

National Aeronautics and Space Administration
Kennedy Space Center
Kennedy Space Center, FL 32899



April 7, 2016

Reply to Attn of:

CC-A

TO: All NASA Employees

FROM: AA-B/Associate Director

SUBJECT: Determination Regarding Attendance by NASA Employees at the Commercial Resupply Service (CRS) 8 Mission Launch Events, April 8, 2016

On or around April 8, 2016, Space Exploration Technologies Corporation (SpaceX) is scheduled to launch the CRS 8 Mission from Cape Canaveral Air Force Station in Cape Canaveral, Florida. Launch-related events include a launch viewing reception at the NASA's Kennedy Space Center (KSC) Operations Support Building II from 2:15 p.m. to 5:30 p.m. followed by a post-launch reception from 6:00 p.m. to 10:00 p.m. at the Hilton Cocoa Beach Hotel in Cocoa Beach, Florida.

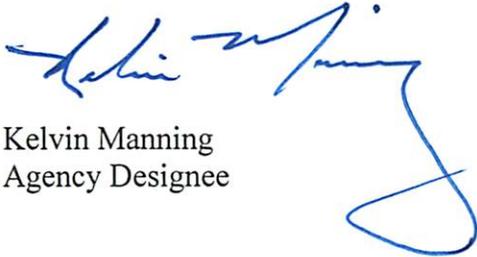
Approximately 550 guests have been invited to these events. These guests include members of Congress, congressional staff, NASA and other Federal agency personnel, state and local government officials, and representatives from industry and academia. Each NASA invitee is permitted to bring one guest. The value of the events, which include all food and refreshments, will be approximately \$85 a person (\$170 value per NASA invitee).

In accordance with 5 C.F.R. § 2635.204(g)(3)(i), Widely Attended Gatherings and Other Events, I find these events meet the requirements of a *widely attended gathering*, and I further determine that there is an Agency interest in having NASA KSC personnel attend these events because it will further agency programs and operations. Specifically, these events will provide NASA KSC employees a forum to disseminate information on the International Space Station and NASA's other ongoing activities and to discuss matters of interest to NASA with a diverse group of fellow attendees. Accordingly, NASA KSC employees who have been invited to attend may accept free attendance to these events for themselves and a guest.

However, NASA KSC employees whose duties may substantially affect the sponsor, such as by way of procurement duties or administration of Space Act agreements, should seek an individual determination pursuant to 5 C.F.R. § 2635.204(g)(3)(i) regarding participation in the event from KSC's Ethics Counselor. Moreover, NASA KSC employees in non-career positions who are required to sign the ethics pledge under Executive Order 13490, may only attend if they reimburse the sponsor the value of the events and any gift items accepted for themselves and an accompanying guest. An honor basket will be available for reimbursement.

Attendees are reminded of the \$20 gift exception at 5 C.F.R. § 2635.204(a), which provides that employees may accept gifts valued at no more than \$20 per occasion, and no more than \$50 from one source in a calendar year. We understand that SpaceX will be distributing a gift bag valued at \$46.69. The gift bag includes a silver SpaceX bag that contains a CRS 8 mission patch (value of \$1.28), t-shirt t (value of \$22.00), a water bottle (value of \$5.41) and a hat (value of \$18.00). SpaceX is offering the gift bags to all attendees; therefore, you and your guest may not accept the gift bags unless you pay the value of each bag.

In addition to the SpaceX gift bag, Bigelow will be distributing a gift bag valued at \$19.38. The gifts will be distributed in a NASA white bag that contains a portfolio (value of \$13.87), a flashlight pen (value of \$1.89), Bigelow Earth stress ball (value of \$1.50), and a BEAM Mission Patch (value of \$2.12). This bag will be offered to all attendees; therefore, you or your guest (but not both) may accept only one gift bag as long as doing so would not violate the rule against accepting more than \$50 in gifts from one prohibited source in a calendar year.

A handwritten signature in blue ink, appearing to read "Kelvin Manning". The signature is stylized and includes a large, looping flourish at the end.

Kelvin Manning
Agency Designee