

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



NOV 08 2001

Reply to Attn of:

QS30 (01-64)

TO: Distribution

FROM: QS30/Dennis S. Davis

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Central
Committee Meeting

The Safety, Health, and Environmental (SHE) Central Committee met at 8:30 a.m., on Monday, November 5, 2001, in Building 4200, Conference Room P110. The attendance list is attached as Enclosure 1. The agenda for the meeting is attached as Enclosure 2.

OPENING REMARKS (ART STEPHENSON/DAO1)

Art opened the meeting expressing appreciation to all for attending. He commented that MSFC has 33 days without a lost-time accident. He added that he is concerned about safety in all areas, more injuries occur in the office environment due to non-deliberate, non-conscious acts. He also expressed appreciation to the Safety Day Committee and to the Safety and Mission Assurance Office for the successful Safety Day 2001, and to the Marshall Safety and Health Action Team (MSAT) for sponsoring the Safety Bowl.

SPECIAL REPORTS

Yard Maintenance Vehicle Lost-Time Mishap (Joyce Eagan/AD02)

Joyce reported on a lost-time mishap that occurred on October 3 involving a Joppa yard maintenance contract employee. While driving a John Deere Gator cart on a dirt road near Building 4751, the employee ran over a wire cable. The bounce of the cart jerked the employee, straining his lower left back muscle. The employee left a note stating that he was going home because he had injured his back. He did not report to MSFC Medical Office, but later went to the emergency room at a local hospital. The incident resulted in two days of lost-time. As corrective action, Joppa Maintenance counseled the employee with regard to following proper procedures, being aware of surroundings, safe speed, and overall safety concerns. A safety meeting was conducted with all Joppa employees to discuss these topics. The chart presented is attached as Enclosure 3.

Terrorist Threat Update/Planning (Jim Carter/AD01)

Jim presented to the Committee several informative website links for terrorist updates and reporting. The Website links are as follows: www.usps.gov; www.cdc.gov; www.fbi.gov; www.usatoday.com.

The National Guard has taken the responsibility of manning the gate entrances to Redstone Arsenal. Entrance patterns are being changed routinely.

MSFC mail handling operations are being reviewed. An X-Ray machine has been purchased to detect explosives and is due to arrive at MSFC in a few weeks. Headquarters has also purchased technology equipment that can identify anthrax in approximately 30 minutes. This equipment is due to arrive at MSFC this week. The City of Huntsville is considering purchasing equipment with radiation capabilities.

New Inventory of Hazardous Operations (IHOP) (Dennis Davis/OS30)

Dennis reported that the New Inventory of Hazardous Operations database is now available via the Supervisor Safety Web Page (SSWP). All civil service and contractor supervisors who have hazardous operations are required to document them in this system and complete the associated checklists by December 3. If needed, the Industrial Safety Office is available to assist.

The SHE Program and Non-Hazard Operation checklists, accessible on the SSWP, were due on November 2. Completion of these checklists is mandatory for the Voluntary Protection Program (VPP) assessment. Organizations that have not completed these checklists should do so promptly. The charts presented are attached as Enclosure 4.

INDUSTRIAL SAFETY REPORTS (D. Davis/OS30)

Dennis reported the safety metrics for the new Fiscal Year (FY) 2002, which began on October 1, 2001. Supervisors recording safety meetings and visits on the SSWP database continues to be low. Dennis presented an honor roll chart of directorates that achieved 100 percent of their visits and meeting for the month. Art commented that he wants to see more directorates on the honor roll. He challenged everyone to do a better job this fiscal year of reporting safety meetings and visits on the SSWP.

Dennis also presented a Summary Report for FY 2001. The most common types of mishaps have been slips/trips and falls, and back injuries. He noted that human factors are the major cause of accidents. The charts presented are attached as Enclosure 5.

TEAM REPORTS

Dr. Bill Dye reported that the MSFC Medical Center would provide flu vaccine to employees who want this protection. Details are provided on Inside Marshall.

Phil Robbins expressed appreciation to everyone who participated in the Safety Bowl. He commented that it was a good competition. Phil also reported that after elevating contractor mishap records, no indicator was determined as to why contractors' lost time rates are higher than civil service. Part of the reason could be that contractor's training is a year behind civil service.

Sheila Cloud reported that additional funding has been received from Headquarters to be used for security measures. Priorities are being identified as to how the money will be used. Moving mailroom operations from Building 4200 to a remote area are being considered. She also presented instructions for overseas travel. She stated that all overseas travel must be approved by Headquarters, and then by the State Department. It normally takes about four weeks to get orders cleared through this process. Overseas travel instructions are attached as Enclosure 6.

Bill Kilpatrick expressed appreciation to Center Operations for helping close safety inspection discrepancies.

Dave Bates shared an incident that occurred while he was traveling to Birmingham on a motorcycle. A flat bed truck was transporting empty buckets that were not adequately secured. The buckets were blowing off the trailer causing a significant hazard. This incident could have caused a major accident. Always secure material before transporting.

Ann Whitaker reported that on Safety Day their organization conducted some "what if" scenarios. It was a very productive session.

Bill Hicks reported on testing an emergency security alarm doing one of Art Stephenson's safety visits. The system worked; Security responded within two minutes.

OPEN ACTIONS (Dennis Davis/QS30)

Dennis discussed the status of open actions. The charts presented are attached as Enclosure 7.

The next meeting of the Safety, Health, and Environmental Central Committee is scheduled for December 3, 2001, at 8:30 a.m., in Building 4200, Conference Room P110.

A handwritten signature in black ink, appearing to read "Dennis S. Davis". The signature is fluid and cursive, with the first name "Dennis" being the most prominent part.

Dennis S. Davis
Industrial Safety Department

7 Enclosures

**SAFETY, HEALTH, AND ENVIRONMENTAL CENTRAL COMMITTEE
MONDAY, NOVEMBER 5, 2001
BUILDING 4200, CONFERENCE ROOM P110, 8:30 A. M.**

MEETING AGENDA

1) OPENING REMARKS (A. STEPHENSON/DA01)

2) SPECIAL REPORTS

Yard Maintenance Vehicle Lost-Time Mishap (J. Eagan/AD10)

Terrorist Threat Update/Planning (J. Carter/AD01)

New Inventory of Hazardous Operations (IHOP) (D. Davis/QS30)

3) INDUSTRIAL SAFETY REPORT (D. DAVIS/QS30)

4) TEAM MEMBERS REPORTS

J. Kennedy/DD01	D. George/CSF	D. Bates/RS01
A. Roth/DE01	A. Goodson/QS01	C. Scales/OS01
W. Dye/KE/SE	J. Hamaker/VS01	D. Kross/TD01
A. Sams/AFGE	S. Cloud/AD01	A. McCool/MP01
W. Darbro/MESA	T. Washington/CD01	A. Whitaker/SD01
P. Robbins/MSAT	B. Kilpatrick/ED01	W. Hicks/LS01
D. Smith/UP01	J. Davis/FD01	S. Beale/PS01

5) REVIEW OPEN ACTIONS (D. DAVIS/QS30)

6) CALENDAR OF ACTIVITIES: NEXT MEETINGS

**AREA COMMITTEE
November 28, 2001**

**CENTRAL COMMITTEE
December 3, 2001**

**2-DAY LOST-TIME INJURY – JOPPA – GROUNDS
MAINTENANCE**

WHO	Spray technician – male, in mid-30's and good health
WHAT	Strained back muscle
WHERE	Dirt road near Building 4751
WHEN	October 3, 2001 (Wed.); approximately 2:15 p.m. [events unknown to employer until 10/5/01]
CIRCUMSTANCE	While driving John Deere Gator cart (much like an oversized 4-wheeler), employee ran over a wire cable. The resultant bounce of the cart jerked the employee, pulling lower left back muscle.
WHY	Employee inattention to surroundings; possible excess speed
HISTORICAL	All Joppa personnel had been instructed as to proper procedures to follow if they are hurt on the job.
EMPLOYEE RESPONSE	The employee returned to Bldg. 4348 and left note on the door that he was going home because he had hurt his back. Employee had no phone number on record. Employee returned to work-site on 10/5/01 (Fri.) with a doctor's excuse to not return until 10/8/01; therefore, missing 2 days. Stated he would have returned on 10/4/01 (Thurs.), but he had a reaction to the drug the ER physician prescribed and he had to return to the ER on Wed. night. He was ready to work on Fri., but Joppa decided to abide by the doctor's note.
EMPLOYER RESPONSE	Joppa counseled this individual about awareness of surroundings, safe speed in an open cart, and overall safety concerns. Then they had a safety meeting with all employees to discuss these topics.

Inventory of Hazardous Operations (IHOP) and Checklist

Dennis Davis/QS30

November 5, 2001

SSWP - Supervisor Menu

Note: A link to IHOPS was added under SHE checklists and a link to IHOPS metrics was added under Metrics.

- **Safety Meeting**

- Plan A Safety Meeting
- Add Safety Meeting *(includes adding Actions)*
- Edit Safety Meeting *(includes editing Actions)*
- View/Print Safety Meeting And Associated Actions

- **Safety Visits**

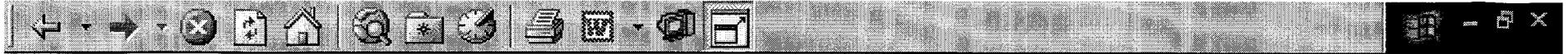
- Printable Checklists
 - Printable Supervisor Safety Inspection Checklist
 - Printable Safety Compliance Checklists (Specific)
- Add Safety Visit *(includes adding Findings)*
- Edit Safety Visit *(includes editing Findings)*
- View/Print Safety Visit And Associated Findings

- **SHE Checklists**

- She Program Checklist *(Completion is mandatory for VPP assessment)*
- Office and Non-Hazardous Area Checklist *(Completion is mandatory for VPP assessment)*
- Inventory of Hazardous Operations (IHOPS) 

- **Listings**

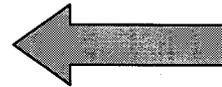
- View All Open Actions



Input/Edit Hazardous Operation Menu

STEPHENSON, DA

Add Hazardous Operation



Update Hazardous Operation

Delete Hazardous Operation

Reassign Hazardous Operation

View/Search Hazardous Operation Inventory



Training Course

[IHOPS Main Menu](#) | [Inside Marshall](#) | [SHE Page](#) | [MSFC Document Library](#)

Author | Curator - Vyga Kulpa | Responsible Official - Amanda Goodson | Version

Self-Assessment Checklist Schedule

- SHE Program and Non-Hazard Operations -
Due 11/2/01
- Hazardous Operations – Due 12/3/01

SHE Program (SHE) and Non-Hazardous Operations (N/H) Checklist

(% Completed)

ORG	SHE	N/H
DA	100	100
AD	73	74
CD	100	93
ED	76	70
FD	46	44
LS	100	100
MP	100	100

ORG	SHE	N/H
OS	0	0
PS	62	62
QS	82	88
RS	100	100
SD	33	27
TD	80	80
VS	100	100

 COMPLETE

MSFC Safety Data for Oct '01

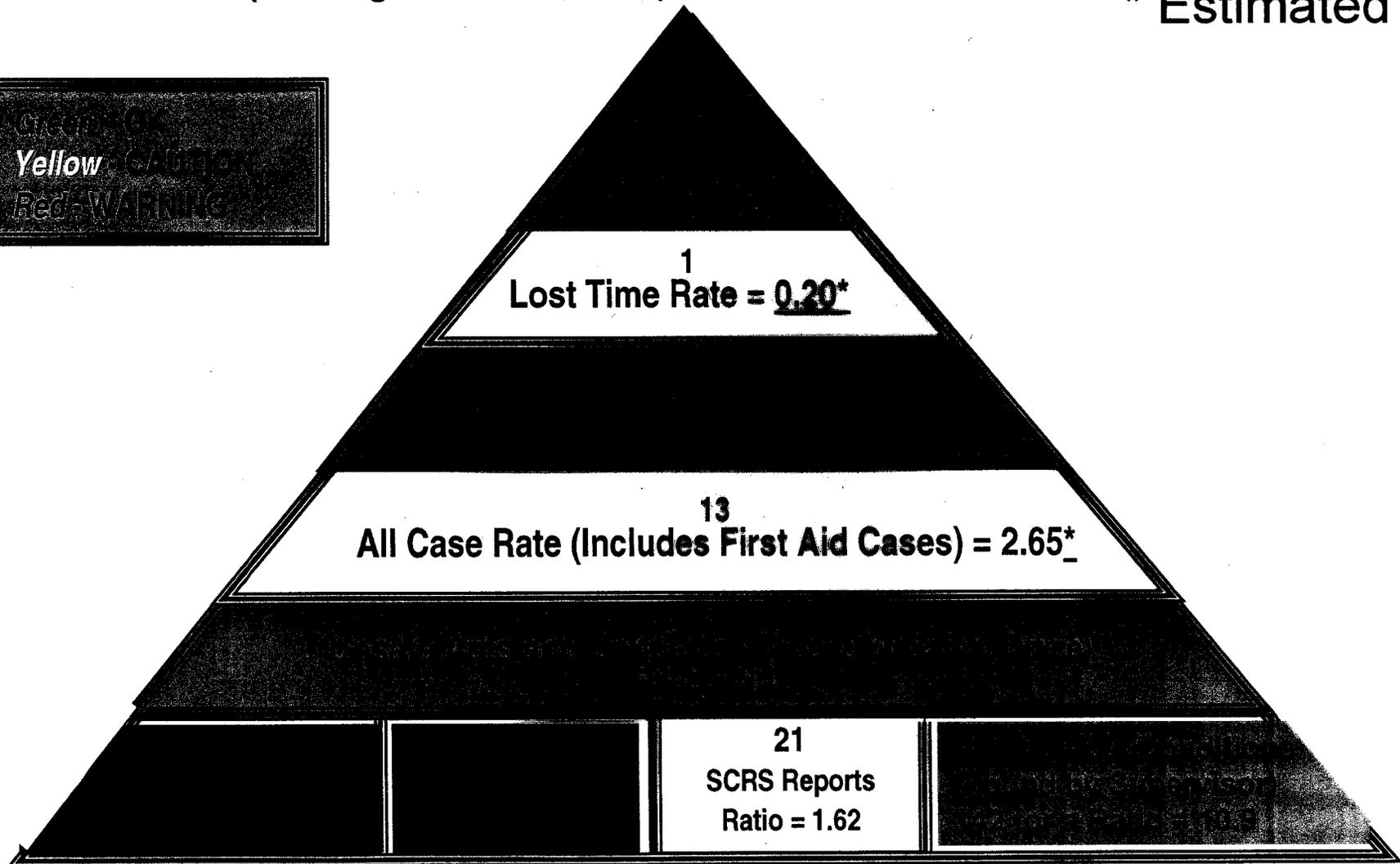
(Current as of October 30, 2001)

- **Mishap Statistics**
 - **Trailing Indicators**
 - **Leading Indicators**
 - **Lost-times Since Last Meeting**
-

MSFC Team Metric - Personnel Safety

Data for FY02 (Starting October 1, 2001)

* Estimated



MSFC Team Metric Key

Metric	Yellow
Type A & B	N/A
Type C (Lost-Time)	.101 to .20
OSHA Recordables	1.01 to 1.50
All (Recordables + First Aids)	2.01 to 3.00
Safety Office Finding (HAZTRAK + Safety Audits)	3-4
Safety Meetings	80 to 90%
Safety Visits	80 to 90%
SCRS	1.5-3.0
Supervisor Findings	5-10

Safety Meetings and Visits

HONOR ROLL (100% both Meetings and Visits)

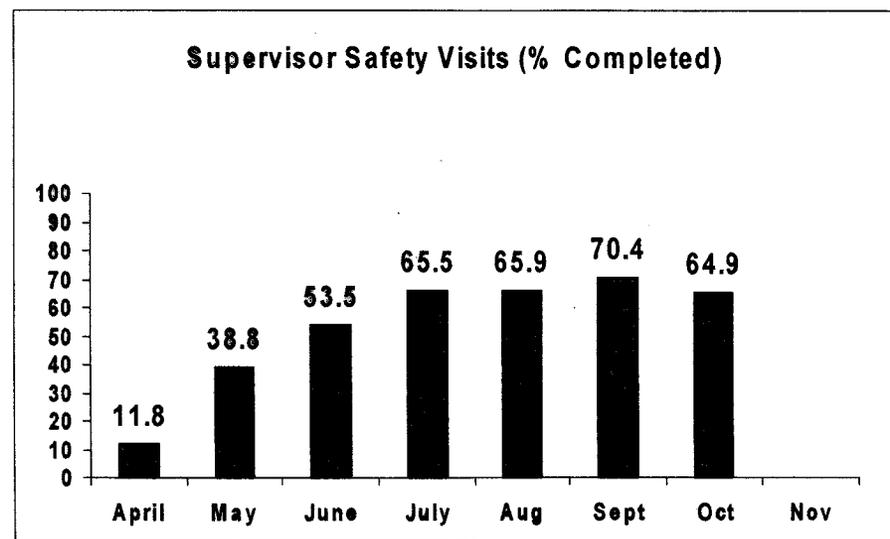
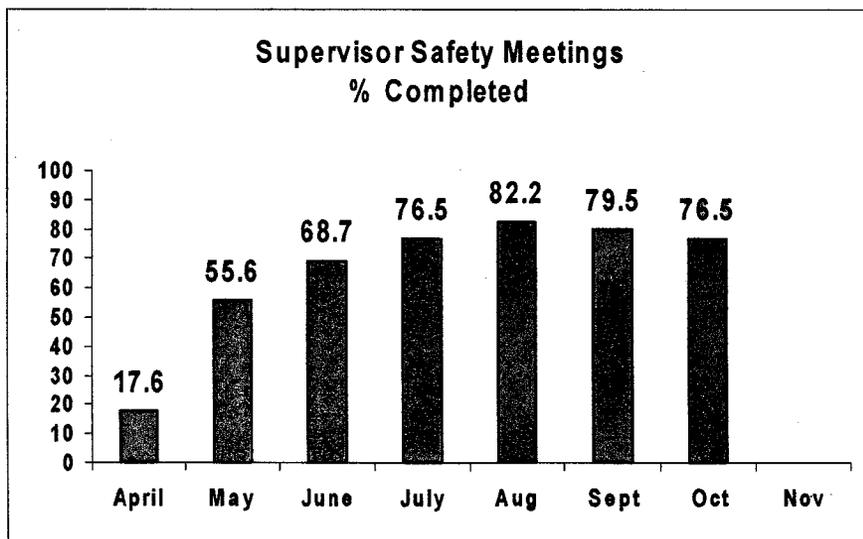
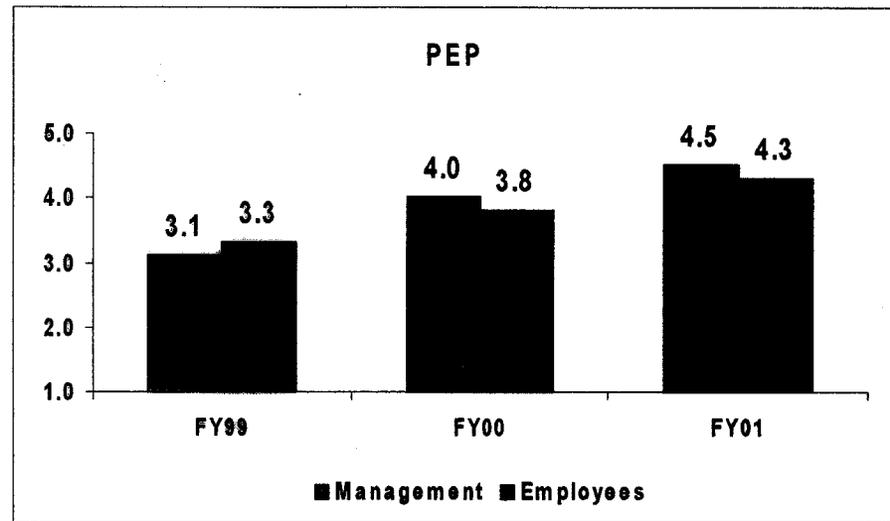
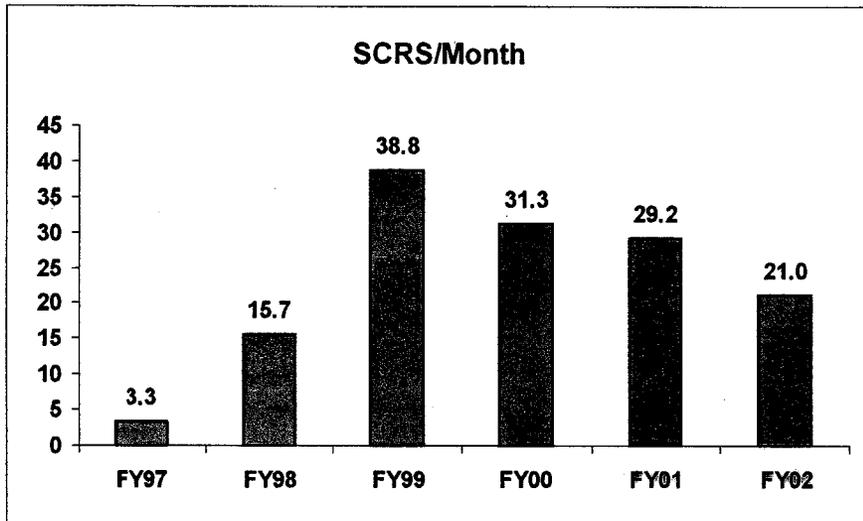
- Safety and Mission Assurance Office (17 of 17)
- Space Shuttle Project Office (7 of 7)
- Systems Management Office (3 of 3)
- Office of Chief Council (1 of 1)
- Office of the Director (1 of 1)

HONARABLE MENTION (>90% both Meetings and Visits)

- Engineering Directorate (98%) (82 of 83)

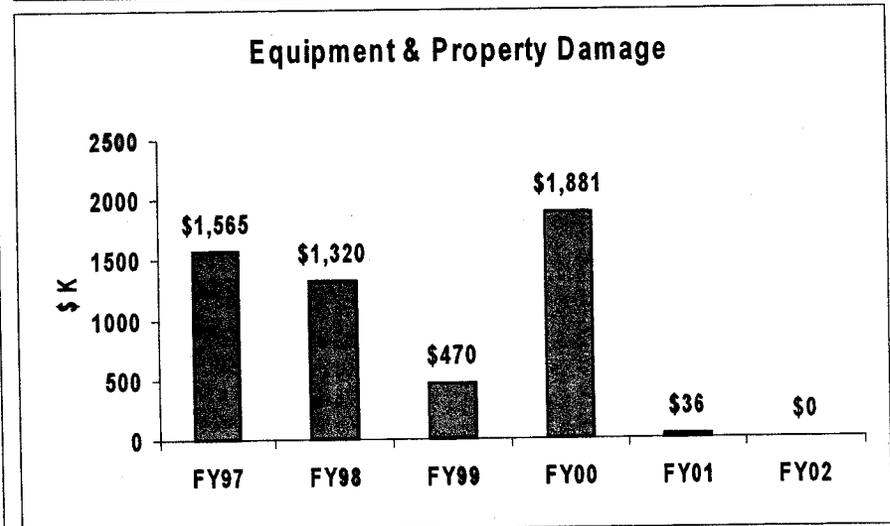
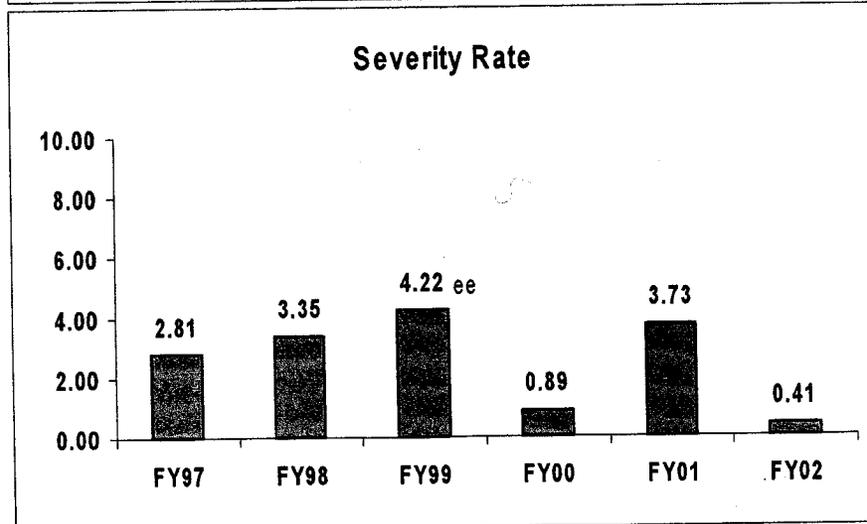
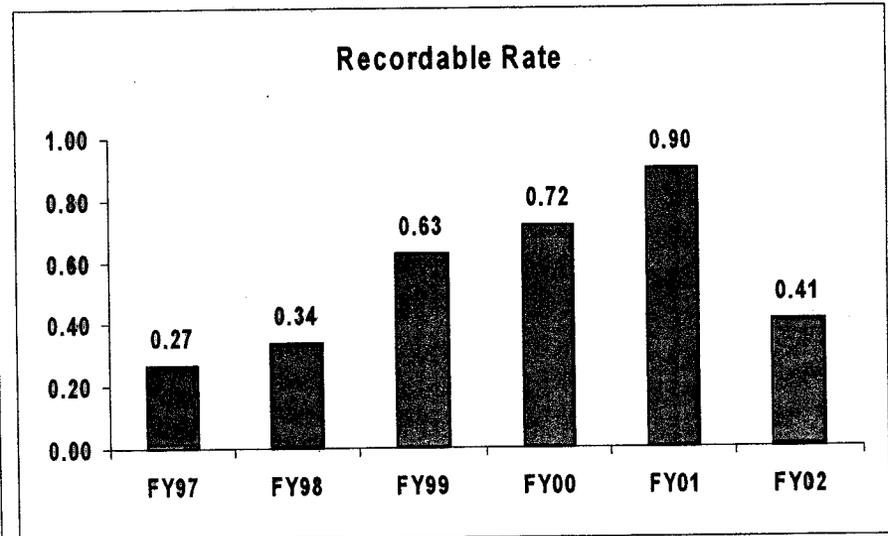
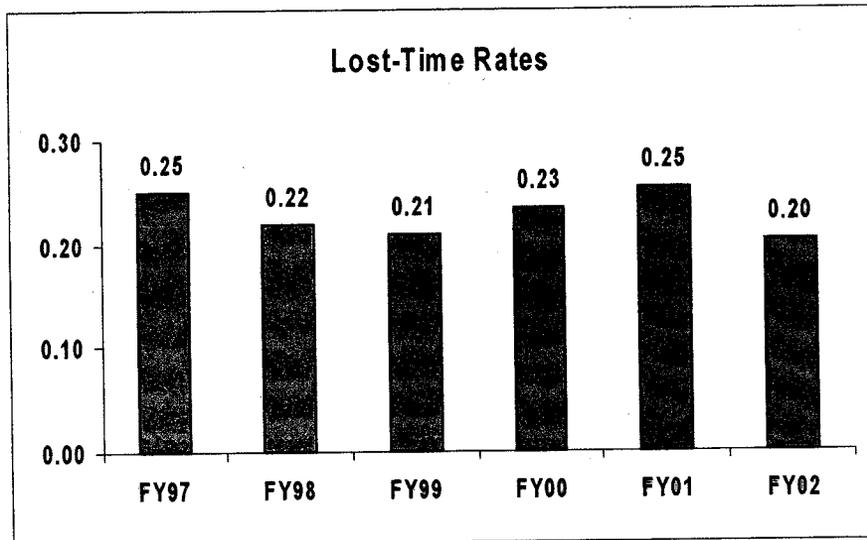
Team Metrics - Leading Indicators (10-30-01)

Higher is Better!



Team Metrics - Trailing Indicators (10-30-01)

Lower is Better!



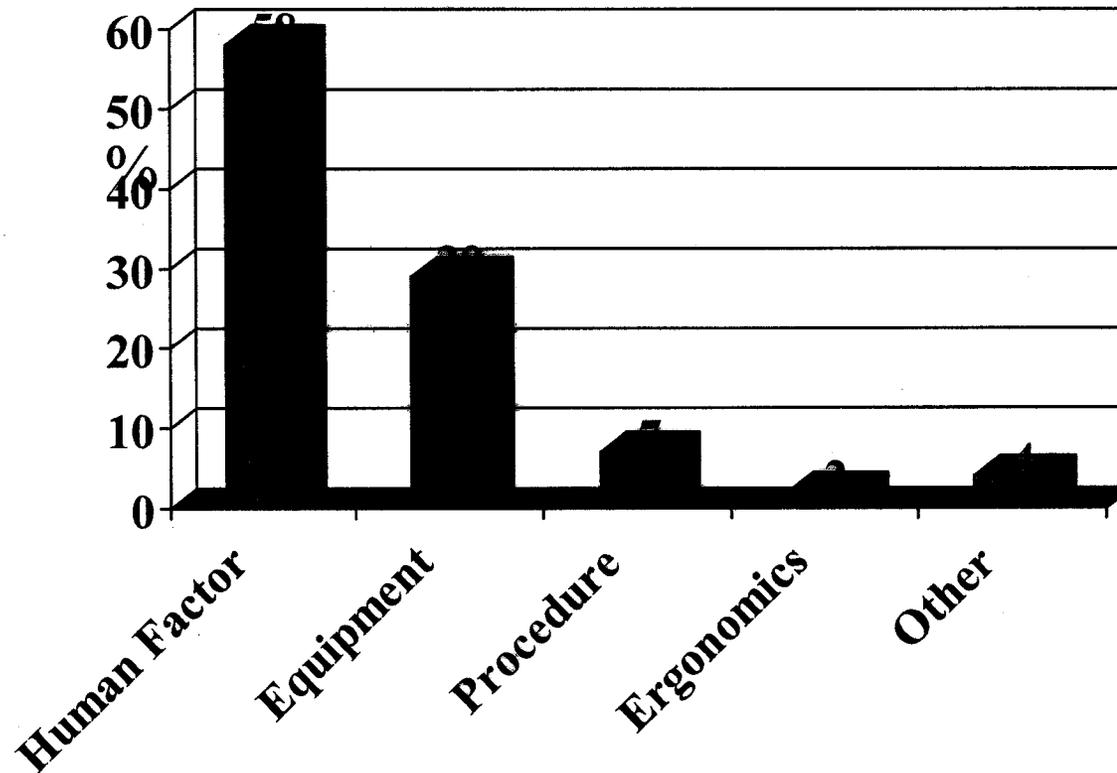
FY 2001 Summary Report

FY01 Lost-Time Mishaps

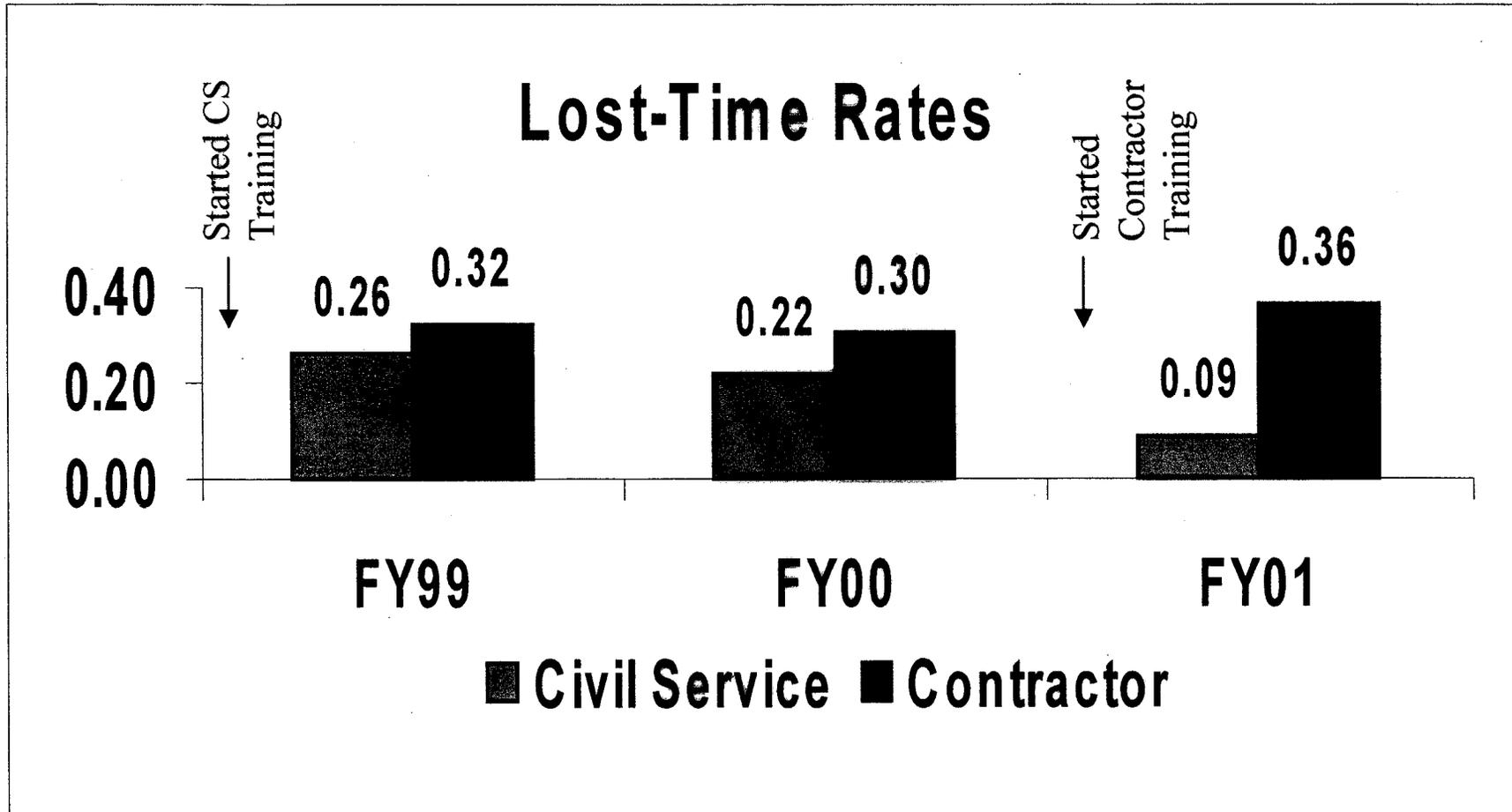
- 07/17/01 - Employee injured back while handling flip-chart stand at conference set-up.
- 07/03/01 - Employee tripped on step of loading dock fracturing knee.
- 06/28/01 - Employee's right bicep separated from bone during office volleyball game.
- 06/19/01 - Employee tripped, twisting knee while jumping over above ground pipe.
- 06/06/01 - Employee injured elbow reaching over storage to empty a mop bucket into sink, requiring surgery.
- 05/16/01 - Employee was on TDY, lost balance on escalator and fell backwards, injuring leg.
- 05/03/01 - Employee fell while walking down stairs with unknown injuries.
- 05/01/01 - Employee suffered severe back pain after standing from chair, requiring surgery.
- 05/01/01 - Employee had allergic reaction to spider bite.
- 04/20/01 - Employee developed sudden back pain after 3 days of wet saw use.
- 03/14/01 - Employee was walking in office area, turned foot.
- 02/20/01 - Employee fell while going down stairs resulting in shoulder and leg pain.
- 12/14/00 - Employee fractured/lacerated fingers in heat sealing machine.
- 11/15/00 - Employee sprained ankle while hurrying from one room to another.
- 10/03/00 - Employee carrying large box down stairs missed last step, breaking ankle.

■ Slips/Trips/Falls (8) ■ Back Injury (3) ■ Other (4)

FY 2001 Mishaps' Primary Causes (Injury and Property Loss)



Lost-Time Mishaps Trends

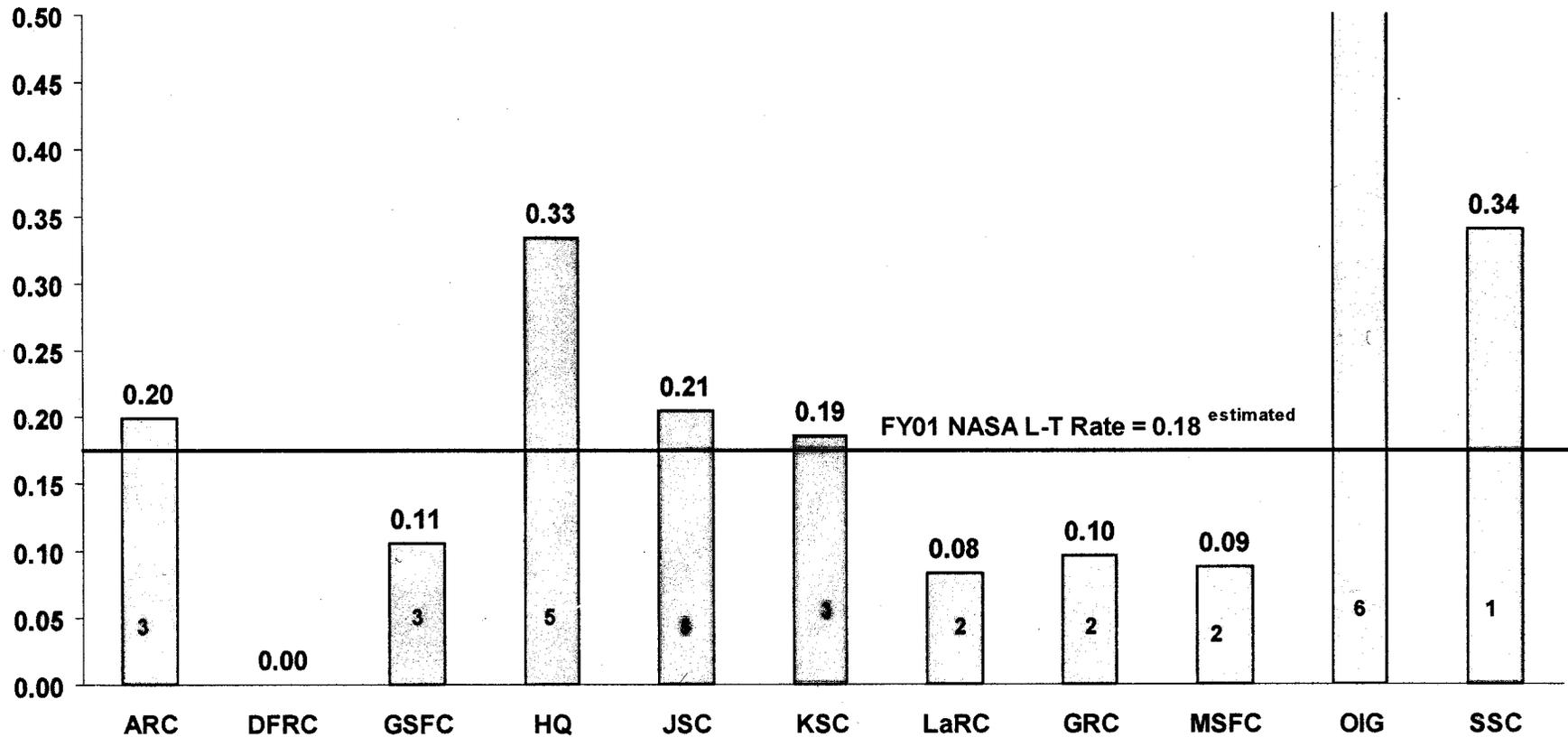


FY2001 NASA Reportable Lost-Time Mishaps

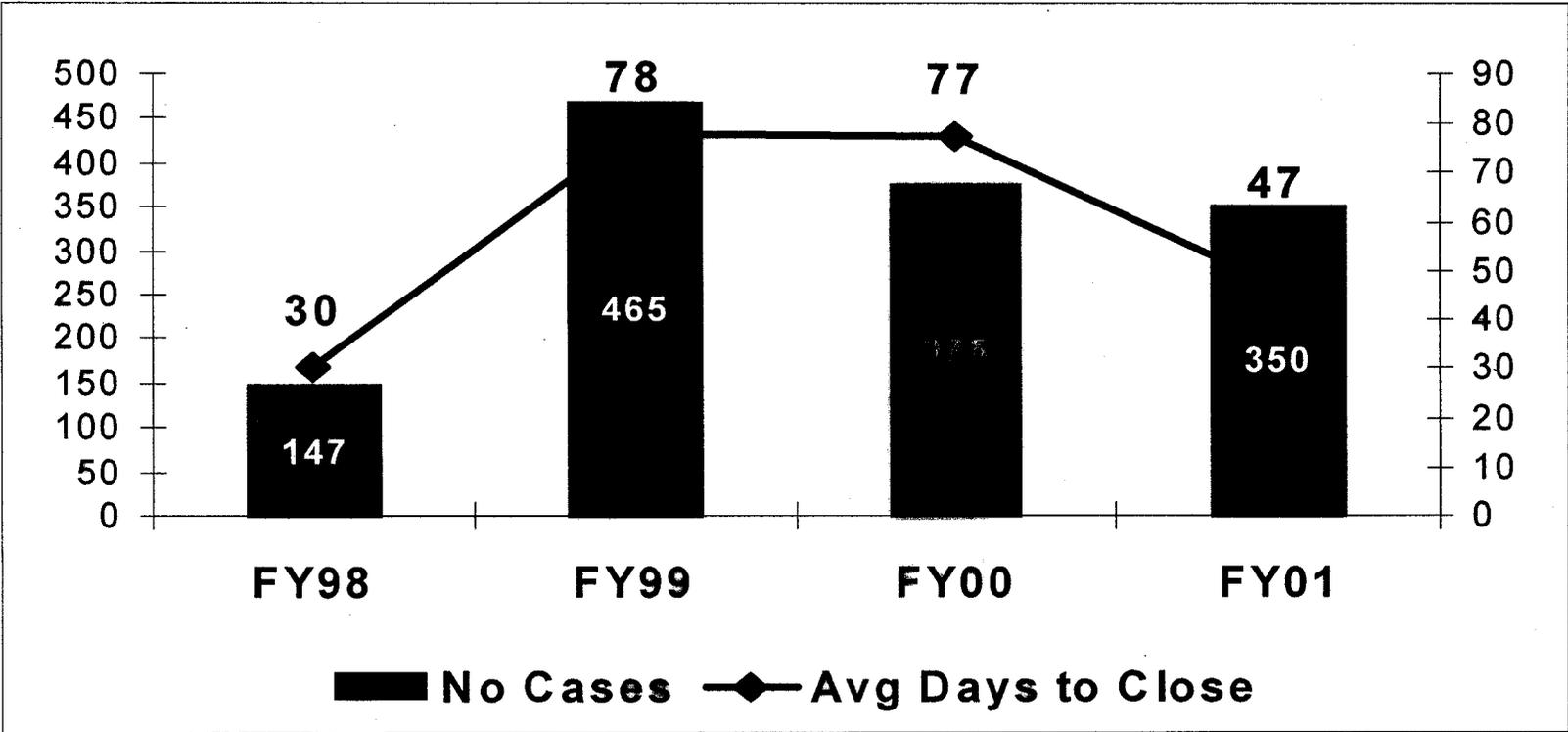
(Civil Service FY01)

NOTE: Data is not current for all NASA Centers

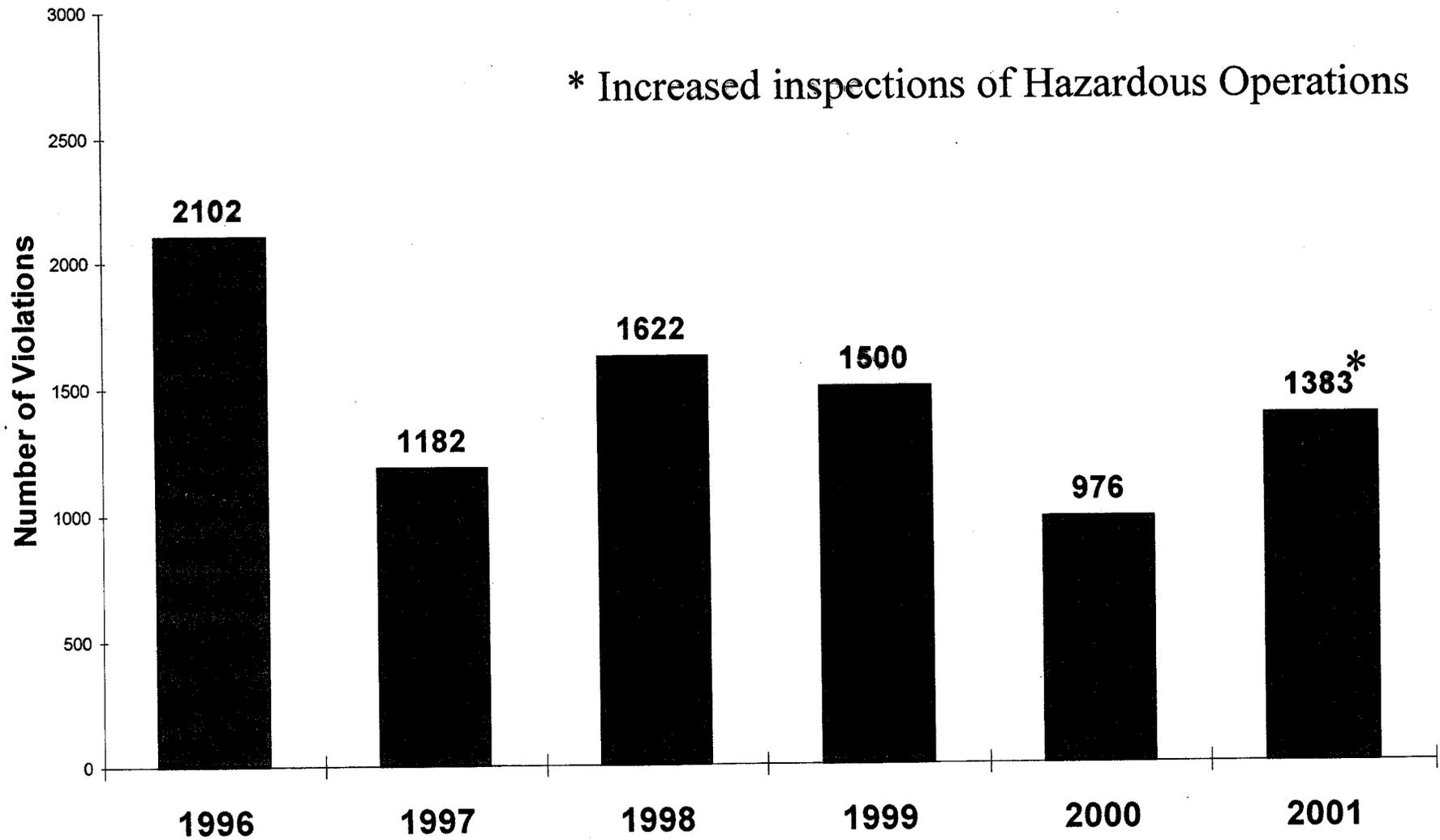
1.99



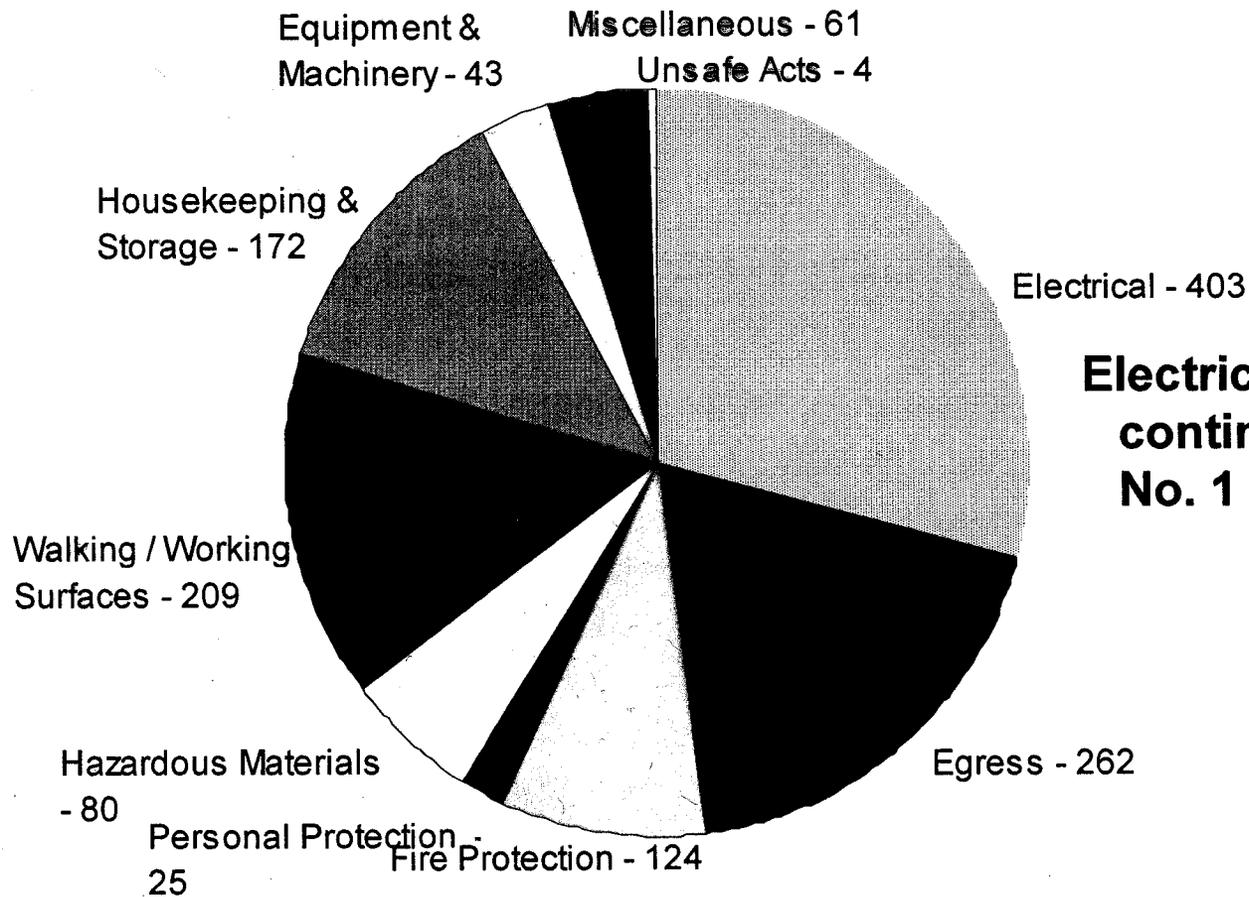
SCRS Trends



Safety Inspection Trends



Safety Inspection Findings By Type



Electrical violations continues to be the No. 1 safety finding

OVERSEAS TRAVEL

- NASA HQ/Office of External Relations/Assessment & Tech. Division/Code ID: responsible for review and coordination of all foreign travel by NASA personnel (NPD 9710.1)
 - Country Clearance must be approved through HQ before CFO will approve travel orders
 - Country Clearances/NASA Form 386, “Overseas Travel Order”
 - submitted to Code ID 4 weeks prior to travel for Country Clearance through the Department of State
 - signed by Center Director/designee
 - include mission critical statement (Block 15)
 - include – name of Agency/company, point of contact (name, telephone number, e-mail), hotel (name, address, telephone number and e-mail address)
 - if submitted less than 4 weeks, must have a letter of late justification signed by Center Director/designee addressed to: NASA Headquarters, Code ID/Richard T. Williams. Travel may be denied.
 - Travel for presentation of papers at conferences or “non-program travel”, etc.
 - conferences - NASA Form 1676, “NASA Scientific and Technical Document Availability Authorization (DAA)
 - non-program travel - NASA Form 1167, “Request for Approval of Foreign Training & Non Program Travel or Participation in Domestic Symposia”
 - other information: copy of invitation(s) from foreign organization(s), information on conferences including conference programs, copy of legal review of any reimbursable travel, etc.
 - Passports & Visas
 - Department of State and NASA Headquarters recommend that Government employees on official business travel use Official Government Passports
 - allow 4 weeks to process a passport through the Department of State, or prepare a letter of late justification
 - allow 10 working days for visa applications to be processed
 - official signed passport must be submitted (except Russia) with visa applications to the Embassy of the country where travel will occur
 - MSFC POC: Mary F. McClendon/AD42T, 544-4555

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



DE01

OCT 26 2001

Reply to Attn of:

TO: Distribution
FROM: DE01/Axel Roth
SUBJECT: Overseas Travel Orders

The NASA Headquarters Assessments and Technology Division (Code ID) in the Office of External Relations, has Agencywide responsibility for foreign travel policy and the review and coordination on all foreign travel by NASA personnel.

All foreign travel of NASA personnel, regardless of purpose, requires NASA to obtain a "country clearance" through the Department of State. Travel packages that involve presentation of papers at conferences, etc., must also include a completed NASA Form 1676 (or Center equivalent). Travel for "non-program" purposes require the completion and submission of a NASA Form 1167. Other relevant background information must also be submitted: copy of invitation(s) from foreign organization(s), information on conferences including conference programs, copy of legal review of any reimbursable travel, etc.

NASA Form 386, "Overseas Travel Order," must be prepared and submitted to Code ID for all foreign travel. Requests should be submitted 4 weeks prior to beginning of travel to provide sufficient time for review of the request and for obtaining a "country clearance" through the Department of State. Prior to submission to Code ID, the Center Director or his designee must sign all travel requests. Block 15 of the travel request must include a "mission critical" statement. If the travel request will be received at Headquarters 3 weeks or less prior to the planned departure date, a late justification shall be prepared for the approving official's (Center Director or designee) signature. Late travel requests may be denied, subject to review of the justification, and NASA's ability to obtain a "country clearance" from the Department of State.

Code ID has requested that name of agency, business, etc. (no acronyms), point of contact and telephone number, hotel name, telephone number, and e-mail address be furnished.

Mission Success Starts with Safety

The Chief Financial Officer (CFO) will not fund foreign travel requests or approve travel until a foreign "country clearance" has been received. Code ID has requested that MSFC have one point of contact for all foreign travel. The MSFC point of contact will be AD42/Mary McClendon. Copies of NASA Form 386 will be faxed to Code ID when CFO receives the approved foreign travel request from the Center Director's office.

If you have questions or need assistance, please call AD42/Joyce Meier (4-4554) or AD42/Mary McClendon (4-4555).



Axel Roth
Associate Director

Distribution:
SDL 6A

Meier, Joyce

From: McClendon, Mary
Sent: Monday, October 15, 2001 7:05 AM
To:
Cc:
Subject: International Travel Requirement

Just as a reminder, if you have not sent a country clearance request to NASA Headquarters, Code ID, Helen Lambert, please do so immediately. The request must be received 4 weeks in advance of travel. Request sent 3 weeks or less before travel, must be accompanied by a letter of late justification. See info below from Code ID. If you have questions after reviewing info below please call Mary McClendon at 544-4555.

What office has responsibility for foreign travel policy at NASA Headquarters?

The Assessments and Technology Division (Code ID) in the Office of External Relations, has agency-wide responsibility for foreign travel policy and the review and coordination on all foreign travel by NASA personnel (see NPD 9710.1).

What forms should be completed for foreign travel?

The forms that need to be submitted are dependent upon the nature of the travel. The NASA Form 386, "Overseas Travel Order", must be prepared and submitted to the Assessments and Technology Division (Code ID), Office of External Relations, NASA Headquarters for all foreign travel. Requests should be submitted 4 weeks prior to the beginning of travel to provide sufficient time for review of the request and for obtaining a "country clearance" through the Department of State. All foreign travel of NASA personnel, regardless of purpose, requires that NASA obtain a "country clearance" through the Department of State. Travel packages that involve presentation of papers at conferences, etc. must also include a completed NASA Form 1676 (or Center equivalent). Travel for "non-program" purposes require the completion and submission of a NASA Form 1167. In addition to the required forms, other relevant background information must also be submitted: copy of invitation(s) from foreign organization (s), information on Conferences including Conference programs, copy of legal review of any reimbursable travel, etc.

What is "non-program" foreign travel?

Non-program foreign travel includes travel for the purpose of attending conferences, foreign training, attendance at NATO sponsored activities, all "reimbursable" travel (including reimbursement "in-kind"), etc. "Program" travel is generally defined as travel in support of an existing international agreement. In instances where a particular trip mixes "program" and "non-program" purposes, the procedures for "non-program" travel are to be followed; i.e., a NASA Form 1167 is required for the entire trip.

Who can I talk to if I have questions about Foreign Travel?

The Assessments and Technology Division, Office of External Relations at NASA Headquarters, and/or your Center's Travel Coordinator, are available to answer your questions. There are a number of excellent websites with information related to travel outside the United States. See any of the following:

U.S. Customs Traveler Information - <http://www.customs.gov/travel/travel.htm>
Bureau of Consular Affairs, Dept of State - <http://travel.state.gov/>
Overseas Travel Information -
http://www.state.gov/www/about_state/business/business_travel.html

Overseas Security Advisory Council - <http://www.ds-osac.org/>
Traveling Abroad - http://travel.state.gov/travel_pubs.html
U.S. Passport Information - http://travel.state.gov/passport_services.html
U.S. Embassies - <http://travel.state.gov/links.html>
U.S. State Department Country Desk Officers -
http://www.state.gov/www/about_state/desk_officers.html
Health Information for U.S. Citizens Traveling Abroad (CDC) -
<http://www.cdc.gov/travel/index.htm>
Foreign Counselor Offices in the United States -
http://www.state.gov/www/travel/consular_offices/fco_index.html
CIA world fact book - <http://www.odci.gov/cia/publications/factbook/index.html>
Russia Travel Information - <http://www4.jsc.nasa.gov/orq/ja/russia/russia.htm>

Are there any special requirements I should be aware of?

Yes. If your travel will involve support from a U.S. Embassy or Consulate, discussions with senior representatives of foreign governmental organizations, discussions intended to lead to international cooperation, shipment of or hand-carrying of equipment, you should contact the Assessments and Technology Division, Office of External Relations at NASA Headquarters well in advance of the travel. Also, if the travel is to a country of concern additional time may be necessary for the Headquarters review process. If the travel is for activities that may require an international agreement which does not already exist, the travel may be denied or postponed pending the review of the proposed activity and, if deemed appropriate, the negotiation and execution of an international agreement.

When should I notify the Assessments and Technology Division (Code ID) of my intended travel?

Notification should normally be made at least four weeks in advance of the planned departure date. There will be a presumption of denial for any foreign travel request received three weeks or less before a planned departure, and approvals in such cases will be dependent upon the justification and made on a case-by-case basis. Justifications for travel received three weeks or less is mandatory and must be signed by the orders approving official.

What happens if there is a denial for my intended travel?

It is the responsibility of the Assessments and Technology Division, Office of External Relations at NASA Headquarters to advise the Center's Travel Coordinator of any denied travel request. In such instances, the reason for denial will be provided and the trip will either be cancelled or rescheduled for a later time, depending upon the circumstances. All rescheduled travel will require revised travel requests.

How long will it take for me to find out if my foreign travel is approved?

The Assessments and Technology Division, Office of External Relations at NASA Headquarters will notify the Center's Travel Coordinator or the traveler of approval or disapproval as soon as practicable, prior to the planned departure date. In most instances, the date of the Department of State "country clearance" is the final approval.

What do I do if I am invited to speak, make an appearance, or present a paper while I am traveling abroad on leave?

Any time you are representing NASA, or conveying information obtained from or related to your NASA position, you are acting in an official NASA capacity and you are required to obtain approval from the Official-in-Charge of the cognizant Headquarters Office or the Director of the cognizant Field Installation, as appropriate, as far in advance as possible. The cognizant official's office will then request approval of the Assessments and Technology Division, Office

of External Relations at NASA Headquarters. If time permits, the cognizant official will request approval using the NASA Form 1167. Approval to accept such invitations shall be communicated to the employee, after review by the Assessments and Technology Division, via the cognizant official. Employees authorized to accept and do attend will be considered on duty status during such time. Such approval will be confirmed by preparation of NASA Form 386.

What is foreign training?

Foreign training is instruction, education, or a structured development experience provided by foreign institutions or facilities located outside the United States and its possessions. The Assessments and Technology Division, Office of External Relations must review all foreign training at NASA Headquarters pursuant to NPD 3410.2.

How do I request foreign training?

Those seeking approval of foreign training for NASA employees must first establish the availability of NASA funds for both the foreign training as well as the travel. Once funding is established requests are submitted to the Director, Personnel Programs Division, 6 months prior to the proposed date of departure. A NASA Form 1167 should be prepared for submittal. All foreign training, regardless of how they are funded, must be approved and forwarded to Code ID. Information to be included on NASA Form 1167, with necessary attachments:

1. Name of traveler;
2. Names and address of the foreign training facility;
3. Location and dates of proposed training;
4. Detailed description of proposed training and whether it is pre- or post-doctoral research. Attach correspondence, training brochures, programs, etc.;
5. Purpose of training;
6. Total cost analysis, including proposed financial (in cash or in kind) arrangement from both NASA and non-NASA sources. (Law and regulation allow the payment of tuition, books, and related fees, per diem and travel expenses, as well as salary continuation.)
7. Itinerary of all official and personal travel, giving dates of departure and return;
8. Specific justification including: the extent and nature of the efforts that were made to determine the availability of equivalent domestic training; the cost advantage and/or other reasons to justify the request for foreign training, if comparable domestic training is available; and the benefits that will accrue to the agency and the attendee.

What is reimbursable travel?

Reimbursable travel, is travel for which a foreign entity provides all or a portion of the funding for travel expenses, either directly to the Agency or in-kind to the employee. NASA employees may not accept direct payment of expenses from foreign entities.

Are there any special requirements for reimbursable travel?

All travel involving full or partial reimbursement from a non-NASA source must be reviewed and approved in writing by the Office of Chief Counsel at your Center or the Office of General Counsel at Headquarters. Responses to travel invitations from foreign entities that involve reimbursement must be coordinated with the Assessments and Technology Division, Office of External Relations at NASA Headquarters. Responses that are not coordinated can cause later embarrassment to the Agency if the travel is ultimately denied.

What are the requirements for late travel requests?

If your travel request will be received at NASA Headquarters three weeks or less prior to the

planned departure date, a justification is required from the orders approving official. Late travel requests will normally be denied, subject to review of the justification, and NASA's ability to obtain a country clearance from the Department of State.

What is required when I return from travel?

Reports or summaries of your activities on foreign travel may be required. The Assessments and Technology Division, Office of External Relations will advise of a trip report requirement on the NASA Form 1167 for non-program travel, and will communicate trip report requirements for program travel to the Center Travel Coordinator, or if a HQ's employee, to the employee's office or the employee directly. There may also be a request for a debriefing by Agency security officials. Such requests will be communicated to the employee from security officials at Headquarters or the Center.

What if I am planning to take leave or take my spouse in conjunction with my foreign travel?

If you plan to take leave and/or if you plan to take your spouse or children on the trip, and you are making personal reservations for the leave portion of the travel or for family member travel, keep in mind that your official travel is not approved until HQs has reviewed and approved the trip, and the Department of State has granted country clearance. If you make personal travel arrangements for yourself or for family members that are non-refundable, such arrangements are at your own risk.

**SH&E "CENTRAL" COMMITTEE
OPEN ACTIONS & ACTIONS CLOSED SINCE LAST MEETING
November 5, 2001**

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
C-0089	A close call incident involving the release of mercury cadmium telluride at Building 4481 was reviewed.	A. Goodson/ QS01	F. Szofran/ SD47	Provide a final safety review to a senior manager board, to include S&MA Director, prior to restarting this operation.	11/06/00	Prior to restart	Shield design complete, SD seeking funding.
C-0106	Carolyn Landry/AD41 reported that Center Operations did not have adequate funding for ergonomic furniture.	Art Stephenson/ DA01	Axel Roth/DE01	Evaluate the ergonomic furniture funding issue and make recommendation to the Committee.	06/04/01	11/05/01	Re-assigned to Axel Roth on 10/4/01.
C-0108	Dennis Davis reported that contractors' lost time rates are significantly higher than Civil Service.	Art Stephenson/ DA01	Donnie George/CSF	Evaluate contractor mishap records to determine why lost time rates are higher.	06/04/01	11/05/01	Discussed at SHE Area Committee. No trend or specific cause identified. Possible factors are better reporting due to increased awareness, and generally more active work of contractors. Closure requested.
C-0109	Alex McCool asked if we train our construction contractors before they're allowed to work on center. He said Thiokol had an excellent program.	Art Stephenson/ DA01	Sheila Cloud/AD01	Benchmark the Thiokol process for training contractors in safety before entering the site.	07/02/01	11/05/01	AD reviewed Thiokol Process. Our program is equivalent or better with exception of in-briefing safety video. A video is in production with ECD of 12/15/01. Security will show.
C-0113	Dennis Davis reported that the % of supervisors conducting meetings and visits was below 50% in September.	Art Stephenson/ DA01	Amanda Goodson/ QS01	Counsel organizations to determine why safety meetings and visits percentages are low.	10/01/01	11/05/01	QS polled several organizations. Various reasons determined - Conducted meeting but had not entered in SSWP (forgot, forgot password, late), meeting not

							conducted (forgot, time, September 11 impact), SSWP technical problems, and organizational changes not official and therefore not reflected in SSWP.
C-0114	Denny Cross reported that an employee slipped and fell due to a wet floor in lobby of 4203.	Art Stephenson/ DA01	Dennis Davis/ QS30	Determine if other buildings at MSFC have potential slippery wet floor problems at entrances.	10/01/01	11/15/01	QS polled Building Managers. Several locations identified and being corrected. AD installed special size rugs to fit 4203 entrance lobbies, and is testing a new floor cleaner that reduces slip hazard when floor is wet.