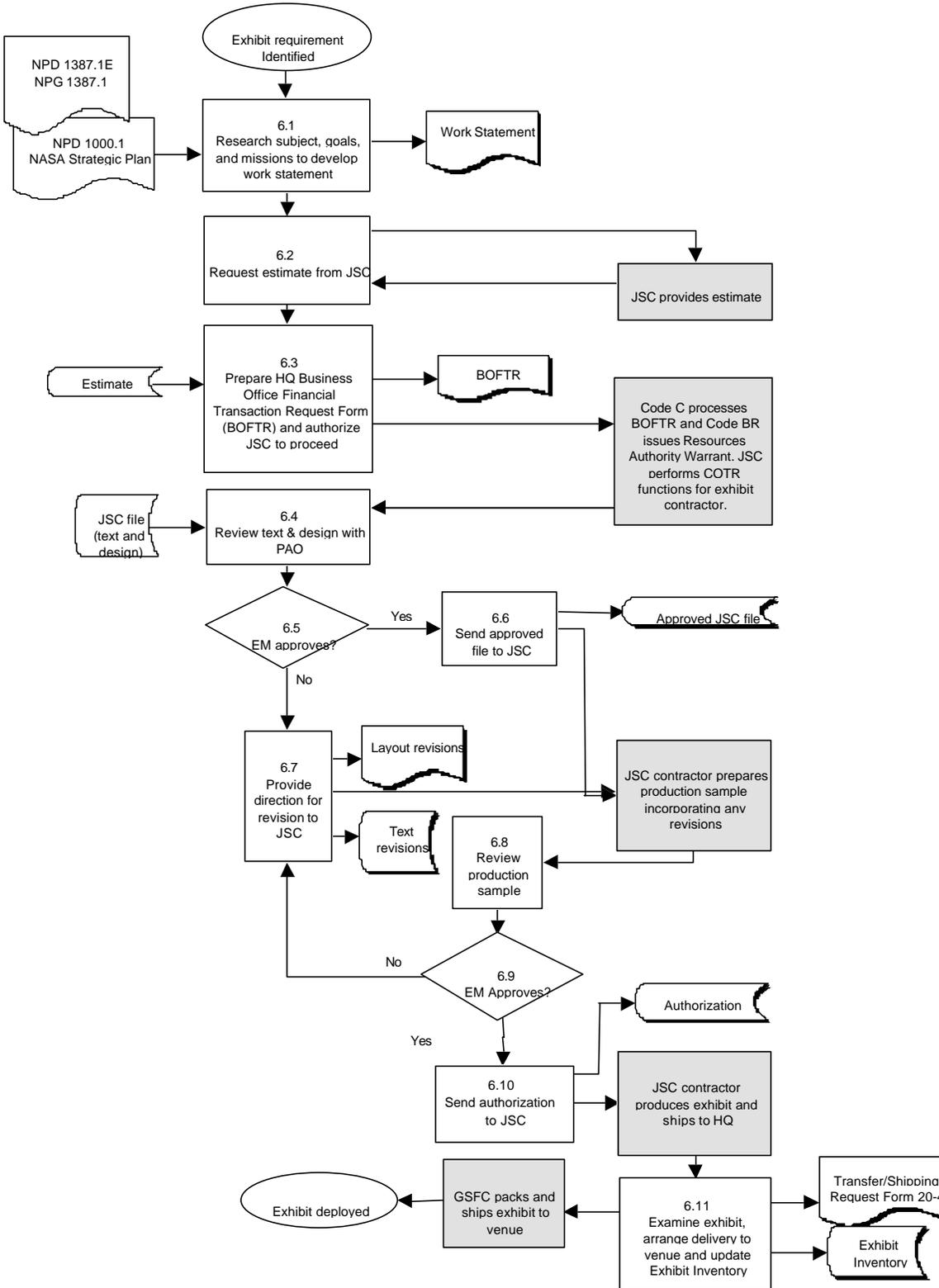
3.1	#20-4	Transfer/Shipping Request Form
3.2	BOFTR	Budget Office Financial Transaction Request
3.3	Code BR	Office of the Chief Financial Officer, Budget Resource Analysis Division
3.4	Code CF	Headquarters Budget Office
3.5	COTR	Contracting Officer's Technical Representative
3.6	EC	Exhibits Coordinator
3.7	EM	Exhibits Manager
3.8	GSFC	Goddard Space Flight Center
3.9	HQ	NASA Headquarters
3.10	PAO	Public Affairs Officer
3.11	PO	Public Services

4.0 References

4.1	NPD 1000.1	NASA Strategic Plan
4.2	NPD 1387.1E	NASA Exhibits Program
4.3	NPG 1387.1	NASA Exhibits Program
4.4		NASA Public Affairs Stylebook and Policy Manual

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5.0 Flowchart



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6.0 Procedure

Step	Actionee	Action
6.1	EM	<i>Research subject, goals and missions to develop work statement.</i> Prepare a statement specifying content and type of exhibit based on the Agency Strategic Plan and by interviewing Public Affairs Officers and outreach representatives for each Agency Enterprise.
6.2	EM, EC	<i>Request estimate from JSC.</i> Forward the work statement and requesting a estimate based on the information specifying content and type of exhibit to JSC.
6.3	EM, EC	<i>Prepare Headquarters Budget Office Financial Transaction Request Form (BOFTR) and authorize JSC to proceed.</i> Based on JSC estimate, prepare a BOFTR requesting fund transfer to the JSC/Community Affairs Office and submit to the Code P Budget Analyst. The request is forwarded to Code CF, Headquarters Budget Office, for approval. Code BR then issues a Resources Authority Warrant (#506) transferring funds to produce the exhibit.
6.4	EM, PAO	<i>Review text & design with PAO.</i> Review preliminary exhibit text and design layout prepared and submitted as an electronic file by local Washington, DC area writing and design subcontractors to JSC. Acceptance of the design layout of the exhibit is based on how successfully it meets the goal of communicating Agency programs in a concise, informative, appealing and accessible way to largely non-technical audiences. The design is judged on the elements of its composition, i.e., text, illustrations, photography, typography, style, legibility, and juxtaposition of these elements in columnar grids, horizontal zones and the overall composition
6.5	EM, PAO	<i>EM approves?</i> EM or designees consults with PAO to obtain their concurrence or requests for changes in the text. If yes, proceed to Step 6.6. If no, proceed to Step 6.7
6.6	EM	<i>Send approved file to JSC.</i> After acceptance, the electronic files are sent to JSC and JSC is authorized to proceed with the preparation of a preliminary production sample.
6.7	EM	<i>Provide direction for revision to JSC</i> with text revisions and layout revisions.
6.8	EM	<i>Review production sample</i> submitted by JSC in the form of a large format layout showing the specific text content and arrangement in the overall graphical layout. Photography and illustration substitutions are made if necessary and all of the text is proofread using the NASA Public Affairs Stylebook and Policy Manual for guidance.
6.9	EM	<i>EM Approves?</i> If yes, authorize JSC to proceed with the production of the exhibit. If no, proceed to Step 6.7
6.10	EM	Send authorization to JSC
6.11	EM, EC	<i>Examine exhibit and arrange delivery to venue and update Exhibit Inventory.</i> Prepare a Transfer/Shipping Request (#20-4) authorizing Goddard to pack and arrange shipment of the exhibit to a venue. Make arrangements to set-up and operate the exhibit at the exhibition venue.

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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>
Work Statement	EM	Code PO	Hard Copy	Schedule 1, Item 65A	Destroy when no longer needed.
BOFTR	EC	Code PO	Hard Copy	Schedule 7, Item 21.D.2	Destroy when no longer needed or 2 years after close of fiscal year, whichever is sooner.
JSC File	EM	Code PO	Electronic	Schedule 1, Item 65A	Destroy when no longer needed
Layout Revisions	EM	Code PO	Hard Copy	Schedule 1, Item 65A	Destroy when no longer needed
Text Revisions	EM	Code PO	Electronic	Schedule 1, Item 65A	Destroy when no longer needed
Transfer/Shipping Request Form #20-4	EC	Code PO	Hard Copy	Schedule 6, Item 1a	Destroy when 2 years old.
Exhibit Inventory	EC	Code PO	Electronic	Schedule 1, Item 65A	Destroy when no longer needed.
Authorization	EM	Code PO	Electronic	Schedule 1, Item 65A	Destroy when no longer needed