



# **GLENN PROCEDURAL REQUIREMENTS**

**Directive: GLPR 9050.1A**

Effective Date: 02/24/2015

Expiration Date: 08/24/2025

## **COMPLIANCE IS MANDATORY**

---

**This Document Is Uncontrolled When Printed.**

Validate prior to use at <https://nasa.sharepoint.com/sites/BMSLibrary>

---

**Responsible Office: A/Office of the Director**  
**Subject: Requests for Monies from NASA GRC Exchange and**  
**Morale Support Activities (EMSA) Expenditures w/Change 2**  
**(02/27/2025)**

---

## **TABLE OF CONTENTS**

### **Preface**

- P.1 Purpose
- P.2 Applicability
- P.3 Authority
- P.4 Applicable Documents and Forms
- P.5 Measurement/Verification
- P.6 Cancellation

### **Chapter 1. Responsibilities**

- 1.1 Chair
- 1.2 ESMA Secretary
- 1.3 EMSA Council Members
- 1.4 Chief Financial Officer
- 1.5 Chief Counsel
- 1.6 EMSA Treasurer

### **Chapter 2. Procedure**

#### **Appendix A. Definitions**

#### **Appendix B. Acronyms**

#### **Appendix C. Form Memo Sample**

#### **Appendix D. Records**

**Distribution: BMS Library**

## **Preface**

### **P.1 Purpose**

a. The purpose of this procedure is to establish a method for disbursing funds to Glenn Research Center (GRC) civil servants and to ensure visibility and presence of Glenn employees in events and activities that are not supported by federal funds, such as civic and/or private activities, which are internal or external to Glenn.

b. The GRC Exchange and Morale Support Activities (EMSA) Council shall perform the following:

- (1) Promote EMSA objectives and determine the extent of EMSA support of welfare and morale activities.
- (2) Ensure that the operation of organizations established with its permission and until its control conforms with NASA Policy Directive (NPD) 9050.6.

### **P.2 Applicability**

a. This Glenn Procedural Requirements (GLPR) directive applies to all civil servants at the NASA GRC, Lewis Field and Neil A. Armstrong Test Facility, and all Glenn field offices involved in requesting monies via the NASA GRC EMSA fund.

b. This directive is applicable to documents developed or revised after the effective date of this GLPR.

c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The term "may" or "can" denotes discretionary privilege or permission; "should" denotes a good practice and is recommended, but not required; "will" denotes expected outcome; and "are" or "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. Office of Management and Budget Circular A-50

b. NPD 9050.6, NASA Exchange and Morale Support Activities

### **P.4 Applicable Documents and Forms**

None.

### **P.5 Measurement/Verification**

The records will be verified to ensure the requirements are being met.

## **P.6 Cancellation**

This directive cancels GLPR 9050.1, Requests for Monies from NASA GRC Exchange and Morale Support Activities (EMSA) Expenditures, dated June 23, 2009.

### **Revalidated by:**

*Electronically signed*

Laurence A. Sivic  
Associate Director

**Original Signed by James M. Free, Director, February 24, 2015**

# CHAPTER 1. Responsibilities

---

## 1.1 Chair (Associate Director, Office of the Director)

1.1.1 The role of the appointed Chair (designated by the Center Director) for the EMSA is to operate the EMSA and its elements in a business-like manner.

1.1.2 The Chair considers, reviews, and approves requests for monies via the EMSA on behalf of the Center Director. In the absence of the Associate Director or an alternate, the Center Director will approve EMSA expenditure requests.

1.1.3 The Chair shall ensure that meetings are held on a regular basis to review and approve activities of the EMSA.

## 1.2 EMSA Secretary (Associate Director's Support Assistant, Office of the Director)

The EMSA secretary shall ensure that minutes of meetings are kept on file, and provide assistance and support to the Chair in disbursing the EMSA expenditures.

## 1.3 EMSA Council Members

1.3.1 All members of the EMSA Council and other EMSA officials will participate in the annual ethics briefing sessions.

1.3.2 Members perform their duties without compensation from the EMSA.

## 1.4 Chief Financial Officer (CFO)

The CFO shall monitor the EMSA's adherence to the governing NPD 9050.6 and review financial statements and audit reports to ensure that the EMSA is financially sound and that responsible business practices are being followed.

## 1.5 Chief Counsel

1.5.1 The Chief Counsel shall be responsible for providing guidance on legal and regulatory matters to the EMSA Council, including matters pertaining to the applicability of Government procurement statutes and regulations to EMSA procurements, and matters pertaining to the collection and payment by the EMSA of state and local use and sales tax.

1.5.2 The appropriate NASA legal counsel shall also be responsible for concurring on concession contracts and proposals for acquisition of real property for EMSA activities.

## **1.6 EMSA Treasurer**

The EMSA treasurer ensures that proper documentation of disbursement of funds are retained for audit purposes. The treasurer also provides periodic reporting on financial statements for the Exchange and works with outside contractors for the annual audit of Exchange funds.

## CHAPTER 2. Procedure

---

2.1 GRC employees can request EMSA funds for refreshments/services sponsored through a vendor and the GRC Exchange Store. Requests shall be made via e-mail to the EMSA Chair (Associate Director, Office of the Director) entitled “Request for EMSA Funds.”

2.1.1 Requesters should call the vendor for a quote for refreshments prior to submitting the e-mail to the Associate Director. Or, if the item is for Exchange Store merchandise, requesters should call the Exchange Business Manager at 3-5535 for a merchandise quote prior to submitting the e-mail.

*Note: (Use a modified version of the e-mail process below for Exchange Store merchandise.) Requesters should use the same e-mail process for other event requests.*

2.1.2 For refreshments/services which are provided by a vendor, please provide the following information in an e-mail:

- a. In the e-mail subject line, use, “Request for EMSA Funds.”
- b. The body of the e-mail should state: Requesting EMSA funds for refreshments/services for the [program/event title] to be held on [day, date, time, location]. Refreshments/services will be provided by the (name of vendor). A quote from the vendor is as follows: [provide a detailed breakdown for the cost of refreshments/services]

- |                                    |         |
|------------------------------------|---------|
| (1) 4 trays of cheese and crackers | \$25.00 |
| (2) 4 trays of veggies and dip     | \$25.00 |
| (3) 2 trays of cookies             | \$25.00 |
| (4) Decorations                    | \$15.00 |

- c. The e-mail should also state the intended audience for the event and identify the method(s) to be used to notify employees about the event.

2.2 The EMSA secretary creates a memo (form memo shown in Appendix C) with the necessary documentation as enclosures.

2.3 The form memo request is attached to an e-mail, which is sent to the EMSA Council requesting approval from the eight voting members. A majority of the eight voting members shall concur before the expenditure is approved for payment.

2.4 After a majority of the voting members concur, the EMSA secretary notifies the requester via e-mail that the request has been approved. The EMSA secretary should also copy the Exchange Business Manager on the e-mail (depending on which type of service or product is requested) with a copy of the form memo enclosed.

2.5 The EMSA secretary forwards the signed paper copy of the approved form memo with any other documentation to the EMSA treasurer who keeps the originals for the official file. A copy of the documentation is kept by the EMSA secretary.

2.6 After receipt of the invoice from the vendor or the NASA Exchange, the EMSA treasurer will write the check payable (to the company or entity indicated on the form memo in Appendix C) and retain the original signed documentation with a copy of the check for the official records.

## Appendix A. Definitions

---

**Exchange and Morale Support Activities (EMSA) Expenditures.** A monetary fund source used at the discretion of the Center Director for the purpose of disbursing funds to GRC civil servants in association with civic and/or private activities not supported by Federal funds. The EMSA is administered by the designated Chairperson (Associate Director, Office of the Director) and the support assistant who serves as the EMSA Secretary in conjunction with the EMSA Council Treasurer, Accountant, Accounting and Reports Branch, Office of the CFO.



## Appendix B. Acronyms

---

CFO	Chief Financial Officer
EMSA	Exchange and Morale Support Activities
GLPR	Glenn Procedural Requirements
GRC	Glenn Research Center
NPD	NASA Policy Directive

## Appendix C. Form Memo Sample

---

(Date)

TO: BFA/GRC EMSA Treasurer  
Attn: Melissa R. Holodnak

FROM: A/Associate Director

SUBJECT: Request for Funds from the NASA GRC Exchange and Morale Support  
Expenditures–Special Events Account

CHECK FOR: \$ \_\_\_\_\_

PAYABLE TO: (Show the company or entity to whom the check is to be paid)

PURPOSE: (Event title and place of the event)

RECOMMENDED TITLE: (If event title is different from purpose)

DATE OF EVENT: (Date)

\_\_\_\_\_ Background information attached (for your files)

\_\_\_\_\_ Invoice is enclosed for mailing (with a copy for your files)

\_\_\_\_\_ Envelope is enclosed (for your use in mailing)

\_\_\_\_\_ Send the check to: \_\_\_\_\_ MS: \_\_\_\_\_

\_\_\_\_\_ Call for pick-up: \_\_\_\_\_ PH: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Laurence A. Sivic  
Chairperson, GRC EMSA Council

Enclosure

cc:

A/L.A. Sivic  
BFC/H. A. Proszek  
BFA/Official File

## Appendix D. Records

---

- D.1 E-mail requests for EMSA funds from various civil servants
- D.2 Memorandum requests to the Exchange treasurer (Code BFA)
- D.3 Approved requests (signed by the chairperson)
- D.4 Invoice and check copies
- D.5 Attendee lists

### Change History

Revision	Date	Description/Comments
Basic	6/23/09	New directive converted from organizational procedure # GLP-X-1200.002 due to its Center-wide applicability
A	2/24/2015	Updated directive to reflect current EMSA practice, current directive format/content requirements, signature authority, and conform to NPD 9050.6.
Change 1	2/14/2020	Revalidate with administrative changes. Updated to meet requirements of NPR 1400.1 Chapter 1 list of records moved to Appendix D. Updated names in Appendix C. Moved Change History log to end of document.
Change 2	2/27/2024	Administrative changes: Extend expiration date 6 months to complete changes per GLPR 1410.1 Replaced Plum Brook Station with Neil A. Armstrong Test Facility; and BMS Library link from eRoom to SharePoint site.