

National Aeronautics and Space Administration  
Headquarters  
Washington, DC 20546-0001



October 30, 2013

Reply to Attn of:

To: Officials-in-Charge of Headquarters Offices  
Directors, NASA Centers  
Chief Financial Officers, NASA Centers

From: Dr. Beth Robinson, Chief Financial Officer

Subject: FY 2014 Sequestration Guidance for Conference Attendance and Travel

Reference: April 1, 2013 Chief of Staff Memo "Consolidated Sequestration Guidance" Version 1.0

In response to OMB's sequestration memorandum dated February 27, 2013, NASA issued guidance to address heightened scrutiny concerns for certain types of activity, including conference attendance and travel, in March 2013. Since that time, the agency has adjusted to lower funding levels (post-sequestration) and, as a result, the agency has now reassessed this guidance for FY 2014. This memorandum documents the relevant decisions reached by the Executive Council.

The following guidance is effective as of the date of this memorandum for conference attendance and travel.

#### Conference Attendance

- 1) The following conferences have been disapproved for attendance – except by waiver from the Agency OCFO -- that involves non-local travel in FY14 while under Sequestration:
  - ✓ National Space Symposium
  - ✓ The American Astronautical Society's Robert H. Goddard Memorial Symposium & Goddard Memorial Dinner
  - ✓ IAF Spring Meeting
  - ✓ Rotary International Conference
  - ✓ Paris Air Show (and other air shows)
  - ✓ Annual NASA Small Business Symposium & Awards Ceremony
  - ✓ Gartner Symposium/IT Expo
  - ✓ TED Meetings
- 2) Domestic conference attendance continues to be limited to scientific and technical conferences that contribute to the agency's core mission and for which there are no alternative methods of participation. However, substantive involvement is no longer required for each attendee at a domestic conference.
  - ✓ The 50 person limit for domestic conference attendance without an approved waiver remains in effect. Approvals for waivers for greater than 50 persons to attend a conference still require approval by the Agency OCFO and should follow the same procedures as in FY 2013.
- 3) Foreign conferences will now follow the same approval criteria, thresholds and processes as domestic conferences, except that foreign conference attendance will continue to require

substantive involvement (i.e. presenting, speaking, session moderator, or facilitating a scientific or technical exhibit) and are still subject to the legislated 50-person limit. However programmatic activity or policy negotiations are no longer required.

- 4) All conference approval decisions (domestic and foreign) with an Agency-wide cost below \$75k are delegated to the lead Center CFO. Those conferences with an Agency-wide cost of \$75k or above are to be submitted to the Agency CFO's office for disposition.

#### Other Travel Matters

- 1) The Executive Council now requires that all Extended TDY assignments longer than 90 days must be approved by Officials-in-Charge of Headquarters Offices or the Center Director. Centers and applicable Offices should prepare the appropriate approval processes.
- 2) If the NASA Associate Administrator determines that poor judgment in the application of any part of the travel and conference sequestration guidance occurred in a specific organization, that organization will be required to obtain Agency OCFO approval for all domestic and foreign conference attendance for a 6 month period.

Unless otherwise noted, all other guidance in the Chief of Staff April 1, 2013 memo will continue to apply while under Sequestration.

Questions concerning this guidance should be directed to Pamela Hanes, Joe McIntyre, or your Center CFO Office.



Dr. Elizabeth Robinson

Chief Financial Officer