



SPD 1050.1 Rev. B
October 2009

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

COMPLIANCE IS MANDATORY

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

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	Effective Date	October 26, 2009
	Expiration Date:	October 26, 2016
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Responsible Office: Center Operations Directorate		
SUBJECT: Agreement Preparation, Processing, and Management		

1. POLICY

- a. John C. Stennis Space Center (SSC) shall make available, to the extent practical and consistent with United States law and policy its facilities, equipment, and associated services (resources) for research, development and testing with other entities including industry, universities, government agencies and other Centers. The provision of SSC resources shall be on a noninterference basis.
- b. An agreement shall be prepared whenever there is a commitment of NASA resources involving an entity other than NASA or with another NASA Center. The NASA resources committed to the project may include time and effort of personnel and support services, use of facilities, use of equipment, and where appropriate, direct funding.
- c. All agreements shall comply with NPD 1050.1, Authority to Enter Into Space Act Agreements and adhere to requirements specified in the NASA Advisory Implementing Instruction, NAI 1050.1, Space Act Agreements Manual; NPR 9090.1, Reimbursable Agreements; and NPR 9635.1, NASA Procedural Requirements, Billings and Collections.
- d. All Space Act Agreements (SAA) generated at SSC shall follow a standard process for their creation, approval, and management. Modifications of agreements shall require the same processes and concurrence as the original agreement. The SSC process is depicted in Attachment A, "SSC Agreement Process Flow Chart."
- e. To the extent applicable and to the extent of the system's capabilities the automated NASA-wide Space Act Agreement Management (SAAM) System shall be used for the preparation and processing of all SSC agreements. Note: New features are expected to be added periodically; the specific agreement preparation and processing requirements should be determined when the need for an agreement is identified.
- f. All agreement processes internal to NASA/SSC organizations shall be prepared and/or revised to be in compliance with this directive.
- g. The Center Operations Director is assigned the responsibility of Agreement Manager.
- h. A Technical Point of Contact (TPOC), designated by each Directorate, shall have the overall responsibility for management of all agreement activities for the organization.
- i. Abstracts of all proposed or revised agreements meeting the guidelines in NAI 1050-1, Chapter 1 shall be submitted to the Office of Program of Institutional Integration (OPII) for review and approval prior to their formal preparation and negotiation with agreement partners. Reviews will be coordinated through the SSC OPII Review Coordinator (OPIIC).
- j. Formal agreement preparation and negotiations with agreement partners shall not be consummated without OPII review and approval to proceed.

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k. All agreements shall be reviewed upon specified expiration or review dates for continuing applicability and/or changes in requirements.

l. Upon review date, in the absence of the initial Agreement Originator (AO) or Technical Point of Contact (TPOC) for an agreement, department managers shall delegate the responsibility for review to a new individual.

2. APPLICABILITY

a. This policy applies to all NASA personnel at the John C. Stennis Space Center.

b. This policy governs all SAA agreements between SSC and domestic governmental and nongovernmental entities. Agreements with foreign governments or entities shall be referred to Headquarters (HQ) for execution per the guidelines contained in NPD 1050.1, Authority to Enter Into Space Act Agreements.

3. AUTHORITY

a. National Aeronautics and Space Act of 1958, as amended.

b. 5 U.S.C., Section 5701-5709.

c. NPD 1050.1, Authority to Enter Into Space Act Agreements.

4. APPLICABLE DOCUMENTS

All citations are assumed to be the latest version unless otherwise specified.

a. NPR 9090.1, Reimbursable Agreements

b. NPR 9635.1, NASA Procedural Requirements, Billings and Collections.

c. NAI 1050.1, Space Act Agreements Manual.

d. SPR 1400.1, Document Preparation, Numbering, and Management.

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5. RESPONSIBILITIES

5.1 Agreement Manager (AM)

The AM (Center Operations Director) is responsible for:

a. Establishing and overseeing the agreement process for the Center and for the final review of the signature package before submittal to the Director of Stennis Space Center.

5.2 Technical Point of Contact (TPOC)

The TPOC is responsible for:

a. Monitoring activities within the organization and reporting the development of all new and proposed revisions to existing agreements to the Agreements Management.

b. Interfacing with personnel within the functional area to collect required information to establish reasonable expectations and deadlines for managing the draft, review and approval process of an agreement.

c. Facilitate the process of meeting the established expectations and deadlines.

d. Assuring that any documentation associated with the agreement and its on-going working implementation is incorporated into the appropriate program or project files.

5.3 Agreement Originator (AO)

The AO is responsible for:

a. Identifying needs for agreements and serving as the single organizational contact for all agreement matters and activities within the scope of the agreement.

b. Gathering the required information and data necessary to compile an agreement.

c. Serving as primary interface with the external customer.

d. Ensuring early coordination with the Office of Chief Counsel (OCC) to determine the viability of the proposed agreement, the appropriate agreement type, and any special concerns to be considered during the development of the agreement. The AO should continue coordinating with the OCC throughout the review and approval process to ensure substantive changes to the scope or terms of the agreement are handled appropriately.

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- e. Preparing and submitting abstracts for all proposed or revised agreements, as required per NAI 1050-1, Chapter 1, to the SSC OPIIC for coordination with the OPII prior to the conduct of any negotiations with agreement partners.
- f. Preparing draft agreement document and submitting through the SAAM system.
- g. Preparing in coordination with the TPOC and Office of the Chief Financial Officer an Estimated Price Report (EPR) for reimbursable agreement and submitting same with the agreement for review. Note: Proposals to waive Center Management & Operations (CM&O) charges must be approved by the Director, Center Operations, Center Associate Director, and the Center Director.
- h. Preparing a Market Survey for all commercial reimbursable agreements in accordance with NPR 9090.1.
- i. Ensuring timely coordination with the appropriate reviewing organization(s) throughout the review and approval process, including early coordination with Facilities Engineering and Real Property (FERP) at HQ for all agreements involving the use of NASA buildings and facilities by the agreement partner.
- j. Determining the affected SSC organizations to which the agreement must be sent for formal review and concurrence.
- k. Assuring that all necessary information for completing the agreement and coordinating its execution is provided (e.g., names [signatory and mailing], street address, and phone numbers).
- l. Submitting final prepared draft of agreement and all required information to the Agreement Specialist (AS) in Space Act Agreement Management Office for final concurrence review routing and processing.
- m. Responding to AS notifications for reviews of agreements and notifying the AS whether or not agreements have been completed or will remain in force, will be renewed or revised, or will expire.
- n. Coordinating all inputs and partner reviews. All proposed drafts must be submitted to the OCC for review and approval prior to submitting the draft to the agreement partner for review and comment.
- o. Coordinating all changes and corrections through the AS/OCC for the final agreement document.

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5.4 OPII Review Coordinator (OPIIC)

The OPIIC is responsible for:

- a. Reviewing SSC agreement abstracts against OPII core review criteria and determining if formal OPII review is required.
- b. Submitting abstracts to OPII for review and approval when required.
- c. Notifying AO and AS of approval or disapproval to proceed with agreement development.

5.5 Office of Chief Counsel (OCC)

The Office of Chief Counsel is responsible for:

Providing early coordination on the development of the agreement and consulting with the TPOC and/or AO to ensure SSC involvement in the effort is proper and the written agreement reflects the correct content.

Conducting an initial review of the proposed draft and approving submission of the draft by the AO to the agreement partner for review and comments. Drafts should not be submitted to the agreement partner for comment prior to OCC review and approval of the proposed draft.

Reviewing and commenting on edits submitted by the agreement partner and coordinating appropriate changes with the TPOC and/or AO.

Reviewing all agreements, including those not accommodated by the SAAM system, to ensure compliance with applicable statutes, regulations and policies.

Reviewing the final agreement and providing comments and concurrence.

5.6 Office of the Chief Financial Officer

The Office of the Chief Financial Officer is responsible for:

- a. Reviewing and approving the Estimated Price Report (EPR) in coordination with the TPOC and/or AO and ensuring that SSC's financial interests are considered.
- b. Reviewing the final agreement and providing concurrence.
- c. Ensuring that the Space Act Agreement is fully executed prior to acceptance of funding.

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5.7 Organizations Affected by Agreements

a. Organizations affected by agreements are responsible for reviewing agreements impacting their functions and providing consolidated comments and concurrence in a timely manner.

5.8 Space Act Agreement Management Office — Agreement Specialist (AS)

The AS is responsible for:

- a. Serving as the Agreement Specialist for the general coordination of agreement preparation and providing local management of the SAAM system requirements.
- b. Processing all agreements and serving as the SSC Office of Record for all agreements.
- c. Maintaining final original copies of all signed agreements and posting electronic copy into Tech Doc with the appropriate security controls.
- d. Assigning unique numbers for each agreement through the Stennis Document Numbering System (SDNS) process per SPR 1400.1.
- e. Routing agreements to the appropriate reviewing organizations via the SAAM system.
- f. Preparing and routing the final review/signature package for the signing official(s).
- g. Generating reports through Tech Doc of all agreements that are expiring within a 3 month period and sending monthly notifications to the appropriate AO and TPOC.

5.9 Associate Director

The Associate Director will be responsible for:

- a. Reviewing and providing comment, as necessary, on agreements prior to the submission of final package to the Center Director for review and execution. Any comments on the agreements will be coordinated with the Agreement Specialist for either incorporation or additional review by the reviewing organizations.

6. MEASUREMENTS

The Agreement Manager shall measure and monitor compliance with this Directive as well as monitor the timeliness of processing of agreements through the system.

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7. CANCELLATION

SPD 1050.1 Revision A dated December 19, 2007.

Signature on File

Arthur E. Goldman
Director

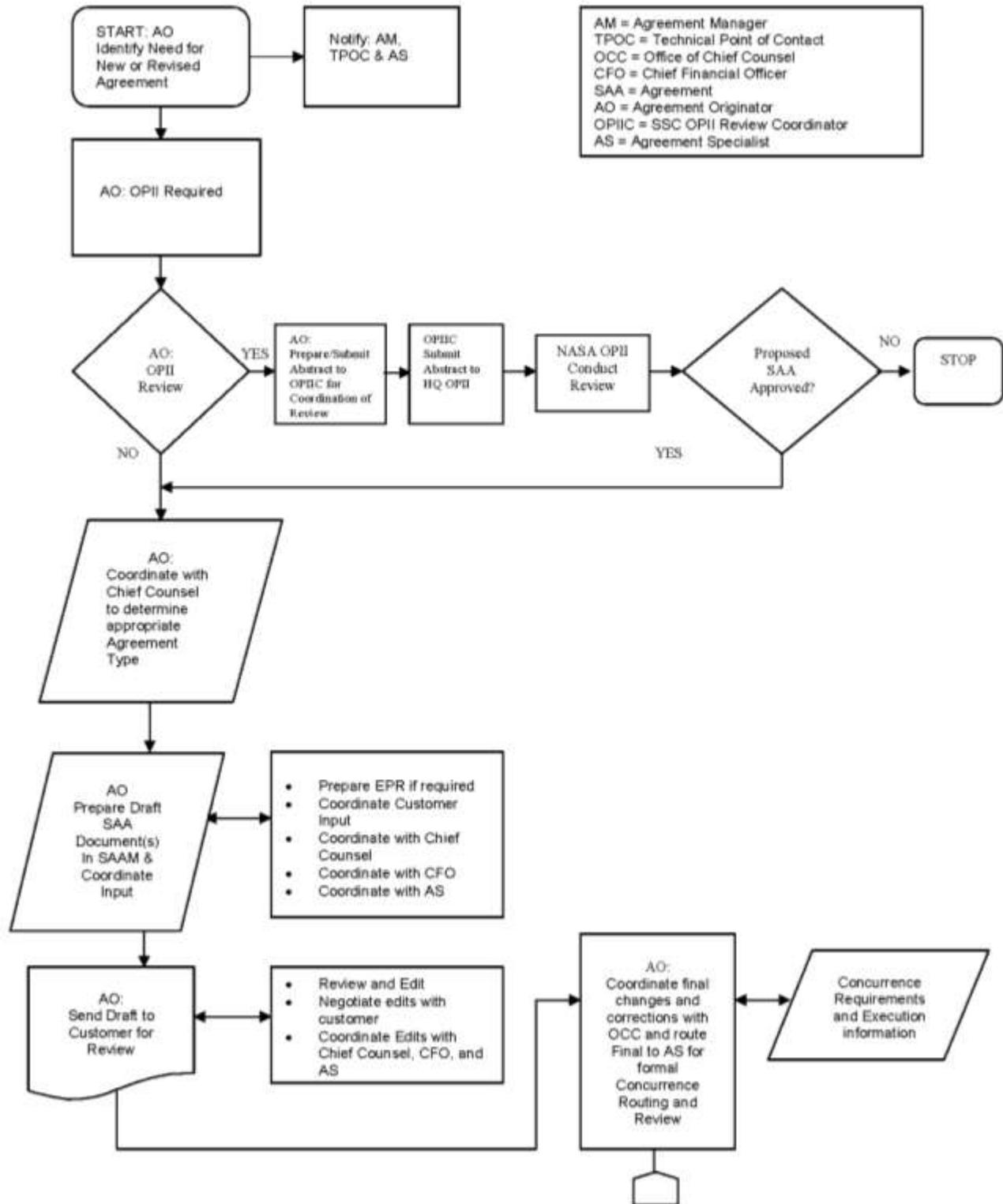
Attachment: Development and Approval Process for Agreements.

DISTRIBUTION

Approved for public release via NODIS and Tech Doc; distribution is unlimited.

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SSC AGREEMENT PROCESS FLOW CHART



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SSC AGREEMENT PROCESS FLOW CHART Continued

