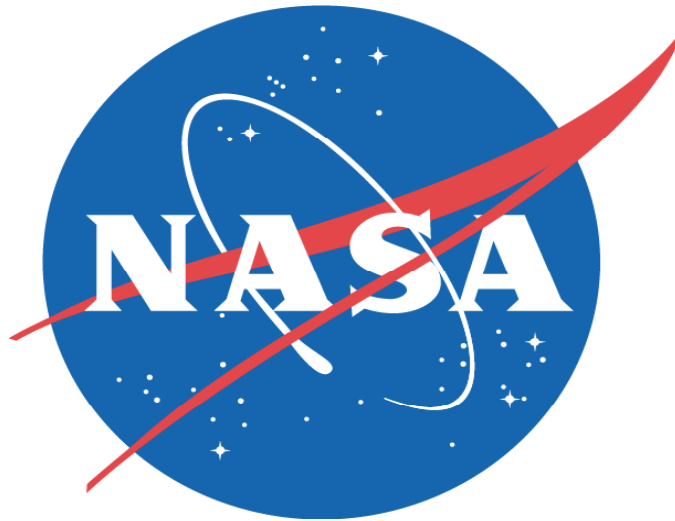


Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings



Office of the Associate Deputy Administrator

Office Work Instruction

**Management of
Capital Investment Council Meetings**

Original Approved by: _____

Daniel R. Mulville
Associate Deputy Administrator

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings

DOCUMENT HISTORY LOG

<u>Status</u> (<u>Baseline/</u> <u>Revision/</u> <u>Canceled</u>)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/17/99	
	A	03/15/00	Minor change: Section 6.17, addition of Officials-in-Charge to CIC minutes distribution. Reflects actual practice.

Responsible Office: Code AI/Office of the Associate Deputy Administrator
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1.0 Purpose

The purpose of this procedure is to document the process used by the Office of Associate Deputy Administrator (Code AI) in managing meetings of the NASA Capital Investment Council (CIC).

2.0 Scope and Applicability

This Office Work Instruction (OWI) covers the process for scheduling CIC meetings, preparing and approving meeting records, and managing CIC-approved actions.

Although the Associate Deputy Administrator chairs CIC meetings, the Office of the Comptroller (Code B) supports CIC meetings which are convened as part of the annual NASA budget development process. The Headquarters Correspondence Management Office (HCMO), Code CIC, supports the Capital Investment Council process by tracking CIC actions using the Headquarters Action Tracking System (HATS).

This instruction applies to Code AI personnel who support the CIC.

3.0 Definitions

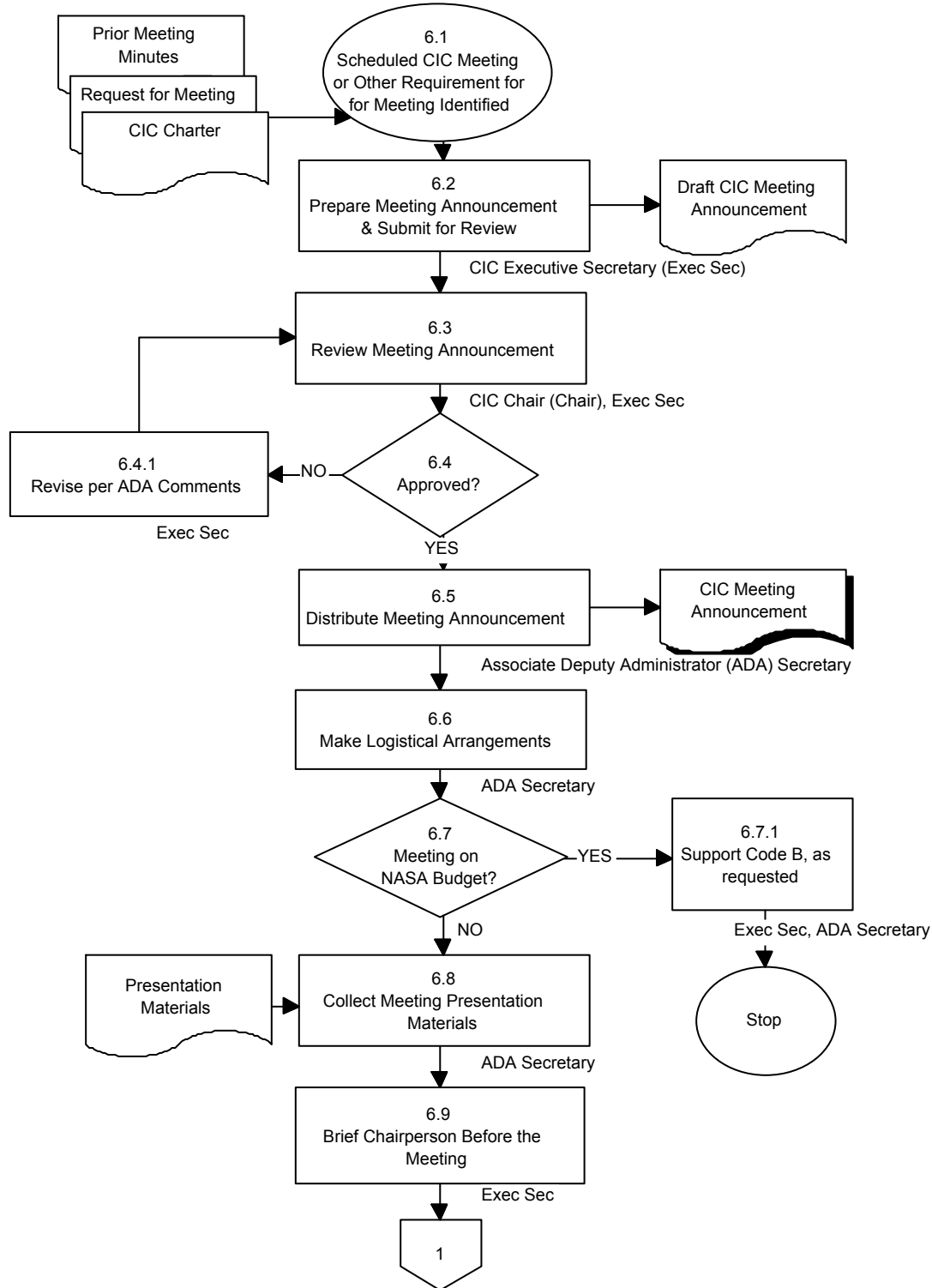
- 3.1 ADA. The Associate Deputy Administrator. The ADA chairs the CIC.
- 3.2 CIC. Capital Investment Council (CIC). The CIC is the principal advisory group to the NASA Administrator in resolving issues, prioritizing activities and balancing resources among the Strategic Enterprises. The CIC advice to the Administrator is a significant element of the Agency Program Operating Plan guidance at the beginning of the Implementation Planning process and during the budget development process. The CIC charter is included in NPG 1000.X.
- 3.3 Code AI. The Office of the Associate Deputy Administrator.
- 3.4 Code CIC. The Headquarters Correspondence Management Office (HCMO). Code CIC supports the ADA in managing and controlling CIC actions in HATS.
- 3.5 HATS. Headquarters Action Tracking System. HATS is a database used by Code CIC to manage and control actions, including CIC actions.

4.0 References

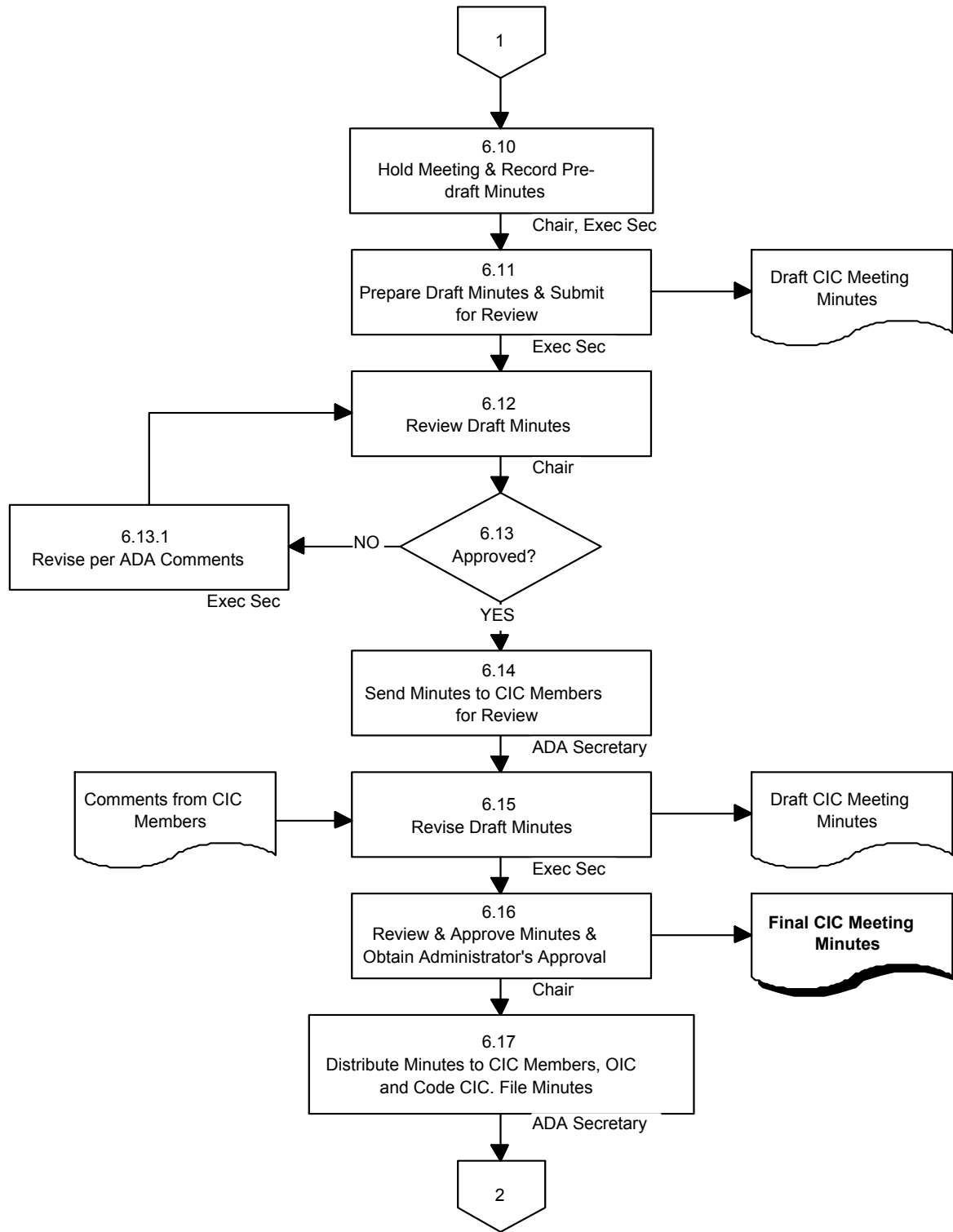
- 4.1 NPG 1000.2 NASA Strategic Management Handbook
- 4.2 NHB 1101.3 The NASA Organization (currently undergoing formal review)

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings

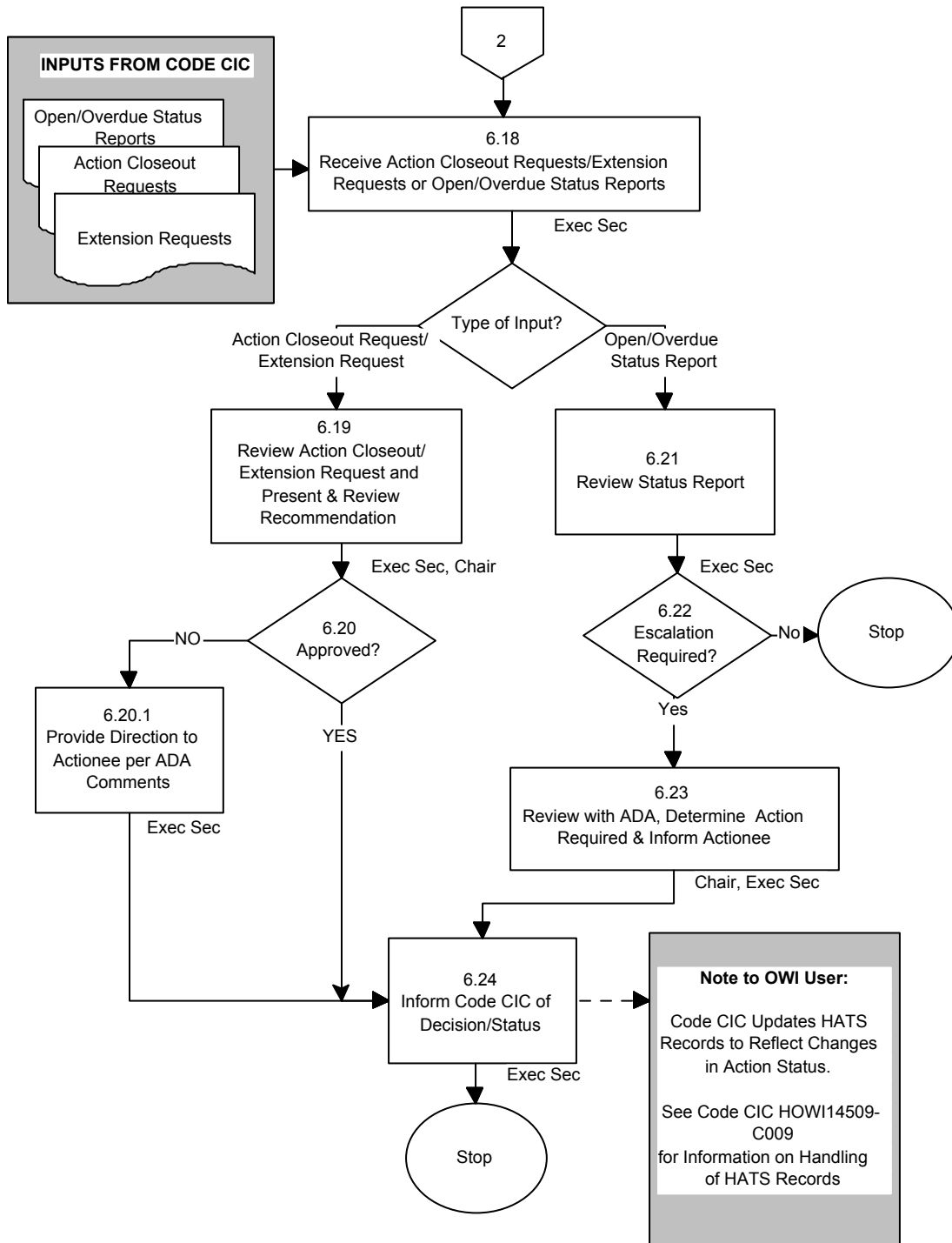
5.0 Flowchart



Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings



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 Subject: Management of Capital Investment Council Meetings



Gray symbol identifies activity occurring outside the scope of this OWI. Symbol is included for clarity and process completeness.

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings

6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Requirement for scheduled CIC meeting or other requirement for meeting identified. A CIC meeting may be called in response to the Chair's or a member's request or as called for in minutes from prior CIC meetings.
6.2	CIC Executive Secretary	Prepares draft meeting announcement, including agenda. Submits to Chair for review.
6.3	CIC Executive Secretary CIC Chair	Reviews the draft meeting announcement with the CIC Chair. Reviews the announcement and agenda for accuracy and completeness. Approves or provides comments.
6.4	CIC Chair	If the Chair approves and signs announcement, go to Step 6.5. If not approved, go to Step 6.4.1.
6.4.1	CIC Executive Secretary	Revises draft meeting announcement in response to Chair's comments. Submits revised announcement to Chair for review. Go to Step 6.3.
6.5	ADA Secretary	Distributes meeting announcement to CIC members. Files copy of meeting announcement.
6.6	ADA Secretary	Makes logistical arrangements, including meeting room and required audio-visual support. Informs presenters of requirements for electronic presentations.
6.7	CIC Executive Secretary	If CIC meeting is to review the annual NASA budget, go to Step 6.7.1. If not, go to Step 6.8
6.7.1	CIC Executive Secretary, ADA Secretary	Supports Code B, as requested by Code B. If no support is requested, stop work. NOTE: Code B supports budget-related meetings. This includes collecting meeting materials, briefing the CIC Chair before the meeting, and preparation and retention of records.
6.8	ADA Secretary	Collects materials to be presented at meeting. Depending on the agenda, this may include briefings to be presented, reports, and action status reports. Notifies the briefers that they are responsible for bringing hard-copy original and electronic presentation.
6.9	CIC Executive Secretary	Briefs the Chair before the meeting on the agenda and other issues relating to the meeting. Prepares remarks for Chair, as requested by the Chair.
6.10	CIC Chair, CIC Executive Secretary	Holds meeting. Executive Secretary records pre-draft meeting minutes and list of actions as the meeting progresses. Provides Chair with list of action items prior to close of meetings.
6.11	CIC Executive Secretary	Prepares the formal draft minutes, normally within 10 days following the meeting. Provides draft minutes to Chair for review. Highlights actions in boldface.
6.12	CIC Chair	Reviews draft minutes for accuracy and completeness.
6.13	CIC Chair	If not approved, go to Step 6.13.1. If Chair has no comments, proceed to Step 6.14

Responsible Office: Code AI/Office of the Associate Deputy Administrator
Subject: Management of Capital Investment Council Meetings

6.13.1	CIC Executive Secretary	Revises draft minutes in response to Chair's comments. Submits revised announcement to Chair for review. Go to Step 6.12.
6.14	ADA Secretary	Sends draft minutes to CIC members for review. Suggested response time for Members is 7 to 10 days.
6.15	CIC Executive Secretary	Revises draft minutes to incorporate comments. Comments may be verbal, e-mail, or written.
6.16	CIC Chair Administrator	Reviews final minutes. Signs minutes. Provides to Administrator for approval. Approves final CIC Meeting Minutes.
6.17	ADA Secretary	Distributes final CIC Meeting Minutes to CIC members, Officials-in-Charge (OIC), and to Code CIC. Files official copy and provides copy to CIC Executive Secretary for insertion in the CIC Minutes book. (Note: Code CIC processes actions in accordance with the Code CIC Standard Operating Procedure.)
6.18	CIC Executive Secretary	Receives action closeout requests, extension requests, or weekly Open/Overdue status reports from Code CIC. If action closeout request or extension request, go to Step 6.19. If weekly status report is received, go to Step 6.21.
Processing of Action Closeout Requests and Extensions Requests		
6.19	CIC Executive Secretary	Reviews action closeout requests to determine if action has been completed in accordance with the CIC Minutes. Reviews extension requests to determine if extension should be approved. Executive Secretary may contact Actionee to clarify issues, depending on the nature of the action. Presents recommendation to Chair.
	Chair	Reviews Executive Secretary's recommendation. Chair may take closeout request to the Administrator for approval, at his discretion.
6.20	Chair	If request is approved. Go to Step 6.24.
		If request is not approved, provides reason for disapproval and expectations to Executive Secretary. Go to Step 6.20.1.
6.20.1	CIC Executive Secretary	Provides direction to Actionee per Chair's comments, including reason for denial from Chair. At his/her discretion, Executive Secretary may ask Code CIC to relay Chair's direction to the Actionee. When completed, go to Step 6.24.
Processing of Weekly Open/Overdue Status Reports		
6.21	CIC Executive Secretary	Reviews weekly Open/Overdue status reports. Determines if action will be completed in accordance with CIC Minutes and due dates in HATS. Identifies CIC actions which require escalation to Chair.
6.22	CIC Executive Secretary	If no escalation is required, process stops. If escalation is required, proceed to Step 6.23.
6.23	CIC Chair, CIC Executive Secretary	Meet to determine action required. Chair provides direction to Executive Secretary. Executive Secretary informs Actionee of Chair's expectations.
6.24	CIC Executive Secretary	Informs Code CIC of Chair's direction to Actionee so that Code CIC can update the relevant HATS record to reflect changes in action status.

Responsible Office: Code AI/Office of the Associate Deputy Administrator
 Subject: Management of Capital Investment Council Meetings

7.0 Quality Records

<i>Record ID</i>	<i>Owner</i>	<i>Location</i>	<i>Record Media</i>	<i>NPG 1441.1 Schedule & Item Number</i>	<i>Retention/Disposition</i>
CIC Meeting Announcement	ADA Secretary	Code AI	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner
Final CIC Meeting Minutes	ADA Secretary	Code AI	Hard Copy	Schedule 1, Item 14.B.1	Permanent Retire to RFC when 2 years old. Transfer to NARA when 20 years old, whichever is sooner