



April 1, 2013

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Chief of Staff

SUBJECT: Consolidated Sequestration Guidance: Version 1.0 (April 1, 2013)

This memorandum consolidates recent Agency guidance related to sequestration and provides additional information for implementation of the guidance. We are investigating posting the consolidated guidance to a central Web site available to all. In the interim, the guidance and attachments will be placed on the Human Resources (HR) Portal and accessible to all supervisors. Supervisors will be notified through a HRMES message of the availability of the guidance on the HR Portal.

On February 27, 2013, the Office of Management and Budget (OMB) released a memorandum (OMB M-13-05) concerning agency responsibility for the implementation of the March 1st sequestration. Recently, Congress also sent to the President an appropriations bill that provides us funding for the entirety of Fiscal Year (FY) 2013.

Sequestration requires us to identify opportunities to realize savings, while protecting mission activities whenever possible. Moreover, the recent congressional action results in greater cuts in some areas, such as the Cross Agency Support account, than required by sequestration alone.

In response to the OMB sequestration memorandum and with appropriation actions as a backdrop, on March 13, 2013, we issued guidance related to hiring, monetary awards to employees, training, conferences, and travel (*See Attachment A*). In response to questions received on this initial guidance, we issued additional guidance on March 22, 2013, to specifically address education and public outreach activities (*See Attachment B*).

It is expected that these guidelines will remain in effect at least for the remainder of FY 2013, at which point we will conduct a review to determine its future applicability. It is possible that we will modify this guidance or provide additional guidance in the coming days and weeks. Any significant changes or additions will be issued in addendum from me.

We understand that the guidance is difficult to interpret in some cases, and we ask for your patience as we put in place processes to implement it. If you feel any uncertainty about the intent of this guidance, please do not take irreversible action and instead ask questions. You can

contact me with questions or other identified officials as noted in this memo and the attached guidance.

Additional information on the attached guidance follows:

Clarification and Further Guidance regarding Attachment A: New Policies in Response to Direction in OMB Memorandum-13-05. Agency Responsibilities for Implementation of Potential Joint Committee Sequestration (March 13, 2013)

On March, 13, 2013, Chief Financial Officer (CFO) Beth Robinson issued guidance to Officials-in-Charge in response to OMB Memorandum 13-05 that addressed hiring, monetary awards, training, conferences, and travel [*Attachment A: New Policies in Response to Direction in OMB Memorandum-13-05. Agency Responsibilities for Implementation of Potential Joint Committee Sequestration (March 13, 2013)*]. Administrator Bolden followed with an electronic message to all employees about this guidance.

Additional clarifications of this guidance including its applicability to contracts, grants, and cooperative agreements are addressed in *Attachment A1: Clarification of Guidance on the Applicability of Sequestration Policy for Conferences, Conference-Related Travel, and Other Travel (April 1, 2013)*.

The Office of the Chief Financial Officer (OCFO) has worked with Center and Mission Directorate conference points of contact to develop the details of the waiver process mentioned in *Attachment A*. The waiver form is included as *Attachment A2: OCFO Conference Waiver Form (March 20, 2013)*. Please send any waiver requests to Joe McIntyre with a copy to Pam Hanes in Headquarters OCFO for dispositioning.

In addition, a March 26, 2013, e-mail from Deputy CFO Pam Hanes stated that “In order to improve the process of determining mission criticality of events where Centers are sending employees/contractors which are presenters at conferences (both NASA sponsored and non-NASA sponsored) technical and science conferences, and where the total cost is less than \$20,000 across all Centers, HQ OCFO is delegating this authority to each Center CFO and can be delegated one level lower” [*Attachment A3: Delegation of Mission Critical Conference Determination to Center CFO's <\$20k (March 26,2013)*].

The OCFO Conference Waiver Form and associated conference and travel FAQs will be placed on the OCFO Web site www.nasa.gov/conferences.

The OCFO will respond to all waiver requests within 24 hours of receipt.

Any questions on this guidance overall should be directed to Dave Radzanowski or Beth Robinson. Specific questions on hiring, awards, and training guidance should be directed to Jeri

Buchholz, Sherri McGee, or your Center HR Office. Specific questions on conferences or travel should be directed to Beth Robinson, Pam Hanes, Joe McIntyre, or your Center CFO Office.

Further guidance will be forthcoming on the following:

- New FY 2013 travel spending targets by Center and Program. OCFO will work with the Mission Directorates and Center CFOs to develop those targets in the coming weeks. Until then, current targets apply.
- Treatment of IPAs and extended TDY assignments under OMB M-13-05. The Office of Human Capital Management and the OCFO will be collecting data on current usage of IPAs and extended TDY and developing options for additional guidance in the coming weeks.

Clarification and Further Guidance regarding Attachment B: Guidance for Education and Public Outreach Activities Under Sequestration

On March, 22, 2013, CFO Beth Robinson and Chief of Staff David Radzanowski issued additional guidance to Officials-in-Charge related to education and public outreach activities [*Attachment B: Guidance for Education and Public Outreach Activities Under Sequestration (March 22, 2013)*]. This guidance was issued in response to questions of how the overall guidance on travel and conferences affected these specific activities. In addition, this guidance was issued to also assist the Communications Coordinating Council and the Education Coordinating Council in assuring that current and future activities are coordinated across all offices going forward given constrained budgets.

The guidance for education and public outreach states that “all education and public outreach activities should be suspended, pending further review.” The key words are “pending further review.” The intent of the guidance is not to cancel the important work of NASA’s mission communications or education activities nor should it be used to immediately implement contract changes, layoffs, or related personnel actions. NASA continues to strongly support its goal to “Share NASA with the public, educators, and students to provide opportunities to participate in our Mission, foster innovation and contribute to a strong, national economy.”

All education and public outreach activities need to be approved going forward; however, the education and public outreach guidance particularly targets “new” initiatives, activities, or products to ensure that they are properly reviewed before approval is given to proceed with them.

Details on how to get your communication, education, or public outreach activity approved are included in the following two memos:

- *Attachment B1: Memo to the Communication Coordinating Council from the Associate Administrator for Communications - Instructions for Waiver from Guidance*

and Additional Information for Education and Public Outreach Activities Under Sequestration (March 22, 2013).

- *Attachment B2: Memo to the Education Coordinating Council from the Associate Administrator for Education – Waiver from Guidance for Education and Public Outreach Activities Under Sequestration (March 22, 2013).*

The waiver request form for both education and communications and public outreach activities is provided as *Attachment B3: Education and Public Outreach Waiver Request (March 22, 2013)*.

The memo from the Associate Administrator for Communications (*Attachment B1*) clearly states that normal media and public affairs activities related to mission support and Agency announcements, such as news conferences, social media, etc., are not affected by the suspension. Neither are routine, local speaking engagements and other news-driven, mission critical multimedia support. However, other activities such as non-news-driven multimedia productions, exhibits, and outreach displays will require a review and/or a waiver in order to go forward.

The Offices of Communications and Education will respond to all waiver requests within 24 hours.

Please closely review the attached documentation. Communications and education representatives at the Centers are aware of this guidance and should be able to answer your inquiries. Please contact either Leland Melvin or David Weaver for additional clarification.

For education activities, guidance, FAQs, and waiver approvals will be available on the education Web site at <http://www.nasa.gov/offices/education/about/index.html>.



Dave Radzanowski

**New Policies in Response to Direction in OMB Memorandum-13-05
"Agency Responsibilities for Implementation of Potential Joint Committee
Sequestration"**

On February 27, 2013, the Office of Management and Budget released guidance concerning agency responsibility concerning the implementation of the March 1st sequestration. Within that guidance, OMB directed that agencies provide heightened scrutiny of certain types of activities funded from sequestered accounts:

- ✓ Hiring new personnel
- ✓ Issuing discretionary monetary awards to employees, which OMB further directed should occur only if legally required until further notice; and
- ✓ Training, conferences and travel (including agency-paid travel for non-agency personnel).

The memo goes on to state that "in light of the reduced budgetary resources available due to sequestration, expending funds on these activities at this time would in many circumstances not be the most effective way to protect agency mission to the extent practicable. Therefore, agency leadership should review processes and controls around these activities, and ensure that these activities are conducted only to the extent they are the most cost-effective way to maintain critical agency mission operations under sequestration."

To address the direction in OMB M-13-05, the agency will adopt the following guidance.

Overarching Considerations

- **Developments since release of OMB Memorandum 13-05.** Sequestration has required NASA to take a hard look at realizing savings while minimizing mission impacts. Moreover, the recent congressional full-year Continuing Resolution deliberations in the House and Senate have resulted in the likelihood of greater cuts, especially in the Cross Agency Support account, than required by sequestration alone. If enacted, these cuts will impact the agency at least until the end of the fiscal year. The following guidance reflects the increased necessity to find savings wherever possible.
- **Application to the contractor community.** This guidance -- including conference and travel restrictions -- is to be applied to NASA employees and to all contract employees, including JPL employees, to extent permissible. Program managers, project managers and contracting officers should apply this guidance to all NASA direct-funded contractor travel.

- **Travel Spending Targets.** Programs and Centers are currently operating with targets for direct and reimbursable travel for FY 2013. Given the changing budget situation, those targets are likely to be revised downward. OCFO will work with the Mission Directorates to set new targets for the remainder of the year in the coming weeks.
- **Further expected guidance.** NASA leadership is also reviewing the current policies for IPAs and extended TDY assignments and will provide guidance on those specific topics in the near future.
- **Review of the Guidance.** NASA will continuously review this guidance, but expectations are that this guidance will need to remain in place for the rest of the fiscal year, if not beyond.
- **Questions.** Any questions on this guidance overall should be directed to Dave Radzanowski or Beth Robinson. Specific questions on hiring, awards, and training guidance should be directed to Jeri Buchholz, Sherri McGee, or your Center HR Office. Specific questions on conferences or travel should be directed to Beth Robinson, Pam Hanes, Joe McIntyre, or your Center CFO Office.

Hiring

At this time, there is no change to the Agency's current hiring policy. Centers may continue to transact hires as planned in their submitted phased hiring plans up to their FY2013 FTE ceilings. This includes hiring in all categories, including new intern hires, intern conversions, and all other early career hires.

Monetary Awards

All discretionary monetary awards to employees are on hold, including performance awards and individual and group special act awards; however, this guidance does not include time off awards or salary actions such as with-in grade increases and promotions. In addition, we are seeking further guidance from OMB and will provide those details as soon as they are available. In the meantime, we encourage supervisors to continue looking for non-monetary ways to recognize your employees.

Training, Conferences, and Travel

Agency leadership recognizes that training, conference sponsorship/attendance, and travel represent highly visible and scrutinized uses of budgetary resources. Thus, effective management of these types of activities, particularly during times of sequestration, is critical to maximizing resource availability to protect the Agency's

mission. To preserve Agency discretion in accomplishing mission critical activities, we are taking the following steps to proactively manage participation in training, conferences, and non-conference travel.

- **Training:**

- Any training that is not scheduled as of the March 1st sequestration is subject to the following criteria. The definition of “scheduled” includes training that is published, externally documented, or identified in SATERN.
- New training will be considered if the following criteria are met:
 - Does it meet mandatory certification or regulatory requirements?
 - Does it enable employees to meet the technical duties of their position?
 - Is the cost of cancellation 50% or more than the cost of continuing the training?
 - Is the training essential for mission success including training activities related to organizational effectiveness that impact project costs, schedule, and overall success; or is it a component of long-term mission critical development programs?
 - Is the training on going, sequenced (i.e., NASA FIRST, MLLP), and the cancellation of which would have an adverse, long-term impact on an employee (i.e., extended TDY), team, organization, or mission?
- Center training officers can provide additional guidance as well as offer information about existing no-cost training opportunities on-site or on-line via SATERN.

- **Conference Attendance and Sponsorship**

This section applies to NASA and to NASA contractor employees.

1. **Domestic Conferences**

- a. **Criteria** - NASA will limit domestic conference attendance to those conferences that meet all of the following criteria. OCFO will determine whether a conference as a whole meets these criteria.
 - i. The conference is essential and/or necessary (as compared to discretionary or preferable)
 1. A scientific or technical presentation at a scientific or technical conference meets these criteria, but the other criteria must also be met.
 - ii. The conference contributes to the agency's core mission.
 - iii. The employee attending is substantively involved with the conference (moderating panels and attending-only do not meet this criteria).
 - iv. There are no alternative methods of participating (e.g., phone, video conference, or pre-recorded video message).
 - v. **Examples** – For example, the following conferences do NOT meet the new criteria and NASA funded participation will not be allowed:
 1. National Space Symposium

2. The American Astronautical Society's Robert H. Goddard Memorial Symposium and Goddard Memorial Dinner
 - b. **50 Person Limit** - Assuming the criteria above are met, NASA will limit the total attendance at a domestic conference to 50 persons, including both civil service and JPL and other contractor employees, unless the conference is approved to exceed the 50 person limit by OCFO.
 - i. Centers will ensure compliance with the timeliness requirements in the recent NID on conference attendance and sponsorship, which generally require submission of approval requests six months in advance.
 - ii. Centers and MD's will work with OCFO's office to determine specific Center, including JPL, allocations for particular conferences.
 - iii. Once allocations are set, Centers and MDs will approve a specific traveler's (civil servant or contractor) attendance utilizing the criteria above.
 1. In addition to the criteria above, prioritization of attendance limitations should consider:
 - a. First priority to Presenters,
 - b. Second priority to ensuring equitable application of travel restrictions, for example among supervisory and non-supervisory employees
 - c. **NASA Sponsorship** – NASA will only sponsor conferences that are deemed mission critical. OCFO will determine whether a conference as a whole is considered mission critical for sponsorship.
 - i. **Example** - Centers should not sponsor or host Yuri's Night activities.
 - d. **Invitational Conference Attendance** – Invitational conference attendance must meet the same criteria for domestic conference attendance.
 2. **Foreign Conferences** – Foreign conference participation and sponsorship is prohibited unless the conference as a whole is specifically approved by OCFO.
 - a. As of 3/12/13, no foreign conferences are approved by OCFO. Pending a future waiver by OCFO, attendance at any foreign conference is prohibited.
 - b. **Example** – Currently planned conferences that are not approved include, but are not limited to, the following:
 - i. IAF Spring Meeting
 - ii. Rotary International Conference
 - iii. European Geosciences Union General Assembly 2013
 - iv. Sixth European Conference on Space Debris
 - v. IAASS Conference
 3. **Local Center Conference Attendance** – NASA employees may attend conferences located at their Center if there are no associated travel costs and attendance contributes to the agency's core mission.

4. **Applicability to Approved Conferences** - These limitations will apply to all currently planned conferences (whether or not they have been previously approved with other attendance/sponsorship parameters).
5. **Waiver** - A waiver process will be established through OCFO for all matters addressed in this section to ensure mission critical activities are not adversely impacted.

- **All Other Travel**

This section applies to NASA and to NASA contractor employees.

1. **Criteria** - NASA will limit all travel to travel that meets the following criteria:
 - a. The travel is essential and/or necessary (as compared to discretionary or preferable)
 - b. The travel contributes to the agency's core mission
 - c. The employee travelling is substantively involved with the purpose of the trip
 - d. There are no alternative methods of participating (e.g., phone, video conference, or pre-recorded video message).
2. **OIC Approval** - Using the criteria above, specific types of travel requires approval by a supervisor at the OIC-level (i.e., the Center Director level for Center employees). This guidance applies to all NASA and NASA contractors, including JPL employees, for travel to:
 - a. Outside of the Continental U.S. (Foreign plus Hawaii and Alaska)
 - b. Launches
 - c. Speaking engagements not at a NASA Center or not part of an approved conference.
3. **Invitational Travel** – Invitational travel must meet the same criteria for funded travel to be accepted.
4. **Advisory Committee Travel** - NAC, ASAP, and all respective advisory subcommittee presentations should take place by telecom or VITS to the extent practicable.
5. **Management Council Travel** – Travel for EC, SMC, PMC, MSC, BPR, and all respective sub-council meetings should not occur unless approved on a case-by-case basis by the respective council chair. Unless otherwise required by the chair, these Councils will meet via ViTS.
6. **Local Travel**. This guidance does not affect procedures related to local travel.

Clarification of Guidance on the Applicability of Sequestration Policy for Conferences, Conference-Related Travel and Other Travel

This is further detailed guidance related to the **New Policies in Response to Direction in OMB Memorandum-13-05 “Agency Responsibilities for Implementation of Potential Joint Committee Sequestration”** issued on March 13, 2013.

With respect to conference attendance, conference travel, and all other travel, the guidance is applicable to all circumstances where NASA requires or directs conference attendance, participation and travel.

The following entities are required to report on and obtain approval for conferences and conference related travel:

- NASA Civil Servants
- JPL
- Contractors, to the extent NASA requires or directs conference participation or attendance.
 - “requires or directs” includes SOW requirements, or any oral or written direction/approval resulting in a direct charge to a contract.

Entities and individuals the new guidance does not apply to:

- NASA Grant and Cooperative Agreement recipients or sub-recipients
- NASA Contractors and sub-contractors, other than JPL, that use non-NASA funds to cover conference attendance, conference attendance and other travel.

Note: The term “conference” is defined in NASA Interim Directive (NID) 9700.1

Contractors, grantees, and cooperative agreement holders are expected to exercise due diligence when approving conference attendance, conference travel, and all other travel. However, travel related to performance on contracts, grants and cooperative agreements and any other circumstances related to performance should continue. This Agency-wide guidance does not alter any contracts, cooperative agreements or grants. Any questions should be directed to the appropriate Contracting Officer (CO) or Grants Officer.

NASA Conference Waiver Request Form

Event Details	
NCTS Code	
Event Title	
Event Dates	
Event Location	
Website URL	
Waiver Type	
<input type="checkbox"/> Foreign Conference <input type="checkbox"/> Greater than 50 Attendees	
Requested Attendance Level and Other Expenditures	
<p>Enter the total number of requested attendees. Include all NASA employees and any contractors (including JPL) that will have conference expenses <u>directly-paid</u> by NASA. Also, enter any other expenses that NASA will incur (for exhibits, booths, etc.)</p>	
Justification Statement	
<p>Describe below how your event and the requested attendance level contributes to the core mission of the agency and supports a necessary and essential purpose. At a minimum, your justification statement must address the following points:</p> <ol style="list-style-type: none"> 1. What NASA Project, Program, Theme, or Mission does this event primarily align with? 2. What does this event provide that cannot otherwise be obtained through non-conference methods? Note that "networking" is not an acceptable justification. 3. What, if any, NASA activities will be impacted if this event is not approved? 	
Center/Official-in-Charge (OIC) Approval	
Center CFO Signature, if applicable:	Date:
Center Director/OIC Signature:	Date:
Agency Decision and Approval	
OCFO Decision:	Date:
Restrictions and Controls:	

From: HANES, PAMELA (HQ-IM000)

Sent: Tuesday, March 26, 2013 2:39 PM

To: Bolden, Charles (HQ-AA000); Garver, Lori B. (HQ-AB000); Radzanowski, David P. (HQ-AH000); Lightfoot, Robert M. (MSFC-AI000); Petro, Janet E. (KSC-AAA00); French, Mike (HQ-AH000); Keegan, Richard J. (HQ-AB000); Keiser, Rebecca Spyke (HQ-AB000); Maples, Arthur B. (HQ-AI000); HERCZEG, JONATHAN (HQ-AA000); Cureton, Linda Y. (HQ-JA000); Ryschkewitsch, Mike (HQ-KA000); Williams, Richard S. (HQ-QA000); Wilcutt, Terrence W. (JSC-GA000); Peck, Mason A. (HQ-AA000)[NASA IPA]; Wholley, Michael C. (HQ-MA000); MARTIN, PAUL K. (HQ-WAH10); WEAVER, DAVID S. (HQ-NA000); Manuel, Brenda R. (HQ-YA000); Melvin, Leland D. (HQ-HA000); O'Brien, Michael F (HQ-TA000); STATLER, SETH (HQ-VA000); Delgado, Glenn A. (HQ-ZA000); Shin, Jaiwon (HQ-EA000); Gerstenmaier, William H. (HQ-CA000); GRUNSFELD, JOHN M. (HQ-DA000); Gazarik, Michael J. (LARC-A); Whitlow, Woodrow (HQ-LA000); BUCHHOLZ, JERI L. (HQ-LE000); Mcnally, William P. (HQ-LP010); MAHALEY, JOSEPH S. (HQ-LP020); Dominguez, Olga M. (HQ-LD000); Baugher, Nancy Anne (HQ-LP030); Henn, Jay M. (HQ-LM000); Smith, Michael J (NSSC-XA000); Worden, Simon P. (ARC-D); McBride, David D. (DFRC-X); Free, James M. (GRC-A000); Scolese, Christopher J. (GSFC-1000); Elachi, Charles; Ochoa, Ellen (JSC-AA111); Cabana, Robert D. {Ksc-Center-Director}{KSC-AA000}; Roe, Lesa B. (LARC-A); Scheuermann, Patrick E. (MSFC-DA01); Gilbrech, Richard J. (SSC-AA00)

Cc: Robinson, Elizabeth M. (HQ-IA000); Hunter, Andrew J. (HQ-IN000); MCINTYRE, JOSEPH G. (HQ-IM000)

Subject: Delegation of Mission Critical Conference Determination to Center CFO's <\$20k

The current guidance on limiting conference expenses under sequestration states that the OCFO will determine if a conference meets the criteria set forth in the document. In order to improve the process of determining mission criticality of events where Centers are sending employees/contractors which are presenters at conferences (both NASA sponsored and non-NASA sponsored) technical and science conferences, and where the total cost is less than \$20,000 across all Centers, HQ OCFO is delegating this authority to each Center CFO and can be delegated one level lower. This relates to the criteria set forth in the NASA memo in response to OMB Memo 13-5:

This section applies to NASA and to NASA contractor employees.

1. Domestic Conferences

- a. **Criteria** - NASA will limit domestic conference attendance to those conferences that meet all of the following criteria. OCFO will determine whether a conference as a whole meets these criteria.
 - i. The conference is essential and/or necessary (as compared to discretionary or preferable)
 1. A scientific or technical presentation at a scientific or technical conference meets these criteria, but the other criteria must also be met.
 - ii. The conference contributes to the agency's core mission.

- iii. The employee attending is substantively involved with the conference (moderating panels and attending-only do not meet this criteria).
- iv. There are no alternative methods of participating (e.g., phone, video conference, or pre-recorded video message).

Mission-critical includes:

- Domestic technical and scientific conferences, where new technical and research results are presented. (Note: this does NOT apply to foreign conferences.)
- Conferences/workshops/meetings required by NASA policy (e.g., NPR 7120).

Mission-critical does not necessarily include conferences/meetings to discuss topics where new results are not presented and which are not required by NASA policy. Those and other close calls need to be reviewed on a case-by-case by HQ OCFO.

Conference attendance totaling more than \$20k across all Centers will continue to be required to be submitted to HQ OCFO for determination of meeting the above criteria.

Important Notes:

- Centers shall coordinate with other Centers to determine if there are other attendees for a particular event. This is to ensure that if an HQ approval threshold is reached, the event is routed through headquarters for approval.
- The lead Center on an event shall be determined amongst participating Centers in collaboration with each other.
- Where more than one Center is going to the same conference and at least one Center disapproves attendance, the approving Centers can participate, the disapproving Centers cannot.
- NCTS can be used as a centralized source of consolidated conference attendance information. Conference attendees shall be entered into NCTS no later than 60 days prior to the event. This will ensure quality information for Centers needing consolidated information.
- For those circumstances that are close calls, please engage HQ OCFO/Joe McIntyre, Pam Hanes, or Beth Robinson.

Subject: Guidance for Education and Public Outreach Activities Under Sequestration

As you know, we have taken the first steps in addressing the mandatory spending cuts called for in the Budget Control Act of 2011. The law mandates a series of indiscriminate and significant across-the-board spending reductions totaling \$1.2 trillion over 10 years.

As a result, we are forced to implement a number of new cost-saving measures, policies, and reviews in order to minimize impacts to the mission-critical activities of the Agency. We have already provided new guidance regarding conferences, travel, and training that reflect the new fiscal reality in which we find ourselves. Some have asked for more specific guidance at it relates to public outreach and engagement activities. That guidance is provided below.

Effective immediately, all education and public outreach activities should be suspended, pending further review. In terms of scope, this includes all public engagement and outreach events, programs, activities, and products developed and implemented by Headquarters, Mission Directorates, and Centers across the Agency, including all education and public outreach efforts conducted by programs and projects.

The scope comprises activities intended to communicate, connect with, and engage a wide and diverse set of audiences to raise awareness and involvement in NASA, its goals, missions and programs, and to develop an appreciation for, exposure to, and involvement in STEM. Audiences include employees, partners, educators, students, and members of the general public. The scope encompasses, but is not limited to:

- Programs, events, and workshops.
- Permanent and traveling exhibits, signage, and other materials.
- Speeches, presentations, and appearances, with the exception of technical presentations by researchers at scientific and technical symposia.
- Video and multimedia products in development (and renewal of existing products).
- Web and social media sites in development (excludes operational sites).
- External and internal publications, with the exception of Scientific and Technical Information as defined by NPD 2200.1B.
- Any other activity whose goal is to reach out to external and internal stakeholders and the public concerning NASA, its programs, and activities.

Additional information regarding the waiver and review process will be issued by the Associate Administrators for Communications and Education. The Agency has already made tough choices about conferences and travel. For those activities planned to be held between the date of this memorandum through April 30, 2013, that your organization deems to be Agency mission-critical, the Headquarters Offices of Communications and Education will conduct a waiver process to promptly evaluate those specific efforts.

For future activities, the Offices of Communications and Education have established a process to assess and determine, in light of the current budget situation, what education and public outreach activities should be determined Agency mission critical and thereby be continued or implemented. We are requesting Mission Directorates and Headquarters organizations submit a summary of activities, including those planned by their respective programs and projects. We are also requesting that Centers submit a summary of Center-sponsored or supported activities. For public outreach activities, these should be submitted to David Weaver, Associate Administrator for Communications, no later than April 15, 2013. For education activities, these should be submitted to Leland Melvin, Associate Administrator for Education, also no later than April 15, 2013. Required summary and waiver documentation is being provided for distribution to Mission Directorates, Centers, programs, and projects through the Communications and Education Coordinating Councils. The Headquarters Office of Communications, working in conjunction with the Office of Education, will review the requested data and will make a timely and appropriate determination regarding what activities will go forward as planned.

This guidance is to be applied to all NASA employees, civil servants, and contractors (working through their contract officers). Leadership in our Centers, Mission Directorates, as well as individual program and project managers are responsible for ensuring that all public engagement activities, including the education and public outreach efforts conducted by programs and projects, are suspended and submitted to the review process. This guidance applies to existing and future efforts at least through the end of FY2013.

As our budgetary situation evolves over the coming months, NASA senior managers will continue to review this guidance and adjust, as appropriate. We appreciate your cooperation during this challenging fiscal period. Any questions on this guidance should be directed to David Weaver, Associate Administrator for Communications, Leland Melvin, Associate Administrator for Education, Dr. Elizabeth Robinson, Chief Financial Officer, or David Radzanowski, Chief of Staff.

National Aeronautics and
Space Administration
Headquarters
Washington, DC 20546-0001



March 22, 2013

Reply to Attn of: **Office of Communications**

TO: Communications Coordinating Council (CCC)
FROM: Associate Administrator for Communications
SUBJECT: Instructions for Waiver from Guidance and Additional information for
Education and Public Outreach Activities Under Sequestration

I am providing additional information and instructions regarding the review of public outreach activities under sequestration as outlined in the memorandum from the NASA Chief Financial Officer and Chief of Staff dated March 22, 2013.

First, I am exempting the following activities from immediate suspension:

- Mission announcements, media events and products
- Breaking news activities
- Responses to media inquiries

Waiver of these activities does not provide permission for any employee to attend or participate in these activities. Individual employees must still meet the following criteria as described in the March 13, 2013 memo from Administrator Bolden regarding training, conferences and travel policies under sequestration. Travel must continue to be approved by an individual's supervisor. To participate in a waived event, an employee's personal involvement must:

- a) Be essential and/or necessary (as compared to discretionary or preferable) to the activity
- b) Contribute to the agency's core mission
- c) Be substantively involved with the activity
- d) There are no alternative methods for that employee to participate (e.g., phone, video conference, or pre-recorded video message).

CCC members should consult within their organizations and submit waivers for any other activities scheduled through April 30, 2013 that are considered mission critical. These should be submitted by a CCC member on behalf of their organization to Kris Brown, Manager for Strategy and Integration. A template for waiver submission is attached.

Waivers will be reviewed on an individual basis, and activities will be allowed to proceed once a waiver is signed by the Associate Administrator for Communications. Not all activities requesting a waiver will be approved.

For all other activities planned from May 1 through September 30, 2013, CCC members should submit for their organizations, an EPO activities summary using the attached template, no later than April 15, 2013. The Offices of Communications and Education will review all activities for approval.

Grants and Cooperative Agreements should continue to follow initial guidelines provided by Chief Acquisition Officer dated March 4, 2013. The link to the memo is http://prod.nais.nasa.gov/nais/NASA_CAO_Ltr_to_Ctrs.pdf. Additional information on grants and cooperative agreements will be forthcoming which will further guide activities conducted by grantees and cooperative agreement partners.

As a reminder, **all activities** must continue to comply with the March 13, 2013 memo from Administrator Bolden regarding training, conferences and travel policies under sequestration.

I greatly appreciate your cooperation and support during this challenging period and look forward to continuing our work together in effectively communicating our agency's work and value to the public.

David S. Weaver

Communications (including Public Outreach) Waiver Request

Date:

Activity Name:

Date of Activity:

Submitter (CCC representative):

Reason for Waiver Request:

Approval

David Weaver, AA for Communications

National Aeronautics and
Space Administration
Headquarters
Washington, DC 20546-0001



March 22, 2013

Reply to Attn of:

Office of Education

TO: Education Coordinating Council (ECC)
FROM: Associate Administrator for Education
SUBJECT: Waiver from Guidance for Education and Public Outreach Activities
Under Sequestration

Following the memo from the NASA Chief of Staff dated March 22, 2013. I am exempting the following activities from immediate suspension:

- Digital Learning Network activities currently scheduled
- FIRST Robotics
- Flight Projects—specifically ARISS, EarthKAM, Education Downlinks, Zero Robotics
- Great Moonbuggy Race
- Lunabotics Competition
- Microgravity University activities currently scheduled
- NASA Educational Technology Services (NETS)
- NASA Internships, Fellowships and Scholarships
- NASA Museum Alliance
- Science Engineering Mathematics Aerospace Academy (SEMAA)
- Student Launch Initiative/ Undergraduate Student Launch Initiative
- Summer of Innovation

Waiver of these activities does not provide permission for any employee to attend or participate in these activities. Individual employees must still meet the following criteria as described in the March 13, 2013 memo from Administrator Bolden regarding training, conferences, and travel policies under sequestration. Travel must continue to be approved by an individual's supervisor. To participate in a waived event, an employee's personal involvement must:

- a) Be essential and/or necessary (as compared to discretionary or preferable) to the activity
- b) Contribute to the agency's core mission for holding the activity
- c) Be substantively involved with the activity
- d) There are no alternative methods for that employee to participate (e.g., phone, video conference, or pre-recorded video message).

Additionally, any plans for Office of Education funds to be utilized for travel will need to be forwarded to Andrew Hubbard, Budget Manager who will review the requests with the Deputy Associate Administrator for Education and Deputy Associate Administrator for Integration.

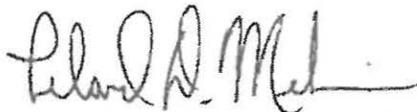
ECC members should consult with their HQ program managers and submit waivers for any other activities that are considered mission critical through April 30, 2013. These should be submitted by an ECC member on behalf of program and project staff to Jim Stofan, Deputy Associate Administrator for Integration. A template for waiver submission is attached.

Waivers will be reviewed on an individual basis, and will be allowed to proceed once a waiver is signed by the Associate Administrator for Education or the Deputy Associate Administrator for Education. Not all activities requesting a waiver will be approved.

All other activities from May 1, 2013 through September 30, 2013 should be submitted using the attached template no later than April 15, 2013. The Offices of Education and Communications will review all activities for approval.

Grants and Cooperative Agreements should continue to follow initial guidelines provided by Chief Acquisition Officer dated March 4, 2013. The link to the memo is http://prod.nais.nasa.gov/nais/NASA_CAO_Ltr_to_Ctrs.pdf. Additional information on grants and cooperative agreements will be forthcoming which will further guide activities conducted by grantees and cooperative agreement partners.

As a reminder, **all activities** must continue to comply with the March 13, 2013 memo from Administrator Bolden regarding training, conferences, and travel policies under sequestration.



Leland D. Melvin
Associate Administrator for Education

Education Waiver Request

Date:

Activity Name:

Date of Activity:

Submitter (ECC representative):

Reason for Waiver Request:

Approval

Leland Melvin, AA for Education