

National Aeronautics and
Space Administration
George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



FEB 01 2001

Reply to Attn of:

DA01

TO: Distribution

FROM: DA01/A. G. Stephenson

SUBJECT: External Correspondence and Handling Official High Level
Communications/Contacts

Enclosed for your information and use is guidance regarding signing MSFC external correspondence and handling official communications and contacts. The purpose is to establish policy, which is applicable to all organizational elements of the Center, and designate the management levels authorized to handle/sign official communications emanating from MSFC.

A handwritten signature in black ink, appearing to read "A. G. Stephenson". The signature is written in a cursive style with a long horizontal flourish extending to the right.

A. G. Stephenson
Director

Enclosure

Distribution:
SDL-5

POLICY ON SIGNING MSFC EXTERNAL CORRESPONDENCE AND HANDLING OFFICIAL COMMUNICATIONS/CONTACTS

POLICY

Official Center communications will be signed by officials who can authoritatively vouch for the content of the communication and whose functions include primary responsibility for the subject matter, including committing the Center to a course of action.

ACTIONS RESERVED FOR CENTER DIRECTOR, DEPUTY DIRECTOR, AND ASSOCIATE DIRECTORS

Communications taking action under authority delegated exclusively to the Center Director will be signed by the Center Director or when the Center Director is absent, the Acting Center Director. Communications of the following nature will be signed by the Center Director, Deputy Director, or Associate Directors:

- a. Communications to the White House, members of Congress, high-ranking Government officials, and prominent civilians, including industrial contractors at corporate level, unless otherwise directed by the Office of the Director at the time responsibility for action or reply is assigned.
- b. Communications to the following officials:
 - (1) The NASA Administrator, Deputy Administrator, Associate Deputy Administrator, or Associate Administrators and Deputy Associate Administrators.
 - (2) Directors and Deputy Directors of other Centers.
 - (3) Heads of other Federal agencies or installations.
- c. Communications to high-ranking State or local officials.
- d. Communications which involve:
 - (1) Stating MSFC policy for the first time, changing current policy, or varying from established policy.
 - (2) Changes to the Center basic organization or operating relationships.
 - (3) Center roles and missions.
 - (4) Committing the Center to a major course of action or committing significant Center resources.
 - (5) Committing the Center to the terms and tenure of any Center Agreements.

- (6) Matters which directors and managers of organizational elements reporting to the Center Director consider of such importance as to require the signature of the Director, Deputy Director, or Associate Director.

SIGNATURE OF DIRECTORS AND PROGRAM/PROJECT MANAGERS

- a. Directors of organizational elements reporting to the Center Director are authorized to sign communications on matters other than the above within their areas of responsibility. Heads of these organizational elements may delegate their signature authority within their organizations as determined necessary.
- b. The Program/Project Managers reporting to the Center Director are authorized to sign communications to their counterparts on program management matters which are in response to NASA Headquarters' inquiries or directives directed to the attention of the Center Director and reassigned to them by the Center Director for action.
- c. Official communications from the Center, regardless of the level at which signed, should reflect favorably upon the Center. Individuals authorized to sign have a responsibility for obtaining appropriate concurrence from other organizational elements. Copies of the communications should be sent to other officials of the Center who have direct interest in the subject.

SIGNATURE DURING ABSENCES

When an official designated is absent, the communication will continue to be prepared for that official's signature and will be signed by the person officially authorized to act in that position.

SIGNATURE BLOCKS FOR OFFICIAL CORRESPONDENCE TO BE SIGNED BY MSFC OFFICIALS

In preparing official correspondence to be signed by the following Center officials, the signature block will be typed exactly as shown below:

OFFICE OF THE DIRECTOR

A. G. Stephenson
Director

James W. Kennedy
Deputy Director

Sidney P. Saucier
Associate Director

Axel Roth
Associate Director

ENGINEERING DIRECTORATE

John W. Kilpatrick
Director
Engineering Directorate

Vacant
Deputy Director
Engineering Directorate

CENTER OPERATIONS DIRECTORATE
DIRECTORATE

Sheila S. Cloud
Director
Center Operations Directorate

James H. Carter
Deputy Director
Center Operations Directorate

CUSTOMER AND EMPLOYEE
RELATIONS DIRECTORATE

Tereasa H. Washington
Director
Customer and Employee Relations Directorate

Susan L. Cloud
Deputy Director
Customer and Employee Relations Directorate

SPACE TRANSPORTATION
DIRECTORATE

John R. Rogacki
Director
Space Transportation Directorate

Dennis E. Smith
Deputy Director
Space Transportation Directorate

PROCUREMENT OFFICE

Stephen P. Beale
Director
Procurement Office

Byron W. Butler
Deputy Director
Procurement Office

OFFICE OF CHIEF COUNSEL

William A. Hicks
Chief Counsel

FLIGHT PROJECTS

N. Jan Davis
Director
Flight Projects Directorate

Vacant
Deputy Director
Flight Projects Directorate

SCIENCE DIRECTORATE

M. Franklin Rose
Director
Science Directorate

Ann F. Whitaker
Deputy Director
Science Directorate

SAFETY AND MISSION
ASSURANCE OFFICE

Amanda H. Goodson
Director
Safety and Mission Assurance Office

James M. Ellis
Deputy Director
Safety and Mission Assurance Office

CHIEF FINANCIAL OFFICER

David K. Bates
Chief Financial Officer

Frank D. Mayhall
Deputy Chief Financial Officer, Finance

Sandra C. Coleman
Deputy Chief Financial Officer, Resources

EQUAL OPPORTUNITY OFFICE

Charles H. Scales
Director
Equal Opportunity Office

SPACE SHUTTLE PROJECTS OFFICE

A. A. McCool

Manager

Space Shuttle Projects Office

SYSTEMS MANAGEMENT OFFICE

Robert O. McBrayer

Director

Systems Management Office