

**MWI 1450.1  
REVISION F**

**EFFECTIVE DATE: September 29, 2017  
EXPIRATION DATE: September 29, 2022**

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# **MARSHALL WORK INSTRUCTION**

**CS01**

## **HANDLING OF CONGRESSIONAL AND LEGISLATIVE REQUESTS**

**COMPLIANCE IS MANDATORY**  
DIRECTIVE IS UNCONTROLLED WHEN PRINTED  
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### DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		10/25/99	
Revision	A	4/25/01	Renumbered document in accordance with MPG 1410.2; changed 3.c. to NPG 1450.10, "NASA Correspondence Management and Communications Standards and Styles"; and changed "Staffer" in the flowchart section 6.1.6 to "Staffed".
Revision	B	5/5/2004	Changed "NPG" to "NPR" throughout the document as appropriate. Updated 3.6 applicable document date. Section 9. Changed "quality record" to "record".
Revision	C	10/26/2004	Revised front page showing new organization. Revised 1. Purpose deleted MMM as requiring document. Changed 6.1, 6.2, and 9 to include "shall" or "shall be" as part of requirement. Changed 6.1.6 and 6.1.7 to reflect new organization structure.
Revision	D	6/8/2007	Changed Government and Community Relations Department references to External Relations Office and changed Office of Strategic Communications to Office of Strategic Analysis and Communications. Minor grammatical and formatting changes. [On 12/20/10, at the request of the OPRD, administrative changes made throughout to update NASA Headquarters "Office of Legislative Affairs" to "Office of Legislative and Intergovernmental Affairs."]
Revision	E	7/31/2012	Reformatted instructions for better flow. Changed the document name from "Handling of Congressional Inquiries" to make it more inclusive. Revised the Applicability Statement. Major format reorganization to comply with revised template per MPR 1410.2J.
Revision	F	9/29/2017	Released for 5 year review. Added 5.2.12 to align with changes made to Appendix E, Handling of Congressional and Legislative Requests Flow Diagram.

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## 1. PURPOSE

To provide instructions for handling congressional and legislative requests for information from the U.S. Congress, state, and local entities in accordance with NPR 1450.4.

## 2. APPLICABILITY

2.1 This MWI applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

2.2 This MWI also applies to the Michoud Assembly Facility.

2.3 This MWI applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

2.4 This MWI applies the following: all document citations are assumed to be the latest version unless otherwise noted.

## 3. AUTHORITY

NPR 1450.4, Handling Congressional Correspondence and Information Concerning Congressional Activities

## 4. APPLICABLE DOCUMENTS AND FORMS

NRRS 1441.1, NASA Records Retention Schedules

## 5. INSTRUCTIONS

5.1 All legislative requests for information in any form (e-mail, telephone, or facsimile, etc.) shall be forwarded to the External Relations Office, Center Action Officer/CS30.

*Note 1: Under no circumstance is any organization or individual, other than the External Relations Office, Center Action Officer/CS30, to reply to a request for information or inquiry from members of a legislative office or their staff.*

*Note 2: All MSFC organizational elements are to cooperate fully with the Center Action Officer to assure that the Center meets the prescribed suspense date on all inquiries, and provides all necessary supporting documentation to respond to the official request or inquiry.*

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5.2 All legislative requests received (via NASA Headquarters/Office of Legislative and Intergovernmental Affairs, or sent to MSFC directly) by the External Relations Office, Center Action Officer/CS30 shall:

5.2.1 Be copied to Center Director's staff.

5.2.2 Be copied to the Freedom of Information Act (FOIA) Officer and Lead FOIA Attorney.

*Note: Other requests for information under FOIA are to be processed in accordance with FAR 24.2 and 1824.2.*

5.2.3 Be logged (by Center Director's staff) in to the Center-wide Action Item Tracking System (CAITS) that assigns a control number.

5.2.4 Be reviewed to determine appropriate actionee(s) at the Center.

5.2.5 Have input requested from actionee(s).

5.2.6 Have a draft response prepared based upon input from actionee(s).

5.2.7 For inquiries received from NASA Headquarters, have draft response sent for review and concurrence at MSFC through the Office of the Chief Counsel, Directors of actionee(s) organization, Office of Strategic Analysis and Communications (OSAC), Associate Director, and Deputy Center Director.

5.2.8 Have proposed draft response, with necessary revisions, prepared.

5.2.9 Upon final concurrence at MSFC, have a copy of draft response sent to NASA Headquarters/Office of Legislative and Intergovernmental Affairs via e-mail.

5.2.10 Upon final approval of response at NASA Headquarters/Office of Legislative and Intergovernmental Affairs, have an electronic copy of signed letter sent via e-mail to the External Relations Office, Center Action Officer/CS30.

5.2.11 If requesting MSFC Center Director signature, have a draft response provided to NASA Headquarters/Office of Legislative and Intergovernmental Affairs for review.

5.2.12 Upon concurrence by the NASA Headquarters/Office of Legislative and Intergovernmental Affairs, have incorporated any necessary modifications suggested for revision.

5.2.13 If NASA Headquarters/Office of Legislative and Intergovernmental Affairs revisions are significant, have updated response cleared again by officials listed in step 5.2.7.

5.2.14 Upon signature of the MSFC Center Director and return of the concurrence file, be issued a final response to the original requester.

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5.2.15 Have a copy of the signed response sent to NASA Headquarters/Office of Legislative and Intergovernmental Affairs.

## **6. CANCELLATION**

MWI 1450.1E, Handling of Congressional Inquiries, dated July 31, 2012.

*Original signed by*

Todd A. May  
Director

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## **Appendix A**

### **Definitions**

Center Action Officer. The MSFC Office of Legislative and Intergovernmental Affairs staff member is the point of contact established within MSFC to receive all legislative inquiries or requests for information and coordinate appropriate response at MSFC.

Legislative Request for Information. Any communication (including telephone, facsimile, electronic messaging, or in person) with a legislative member or the member's staff about a NASA program, project, or other pertinent information concerning NASA and MSFC in which the MSFC employee or organization is asked to provide information or data about a given topic.

## **Appendix B**

### **Acronyms (Reserved)**

## **Appendix C**

### **Verification Matrix (Reserved)**

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## **Appendix D**

### **Records**

D.1 A file is maintained for each legislative inquiry by the External Relations Office with all contents of the file considered part of the record for this process.

D.2 Each case file contains the following:

D.2.1 Original or a copy of inquiry or request for information from the legislative office along with all attachments.

D.2.2 A transmittal letter or facsimile from NASA Headquarters Office of Legislative and Intergovernmental Affairs, with suspense noted.

D.2.3 All internal documentation used in preparing response.

D.2.4 An applicable signed concurrence sheet.

D.3 Case files are maintained according to the file retention schedule set forth in NRRS 1441.1, Schedule 1/15/B—retire to Federal Records Center 5 years after cutoff; destroy 15 years after cutoff. (Note: Cutoff date is the end of the Congressional session.).

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## Appendix E

### Handling of Congressional and Legislative Requests Flow Diagram

