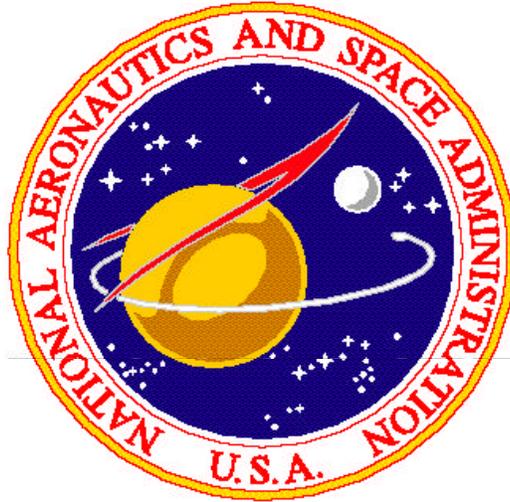


Responsible Office: Code P
Subject: Manage Art Program



Code P, Office of Public Affairs

Office Work Instruction

Manage Art Program

Original Approved by: _____
Margaret C. Wilhide
Associate Administrator

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DOCUMENT HISTORY LOG

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

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1.0 Purpose

The purpose of this OWI is to document the procedure to produce artwork under the NASA Art Program that when deployed to venues around the country, educates and informs 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 Art applies to the NASA Public Affairs Office (Code P) and to artwork representing the HQ Agency enterprises produced by the Public Services Division as defined in NPD 1387.1. It is limited to artwork produced for a standard honoraria insufficient to require Justification for Other than Full and Open Competition.

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).

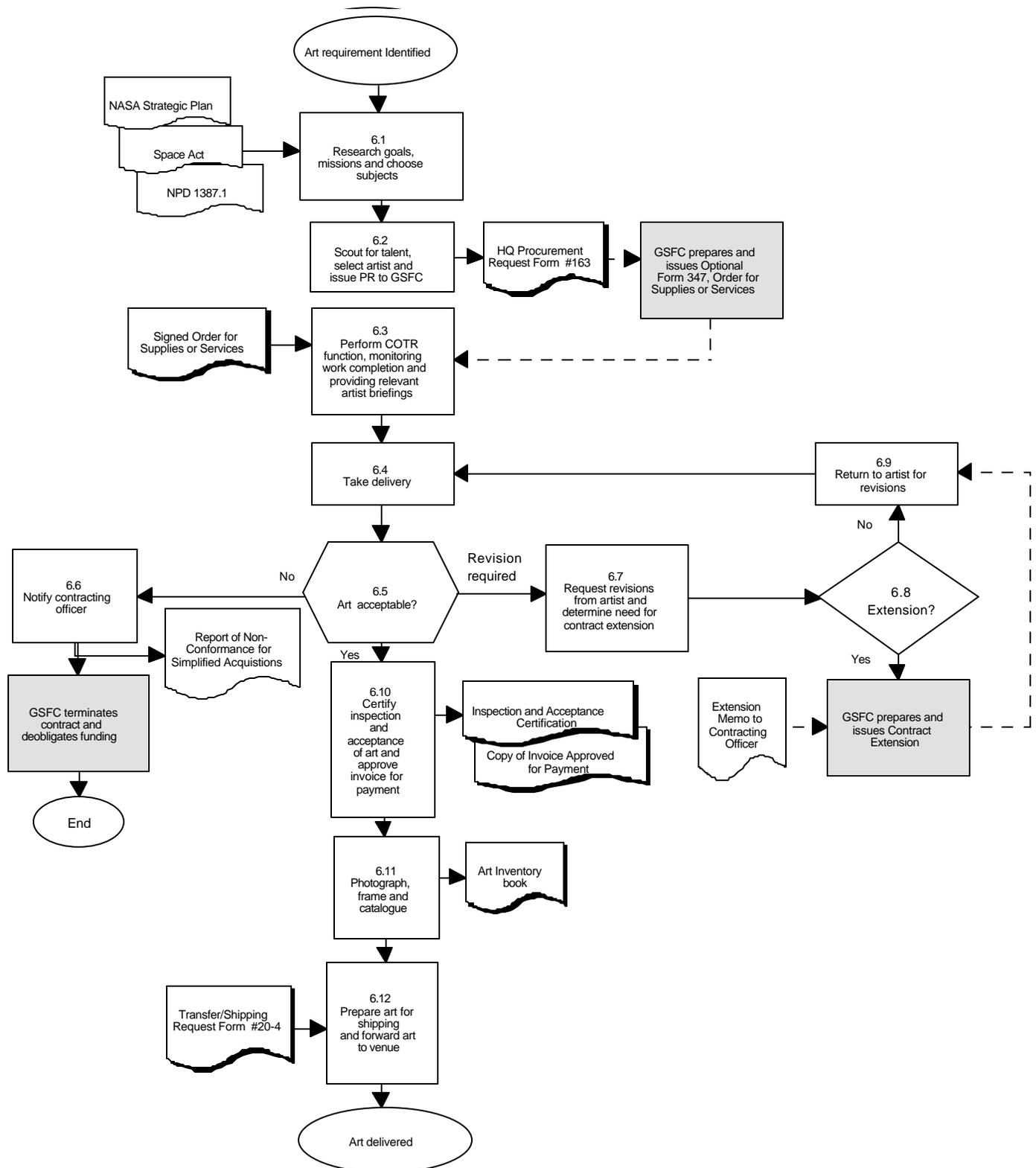
3.0 Definitions

3.1	#20-4	Transfer/Shipping Request
3.2	#163	Headquarters Procurement Request
3.3	VIC	Visual Identity Coordinator

4.0 References

4.1	NPD 1000.1	NASA Strategic Plan
4.2		The NASA Space Act
4.3	NPD 1387.1	NASA Exhibits Program

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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

Step	Actionee	Action
6.1	VIC	<i>Research goals, missions and choose subjects</i> based on the Agency Strategic Plan and by interviewing Public Affairs Officers and outreach representatives for each Agency Enterprise. Interview NASA scientists, engineers about suitable subjects for artwork.
6.2	VIC	<i>Scout for talent, select artist and issue PR to GSFC.</i> Talk to curators, museums, gallery owners about talent. Make scouting trips to art institutions. Select artist based on recommendations of the art community. Prepare a Procurement Request (#163) containing the art specifications required.
6.3.	VIC	<i>Perform COTR function, monitoring work completion and providing relevant artist briefings.</i> If necessary, make arrangements for briefings of the artist at NASA Centers or at off-site contractor facilities that are relevant to the commission..
6.4	VIC	<i>Take Delivery.</i> Artist delivers art, usually after an initial six-month period.
6.5	VIC	<i>Art acceptable?</i> If yes, proceed to Step 6.10. If no, proceed to Step 6.6. If art may be made acceptable through revision, go to Step 6.7
6.6	VIC	<i>Notify contracting officer.</i> Complete Report of Non-Conformance for Simplified Acquisitions and notify contracting officer that contract is to be terminated and funds deobligated. Process ends.
6.7	VIC	<i>Request revisions from artist and determine need for contract extension.</i> Request changes be made to the artwork or request a new piece of art to replace the original submission. Based on scope of revision and any time remaining on the current agreement, reach agreement with artist regarding the need for an extension.
6.8		<i>Extension?</i> If an extension is required, issue a memorandum to the contracting officer and proceed to the out of scope step at GSFC to prepare and issue the contract extension. If no, proceed to Step 6.9
6.9		<i>Return to artist for revisions.</i>
6.10	VIC	<i>Certify inspection and acceptance of art and approve invoice for payment.</i> Complete GSFC Inspection and Acceptance Certification and sign artist's invoice. Retain copy of signed Certification and invoice.
6.11	VIC	<i>Photograph, frame and catalogue.</i> Log into the Art Inventory book.
6.12	VIC	<i>Prepare art for shipping.</i> Prepare a Transfer/Shipping Request (#20-4) authorizing GSFC to transport the art to a venue.

7.0 Quality Records

Record ID	Owner	Location	Record Media	NPG 1441.1 Schedule and Item Number	Retention/Disposition
HQ Procurement Request-#163	VIC	Code PO	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Signed Order for	VIC	Code PO	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3

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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>
Supplies or Services					months after final payment.
Inspection and Acceptance Certification	VIC	Code PO	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Copy of Invoice Approved for Payment	VIC	Code PO	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Art Inventory Book	VIC	Code PO	Hard Copy	Schedule 1-Item 65a	Destroy when no longer needed
Transfer/Shipping Request-#20-4	VIC	Code PO	Hard Copy	Schedule 6-Item 1a	Destroy when 2 years old.