

## ***REVISION B***



# **Appointment of New Aerospace Safety Advisory Panel (ASAP) Members**

  
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Date

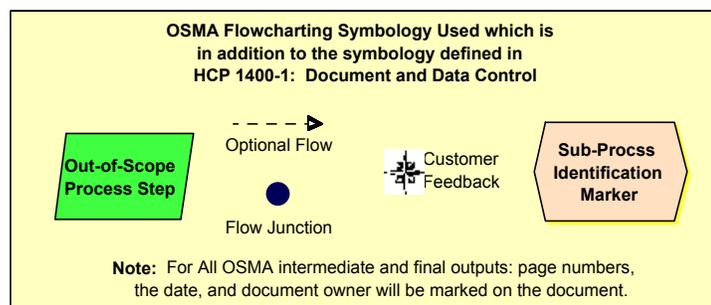
### DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial corrections to Definition 3.5, Reference 4.2, Steps 6.01, 6.02, 6.03, 6.05 and Appendix A; Modifications to the Section 5 Flowchart and step 6.04.;
	B	February 1, 2002	Changed Responsible Staff Member. Added customer list, customer feedback to section 5 and step 6.01. Updated list of codes in step 6.03. Added website update to step 6.06. Updated retention of quality records in section 7.

HQOWI Author: Q-1/Susan Burch

OSMA Staff Member Responsible for this HQOWI: Q-1/David M. Lengyel

Customers for this HQOWI: Internal: NASA Administrator, Chair ASAP  
 External: none



## 1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HQOWI) is to document the process for the appointment of Members and Consultants to the Aerospace Safety Advisory Panel (ASAP). This HQOWI also specifies the Quality Records associated with the process.

This process covers the appointment, reappointment, and reaffirmation of ASAP Members and ASAP Consultants.

## 2. Scope and Applicability

This HQOWI is applicable to the ASAP Executive Director and the ASAP Administrative Assistant. The ASAP Chair will also use this HQOWI but is outside the scope of registration per reference 4.2.

## 3. Definitions

- 3.1. ASAP: Aerospace Safety Advisory Panel (as defined in Public Law 90-67)
- 3.2. ASAP Chair: Chairman of the ASAP. Member who is elected by the ASAP membership and officiates all ASAP functions.
- 3.3. ASAP Executive Director: OSMA Civil Servant who is charged with overseeing and coordinating the ASAP activities. The Executive Director is appointed by the NASA Administrator and serves as Executive Secretary, Technical Advisor, and Designated Federal Officer to the ASAP.
- 3.4. ASAP Secretary: OSMA Civil Servant who supports the ASAP Executive Director.
- 3.5. ASAP Staff Assistant: OSMA Civil Servant who supports the ASAP Executive Director.
- 3.6. Code CP: NASA HQ Human Resources Management Division
- 3.7. Termination: The term "termination" of ASAP Members is based on the SF-50 definition which includes any means where the member will leave the ASAP.

## 4. Reference Documents

The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HQOWI.

- 4.1. [Public Law 90-67](#)
- 4.2. [ASAP Charter](#)
- 4.3. [NPD 8700.1: NASA Policy for Safety and Mission Success](#)

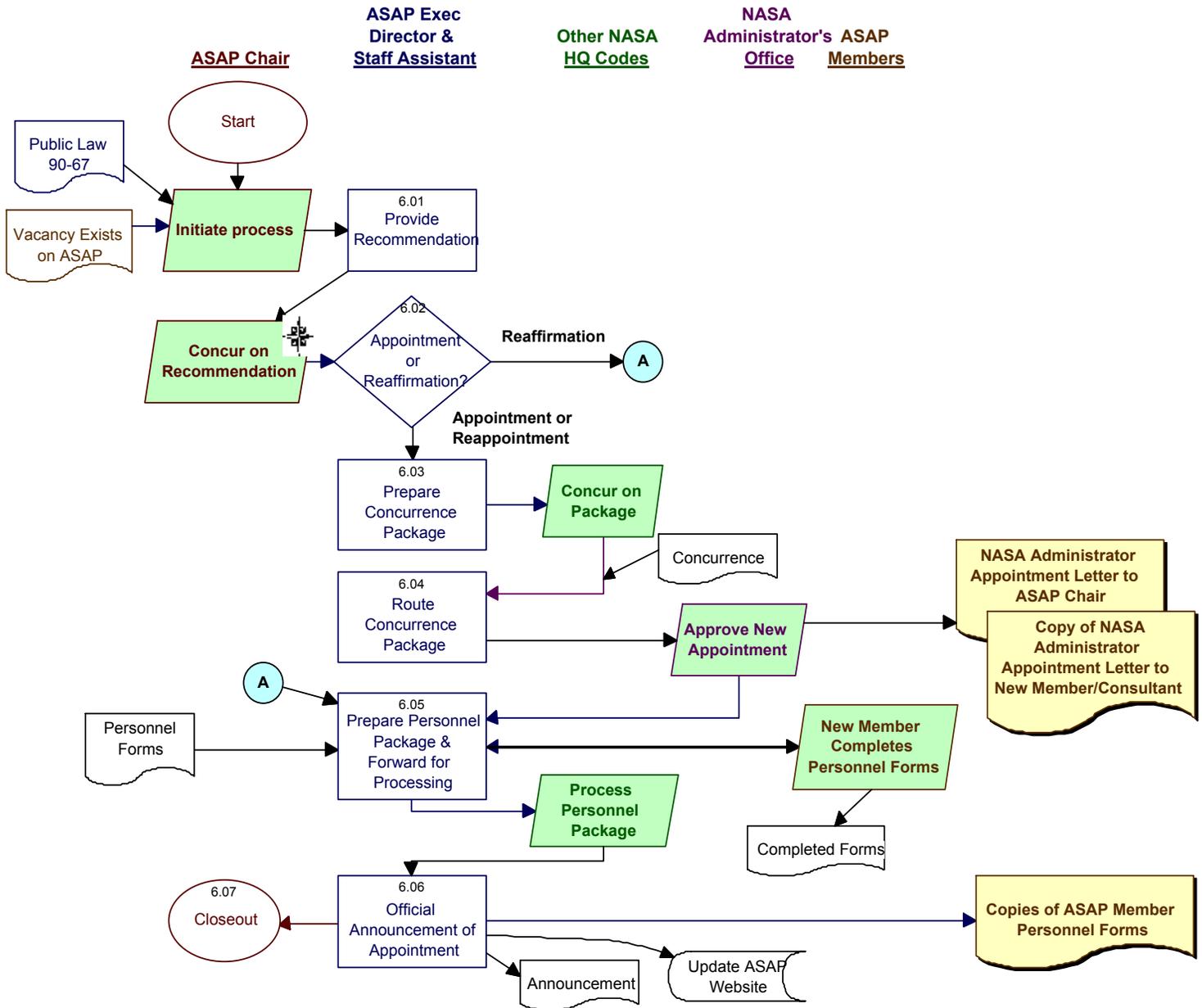
4.4. Various Personnel/Security Forms Required For Members and Consultants, including but not limited to:

NASA HQ Forms: NHQ-52, NHQ-73

NASA Forms: NF-452, NF-1630

Standard Forms: SF-50, SF-52, SF-61, SF-171 or Resume, Resume Cover Sheet, SF-450 or SF-278, Form W-4

## 5. Flowchart



## 6. Procedure

**Note:** By statute (reference 4.1), the Panel consists of a maximum of nine Members and are appointed for a single term of six years and reaffirmed annually. Appointment to an additional 6-year term is only made with the approval of the Administrator and follow the same process as appointment of a new member. In order to provide continuity, no more than one-third of the Members of the ASAP are appointed every two years. ASAP Consultants are appointed to the ASAP for a specific task and must be reaffirmed annually.

This process covers the appointment, reappointment, and reaffirmation of ASAP Members and ASAP Consultants.

### 6.01 ASAP Executive Director Provide Recommendation:

*The ASAP Chair determines that there is a vacancy within the ASAP. This may be due to a termination of a member or consultant or the need for additional expertise for the ASAP. The ASAP Chair initiates the process by notifying the ASAP Executive Director.*

The ASAP Executive Director provides recommendations to fill the vacancy. The ASAP Executive Director contacts the candidate under consideration to determine interest/non interest in serving on the ASAP. The ASAP Executive Director notifies the ASAP of the candidate's interest to serve on the ASAP.

*If the recommendation accepted by to the ASAP Chair, the ASAP Chair directs the ASAP Executive Director to process the new member/consultant. Internal Customer Feedback.*

### 6.02 ASAP Staff Assistant Appointment or Reaffirmation?

If the action is to reaffirm the member or consultant, go to step 6.05. Otherwise continue with step 6.03.

### 6.03 ASAP Staff Assistant Prepare Concurrence Package:

The ASAP Staff Assistant prepares a pair of concurrence letters for the Administrator's signature. The first letter notifies the ASAP Chair of the appointment approval. The second letter notifies the new member/consultant of their appointment. The concurrence package contains a copy of the ASAP Charter and the background of the proposed new member/consultant. Appendix A provides a sample letter of the NASA Administrator's concurrence.

Prior to the Administrator's concurrence, Headquarters codes are asked to review the concurrence package and provide concurrence. At a minimum, the following HQ Codes will be asked for their review: AI, E, G, M, R, and Q. The ASAP Staff Assistant routes the concurrence package to the HQ Codes.

*HQ Codes provide concurrence.*

### 6.04 ASAP Executive Director Route Concurrence Package:

After all required concurrences are received, the concurrence package is forwarded to the Administrator for approval and subsequent appointment of new member and consultant to the ASAP.

*The Administrator concurs and notifies the ASAP Chair and the new ASAP member or consultant of the approval.*

6.05 ASAP Staff Assistant                      Prepare Personnel Package and Forward for Processing:

The ASAP Staff Assistant prepares all necessary appointment paperwork (SF-52, NF-452, and NF-1630) to process the appointment or reaffirmation. The member or consultant is also required to complete a variety of personnel paperwork (SF-171 or Resume, Resume Cover Sheet, SF-61, SF-450 or SF-278, NHQ-73 (if required), Form W-4, and an NHQ-52) as well as other forms provided by and defined by the NASA HQ Human Resources Management Division (Code CP).

*The new member or consultant completes the variety of paperwork and returns it completed to the ASAP Staff Assistant.*

The ASAP Staff Assistant will provide technical support as required.

The ASAP Staff Assistant reviews the paperwork for completeness and then turns it into HQ Code CP. The SF-450 or SF-278 is routed through the NASA HQ Associate General Counsel for General Law (Code GG) before submitting to Code CP.

*Code CP issues an SF-50.*

The original SF-50 is filed in ASAP's personnel files as a quality record. A copy of the SF-50 and information on NASA HQ administrative procedures (i.e.; time keeping, travel) is mailed to the member/consultant. All other original paperwork is kept by Code CP. ASAP's copy is for working and reference purposes only.

6.06 ASAP Executive Director                      Official Announcement of Appointment:

The ASAP Executive Director, with the NASA Administrator's and HQ Public Affairs Office, may issue a press release officially announcing the addition of a new Chair or highly visible new member of the ASAP.

The ASAP Chair verifies with the ASAP Executive Director/Staff Assistant that all of the process paperwork has been properly processed and filed. The Code Q-1 website will be updated to reflect the new ASAP member/consultant biography and photograph(s).

6.07 ASAP Chair & Executive Director Closeout:

When the new ASAP Member/Consultant is onboard and all personnel actions have been resolved, then the process may be closed.

## 7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
NASA Administrator Appointment Letter to ASAP Chair	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.A.1	Keep for 2 years after member has left inactive ASAP Membership then transfer to FRC then after 20 years to NARA
Copy of NASA Administrator Appointment Letter to new Member/Consultant	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 3 Item: 9.B	Keep for 1 year after member has left inactive ASAP Membership then destroy
Copies of ASAP Member Personnel Forms	ASAP Executive Director	ASAP Files	Hardcopy	Schedule: 3 Item: 9.B	Keep for 1 year after member has left inactive ASAP Membership then destroy

**Note:** The NASA HQ Personnel maintains the personnel files are out of scope for this HQOWI, however is included here for completeness.

## Appendix A: Sample Appointment Letters

TO: Q-1/Chairman, Aerospace Safety Advisory Panel  
FROM: A/Administrator  
SUBJECT: Aerospace Safety Advisory Panel Consultant

I concur with the appointment of \_\_\_\_\_ as a consultant to the Aerospace Safety Advisory Panel.

Daniel S. Goldin

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Dear \_\_\_\_\_:

It is my pleasure to appoint you as a consultant to the Aerospace Safety Advisory Panel for a period of 1 year.

We are fortunate to have you serve on this important advisory group of senior executives. Your extensive experience as Director of Shuttle Processing and Space Shuttle Launch Director will be of great value in assuring that the Aerospace Safety Advisory Panel meets its objectives.

This Panel, established by Congress, is charged with reviewing all potential hazards present in aerospace facilities and operations with an emphasis on human programs. Your experience will be most supportive.

The advice of the Panel has been and continues to be very valuable to NASA, and I am sure you will enjoy working with this distinguished group.

Sincerely,

Daniel S. Goldin  
Administrator