



March 22, 2013

Office of Education

Reply to Attn of:

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 (SEMMA)
- 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