



**GLENN
PROCEDURAL
REQUIREMENTS**

Directive: GLPR 1450.2B
Effective Date: 09/19/2019
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COMPLIANCE IS MANDATORY

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Responsible Office: Code A/Office of the Director

**Subject: Handling Congressional Correspondence and
Information Concerning Congressional Activities
w/Change 1 (09/18/2024)**

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PREFACE

P.1 PURPOSE

This Glenn Procedural Requirement (GLPR) sets forth responsibilities for handling requests for information received from the United States (U.S.) Congress and for the handling of NASA requests for legislative material per NASA Procedural Requirement (NPR) 1450.4. It does not abridge the rights of GRC employees to communicate with Congress as private citizens on their own time and without using Government resources.

P.2 APPLICABILITY

- a. This GLPR is applicable to all organizations at Glenn Research Center (GRC) Lewis Field and Neil A. Armstrong Test Facility
- b. This GLPR is applicable to documents developed or revised after the effective date of this GLPR.
- c. In this GLPR, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The term “may” denotes a discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.
- d. In this directive, all document citations are assumed to be the latest version, unless otherwise noted.

P.3 AUTHORITY

- a. The National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. Section 2451, et. seq.
- b. NPR 1450.4, Handling Congressional Correspondence and Information Concerning Congressional Activities

P.4 APPLICABLE DOCUMENTS AND FORMS

None.

P.5 MEASUREMENT/VERIFICATION

The Center Legislative Liaison (CLL) tracks all incoming/outgoing correspondence and/or requests to ensure all necessary requirements are being met.

P.6 CANCELLATION

This GLP cancels Glenn Policy Directive (GLPD) 1450.2A, Handling Congressional Correspondence and Information Concerning Congressional Activities, dated February 5, 2014.

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Date: 2019.09.19 08:54:48 -04'00'

Laurence A. Sivic
Associate Director

CHAPTER 1: Responsibilities

1.1 Center Director

The Center Director shall designate a Center Legislative Liaison (CLL) to serve as the primary point of contact for NASA Headquarters Office of Legislative and Intergovernmental Affairs (OLIA), to handle correspondence from Congress, and to set forth responsibilities for handling such correspondence.

1.2 Center Legislative Liaison shall:

a. Control, track, and respond to all correspondence addressed from Congress to GRC, with the following exceptions:

- (1) Correspondence that is clearly marked to be opened only by a specific GRC official.
- (2) Correspondence that is addressed to the Office of the Inspector General (OIG).
- (3) Correspondence address to a labor union official, so identified by title.
- (4) Correspondence that is marked “personal” or “to be opened by addressee only.”

a. Determine whether the contact and information should be brought to the attention of Headquarters OLIA.

1.3 Mailroom Personnel

Mailroom personnel at GRC and field offices shall ensure congressional correspondence is handled according to this GLP.

1.4 GRC Employees

All employees at GRC shall notify the CLL if contacted directly by members of Congress in accordance with this GLP.

CHAPTER 2: Handling Congressional Correspondence and Information

2.1 Congressional correspondence replies and requests for information shall be processed in such a manner as to facilitate the timely flow of information to members of Congress and their staff, NASA Headquarters, and/or GRC officials who may need such information to carry out their responsibilities.

2.2 Mailroom personnel:

- a. Immediately send all unopened incoming mail from Congress to the CLL except mail addressed to the OIC, a labor union official, or marked “personal” or “to be opened by addressee only.”
- b. Excepted mail identified above shall be forwarded directly to the addressee.

2.3 The CLL:

- a. Opens and delivers all congressional correspondence that is addressed to GRC staff by name or title, unless it is marked to be only opened by a specific GRC official, or is addressed to the OIG, a labor union official, so identified by title, or marked “personal” or “to be opened by addressee only.”
- b. For direct incoming congressional correspondence and requests for information, immediately forwards an information copy of the incoming request to the Headquarters OLIA or advises the OLIA of the nature of the request for information.
- c. For direct incoming congressional correspondence and requests for information, consults with the Headquarters OLIA to determine whether an Agency or Center reply is appropriate.
- d. For direct incoming congressional correspondence and requests for information or indirect correspondence routed via Headquarters OLIA, coordinates responses with appropriate Center or Headquarters organization and staff to assure consistency, responsiveness, and propriety of tone and format; provides the necessary background or guidance needed in preparing replies, thus assuring adequacy of clearance.
- e. Handles requests for information received from the U.S. Congress and for the handling of NASA requests for legislative material.

2.4 GRC civil service and contractor employees:

- a. Notify the CLL providing any information that may be of interest to management if they are contacted directly by members of Congress concerning matters of potential interest to NASA Headquarters and GRC management. A telephone call or email may be used for the notification.
- b. May communicate with Congress as private citizens on their own time and without using Government resources.

Appendix A: Acronyms

CLL	Center Legislative Liaison
GLP	Glenn Procedure
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
NPR	NASA Procedural Requirements
OIG	Office of the Inspector General
OLIA	Office of Legislative and Intergovernmental Affairs
U.S.	United States

Change History

Change	Date	Description/Comments
Basic	3/16/2009	Baseline and cancels GLPR 1450.4A (dated February 17, 2005).
A	2/11/2014	Updated the document to comply with content and format requirements per NPR 1400.1 and to reflect current signature authority for GRC directives.
B	09/19/2019	Changed from Glenn Policy Directive (GLPD) to Glenn Procedural Requirement (GLPR) as it implements Center-level requirements to meet Agency policy and requirements. Clarified responsibilities Updated to meet NPR 1400.1 compliance Added “and Intergovernmental Affairs” (OLIA) throughout per NPR 1450.4
Change 1	9/18/2024	Administrative Changes: Extend expiration date one year to complete substantive changes per GLPR 1410.1. Updated Plum Brook Station to Neil A. Armstrong Test Facility.