

**MWI 1500.1  
REVISION F**

**EFFECTIVE DATE: August 11, 2016  
EXPIRATION DATE: August 11, 2021**

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# **MARSHALL WORK INSTRUCTION**

## **CS01**

# **SPECIAL EVENTS COORDINATION**

**COMPLIANCE IS MANDATORY**  
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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		9/26/01	
Revision	A	6/24/2004	Deleted reference to obsolete AD02 organizational issuance and updated title of MWI 1280.2. Changed AD02, Management Support Office, to AD60, Integrated Customer Support Department. Updated name of AD30 to Office of the Chief Information Officer. Updated the URL to the Service Request System Web site.
Revision	B	10/26/2004	Updated instructions to show them as requirements.
Revision	C	10/10/2007	Total rewrite. Revised to reflect organizational transfer of ownership from AD01 to CS01. Updated instructions to include the current process. Updated definitions to correlate with the new process. Updated flow chart to indicate new process. Removed Appendix A.
Revision	D	7/7/2009	Revised 2. Applicability statement to address the applicability of this directive to the Michoud Assembly Facility; MWI is not applicable. At 3. Applicable Documents replaced inapplicable documents with applicable documents in proper order. At 5. Definitions added spelled out names for acronyms at 5.3, 5.4, 5.5, 5.6, and changed the word "with" to "within" at 5.7. At 6. Instructions changed order of instructions for clarity and renumbered accordingly, and changed all "wills" to "shalls." At 6.2.3.1 added link to EMB reserve request form. At 6.2.2 and 6.2.3 added the word "non-allocated" as a description to "new" event. [On 12/8/09, at the request of the OPRD, an administrative change updated IMSB to IMSC.] [On 3/9/11, at the request of the OPRD, an administrative change was made at 6.2.3.1 to update url.]
Revision	E	7/11/2011	Updated 1. Purpose, 2. Applicability Statement, and at 6.2.3.1 added EMB Form number and corresponding link.
Change	1	1/29/2014	On 1/29/14, at the request of the OPRD, an administrative change was made to replace the term Service Request System (SRS) with the new term MSFC Integrated Service Management (MISM) in Definitions (definition remains the same) and at 6.1; 6.2.3.1 URL for the form MSFC Form 4559 removed.
Change	2	8/13/2014	On 8/13/14, at the request of the OPRD, an administrative change was made to update the title of MC-26 from "Events Management Board (EMB)" to "Center Events Management Board (CEMB)." Directive footers updated.
Change	3	12/30/2014	On 12/30/14, at the request of the OPRD, an administrative change was made to update the title of NPR 1400.1 from "NASA Directives Procedural Requirements" to "NASA Directives and Charters Procedural Requirements" and to correct acronym in Change 2 history above from "(EVB)" to "(EMB)."
Revision	F	8/11/2016	Added a definition for Center Events, revised definition of CEMB to include Planned Center Events and Contingency Events, and revised the definition of Center Management and Operations, Direct Funding, Event Coordinator, OSAC, Reserve Request, and Special Event. Corrected reference documents, change name of service request system. Reformatted to match current MWI format.

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## **1. PURPOSE**

To provide instructions for implementing the requirements of Charter MC-26, “Center Events Management Board (CEMB),” (as permitted by NPR 1400.1) to plan a special event held at Marshall or outside of Marshall.

## **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 does not apply 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**

3.1 NPR 1400.1, “NASA Directives and Charters Procedural Requirements”

3.2 Charter MC-26, “Center Events Management Board”

## **4. APPLICABLE DOCUMENTS AND FORMS**

4.1 NRRS 1441.1, “NASA Records Retention Schedules”

4.2 MSFC Form 4559, “MSFC Center Management and Operations Event Reserve Request”

## **5. INSTRUCTIONS**

5.1 The POC of the sponsoring organization shall request service through the NISM Web site (see Appendix E for a flow chart of this process).

5.2 The EC shall review the event with the CEMB list of Planned Center Events to determine if the event is direct or CEMB funded.

5.2.1 If direct funded, then the EC shall provide assistance and/or guidance to acquire and/or review the event requirements and request estimates from the service providers.

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5.2.1.1 The funds shall be collected from the POC by the service providers' financial representatives.

5.2.1.2 The process shall proceed to 5.3 where the EC provides assistance and/or guidance to the service providers and POC through event end.

5.2.2 If the event submitted is CEMB funded, then the determination is made if it is listed by the CEMB as being a Planned Center Event (funding is already allocated), or a Contingency Event (funding not allocated at this time).

5.2.2.1 If the event is a Planned Center Event and has allocated funding by the CEMB, the EC shall acquire or review the event requirements, and request estimates from the service providers.

- a. The service providers shall send the estimates to event POC and CEMB business office.
- b. If the amount approved by the CEMB is sufficient to cover the estimate, then the process proceeds to 5.3 where the EC interfaces with the service providers and POC through event end.
- c. If the amount approved by the CEMB, or other available funding budgeted specifically to subsidize event, or CEMB Reserve is not sufficient to cover the estimate, the POC shall be asked to cancel event or change plans for event to stay within the funding limit.

(1) If the POC can find other direct funds, then the process proceeds to 5.3 where the EC interfaces with the service providers and POC through event end.

(2) If the POC cannot find direct funds, then the requirements are redefined to equal funding approved by the CEMB.

d. The process shall proceed to 5.3 where the EC interfaces with the service providers and POC through event end.

5.2.3 If it is a Contingency Event that does not currently have allocated CEMB funding, the EC shall notify the POC's CEMB representative, and acquire the requirements/request estimates for the event.

5.2.3.1 The POC shall interface with the CEMB representative and submit a reserve request, MSFC Form 4559, "MSFC Center Management and Operations Event Reserve Request," to the CEMB for vote.

5.2.3.2 The CEMB shall vote to approve or disapprove funds for the Contingency Event from the CEMB reserve account.

5.2.3.3 If the CEMB votes to approve sufficient funds from the reserve, the process shall proceed to 5.3 where the EC interfaces with the service providers and POC through event end.

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5.2.3.4 If the CEMB does not approve sufficient funds from the reserve and other available funding budgeted specifically to subsidize event is not enough for event, the POC shall be asked to cancel event or change plans for event to stay within the funding limit.

5.2.3.5 If the POC can secure funding from CEMB Reserve or other available funding budgeted specifically to subsidize event, then the process shall proceed to 5.3 where the EC interfaces with the service providers and POC through event end.

5.2.3.6 If the POC cannot secure CEMB Reserve funding or other available funding budgeted specifically to subsidize event then the event will be cancelled and the process ends.

5.3 EC shall interface with the service providers and POC through event end.

## **6. CANCELLATION**

MWI 1500.1E, Special Events Coordination, dated July 11, 2011.

*Original signed by*

Todd A. May  
Director

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## **APPENDIX A**

### **Definitions**

Center Event. An activity sponsored by or held at Marshall that has a clear objective or goal designed to support the Marshall organization’s business goals and is not program or project specific.

Center Event Management Board (CEMB). The Board that gathers and analyzes information relating to proposed Center Events and recommends resource allocations for the Center Events based on strategic value and impact to potential stakeholders. The CEMB is a subordinate body of the IMSC. Each Marshall organization or Directorate has one representative on the CEMB. CEMB events include Planned Center Event and Contingency Event.

Contingency Event. An unforeseen activity that meets the definition of a Center Event but was not evaluated during the annual CEMB event prioritization and budgeting process. If the event meets the definition of a Center Event and is not program or project specific, a reserve request must be submitted to the CEMB for approval.

Direct Funds. Funding provided from sources other than CEMB.

Events Coordinator (EC). The person who assists and/or provides guidance to the Sponsoring organization, working out of the OSAC.

NASA Integrated Service Management (NISM). The Web-based request system for requesting services from NASA services providers.

Office of Strategic Analysis and Communication (OSAC). The Office responsible for the Center Events Management Board events management process, managing the integrated events budget and plan.

Planned Center Event. An activity that meets the definition of a Center Event that has been sanctioned by the CEMB as an “approved event” through the annual prioritization process, with an allocated budget approved by the IMSC.

Point of Contact (POC). The sponsoring organization’s committee head or representative responsible for planning the event and who is the main liaison with the EC for assistance and/or guidance.

Reserve Request. A process within the CEMB to request funds for a Contingency Event that was not part of the annual planning process.

Service Providers. Marshall Organizations that provide services or products to support special events.

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Special Event. Any event requiring Center support service(s) for a specific and limited timeframe, either onsite or offsite.

Sponsoring Organization. The organization responsible for the special event.

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## **APPENDIX B**

### **Acronyms**

CEMB     Center Events Management Board

EC        Events Coordinator

IMSC     Integrated Management Systems Council

NISM     NASA Integrated Service Management

OSAC     Office of Strategic Analysis and Communications

POC       Point of Contact

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## **APPENDIX C**

(Reserved for Verification Matrix)

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## **APPENDIX D**

### **Records**

D.1 CEMB records will be maintained by the CEMB Secretariat in an OSAC shared folder in accordance with NRRS 1441.1, NRRS 1/19; destroy when 5 years old. Event records created/maintained include:

D.1.1 CEMB meeting minutes.

D.1.2 CEMB meeting presentation charts.

D.1.3 CEMB charts presented to the IMSC.

D.1.4 Listing of approved/unapproved events each fiscal year.

D.1.5 Listing of CEMB representative by organization including alternates.

D.1.6 Submitted/approved reserve requests.

D.1.7 Detailed expense reports for each funded event (e.g., amount spent on graphics, audio/visual, and transportation).

D.2 Records and record retentions for special event service providers are detailed in their process directives.

**APPENDIX E**

**Event Management Process**

