



**SPD 1050.1 Rev. C-1
August 2022**

A National Aeronautics and
Space Administration
John C. Stennis Space Center
Stennis Space Center, MS
39529-6000

COMPLIANCE IS MANDATORY

John C. Stennis Space Center Policy Directive Agreement Preparation, Processing and Management

Stennis Policy Directive	SPD 1050.1	C-1
	<i>Number</i>	<i>Rev.</i>
	Effective Date: August 30, 2022	
	Expiration Date: August 30, 2027	
Responsible Office: Center Operations Directorate		
SUBJECT: Agreement Preparation, Processing and Management		

Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	October, 2006	Renay Nelson, 8-1585	Initial Release
A	November 2007	Renay Nelson, 8-1585	Revised document to reflect implementation of the PAM system. Added additional responsibilities. Revised flow chart.
B	June 2009	Renay Nelson, 8-1585	Revised entire document for clarity and aid in implementation of the PAM system.
C	October 2016	Karen Miller, 3-1521	Updated document to reflect current policy.
C-1	August 2022	Karen Davis 3-1521	Revalidated with no changes.

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1. POLICY

- a. NPD 1050.1 provides authority and guidance for Reimbursable, Nonreimbursable, and International Agreements as authorized by the National Aeronautics and Space Administration (NASA), John C. Stennis Space Center (SSC). NPD 1050.1, paragraph 5.a, authorizes Directors of NASA Centers to negotiate, execute, amend, and terminate: (i) Reimbursable and Nonreimbursable Agreements with any U.S. domestic entity to include other Federal Agencies; and (ii) No authority is delegated to the Center for any International Agreements.
- b. All agreements shall comply with applicable directives and requirements established by applicable law, regulations, Executive Orders, and NASA and SSC directives. In the event of a conflict, the source statute (typically referenced as a United States Code (U.S.C.) citation), always takes precedence. Following that, Federal regulations (typically found and cited as Code of Federal Regulations (C.F.R.) provision) take precedence over Executive Orders, which take precedence over NASA directives. Any perceived conflicts should be referred to the Office of Chief Counsel for their review and recommendation.
- c. All agreements and agreement modifications generated at SSC shall follow an established process for their creation, approval, and management.
- d. The agreement process developed by NASA SSC for internal use shall comply with this directive and NAI 1050.1C, Space Act Agreement Manual.
- e. Fairness and consistency are important in guiding the initiation and execution of all Space Act Agreements (SAAs). The Standards of Ethical Conduct for Employees of the Executive Branch require that all NASA employees act impartially and that preferential treatment shall not be given to any private organization or individual.

2. APPLICABILITY

- a. This Stennis Policy Directive (SPD) is applicable to all NASA SSC personnel.
- b. This SPD governs all SAAs between SSC and domestic governmental and nongovernmental entities. Agreements with foreign governments or international entities shall be coordinated with the SSC Office of Chief Counsel for referral to NASA Headquarters (HQ) for execution pursuant to NASA Policy Directive (NPD) 1050.1, *Authority to Enter into Space Act Agreements*.

3. AUTHORITY

- a. National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113.
- b. NASA Policy Directive (NPD) 1050.1, *Authority to Enter Into Space Act Agreements*.

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- c. NASA Procedural Requirement (NPR) 1400.1, *NASA Directives System Procedural Requirements*.

4. APPLICABLE DOCUMENTS

- a. NASA Advisory Implementing Instruction (NAII) 1050-1, *Space Act Agreements Guide*.
- b. Stennis Procedural Requirement (SPR) 1400.1, *Document Preparation, Numbering and Management*

5. RESPONSIBILITY

- a. The SSC Center Director is responsible for granting final approval of all agreements, unless otherwise delegated.
- b. The Associate Director (AD) serves as the primary interface with the Office of the Director. The AD will be responsible for reviewing and providing comment, as necessary, on agreements prior to the submission of final package to the Center Director for review and execution. The AD may delegate these duties, as deemed beneficial or necessary.
- c. The Agreement Manager (AM), appointed by the appropriate directorate head, is responsible for establishing and overseeing the agreement process for the respective directorate before submittal to the SSC Center Director.
- d. The Agreement Originator (AO) is the primary interface with the external customer, and is responsible for identifying agreement requirements and serving as the single organizational contact for all agreement matters and activities within the scope of the agreement.
- e. The Office of Chief Counsel (OCC) is responsible for reviewing all agreements, including those not accommodated by the NASA online Partnership Agreement Maker (PAM), to ensure compliance with applicable statutes, regulations, and policies.
- f. The Office of the Chief Financial Officer (OCFO) is responsible for reviewing and approving the Estimated Price Report (EPR) and any applicable Market Surveys, in coordination with the AO and ensuring that SSC's financial interests are considered.
- g. The Agreement Specialist (AS) is responsible for providing management of PAM system requirements and training, and organizing the SSC records management process as it pertains to SAAs.

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6. MEASUREMENT/VERIFICATION

Implementation and compliance with this policy will be verified by the AM throughout the agreements process.

7. CANCELLATION

SPD 1050.1 Revision B dated October 26, 2009.

Signature on File

Richard J. Gilbrech, Ph.D.
Director

DISTRIBUTION

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