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**NASA
Policy
Directive**

NPD 9070.1A

Effective Date: January 24,
2002

Expiration Date: January 24,
2016

COMPLIANCE IS MANDATORY

[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Business Cards (Revalidated 11/09/11)

Responsible Office: Office of the Chief Financial Officer

Change History

NPD 9070.1A, Business Cards

Chg#	Approved	Description/Comments
1	11/09/2011	Clarification on procedures for ordering business cards, updated Authority and Applicable Documents & Forms, clarified responsibility and review and updated with 1400 compliance.

1. POLICY

a. NASA may pay for printing of business cards for use by Agency employees who, in the conduct of their official duties, interface with people or organizations external to the Agency. The Agency will not reimburse employees who use personal funds for the printing of business cards. Business cards are to be used for facilitating communications related to official business. Business cards must be ordered from the Javits-Wagner-O'Day (JWOD) Procurement List (General Services Administration supplier) pursuant to the Javits-Wagner O'Day Act of 1938, as amended, unless a purchase exception is permitted under 41 CFR Part 51-5.

b. Orders for business cards shall be reasonable in relation to their usage by the particular employee. Most employees would not need to place an order more often than once a year, in quantities not to exceed 500 cards. A reorganization or change in position, however, may necessitate replacement of cards. Business cards will be ordered based on approval per Section 5.a and will use the forms under Section 4. Applicable Documents and Forms to order them and be processed as directed on the forms.

c. Information on NASA-purchased business cards should be directly related to Agency business, such as the Agency name and logo, the employee's name, title, organizational identification, mailing address, telephone and facsimile numbers, and e-mail address.

2. APPLICABILITY

This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

3. AUTHORITY

- a. 51 U.S.C. Section 2011(a), of the National Aeronautics and Space Act, as amended.

4. APPLICABLE DOCUMENTS AND FORMS

- a. Javits-Wagner-O'Day Act of 1938, as amended. 41 U.S.C. Sections 46-48c.
- b. Contractor Requirements, 41 C.F.R. pt. 51-5.
- c. For NASA Centers, NF 1704, NASA Centers Business Cards (Except NASA Headquarters).
- d. For NASA, NHO 295, NASA Headquarters Business Cards .

5. RESPONSIBILITY

- a. The Officials-inCharge and/or Center Director or designee shall:

(1) Determining whether the employee, by virtue of his/her duties, interacts with people or organizations external to NASA and whether the use of business cards by such employee would facilitate communications in the course of such interaction.

(2) Approving, when appropriate, the business card request submitted by the employee under his/her supervision.

(3) Ensuring the quantity of cards requested is reasonable.

(4) Maintaining written evidence of approval of business cards requests.

- b. The designation of responsibility in Section 5.a will go no lower than the immediate supervisor of the employee requesting the business cards.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

None.

8. CANCELLATION

NPD 9070.1, Business Cards, dated January 24, 2002.

**Revalidated November 9, 2011, Original signed by
/s/Sean O'Keefe
Administrator**

ATTACHMENT A: REFERENCES

A.1 Department of Justice, Office of Legal Counsel memorandum, Use of Appropriations to Purchase Employee Business Cards (08/11/1997)

A.2 Comptroller General Decision B-280759, dated November 5, 1998.

A.3 NPD 9050.3, Administrative Control of Appropriations and Funds

ATTACHMENT B:

[Download NF 1704 to order NASA Centers Business Cards \(EXCEPT HQ\)](#)

ATTACHMENT C:

[Download NHQ 295 to order NASA Headquarters Only Business Cards](#)

(URL for Graphic)

None.

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