

 <b>Independent Verification &amp; Validation Program</b>	<b>Work Instruction for Procuring Guest Services</b>	<b>IVV 06-3 Version: A Effective Date: June 29, 2015</b>
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AUTHORITY		DATE
Jeffrey Northey (original signature on file)	IMS Manager	06/29/2015
Raju Raymond (original signature on file)	Process Owner	06/29/2015

REFERENCES	
Document ID/Link	Title
IVV QM	NASA IV&V Quality Manual
IVV 06	Procurement
IVV 16	Control of Records
NPR 1441.1	NASA Records Management Program Requirements

If any process in this document conflicts with any document in the NASA Online Directives Information System (NODIS), this document shall be superseded by the NODIS document. Any external reference shall be monitored by the Process Owner for current versioning.

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## 1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent and documented method for NASA to procure guest services for the NASA IV&V Program.

## 2.0 Scope

This WI applies to any guest services needed for the NASA IV&V Program that are not already in scope or otherwise covered by an existing NASA IV&V contract vehicle. This WI does not apply to NASA IV&V contractors. Establishment of a contract vehicle is covered by IVV 06, *Procurement*.

## 3.0 Definitions and Acronyms

Official NASA IV&V roles and terms are defined in the [Quality Manual](#). Specialized definitions identified in this WI are defined below.

### 3.1 Guest Services

Guest Services are any services, such as speaking at a NASA IV&V sponsored event, that are not already covered by an existing NASA IV&V Contract vehicle. These events may include: IV&V annual workshop, outreach events, educational events, public affairs and ceremonial functions.

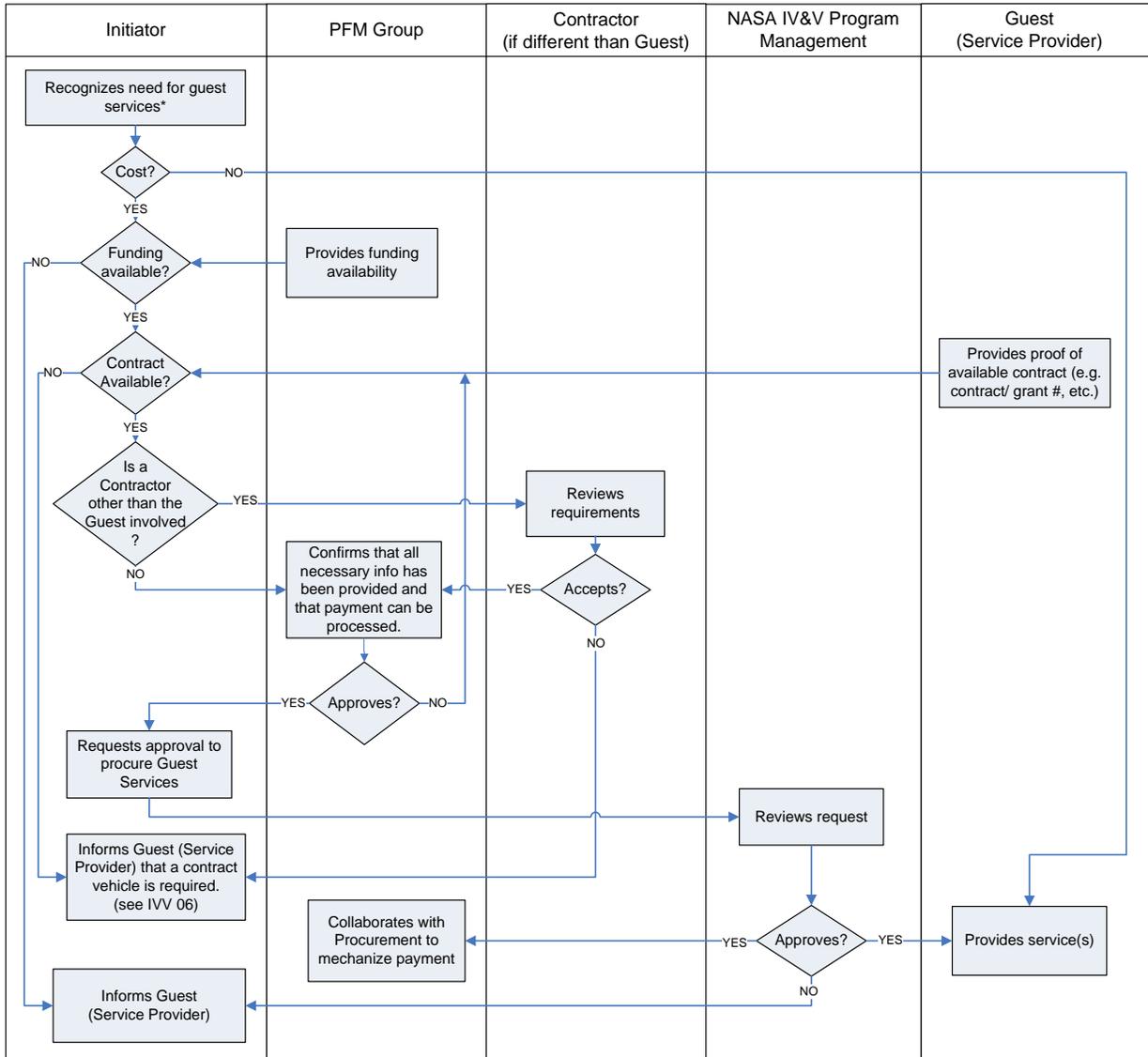
### 3.2 Acronyms

IMS	NASA IV&V Management System
NODIS	NASA Online Directives Information System
NPR	NASA Procedural Requirement
PFM	Program Financial Management
QM	Quality Manual
WI	Work Instruction

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#### 4.0 Process Flow Diagram

The following diagram depicts the process described in this document, and the responsibilities and actions that shall be performed by process participants. Any information supplemental to the depicted process will appear after the diagram.



\*The Initiator is advised to discuss the need for guest services with IV&V Program Management prior to initiating this process.

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## 5.0 Metrics

Any metrics associated with this WI are established and tracked within the NASA IV&V Metrics Program.

## 6.0 Records

The following records will be generated or updated and filed in accordance with this WI and IVV 16, *Control of Records*, and in reference to NPR 1441.1, *NASA Records Management Program Requirements*.

Record Name	Original	Vital	Responsible Person	Retention Requirement	Location
Request Approval (from Contractor, if applicable, and from NASA IV&V Program Management)	Y	N	Initiator	Cut off at end of fiscal or calendar year. Destroy/delete 5 years after cutoff. (1/78F2)	email



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**VERSION HISTORY**

Version	Description of Change	Rationale for Change	Author	Effective Date
Basic	Initial Release.	This WI was created to ensure proper steps are being taken prior to committing to procure guest services. Not following all these steps has created some challenges in the past.	Jeffrey Northey	01/18/2013
A	Editorial and formatting changes.	Annual Document Review (ADR).	Richard Grigg	06/29/2015

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