

National Aeronautics and Space Administration

Office of the Administrator
Washington, DC 20546-0001



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June 23, 2016

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers
Director, NASA Management Office, Jet Propulsion Laboratory

FROM: Administrator

SUBJECT: Communication and Interactions with Members of Congress and Staff

This memorandum is to remind NASA Officials-in-Charge and Center Directors that the Office of Legislative and Intergovernmental Affairs (OLIA) coordinates activities and communications with Members of the United States Congress and their staffs.

In keeping with longstanding Agency policy, interactions with Members of Congress and their staffs should be coordinated in advance through OLIA, and any contacts from them should be reported immediately to the appropriate OLIA personnel. For requests or interactions with Members of the House and Senate Committees on Appropriations, OLIA will refer inquiries to the Office of the Chief Financial Officer.

- **Requesting Congressional Meetings**

Senior officials may suggest meetings with Members of Congress and their staffs to advance Agency priorities and programs. Such meetings shall be coordinated in advance through OLIA. Participants at meetings shall be determined through consultation with OLIA.

- **Responding to Congressional Phone and E-mail Inquiries**

From time to time, a Member of Congress or their staff will directly contact NASA employees. NASA employees shall refer the inquiry or request to OLIA, which will be responsible for responding to the Congressional office and tasking and tracking any needed actions.

While many other offices throughout NASA assist with these important communications, their efforts must be coordinated and approved by OLIA. Any questions about these important guidelines should be directed to the Chief of Staff, Mike French.



Charles F. Bolden, Jr.

Officials-in-Charge of Headquarters Offices

Administrator/Mr. Bolden

Deputy Administrator/Dr. Newman

Associate Administrator/Mr. Lightfoot

Chief of Staff/Mr. French

Deputy Associate Administrator/Ms. Roe

White House Liaison/Ms. Kornell

Associate Administrator for Strategy and Plans/Mr. Cremins

Chief Financial Officer/Mr. Radzanowski

Chief Information Officer/Ms. Wynn

Chief Engineer/Mr. Roe

Chief Health and Medical Officer/Dr. Williams

Chief Safety and Mission Assurance/Mr. Wilcutt

Chief Scientist/Dr. Stofan

Chief Technologist/Dr. Miller

General Counsel/Ms. Thompson-King

Inspector General/Mr. Martin

Associate Administrator for Communications/Mr. Weaver

Associate Administrator for Diversity and Equal Opportunity/Ms. Manuel

Associate Administrator for Education/Mr. James

Associate Administrator for International and Interagency Relations/Mr. Condes

Associate Administrator for Legislative and Intergovernmental Affairs/Mr. Statler

Associate Administrator for Small Business Programs/Mr. Delgado

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin

Associate Administrator for Human Exploration and Operations Mission Directorate/
Mr. Gerstenmaier

Associate Administrator for Science Mission Directorate/Mr. Yoder (Acting)

Associate Administrator for Space Technology Mission Directorate/Mr. Jurczyk

Associate Administrator for Mission Support Directorate/Ms. Paquin

Assistant Administrator for Human Capital Management/Ms. Leo

Assistant Administrator for Procurement/Mr. McNally

Assistant Administrator for Protective Services/Mr. Mahaley

Assistant Administrator for Strategic Infrastructure/Mr. Williams

Executive Director, Headquarters Operations/Mr. Henn

Executive Director, NSSC/Mr. Glorioso

Director, NASA Management Office/Mr. Watkins

Directors, NASA Centers

Ames Research Center/Dr. Tu
Armstrong Flight Research Center/Mr. McBride
Glenn Research Center/Dr. Kavandi
Goddard Space Flight Center/Mr. Scolese
Jet Propulsion Laboratory/Dr. Elachi
Johnson Space Center/Dr. Ochoa
Kennedy Space Center/Mr. Cabana
Langley Research Center/Dr. Bowles
Marshall Space Flight Center/Mr. May
Stennis Space Center/Dr. Gilbrech

cc:

Deputy Chief of Staff/Mr. Herczeg
Executive Secretariat/Mr. Box
Office of the Administrator/Ms. Manuel
Office of the Administrator/Ms. McNair
Office of the Administrator/Ms. McCannon
Office of the Administrator/Ms. Ross
Office of the Deputy Administrator/Dr. Wood
Office of the Deputy Administrator/Ms. Simms
Office of the Associate Administrator/Ms. Williams
Office of Agency Council Staff/Ms. Chytka