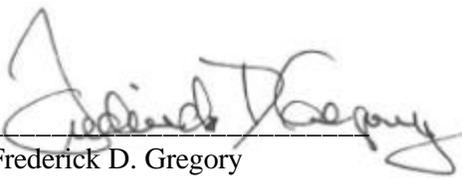


BASELINE VERSION



Appointment of New Aerospace Safety Advisory Panel (ASAP) Members



Frederick D. Gregory
Associate Administrator for
Safety and Mission Assurance

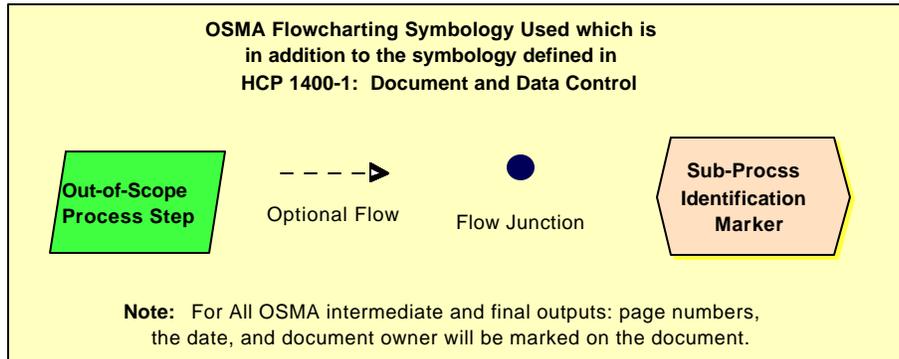
January 13, 2000
Date

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	

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OSMA Staff Member Responsible for this HOWI: Q-1/Suzanne Hilding



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HOWI) is to document the process for the appointment of Members and Consultants to the Aerospace Safety Advisory Panel (ASAP). This HOWI also specifies the Quality Records associated with the process.

2. Scope and Applicability

This HOWI is applicable to the ASAP Executive Director and the ASAP Administrative Assistant. The ASAP Chair will also use this HOWI but is outside the scope of registration per reference 4.2.

3. Definitions

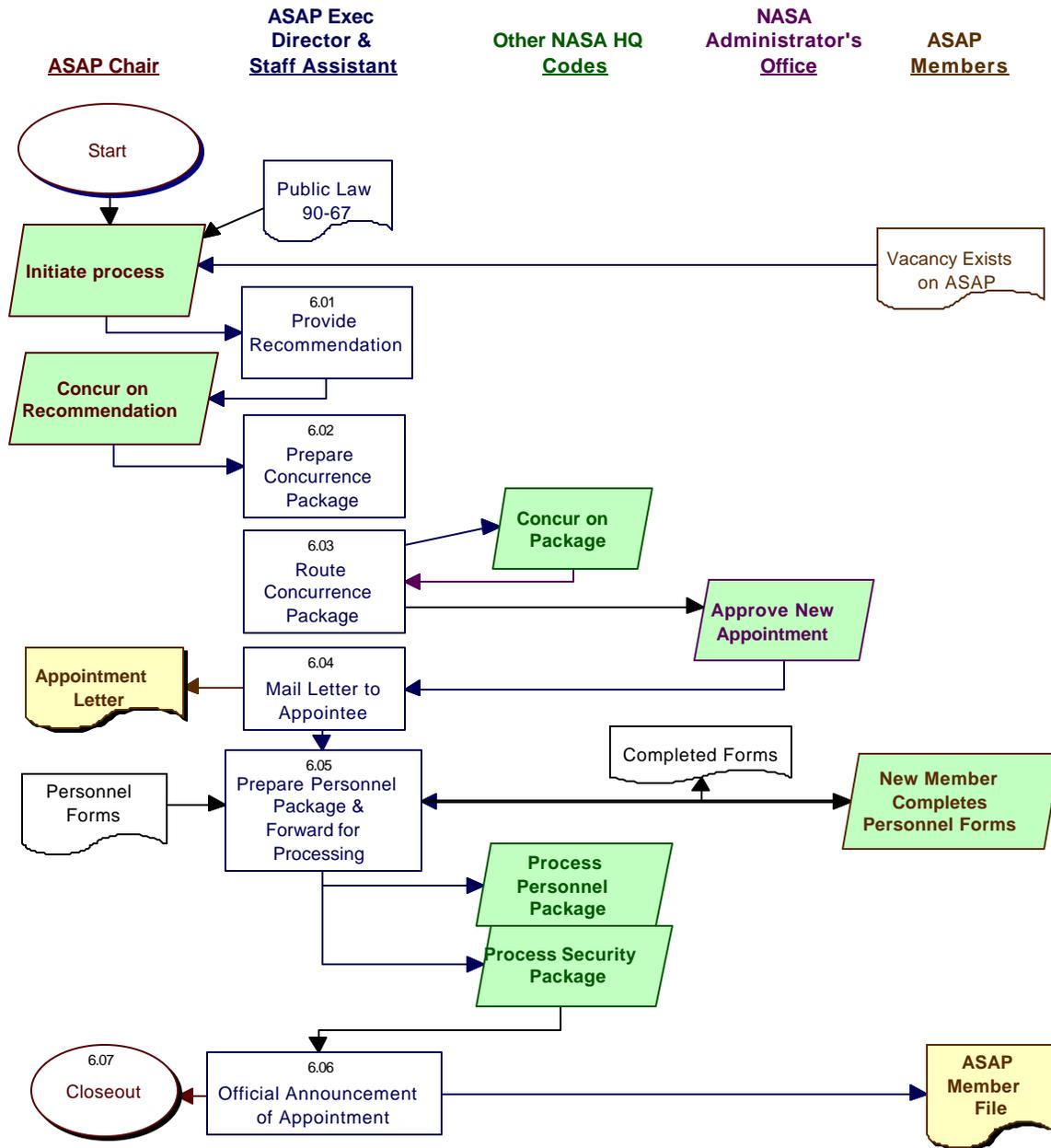
- 3.1. ASAP: Aerospace Safety Advisory Panel
- 3.2. NF: NASA Form
- 3.3. NHQ: NASA Headquarters Form
- 3.4. SF: Standard US Government Form
- 3.5. Termination: The term "termination" of ASAP Members is based on the SF-50 definition which includes any means where the member will leave the ASAP (i.e.; voluntary, mandatory, death).

4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HOWI.

- 4.1. [Public Law 90-67](#)
- 4.2. [NPC 1156.14: ASAP Charter](#)
- 4.3. [NPD 8700.1: NASA Policy for Safety and Mission Success](#)
- 4.4. Various Personnel/Security Forms Required For Members and Consultants, including but not limited to:
 - [NASA HQ Forms](#): NHQ-52, NHQ-73
 - [NASA Forms](#): NF-452, NF-1630
 - [Standard Forms](#): SF-50, SF-52, SF-61, SF-171 or Resume, Resume Cover Sheet, SF-450 or SF-278, Form W-4

5. Flowchart



6. Procedure

Note: By statute (reference 4.1), the Panel consists of a maximum of nine Members and are appointed for a single term of six years and reaffirmed annually. Renewals of additional 6-year terms are only made with the approval of the Administrator. In order to provide continuity, no more than one-third of the Members of the ASAP are appointed every two years. ASAP Consultants are appointed to the ASAP for a specific task and must be reaffirmed annually.

6.01 ASAP Executive Director Provide Recommendation:

The ASAP Chair determines that there is a vacancy within the ASAP. This may be due to a termination of a member or consultant or the need for additional expertise for the ASAP.

The ASAP Chair initiates the process by notifying the ASAP Executive Director. The ASAP Executive Director provides recommendations to fill the vacancy.

The candidate under consideration is contacted and expresses interest/non interest in serving on the ASAP.

If the recommendation is acceptable to the ASAP Chair, the ASAP Chair directs the ASAP Executive Director to process in the new member/consultant. The ASAP Executive Director will confirm of interest in serving on the ASAP by the prospective member/consultant.

6.02 ASAP Staff Assistant Prepare Concurrence Package:

The ASAP Staff Assistant prepares a concurrence letter for the Administrator's concurrence. The letter contains the information on the vacancy and the background of the proposed new member/consultant.

Prior to the Administrator's concurrence, Headquarters codes are asked to review the concurrence package and provide concurrence. At a minimum, the following HQ Codes will be asked for their review: AI, E, G, M, Q, R, S, and Y. Appendix A provides a sample letter.

6.03 ASAP Executive Director Route Concurrence Package:

After all required concurrences are received, the concurrence package is forwarded to the Administrator for his approval and subsequent appointment of new member and consultant to the ASAP. Via written notification, the ASAP Chair and new ASAP member and consultant is notified by the Administrator of their approval.

6.04 ASAP Executive Director Mail Letter to Appointee:

The ASAP Executive Director prepares and sends a letter to the appointee notifying them of the pending appointment.

6.05 ASAP Staff Assistant Prepare Personnel Package and Forward for Processing:

The ASAP Staff Assistant prepares all necessary appointment paperwork (SF-52, NF-452, and NF-1630) to bring the new member/consultant onboard. The newly appointed member/consultant is also required to complete a variety of personnel paperwork (SF-171 or Resume, Resume Cover Sheet, SF-61, SF-450 or SF-278, NHQ-73 (if required), Form W-4, and an NHQ-52) as well as other forms provided by Code CP.

The new member/consultant completes the variety of paperwork and returns it completed to the ASAP Staff Assistant. The Staff Assistant will provide technical support as required.

After all necessary paperwork has been completed by the new member/consultant and turned into HQ Personnel and Security, Personnel issues an SF-50. The original SF-50 is filed in ASAP's personnel files as a quality record. A copy of the SF-50 and an "appointment package" is mailed to the member/consultant. After the SF-50 has been issued, Security can complete the access paperwork. All other original paperwork is kept by Code CP. ASAP's copy is for working and reference purposes only.

6.06 ASAP Executive Director Official Announcement of Appointment:

The ASAP Executive Director, with the NASA Administrator's and HQ Public Affairs Office, may issue a press release officially announcing the addition of the new member for a new Chair or highly visible new member of the ASAP.

The ASAP Chair verifies with the ASAP Executive Director/Staff Assistant that all of the process paperwork has been properly processed and filed.

6.07 ASAP Chair & Executive Director Closeout:

When the new ASAP Member/Consultant is onboard and all personnel actions have been resolved, then the process may be closed.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
NASA Administrator Appointment Letter	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.A.1	Keep for 2 years after member has left active ASAP Membership then transfer to FRC then after 20 years to NARA
ASAP Member File	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 3 Item: 9.B	Keep for 1 year after member has left active ASAP Membership then destroy

Note: The NASA HQ Personnel maintains the personnel files are out of scope for this HOWI, however is included here for completeness.

Appendix A: Sample Appointment Letters

s

TO: Q-1/Chairman, Aerospace Safety Advisory Panel
FROM: A/Administrator
SUBJECT: Aerospace Safety Advisory Panel Consultant

I concur with the appointment of _____ as a consultant to the Aerospace Safety Advisory Panel.

Daniel S. Goldin

Dear _____:

It is my pleasure to appoint you as a consultant to the Aerospace Safety Advisory Panel for a period of 1 year.

We are fortunate to have you serve on this important advisory group of senior executives. Your extensive experience as Director of Shuttle Processing and Space Shuttle Launch Director will be of great value in assuring that the Aerospace Safety Advisory Panel meets its objectives.

This Panel, established by Congress, is charged with reviewing all potential hazards present in aerospace facilities and operations with an emphasis on human programs. Your experience will be most supportive.

The advice of the Panel has been and continues to be very valuable to NASA, and I am sure you will enjoy working with this distinguished group.

Sincerely,

Daniel S. Goldin
Administrator