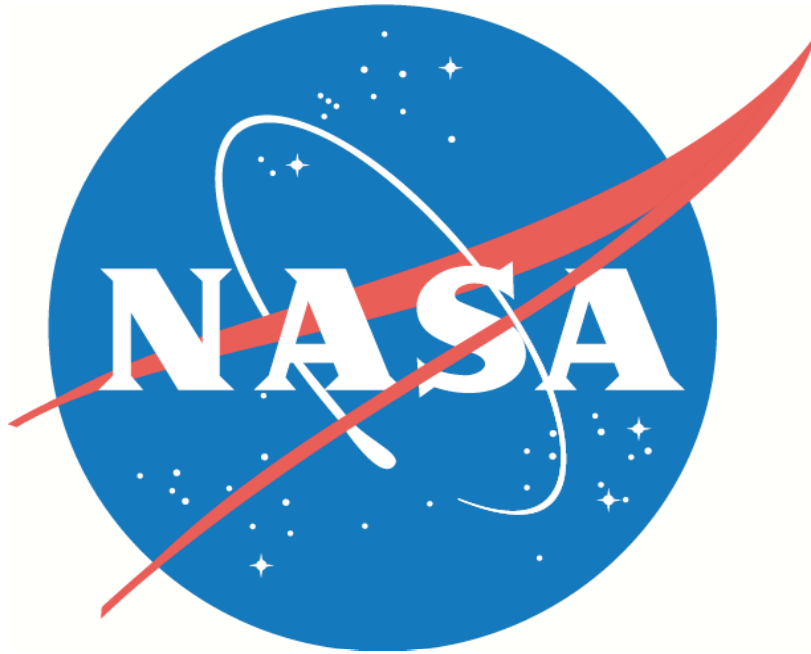


Responsible Office: Code NB
Subject: Manage Art Program



Code P, Office of Public Affairs

Office Work Instruction

Manage Art Program

Original Approved by: _____

David Mould
Assistant Administrator

_____ Date

Responsible Office: Code NB
Subject: Manage Art Program

DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/ Revision/ Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/10/00	
Revision	A	4/14/00	Incorporate comments from Pre-Assessment Audit into all sections
Revision	B	8/18/00	Incorporate comments from Scope Expansion Audit in flowchart, procedure and Section 7.0, identifying Quality Records at Steps 6.2, 6.8, and 6.9.

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1.0 Purpose

The purpose of this OWI is to document the procedure to produce artwork under the NASA Art Program that when deployed to venues around the country, educates and informs the public about the accomplishments and program goals sought and achieved in NASA's aerospace programs.

2.0 Scope and Applicability

2.1 Scope

This work instruction for Management and Production of NASA Art applies to the NASA Public Affairs Office (Code NB) and to artwork representing the agency's enterprises produced by the News Services Division as defined in NPD 1387.1. It is limited to artwork produced for a standard honoraria insufficient to require Justification for Other than Full and Open Competition.

2.2 Applicability

The Division Director, News Services Division, Office of Public Affairs, is responsible for maintaining this document. The controlled version of this OWI is available on the NASA Intranet via the HQ ISO 9000 Document Library at http://nodis3.gsfc.nasa.gov/hq_list.cfm. Any printed version of this OWI is uncontrolled (reference: HCP 1400.1, Document and Data Control).

3.0 Definitions

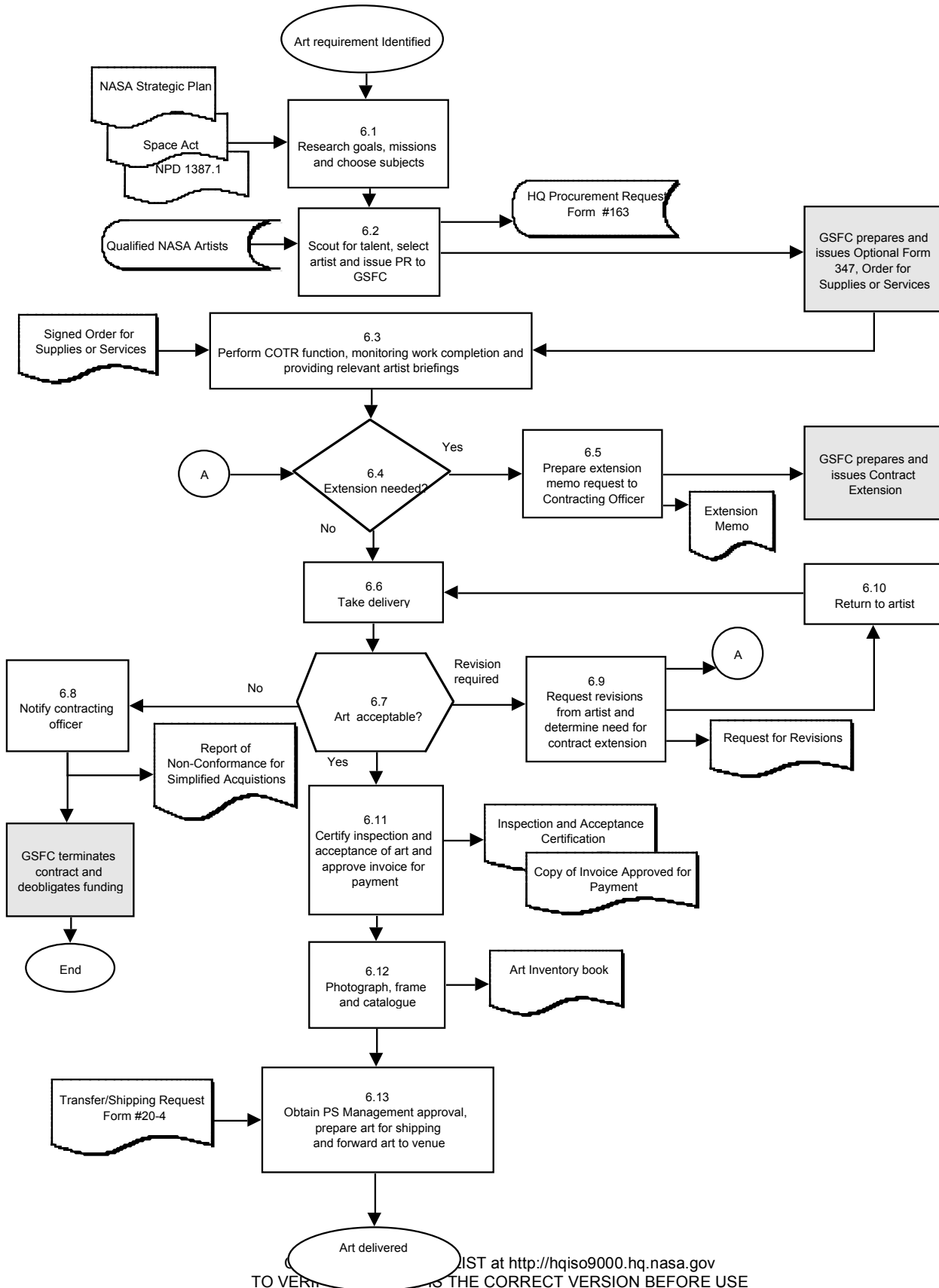
3.1	#20-4	Transfer/Shipping Request
3.2	#163	Headquarters Procurement Request
3.3	COTR	Contracting Officer's Technical Representative
3.4	GSFC	Goddard Space Flight Center
3.5	POD	Procurement Operation Division
3.6	MM	Multimedia Manager
3.7	CO	Contracting Officer

4.0 References

4.1	NPD 1000.1	NASA Strategic Plan
4.2		National Aeronautics and Space Act of 1958, as amended
4.3	NPD 1387.1	NASA Exhibits Program

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5.0 Flowchart



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6.0 Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	MM	<i>Research goals, missions and choose subjects</i> based on the Agency Strategic Plan and by interviewing Public Affairs Officers and outreach representatives for each Agency Mission Directorate. Interview NASA scientists, engineers about suitable subjects for artwork.
6.2	MM	<i>Scout for talent, select artist and issue PR to GSFC.</i> Consult qualified artist list, talk to curators, museums and gallery owners about talent. Make scouting trips to art institutions. Select artist. Prepare a Procurement Request (#163) containing the art specifications required.
6.3.	MM	<i>Perform COTR function, monitoring work completion and providing relevant artist briefings.</i> If necessary, make arrangements for briefings of the artist at NASA Centers or at off-site contractor facilities that are relevant to the commission.
6.4	MM	<i>Extension Needed?</i> If it is determined in Step 6.3 or 6.9 that an extension will be required for additional time to complete the project, process proceeds to Step 6.5. If not, process proceeds to Step 6.6.
6.5	MM	<i>Prepare extension memo request to Contracting Officer.</i> The Multimedia Manager (MM) prepares and issues a memo requesting GSFC to prepare and issue a Contract Extension based on discussions with the artist concerning additional time needed to complete the project.
6.6	MM	<i>Take Delivery.</i> Artist delivers art, usually after an initial six-month period. The MM based on his training and experience determines whether the art is acceptable or not. If not acceptable, MM further determines whether revision could make the art acceptable.
6.7	MM	<i>Art acceptable?</i> If no, clearly identify the art as being unsatisfactory and proceed to Step 6.8. If yes, proceed to Step 6.11. If revision is required, clearly identify the art as being unsatisfactory and proceed to Step 6.9.
6.8	MM	<i>Notify contracting officer and complete Report of Non-Conformance For Simplified Acquisitions.</i> Contact contracting officer to advise that the art is not acceptable and the contract is to be terminated and funds deobligated. GSFC's procedure requires completion of Procurement Operations Division (POD) Form 210-1 Non-Conformance Report for Simplified Acquisitions by the COTR. GSFC terminates contract, deobligates funds and process ends.
6.9	MM	<i>Request revisions from artist and determine need for contract extension.</i> Request changes be made to the artwork or request a new piece of art to replace the original submission. Scope of requested revision might cause artist to require an extension of the contract time period. If that is the case, process proceeds to Steps 6.10 and 6.4 in parallel.
6.10	MM	<i>Return to artist for revisions.</i> Return submitted artwork to artist while GSFC issues Contract Extension. Process returns to Step 6.6
6.11	MM	<i>Certify inspection and acceptance of art and approve invoice for payment.</i> Complete GSFC Inspection and Acceptance Certification. Artist's invoice is signed and sent to Headquarters Accounting Division at GSFC for payment. Retain copy of signed Certification and invoice.
6.12	MM	<i>Photograph, frame and catalogue.</i> Log into the Art Inventory book, recording Name of Artist, Title, Medium, Date Acquired, Objective Size and Location. Use

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<u>Step</u>	<u>Actionee</u>	<u>Action</u>
		Catalog Number provided by Photography when work is photographed. Index by date acquired.
6.13	MM	<i>Obtain PO Management approval, prepare art for shipping and forward to venue. Prepare a Transfer/Shipping Request (#20-4) authorizing Goddard to transport the art to a venue. Obtain 20-4 signature from Exhibits Manager, Director Code PO or designee approving release and shipping. Retain signed copy of 20-4.</i>

7.0 Quality Records

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Record Media</u>	<u>NPG 1441.1 Schedule and Item Number</u>	<u>Retention/Disposition</u>
Qualified NASA Artists	MM	Code NB070	Electronic	Schedule 1-Item 65a	Destroy when no longer needed
HQ Procurement Request-#163	MM	Code NB070	Electronic	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Signed Order for Supplies or Services	MM	Code NB070	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Extension Memo	MM	Code NB070	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Report of Nonconformance for Simplified Acquisitions	CO	GSFC	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Reason for Revisions	MM	Code NB070	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Inspection and Acceptance Certification	MM	Code NB070	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Copy of Invoice Approved for Payment	MM	Code NB070	Hard Copy	Schedule 5-Item 1a	Destroy 6 years and 3 months after final payment.
Art Inventory Book	MM	Code NB070	Hard Copy	Schedule 1-Item 65a	Destroy when no longer needed
Transfer/Shipping Request-#20-4	MM	Code NB070	Hard Copy	Schedule 6-Item 1a	Destroy when 2 years old.