

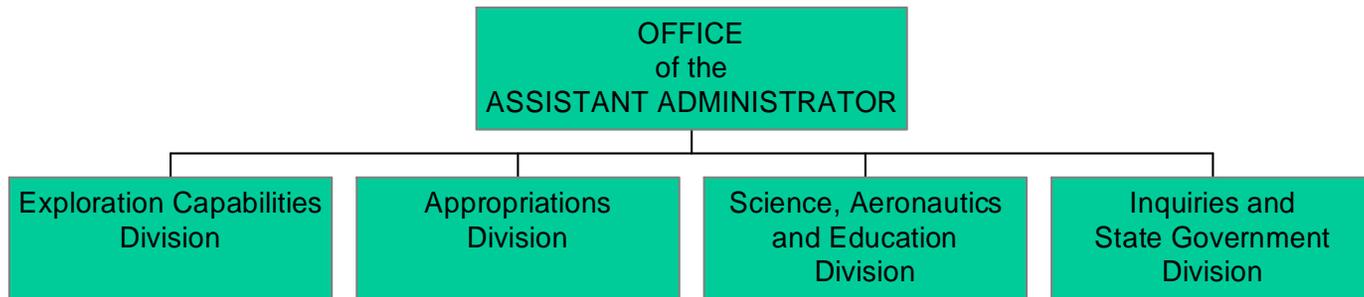
Office of Legislative Affairs
Code L
Due Diligence Presentation

March 29, 2004

Prepared by Anne Tracy, Code L POC

Office of Legislative Affairs

Code L



Code L Mission Statement

- The Office of Legislative Affairs provides executive leadership, direction, and coordination of all communications and relationships, both legislative and non-legislative, between NASA and the United States Congress.

Personnel Overview

- FTP 27
- Other than Permanent 3
- Authorized Overage 1
- Detailees 4

- Total Staff 35

Code L Customers

- NASA Administrator and Senior NASA Officials (Enterprise/Functional AA's, Center Directors)
- Members of Congress, their staff, Committee staff and Congressional support organizations
- Executive Office of the President
- State and Local Government offices

Code L Responsibilities

- Establish and maintain contact with Members of Congress
- Draft/monitor Legislation
- Support Congressional Hearings, Meetings, Briefings
- Respond to Correspondence from Members of Congress
- Address OMB Legislative Proposals
- Support Administrator's Hill Visits

Responsibilities (continued)

- Notification of Awards & Grants
- Support Special Programs/Requests
- Support/Coordinate Member and staff visits to NASA Centers
- Facilitate Astronaut Visits to Members and States
- Arrange Constituent Center Tours
- **Bottom line: Responsibilities require access to documents, files, systems to ensure timely, quality response.**

Code L Hours

- Hours are dependent on Congressional schedule
- Office coverage required from 8:00 a.m to 6:30 p.m.

Hardware (total PC environment)

- 23 Workstations
- 9 Laptop/docking Stations
- 1 Conference Room Workstation
- 3 LAN Printers B/W
- 1 LAN Printer Color
- 5 Individual Printers
- 2 Scanning stations
- 2 Lanier copier/printers

Above Core Software

- LD-DMS Document Mgmt. System
- Visual Basics LADS (Leg. Database)
- FAX Sr. Electronic faxing
- Access Administrative Databases
- Filemaker Pro Grants Database
- Travel Mgr. Travel
- Samba LD-DMS Web Access
- HATS Action Tracking System

ADP and the Code L Mission

- Code L has a very high-level constituency and works on very short, tight deadlines. We rely on the contractor to keep us up and running, and when there is a problem, response time can be critical to our being able to fulfill our mission.