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NASA
Procedural
Requirements

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COMPLIANCE IS MANDATORY

Public Appearances of NASA Astronauts w/Change 3 (Revalidated 01/20/11)

Responsible Office: Office of Communications

TABLE OF CONTENTS

[Change](#)

[Preface](#)

[P.1 Purpose](#)

[P.2 Applicability](#)

[P.3 Authority](#)

[P.4 Applicable Document](#)

[P.5 Measurement/Verification](#)

[P.6 Cancellation](#)

[CHAPTER 1. Public Appearances of NASA Astronauts](#)

[1.1 Acceptance Guidelines](#)

[1.2 Responsibility](#)

[Appendix A. Definitions](#)

Change History

NPR 1385.1, Public Appearances of NASA Astronauts and Other Personnel

Chg#	Approved	Description/Comments
1	12/05/03	Per memo signed by the Associate Deputy Administrator for Institutions and Asset Management, James L. Jennings, dated 12/5/03, all NPGs current on 12/5/03 are now NASA Procedural Requirements (NPRs). NPR contents are mandatory/requirements.
2	01/07/05	Revalidated with administrative corrections made to titles, organization information and references throughout, and contact information.
3	01/20/11	Revalidated to update with 1400 compliance, and administrative corrections to titles and removing replication of data.

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PREFACE

P.1 PURPOSE

This NPR establishes procedures, requirements, and criteria for the acceptance of public speaking engagements by NASA Astronauts.

P.2 APPLICABILITY

This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities and technical and service support centers.

P.3 AUTHORITY

51 U.S.C. 20112 (a)(3) (1), Sections 203 (a) (3) and 203 (c) (1) of the National Aeronautics and Space Act of 1958, as amended.

P.4 APPLICABLE DOCUMENT

NPD 1385.2F, Public Appearances of NASA Astronauts.

P.5 MEASUREMENT/VERIFICATION

a. The Astronaut Appearance Manager will obtain feedback and measure the performance of the NASA astronaut appearance program and provide semiannual statistics to the NASA Headquarters, Public Outreach Division. The statistics should incorporate feedback from the Astronaut Office (JSC).

b. Periodic assessments will be conducted at NASA Headquarters to determine if other data collection methods are required. If so, the new requirements will be discussed and mutually agreed upon by both the NASA Headquarters, Public Outreach Division, and the Astronaut Office (JSC) prior to implementation.

P.6 CANCELLATION

NPR 1385.1, Public Appearance of NASA Astronauts, dated January 1, 2000.

Revalidated

January 20, 2011, Original signed by;

/S/ Peggy C. Wilhide

Associate Administrator for Public Affairs

Distribution:

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Chapter 1. Public Appearances of NASA Astronauts

1.1 Acceptance Requirements

The following requirements will govern public appearances by NASA astronauts:

1.1.1 During the preflight period, astronauts will not be available for public appearances.

1.1.2 During the entire 12 months of their candidacy, NASA astronaut candidates will not be available for public appearances.

1.1.3 Except for astronauts in the preflight and postflight periods, and astronaut candidates during their candidacy, the frequency of public appearances will generally not exceed two per month. Exceptions may be granted for the Houston, Texas, area and for Space Flight Awareness program activities. The number of events per day will normally be limited to three, except in unusual circumstances and when the astronaut receives prior approval. Except for foreign travel, NASA astronauts will not usually be permitted to remain away from the Johnson Space Center (JSC) for more than two working days or 48 hours per public appearance.

1.1.4 An unrestricted number of public appearances may be scheduled for astronauts during their postflight periods.

1.2 Responsibility

1.2.1 The Deputy Associate Administrator, Public Outreach Division, NASA Headquarters, is responsible for the following:

1.2.1.1 Developing policy for the astronaut appearance program.

1.2.1.2 Ascertaining that necessary funds are available before committing astronauts to nonreimbursable appearances.

1.2.2 The Astronaut Appearances Manager (Astronaut Program), NASA Headquarters, shall be responsible for reviewing and scheduling all astronaut appearances involving the White House, Executive and Legislative Branches of the U.S. Government, or the Diplomatic Corps which encompasses Embassies and Foreign Missions and all foreign countries.

1.2.3 The Astronaut Office (JSC) shall be responsible for the following:

1.2.3.1 Scheduling all other requests for astronaut appearances not specifically identified in 1.4.2.1 above.

1.2.3.2 Processing travel arrangements and reimbursement of all appearances.

1.2.3.3 Compiling a schedule of all astronaut appearances being developed by its coordinators and distributing the schedule to the Deputy Associate Administrator for Public Outreach, Office of Communications, NASA Headquarters, on a weekly basis.

1.2.3.4 Providing a monthly report of completed astronaut appearance to the Public Outreach

Division, NASA Headquarters. The report will list events, geographic locations, and audience size for all appearances each month.

1.2.3.5 The Astronaut Office (JSC) will not be required to provide NASA Headquarters with copies of correspondence pertaining to the astronaut appearances unless specifically requested. This correspondence includes letters and itineraries.

1.2.4 The Public Outreach Division, Astronaut Appearance Manager, will provide semiannual and annual reports of astronaut appearances. These reports will list events, geographic locations, audience size, and significant trends in astronaut appearances.

APPENDIX A: DEFINITIONS

A.1 NASA astronauts are commanders, pilots, mission specialists, and astronaut candidates employed by or detailed to NASA.

A.2 A public appearance is any appearance by a NASA astronaut before a public gathering that is officially sanctioned under the provisions stated in 1.1 above.

A.3 Preflight period is the 6-month period preceding the scheduled launch date for a mission to which an astronaut is assigned.

A.4 Postflight period is the 30-day period following postflight debriefing and leave for returning astronaut crews.