

MWI 1450.1

REVISION B

EFFECTIVE DATE: May 5, 2004

EXPIRATION DATE: May 5, 2009

MARSHALL WORK INSTRUCTION

CD01

HANDLING OF CONGRESSIONAL INQUIRIES

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		10/25/99	
Revision	A	4/25/01	Renumbered document in accordance with MPG 1410.2; changed 3.c. to NPG 1450.10, "NASA Correspondence Management and Communications Standards and Styles"; and changed "Staffer" in the flowchart section 6.1.6 to "Staffed".
Revision	B	5/5/2004	Changed "NPG" to "NPR" throughout the document as appropriate. Updated 3.6 applicable document date. Section 9. Changed "quality record" to "record".

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1. PURPOSE

This document provides work instructions for applicable requirements established in the MSFC Management Manual (MMM). It describes the process at the Marshall Space Flight Center (MSFC) for handling congressional inquiries and requests for information from the U.S. Congress. It is the policy of MSFC to respond to congressional inquiries and requests for information in a thorough and timely manner.

2. APPLICABILITY

This Marshall Work Instruction (MWI) applies to all organizational elements involved in the receipt and processing of congressional inquiries and request for information from congressional members or their staffs.

3. APPLICABLE DOCUMENTS

3.1 The National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. section 2451, et. seq.

3.2 NPD 1440.6, "NASA Records Management"

3.3 NPR 1450.10, "NASA Correspondence Management and Communications Standards and Style"

3.4 NPR 1450.4, "Handling Congressional Correspondence and Information Concerning Congressional Activities"

3.5 NPR 1441.1, "NASA Records Retention Schedules"

3.6 Guidance dated February 25, 2004, from the MSFC Center Director titled "External Correspondence and Handling Official High Level Communications/Contacts"

4. REFERENCES

None

5. DEFINITIONS

5.1 Center Action Officer. A point of contact established within MSFC to receive all congressional inquiries or requests for information and coordinate appropriate response at MSFC.

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5.2 Congressional Inquiry. Correspondence received at NASA Headquarters or any of its field Centers, including MSFC, requesting pertinent information on any given topic.

5.3 Congressional Request for Information. Any communication (including telephone, facsimile, electronic messaging, or in person) with a congressional member or the member's staff about a NASA program, project, or other pertinent information concerning NASA and MSFC in which the MSFC employee or organization is asked to provide information or data about a given topic.

6. INSTRUCTIONS

This MWI relates to the receipt, process, administration, and response to all congressional requests received at MSFC. Upon receipt, all congressional inquiries, in any form (e-mail, telephone or facsimile, etc.), and any request for information are to be forwarded to the Government and Community Relations Department, Center Action Officer/CD50.

6.1 Action by CD50:

6.1.1 Receives all congressional inquiries sent to MSFC (via NASA Headquarters/Code L or sent to MSFC directly). Center Action Officer provides copy to Center Director's staff to log into Centerwide Action Item Tracking System (CAITS) and a control number is assigned.

6.1.2 A 14-day suspense is generally annotated in the data base.

6.1.3 Reviews inquiry to determine appropriate actionee(s) at the Center.

6.1.4 Requests input from actionee(s).

6.1.5 Prepares draft response based upon input from actionee(s).

6.1.6 For inquiries received from NASA Headquarters, the draft response is sent for review and concurrence at MSFC through the Office of Chief Counsel, Directors of actionee(s) organization, Customer and Employee Relations Directorate, Associate Director, and Deputy Center Director. Proposed draft response is returned to Center Action Officer and any revisions are made. Upon final concurrence at MSFC, a copy of draft response is sent to NASA Headquarters/Code L via e-mail. Upon final approval of response at NASA Headquarters, an electronic copy of signed letter is e-mailed to Center Action Officer.

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6.1.7 For inquiries requesting MSFC Center Director signature, a draft response is provided to NASA Headquarters/Code L for review. Upon concurrence by Code L, any modifications suggested are made. The MSFC Center Director signs response and returns file to Center Action Officer to send out response. A copy of signed response is sent to NASA Headquarters/Code L.

6.2 Action by Centerwide Organizations:

6.2.1 All MSFC organizations are responsible for immediate referral of any requests for information or inquiries received from members of Congress or their staffs to the Government and Community Relations Department for necessary response. In no event will any organization or individual attempt to reply to a request for information or inquiry from members of Congress or their staff. All responses shall be coordinated with the Director, Government and Community Relations Department, and the MSFC Center Director.

6.2.2 All MSFC organizational elements shall cooperate fully with the Center Action Officer to assure that the Center meets the prescribed suspense date on all inquiries, and provides all necessary supporting documentation to respond to the request or inquiry. In certain circumstances, an extension will be requested by the Center Action Officer in the Government and Community Relations Department.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

A file is maintained for each congressional inquiry. All contents of this file will be considered the record for this process. The file may contain the following: an original or a copy of inquiry or request for information from the congressional office along with all attachments, a transmittal letter or facsimile from NASA Headquarters Office of Legislative Affairs, with suspense noted, all internal documentation used in preparing response, and applicable signed concurrence sheet. This file will be maintained according to the file retention schedule set forth in NPR 1441.1.

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10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

See following page.

12. CANCELLATION

MWI 1450.1A dated April 25, 2001

Original signed by
Axel Roth for

David A. King
Director

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