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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1450.4G

Effective Date: October 31,
2001

Expiration Date: October 31,
2018

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

Request Notification of Change (NASA Only)

Subject: Handling Congressional Correspondence And Information Concerning Congressional Activities (Revalidated 06/04/13 w/change 3)

Responsible Office: Office of Legislative and Intergovernmental Affairs

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Preface

P.1 Purpose

This NPR addresses NASA's responsibilities and procedures for handling correspondence and requests for information received from the U.S. Congress and for handling requests for legislative material. It does not abridge the rights of NASA employees to communicate with Congress as private citizens on their own time and without using Government resources. To ensure consistency and quality, official NASA correspondence to Members of Congress will be signed by the Administrator, Deputy Administrator, or the Assistant Administrator for Legislative and Intergovernmental Affairs. The Office of Inspector General prepares and signs out its own correspondence to the Congress and is exempt from the signature policy noted here. When the Office of Legislative and Intergovernmental Affairs determines it is appropriate, Center Directors and other Officials-In-Charge may be authorized to sign correspondence to Congress.

P.2 Applicability

- a. This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

P.3 Authority

The National Aeronautics and Space Act as amended, 51 U.S.C. § 20113(a).

P.4 Applicable Documents and Forms

None.

P.5 Measurement/Verification

In assessing whether NASA is in compliance with current regulations, OLIA will do the following:

- a. Ensure that the records of Congressional correspondence and requests for information are maintained in accordance with applicable records retention schedules pursuant to NPD 1440.6, NASA Records Management.

- b. Track and monitor the incoming and outgoing correspondence with Members of the United States Congress and/or Congressional Committee of the United States Congress to include the number and date of incoming correspondence and the number and date of the agency's response.
- c. Keep an electronic copy of all incoming and outgoing correspondence and request for information from any Member of the United States Congress and/or Congressional Committee of the United States Congress.

P.6 Cancellation

NPR 1450.4G, Handling Congressional Correspondence and Information Concerning Congressional Activities, dated October 31, 2001.

**Revalidated 06/04/2013, original signed by /s/ Mary D. Kerwin for
Jeff Lawrence
Associate Administrator for
Legislative Affairs**

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