Code P, Office of Public Affairs

Office Work Instruction

Manage Art Program

Original Approved by: __________________________

David Mould
Assistant Administrator

Date

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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
5.0 Flowchart

Art requirement Identified

6.1 Research goals, missions and choose subjects

NASA Strategic Plan

Space Act

MPD 1387.1

Qualified NASA Artists

6.2 Scout for talent, select artist and issue PR to GSFC

HQ Procurement Request Form #163

GSFC prepares and issues Optional Form 347, Order for Supplies or Services

Signed Order for Supplies or Services

6.3 Perform COTR function, monitoring work completion and providing relevant artist briefings

6.4 Extension needed?

Yes

6.5 Prepare extension memo request to Contracting Officer

Extension Memo

GSFC prepares and issues Contract Extension

No

6.6 Take delivery

6.7 Art acceptable?

Yes

6.11 Certify inspection and acceptance of art and approve invoice for payment

Inspection and Acceptance Certification

Copy of Invoice Approved for Payment

Art Inventory book

6.12 Photograph, frame and catalogue

6.8 Notify contracting officer

No

GSFC terminates contract and deobligates funding

End

Revision required

6.9 Request revisions from artist and determine need for contract extension

Request for Revisions

A

6.10 Return to artist

A

6.13 Obtain PS Management approval, prepare art for shipping and forward art to venue

Transfer/Shipping Request Form #20-4

Art delivered

Qualified NASA Artists

Report of Non-Conformance for Simplified Acquisition

End

6.10 Return to artist

6.13 Obtain PS Management approval, prepare art for shipping and forward art to venue

Transfer/Shipping Request Form #20-4

Art delivered

Qualified NASA Artists

Report of Non-Conformance for Simplified Acquisition

End
6.0 Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Actionee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>MM</td>
<td>Research goals, missions and choose subjects 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.</td>
</tr>
<tr>
<td>6.2</td>
<td>MM</td>
<td>Scout for talent, select artist and issue PR to GSFC. 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.</td>
</tr>
<tr>
<td>6.3.</td>
<td>MM</td>
<td>Perform COTR function, monitoring work completion and providing relevant artist briefings. If necessary, make arrangements for briefings of the artist at NASA Centers or at off-site contractor facilities that are relevant to the commission.</td>
</tr>
<tr>
<td>6.4</td>
<td>MM</td>
<td>Extension Needed? 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.</td>
</tr>
<tr>
<td>6.5</td>
<td>MM</td>
<td>Prepare extension memo request to Contracting Officer. 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.</td>
</tr>
<tr>
<td>6.6</td>
<td>MM</td>
<td>Take Delivery. 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.</td>
</tr>
<tr>
<td>6.7</td>
<td>MM</td>
<td>Art acceptable? 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.</td>
</tr>
<tr>
<td>6.8</td>
<td>MM</td>
<td>Notify contracting officer and complete Report of Non-Conformance For Simplified Acquisitions. 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.</td>
</tr>
<tr>
<td>6.9</td>
<td>MM</td>
<td>Request revisions from artist and determine need for contract extension. 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.</td>
</tr>
<tr>
<td>6.10</td>
<td>MM</td>
<td>Return to artist for revisions. Return submitted artwork to artist while GSFC issues Contract Extension. Process returns to Step 6.6</td>
</tr>
<tr>
<td>6.11</td>
<td>MM</td>
<td>Certify inspection and acceptance of art and approve invoice for payment. 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.</td>
</tr>
<tr>
<td>6.12</td>
<td>MM</td>
<td>Photograph, frame and catalogue. Log into the Art Inventory book, recording Name of Artist, Title, Medium, Date Acquired, Objective Size and Location. Use</td>
</tr>
</tbody>
</table>
### Step 6.13

**Actionee:** MM  
**Action:** 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.

### 7.0 Quality Records

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

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