

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



October 6, 2014

Reply to Attn of:

General Law Practice Group

TO: Distribution

FROM: Alternate Designated Agency Ethics Official

SUBJECT: Guidance Regarding Attendance by NASA Employees at the Jet Propulsion  
Laboratory Reception on October 24, 2014

On October 24, 2014, the Jet Propulsion Laboratory (JPL) will host a social-welcome reception for Dr. Thomas Rosenbaum, the new President of the California Institute of Technology (CalTech) in the Mall area of JPL at 10:00 a.m. All employees working at JPL and Caltech, along with local government officials, have been invited to attend. The fare provided will be ice cream, a modest item offered other than as part of a meal. *See* 5 C.F.R. § 2635.203(b)(1). Accordingly, NASA employees and their guests may attend this event free of charge.

A handwritten signature in blue ink, appearing to read "Adam F. Greenstone".

Adam F. Greenstone