

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

OFFICE WORK INSTRUCTION

**OUTREACH AND EDUCATION
PROCESS**

Original Approved and Signed by:

Kathie L. Olsen, Ph.D.
Acting Associate Administrator
Office of Biological and Physical Research

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process**DOCUMENT HISTORY LOG**

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		02/01/99	
Revision	A	04/01/99	Incorporates changes made in response to comments from the Code U review and the DNV Pre-Assessment Report.
Revision	B	08/17/99	Incorporates changes to eliminate letter version designations and corrects titles on reference documents. Corrects page connector symbols on process maps.
Revision	C	10/27/00	Re-engineered process from the Preparation of Outreach and Educational Material to the Outreach and Education Process in order to reflect management direction and process practice in the Biological and Physical Research Enterprise (BPRE).

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

1. Purpose

This Biological and Physical Research Enterprise (BPRE) office work instruction (OWI) defines the process for planning and providing oversight of outreach and educational materials and activities for Code U.

2. Scope and Applicability

This OWI applies to policy, guidance, oversight, and performance evaluation of BPRE outreach and educational materials and activities. Preparation of routine outreach or educational material such as responses to public inquiries and briefings on BPRE programs are covered by HQOWI 1380-U015.

Responsibility for producing outreach or educational material is delegated within BPRE from the BPRE AA/DAA to its' Discipline Divisions. Assignment of the integration function is delegated to the Policy and Program Integration Division, Code UP. Overall coordination of BPRE Outreach and Education Process is at Headquarters.

3. Definitions

- 3.1 Outreach Lead (OL). The Outreach Lead fosters communication and collaboration of NASA-wide public outreach requirements with the Offices of Public Affairs, Legislative Affairs, Equal Opportunity Programs, and Policy and Planning; coordinates Center outreach activities and products; and formulates goals, objectives, targets, and indicators for the Enterprise and the Office of Management and Budget.
- 3.2 Education Lead (EL). The Education Lead fosters communication and collaboration of NASA-wide education requirements with the Offices of Human Resources and Education, Equal Opportunity Programs, and Policy and Planning; coordinates Center education activities and products; and formulates goals, objectives, targets, and indicators for the Enterprise and the Office of Management and Budget.
- 3.3 Lead Center (LC): The Lead Center for Education and Outreach, Office of Biological and Physical Research are: Kennedy Space Center (Fundamental Space Biology), Johnson Space Center (Biomedical and Human Support Research) and Marshall Space Flight Center (Physical Research and Space Product Development).
- 3.4 Deputy Associate Administrator-Technical (DAA-Tech). This is the BPRE official who has responsibility for multidisciplinary prioritization of research.
- 3.5 Division Director (DD). These are the Directors of the Biological and Physical Research Divisions.

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

3.6 Associate Administrator (AA). Official in Charge of the Biological and Physical Research Enterprise.

4. Reference Documents

4.1 NPD 1000.1, NASA Strategic Plan

Office Work Instruction

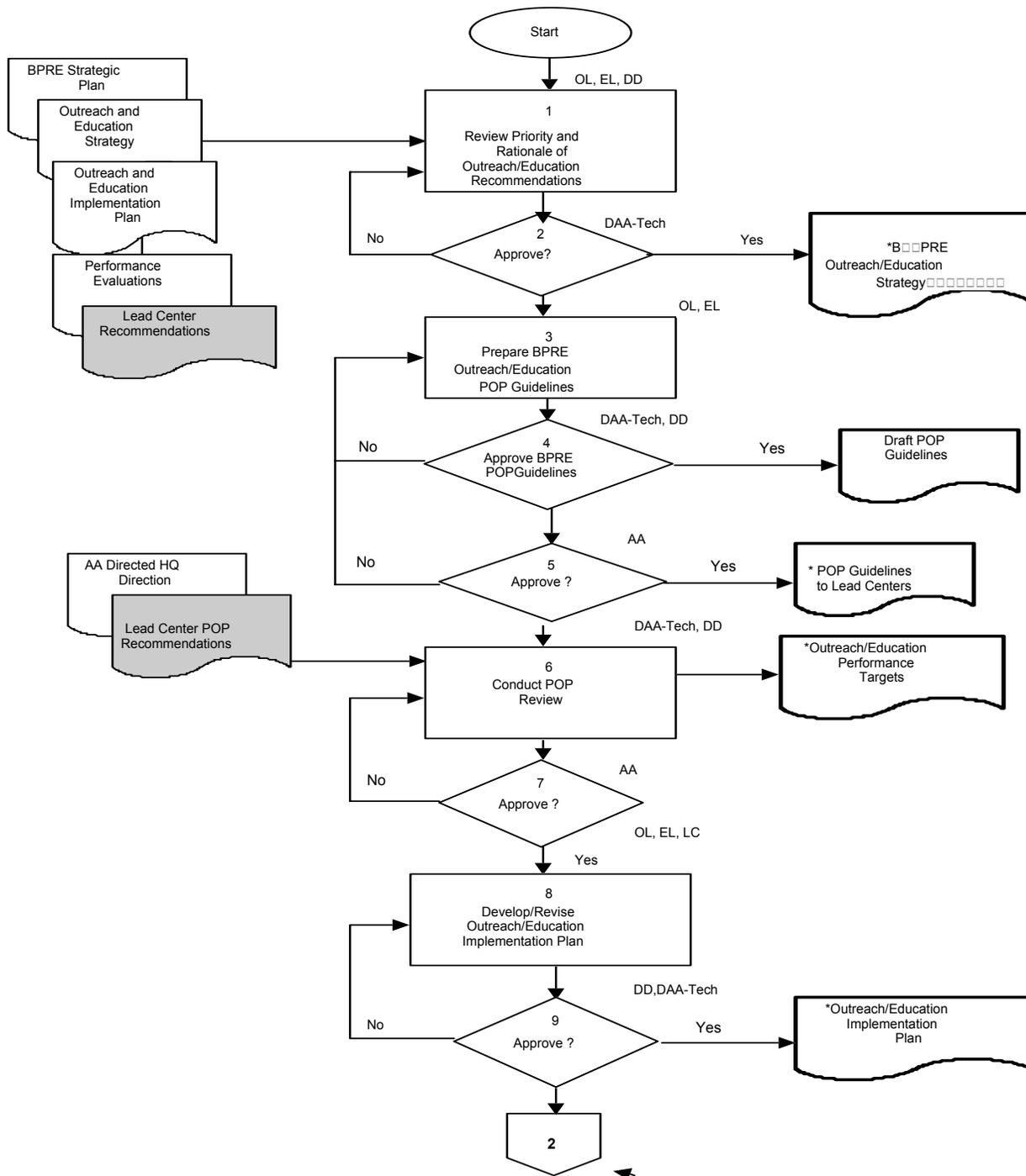
HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

5. Flowchart



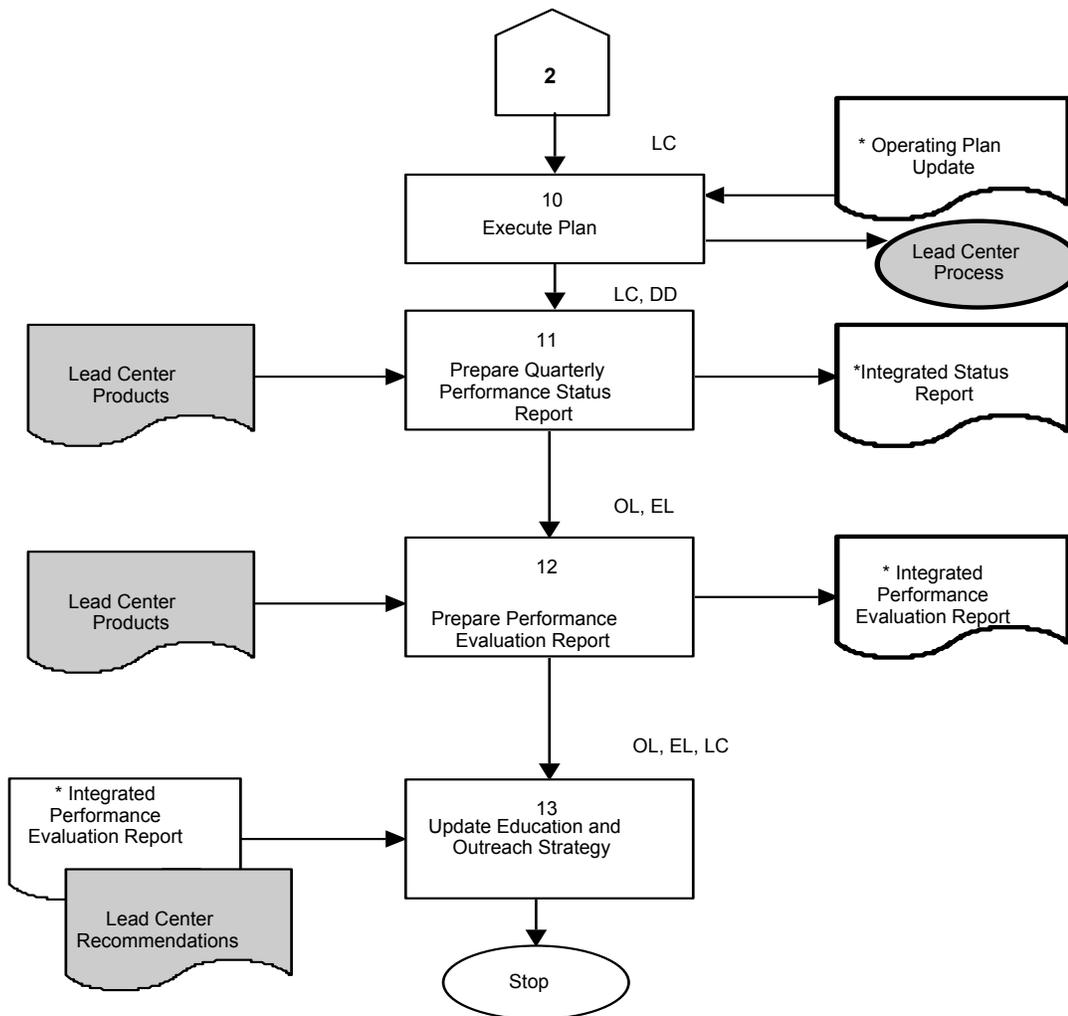
Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process



KEY:

- AA: Associate Administrator
- DAA-Tech: Deputy Associate Administrator-Technical
- DD: Division Director
- OL: Outreach Lead
- EL: Education Lead
- LC: Lead Centers

 = Center Documents

Quality Records are Designated by (*)

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

6. Procedure

The number at the left of the process activity table refers to the flowchart step in Section 5.

#	Responsible Party	Activity Description
1	Outreach Lead; Education Lead, Division Directors	Review priority and rationale of outreach and education recommendations. Research and review the Strategic Plans, prior year BPRE Implementation Plan, Performance Evaluations for outreach and educational activities, Administrative and Division Director priorities, and Lead Center recommendations to determine priorities for the upcoming year in preparation of new year Outreach/Education Strategy.
2	Deputy Associate Administrator- Technical	Coordinate the Outreach/Education Strategy with BPRE Deputy Associate Administrator-Tech and Associate Administrator. Distribute copies of approved plan to Lead Center representatives to guide implementation of specific outreach and educational activities. If the Outreach/Education Strategy is approved, go to Step 3, if not, return to Step 1.
3	Outreach Lead; Education Lead	Prepare BPRE Education/Outreach POP Guidelines. In conjunction with the Budget Process, work with the Discipline Divisions to prepare BPRE Outreach and Education POP Guidelines.
4	Deputy Associate Administrator- Technical	Approve BPRE Outreach and Education Lead recommendations to the POP Guidelines with recommendations or changes, as appropriate, and forward the Deputy Associate Administrator-Technical recommendations to the AA. If the Deputy Associate Administrator-Technical does not approve the POP guidelines, return to Step 3.
5	Associate Administrator	Review and approve BPRE Outreach and Education POP guidelines and forward them to the Lead Resources Analyst for integration into the BPRE consolidated guidelines and the Budget Formulation OWI process. If the Associate Administrator does not approve the POP guidelines, return to Steps 3 and 4.
6	Deputy Associate Administrator- Technical; Division Directors	Conduct POP Review. Associate Administrator reviews Lead Center POP submits with the Deputy Associate Administrator-Technical, Outreach Lead, Education Lead, and other BPRE Division Directors. Prepare for AA approval of Outreach and Education Budget content. Prepare preliminary Performance Targets for Outreach and Education Budget for consolidation into the BPRE Performance Plan

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

		OWI. As a result of the POP Review between the Associate Administrator and Lead Center Recommendations, Outreach/Education Performance Targets are set.
7	Associate Administrator	If the POP submit is reviewed and approved, proceed to Step 8. If not approved return to Step 6 and re-conduct review and reformulate Performance Targets.
8	Outreach Lead; Education Lead; Lead Centers	The parties deliberate and develop or revise Outreach/Education Implementation Plan.
9	Division Directors, Deputy Associate Administrator- Technical	If approved proceed to Step 10; if not return to Step 8.
10	Lead Centers; Outreach Lead; Education Lead	The Lead Centers manage the implementation of the Education and Outreach process plan. Operating Plan updates are created as needed from Headquarters Outreach and Education Leads through the execution of the budget for the fiscal year.
11	Lead Center; Division Directors	Lead Centers will submit a Quarterly Performance Status report to Division Directors and Outreach and Education Leads for review and processing into an Integrated Education/ Outreach Report for AA, DAA-Tech, and DD review.
12	Outreach Lead, Education Lead	At the end of each Fiscal Year, the Lead Centers will prepare Performance Evaluation Reports and submit them to Headquarters Division Directors and the Outreach and Education Leads for processing into an integrated HQ Performance Evaluation Report.
13	Outreach Lead, Education Lead	The Integrated Performance Evaluation Report contributes to revision of the Outreach/Education Strategy for the following year.

Office Work Instruction

HQOWI 1380-U017 REV. C

October 27, 2000

Responsible Office: UP/Policy and Program Integration Office

Subject: Outreach and Education Process

7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos. *</i>	<i>Retention/ Disposition</i>
BPRE Outreach and Education Strategy	Outreach/ Education Leads	Outreach/ Education Lead's File Cabinet	Hard Copy and Electronic	Schedule 7, Item 22	Destroy when 5 years old.
BPRE POP Guidelines	Lead Budget Analyst, UP	Code UP	Hard Copy	Schedule 7, Item 22	Destroy when 5 years old.
Outreach/Education Performance Targets	Strategic Manage- ment Specialist, UP	Code UP	Hard Copy and Electronic	Schedule 7, Item 22	Destroy when 5 years old.
Outreach and Education Implementation Plan	Outreach/ Education Leads	Outreach/ Education Leads File Cabinet	Hard Copy and Electronic	Schedule 1, Item 78C.	Destroy or delete when no longer needed
Operating Plan Update	Outreach/ Education Leads	Outreach/ Education Leads File Cabinet	Hard Copy and Electronic	Schedule 1, Item 78C.	Destroy or delete when no longer needed
Integrated Status Report	Outreach/ Education Leads	Outreach/ Education Leads	Hard Copy and Electronic	Schedule 1, Item 78C.	Destroy or delete when no longer needed
Integrated Performance Evaluation Report	Outreach/ Education Leads	Outreach/ Education Leads File Cabinet	Hard Copy and Electronic	Schedule 1, Item 78C.	Destroy or delete when no longer needed

* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*