

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



November 3, 2015

Reply to Attn of: CC-A

TO: All NASA Employees

FROM: AA-B/Associate Director

SUBJECT: Determination Regarding Attendance by NASA Employees at the
Orbital ATK Commercial Resupply Service (CRS) Flight Mission Launch,
December 3, 2015

On or around December 3, 2015, Orbital ATK, Inc. is scheduled to launch the Orbital ATK CRS Flight 4 (OA-4) Mission from Cape Canaveral Air Force Station in Cape Canaveral, Florida. The launch-related events include an evening reception on December 2, 2015, from 6:30 to 9:00 p.m. at Milliken's Reef, in Cape Canaveral, Florida and a launch viewing reception at the NASA's Kennedy Space Center Operations Support Building (OSB) II from 4:00 p.m. to 9:00 p.m.

Approximately 900 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 includes all food and refreshments, will be approximately \$28 a person at Milliken's Reef and \$27 a person at OSB II.

In accordance with 5 C.F.R. § 2635.204(g), 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 personnel attend these events because their attendance will further agency programs and operations. Specifically, these events will provide NASA 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 employees who have been invited to attend may accept free attendance to these events for themselves and a guest.

However, NASA 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 through Ethics Counsel. Moreover, NASA 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 Orbital ATK will be distributing a white towel (value of \$14.45) at the Milliken's Reef reception and, at the OSB II launch reception, a bag (value of \$2.45) that contains an OA-4 mission patch (value of \$3.35), a decal (value of \$3.95), and a stuffed swan with silver space suit (value of \$7.15) for a grand total of \$16.90. Orbital ATK has offered attendance at these events to you and a guest; therefore, you or your guest (but not both) may accept only one gift of either the towel or the bag as long as doing so would not violate the rule against accepting more than \$50 in gifts from one source in a calendar year.



Kelvin Manning
Agency Designee