

Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors



Office of External Relations

Office Work Instruction

## Organization and Support of Administrator's Meetings with Foreign Visitors

Approved by: \_\_\_\_\_  
John D. Schumacher  
Associate Administrator for  
External Relations



Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

## 1. Purpose

This procedure establishes and defines the procedures to be followed by members of the Office of External Relations to organize and support meetings between the NASA Administrator and foreign visitors, as defined in Section 3, at NASA Headquarters.

## 2. Scope and Applicability

- 2.1 This OWI covers the Office of External Relations' procedures for the organization and support of meetings between the NASA Administrator and foreign visitors to NASA Headquarters.
- 2.2 This activity begins with the request for a meeting and continues through the preparation and distribution of the meeting's Memorandum for the Record.
- 2.3 This OWI applies to Office of External Relations personnel who perform tasks associated with the Administrator's meetings with foreign visitors at NASA Headquarters.

## 3. Definitions

- 3.1 A. Administrator.
- 3.2 AA. Associate Administrator for External Relations.
- 3.3 AA Sec. Associate Administrator's Secretary.
- 3.4 AIVC. Assistant International Visits Coordinator, a member of Code I's Assessments and Technology Division (Code ID), who is responsible for coordinating all foreign national visits to NASA HQ, Centers, and JPL.
- 3.5 AO. Action Officer. The person within the Office of External Relations (Code I) who has been assigned as the lead official responsible for logistical preparations and coordination activities, including coordination with program/project office personnel, in connection with the meeting between the Administrator and foreign visitors.
- 3.6 A Sec. Administrator's Secretary.
- 3.7 Checklist. Code I Checklist for International Visits with the Administrator.
- 3.8 Code A. Office of the Administrator.

Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

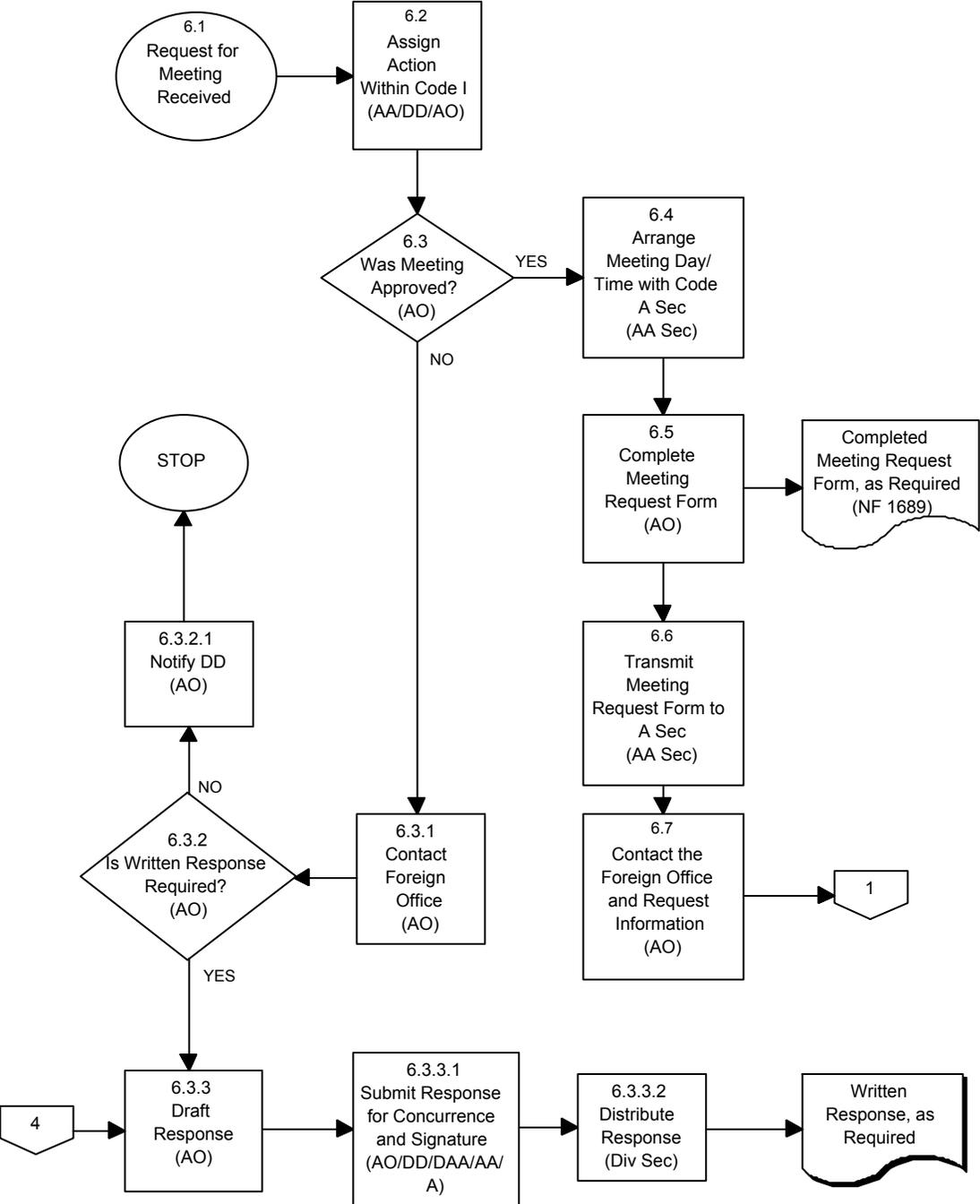
- 3.9 Code I. Office of External Relations
- 3.10 Code ID. Assessments and Technology Division, Office of External Relations.
- 3.11 DAA. Deputy Associate Administrator for External Relations.
- 3.12 DD. Code I Division Director. The international divisions in Code I are Human Space Flight and Research Division (Code IH), Space Science and Aeronautics Division (Code IS) and the Earth Science Division (Code IY).
- 3.13 Desk Officer. An International Programs Specialist employed in one of the international divisions in Code I, specifically Code IH, IS, or IY.
- 3.14 Division Secretary. Cognizant Code I Division's secretary.
- 3.15 Foreign National. Any person who is not an U.S. citizen or permanent resident alien of the United States.
- 3.16 Foreign Office. The office sponsoring the foreign visitors' meeting with the Administrator.
- 3.17 Foreign Visitors. Visitors who are foreign nationals or representatives of a foreign entity, including a government, business, organization, or person of a country other than the United States.
- 3.18 HQ IVC: Headquarters International Visitors Coordinator.
- 3.19 MFR. Memorandum for the Record.
- 3.20 NF. NASA Form.
- 3.21 USG. United States Government.

#### 4. References

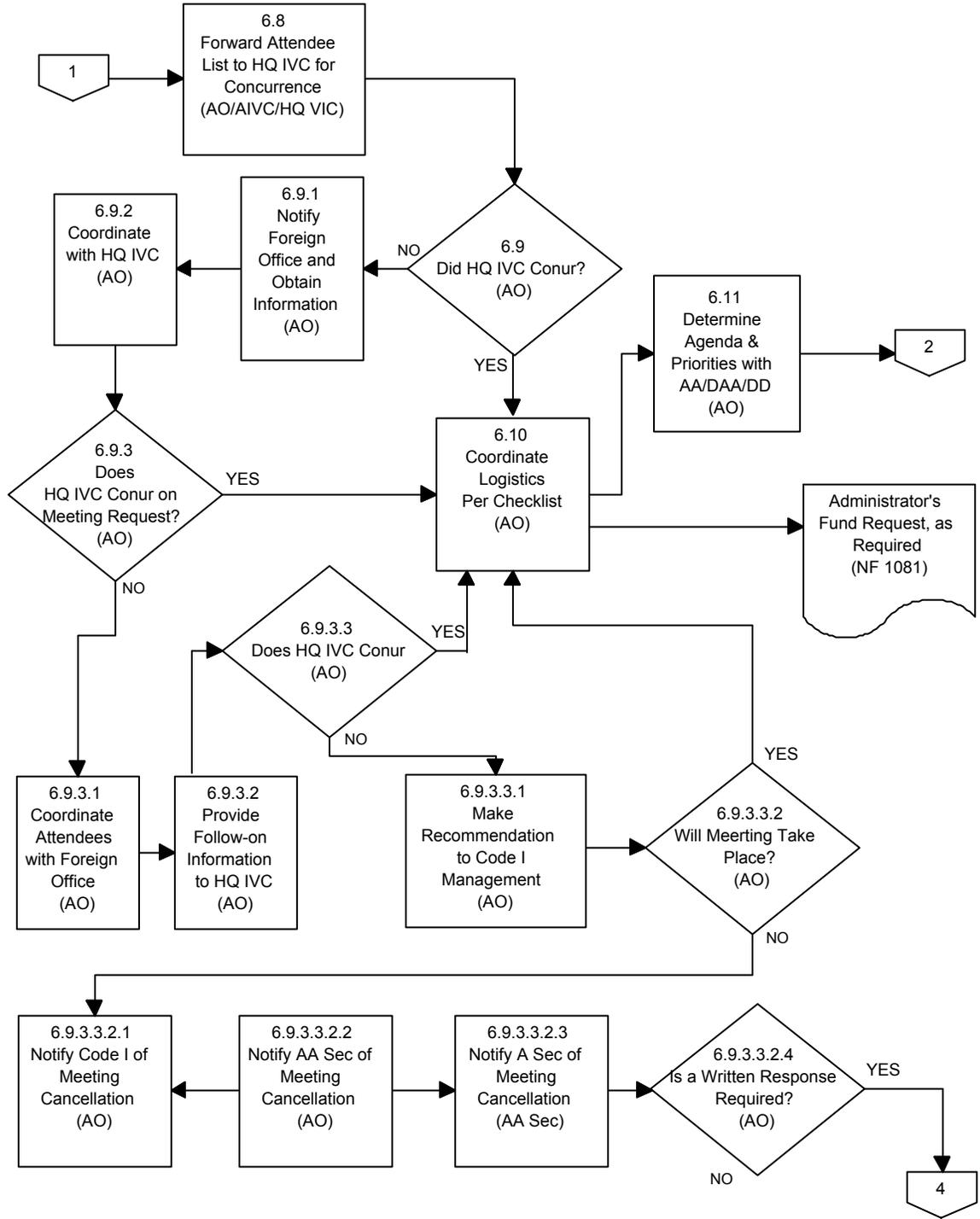
Code I Checklist: International Visits with the Administrator  
HQOWI1370-I013, "Foreign Visit Request Procedures."  
NPG 1441.1, Records Retention Schedules (With Changes 1-23, dated  
July 31, 2000)

Responsible Office: Code IH/Human Space Flight and Research Division  
 Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

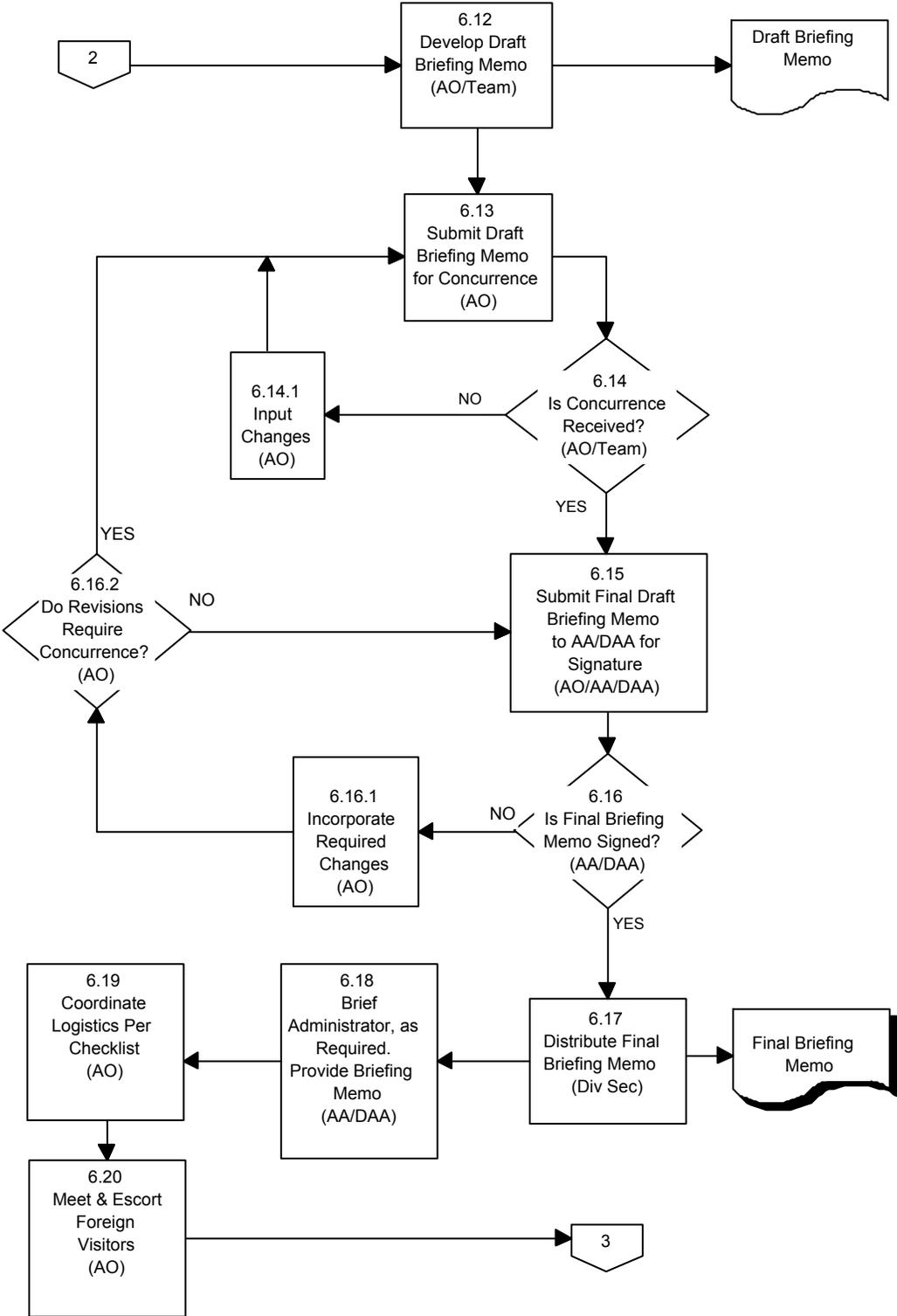
**5.0 Flowchart**



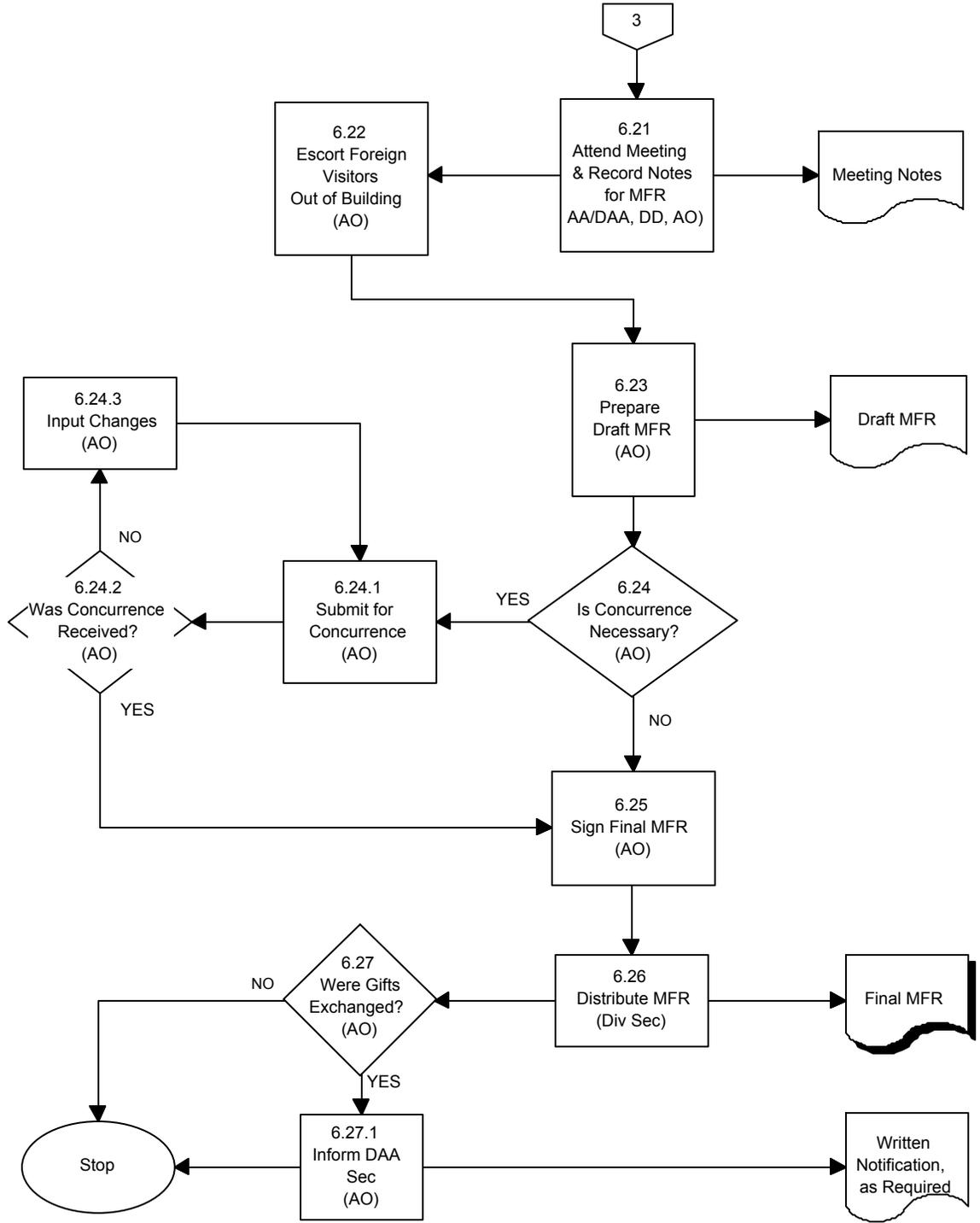
Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors



Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors



Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors



Responsible Office: Code IH/Human Space Flight and Research Division  
 Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

## Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1		Meeting request is received. A request for a meeting between the Administrator and foreign visitors could be received either verbally or in writing. This request could be initiated by the foreign visitors or other USG entities that forward the request to the Administrator, the Code I AA, other NASA officials or other Code I staff.
6.2	AA/DD/AO	If necessary, the Code I AA will discuss the proposed meeting with the Administrator to determine its feasibility and appropriateness. When the AA has determined that a meeting will be scheduled, the action will be assigned to the appropriate Code I Division. DD assigns a lead AO and, if required, that AO assembles a coordinating team. This team is required when anticipated meeting topics include those within another Desk Officer's or another Code I Division's area of responsibility.
6.3	AO	Will the meeting be scheduled? If no, go to step 6.3.1. If yes, go to step 6.4.
6.3.1	AO	Notify the point of contact in the Foreign Office that NASA will be unable to accommodate the request for a meeting with the Administrator. If the request was made in writing, a written response will be required.
6.3.2	AO	Is a written response required to answer incoming correspondence? If no, go to step 6.3.2.1. If yes, go to step 6.3.3.
6.3.2.1	AO	Notify DD that response is not required. Stop.
6.3.3	AO	Draft response.
6.3.3.1	AO, DD, DAA, AA, A	Submit response for concurrence by appropriate Code I official and signature, as appropriate. The response may be signed by the DD, DAA, AA, or A.
6.3.3.2	Div Sec	Distribute signed response and place a copy, with concurrence, in the Cognizant Code I Division files. Stop.
6.4	AA Sec	At the AO's request, the AA Sec. will coordinate the proposed meeting, to include subject and the day and time, with A Sec. to establish placeholders on the Administrator's and AA's, or his designee's, calendars. AA Sec. will notify AO of results.
6.5	AO	Complete Meeting Request Form (NF 1689) and provide to AA Sec.
6.6	AA Sec.	Transmit the Meeting Request Form to A Sec.

Responsible Office: Code IH/Human Space Flight and Research Division  
 Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

6.7	AO	Contact the Foreign Office to confirm the meeting's day/time, obtain a list of attendees, information about the topics to be discussed, and any other background information related to the meeting.
6.8	AO/AIVC/ HQ IVC	Forward list of Foreign Visitors attending the meeting to the AIVC for concurrence by the HQ IVC. AIVC will perform the pertinent procedures specified by HQOWI 1370-I013. AIVC will forward a building clearance request to NASA Headquarters Security, via e-mail, to ensure access to the NASA Headquarters by the Foreign Visitors.
6.9	AO	Did HQ IVC concur with attendee list? If no, go to step 6.9.1. If yes, go to step 6.10.
6.9.1	AO	Coordinate with the Foreign Office and obtain the information required by HQ IVC to complete the approval process.
6.9.2	AO	Once information is received, the AO will forward the information to the HQ IVC and work with the HQ IVC to ensure there are no remaining issues with the meeting request.
6.9.3	AO	Does the HQ IVC concur with the meeting request? If yes, go to 6.10. If no, go to 6.9.3.1.
6.9.3.1	AO	Contact Foreign Office and coordinate the remaining HQ IVC concerns.
6.9.3.2		Provide information to HQ IVC.
6.9.3.3.	AO	Does the HQ IVC concur with the meeting request? If yes, go to 6.10. If no, go to 6.9.3.3.1.
6.9.3.3.1	AO	Coordinate with Code I, to include HQ IVC, DD, DAA, and AA. Make recommendation based upon HQ IVC's non-concurrence and information provided by Foreign Office as to whether to conduct meeting.
6.9.3.3.2	AO	Will meeting take place? If yes, go to 6.10. If no, go to 6.9.3.3.2.1.
6.9.3.3.2.1	AO	Notify Foreign Office that NASA will be unable to conduct the meeting.
6.9.3.3.2.2	AO	Notify AA Sec to cancel meeting.
6.9.3.3.2.3	AA Sec	Notify A Sec to cancel meeting.
6.9.3.3.2.4	AO	Is written response required? If no, stop. If yes, go to 6.3.3.

Responsible Office: Code IH/Human Space Flight and Research Division  
 Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

6.10	AO	Conduct logistics coordination. Coordination can be facilitated through the use of checklists, such as the example provided in Appendix A. This checklist is provided as an administrative tool only. Logistics differ with each meeting, but its coordination can include: Request for Use of Administrator's Fund, if the Administrator is hosting the visitors for lunch or refreshments; coordination of conference rooms and audio visual support; arranging for photographer and presentation items, when appropriate.
6.11	AO & team /AA/DAA/DD	Determine the meeting's agenda and priorities with the AA, DAA, and appropriate DDs for the meeting with the Administrator.
6.12	AO & team	Develop draft briefing memo for the Administrator, which outlines meeting agenda, talking points and background information.
6.13	AO/DD	Submit draft briefing memo for concurrence to appropriate programmatic and Code I DD's .
6.14	AO & team	Is concurrence received? If no, go to step 6.14.1. If yes, go to step 6.15.
6.14.1	AO	Incorporate required revisions and return to step 6.13 for concurrence.
6.15	AO/AA/DAA	Submit final draft of briefing memo to AA/DAA for signature. The AA/DAA will review for completeness and accuracy. If approved, the AA/DAA will sign it. If not, AA/DAA will provide comments.
6.16	AA/DAA	Did AA/DAA sign final version? If no, go to step 6.16.1. If yes, go to step 6.17.
6.16.1	AO	Incorporate required revisions.
6.16.2	AO	Do the revisions require additional concurrence? If yes, return to step 6.13 for concurrence. If not, go to step 6.15.
6.17	Div Sec	Distribute final briefing memo and file copy of briefing memo, with concurrence, in the cognizant Code I Division Files.
6.18	AA/DAA	If required, brief Administrator on the planned visit, reviewing the purpose, goals, objectives, and logistics. Provide the briefing memo to the Administrator.
6.19	AO	Coordinate logistics that must be completed the day of the meeting.
6.20	AO	Meet foreign visitors in the Lobby and escort them to Administrator's office.

Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

6.21	AA/DAA, DD, AO	As appropriate, the AA, DAA, cognizant DD, and AO attend the meeting. AO will record notes for MFR. Other Code I DDs may attend, as appropriate.
6.22	AO	Escort foreign visitors out of building at the conclusion of the meeting. Advise AIVC to close out visit.
6.23	AO	Prepare draft MFR, including all action items from the meeting and identifying the gifts exchanged, if any. Determine concurrence based upon meeting content.
6.24	AO	Is concurrence necessary? If yes, go to step 6.24.1. If no, go to step 6.25.
6.24.1	AO	Submit draft MFR for concurrence
6.24.2	AO	Is concurrence received? If no, go to 6.24.3. If yes, go to step 6.25.
6.24.3	AO	Input changes and return to step 6.24.1
6.25	AO	Sign final MFR.
6.26	Div Sec	Distribute and file copy of final MFR
6.27	AO	Were gifts exchanged during the meeting? If no, go to step 6.28. If yes, go to step 6.27.1.
6.27.1	AO	Inform DAA Sec. This notification shall be in writing, via e-mail, memo, or by DAA Sec. as a courtesy copy recipient on the MFR.
6.28	AO	Stop. End meeting follow up.

Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

## 7. Quality Records

<b>Record Identification</b>	<b>Owner</b>	<b>Location</b>	<b>Record Media</b>	<b>Schedule # and Item Number (NPG 1441.1)</b>	<b>Retention/Disposition</b>
Notification Letter (as required)	AO	Files of Code I Division responsible for specific visit.	H	Schedule 1, Item 35	Destroy 2 years after termination of visit.
Final Briefing Memo	AO	Files of Code I Division responsible for specific visit.	H	Schedule 1, Item 22.A	Permanent. Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.
Final MFR	AO	Files of Code I Division responsible for specific visit.	H	Schedule 1, Item 22.A	Permanent. Retire to FRC when 5 years old in 5 year blocks. Transfer to NARA when 10 years old.

Responsible Office: Code IH/Human Space Flight and Research Division  
Subject: Organization and Support of Administrator's Meetings with Foreign Visitors

**Code I Checklist**  
**International Visits with the Administrator**  
**(NOT OFFICIAL VERSION. PROVIDED AS REFERENCE SAMPLE ONLY)**

***Date of Event*** \_\_\_\_\_

Action due date  
or action completed:

- ◆ Event scheduled through AA Secretary \_\_\_\_\_
- ◆ Determine agenda
  - ◆ coordinate with foreign partner \_\_\_\_\_
  - ◆ review with Code I management \_\_\_\_\_
- ◆ Briefing memo
  - ◆ assigned to team \_\_\_\_\_
  - ◆ concurrence received \_\_\_\_\_
  - ◆ due to AA (3 days prior to event) \_\_\_\_\_
  - ◆ due to Administrator (2 working days prior to event) \_\_\_\_\_
- ◆ Pre-meeting
  - ◆ with AA \_\_\_\_\_
  - ◆ with Administrator (if appropriate) \_\_\_\_\_
- ◆ Other attendees invited \_\_\_\_\_
- ◆ Memo to security to clear foreign delegation into building;  
escort(s) identified \_\_\_\_\_
- ◆ Flags (pick up, set up, return to flag locker) \_\_\_\_\_
- ◆ Arrange for NASA photographer \_\_\_\_\_
- ◆ Arrange for interpreter, if appropriate \_\_\_\_\_
- ◆ For social event or refreshments:
  - ◆ Administrator's Fund \_\_\_\_\_
  - ◆ Establish arrangements with Representational Facility \_\_\_\_\_
  - ◆ Seating arrangements \_\_\_\_\_
- ◆ Graphics for table tents and/or signs, if appropriate \_\_\_\_\_
- ◆ Gift(s) or presentation items, if appropriate \_\_\_\_\_
- ◆ Memorandum for the Record \_\_\_\_\_
- ◆ Thank you letters, if gift received \_\_\_\_\_
- ◆ Letter forwarding photo, with inscription, if appropriate \_\_\_\_\_
- ◆ Notify DAA Secretary of any gifts presented or received \_\_\_\_\_

**For Signing Ceremonies**

- ◆ Invite guests \_\_\_\_\_
- ◆ Obtain signature pens, test and return \_\_\_\_\_
- ◆ Provide signature texts, in folder or notebook \_\_\_\_\_
- ◆ Guide signers through the process \_\_\_\_\_
- ◆ Take custody of originals for distribution:
  - ◆ Code I files \_\_\_\_\_
  - ◆ authenticated copy to State w/memo \_\_\_\_\_
  - ◆ NASA distribution \_\_\_\_\_