

NE Checklist for Processing Space Act Agreements

The following steps provide guidance on formulating and executing a Space Act Agreement once a need for an Agreement has been identified.

- **DETERMINE FEASIBILITY OF PROPOSED AGREEMENT:** NASA Initiator to work with NASA Technical Point of Contact (POC) and their management to determine the feasibility of forming a Space Act Agreement. Determine if NASA Technical POC has approval from their management and the appropriate amount of resources available to perform the work to be proposed in the SAA.
- **DEFINE BASELINE:** NASA Initiator working with the NASA Technical Point of Contact and External Partner to define purpose of the agreement, responsibilities of each party, period of performance, and baseline requirements. (See SAA Questionnaire)
 - The Initiator should be familiar with the Kennedy Customer Agreements Process ([KDP-KSC-P-1885](#)) and [Space Act Agreement Guide](#).
- **NOTIFY OF POTENTIAL AGREEMENT:**
 - NASA Initiator must contact the following Agreement representatives and inform them of potential agreement and provide information on agreement baseline:
 - KSC Agreements Manager – Penny Chambers
 - Originating Directorate SAA Representative
 - IP legal counsel (if appropriate) – Randal Heald, Shelley Ford
 - For NE Agreements:
 - NE SAA Representative – Foster Anthony
 - NE Reimbursable Agreement Manager – Taya Stokes
 - GG Reimbursable – Deborah A.Lapinski
- **FURTHER DEFINE AGREEMENT:** Revise baseline as needed based on input received from Agreement representatives.
- **JUSTIFICATION OF WORK:** For Nonreimbursable Agreements, Initiator to work with the Technical POC, their management, and the appropriate financial counsel to draft a Justification of Work (JoW). See Section 1.4 Nonreimbursable Agreements of SAA Guide for more information.
- **JUSTIFICATION OF WORK CONCURRENCE:** Initiator will provide proof of approval to proceed for proposed Nonreimbursable Agreement by obtaining a signature for concurrence on the JoW document from the director overseeing the programs that will be funding the proposed Agreement.
- **DRAFT EPR:** : For Reimbursable Agreements, Initiator to develop an estimated price report (EPR) and send to GG for approval.
 - [EPR Instructions and Template](#)
 - For NE Agreements, reference the NE Reimbursable Process [KDP-P-2972](#).
- **INPUT AGREEMENT INTO SAAM:** With input from the Agreements Team the initiator will answer questions in [SAAM](#) and attach any relevant background information such as the JoW, estimate, and quad charts (if applicable) and submit upon completion. Upon submission, a draft agreement will be sent electronically to the KSC Agreements

Manager. An abstract is automatically created with the agreement in SAAM. The information on the abstract will be reviewed separately. The Agreements Manager will review the agreement and the abstract and determine whether Headquarters abstract review is necessary.

- **NASA HQ ABSTRACT REVIEW:** If Headquarters Abstract Review is necessary, as determined by the Agreements Manager (Criteria: <http://insidenasa.nasa.gov/saa/laws/criteria-hqreview.html>) the agreement abstract will be sent to HQ for review. Direct communication with Headquarters Offices that are stakeholders or are otherwise affected by the potential SAA should be considered before official abstract submittal in order to facilitate Abstract Review Process. This is especially true any time the SAA involves program resources.
- **DRAFT E-ROUTING REVIEW:** Draft SAA will be e-routed to the SAA representatives for review. The reviewers will be given the option of either concurring or non-concurring on the existing draft. Agreement Initiator will work with legal to address any comments and changes the reviewers may have on the draft agreement.
- **PARTNER REVIEW OF AGREEMENT:** Upon receiving comments from the Agreements Team, the Agreement Manager will provide a copy the draft agreement to the Initiator to be sent out to the Partner for review.
 - At this time a copy of the draft agreement should also be sent to the originating directorate's management, SAA representative, and financial counsel.
- **FINALIZE AGREEMENT CONTENT:** The Initiator and the Agreements Manager will work with the Partner in order to finalize the Agreement and discuss any additional concerns. Once all issues are addressed, the Agreements Manager will provide the Initiator with a final version of the Space Act Agreement for final signature routing.
- **FINAL APPROVAL PACKAGE:** The initiator develops, prints, and puts together the Final Approval Package. The package should include: Final Agreement, Concurrence Sheet, Briefing Note, Estimated Price Report (if required).
 - **For NE Agreements:** If Estimated Price Report is required please see Taya Stokes in the NE Business Office for completion and forwarding of signature entire package to GG.
 - Use the latest version of the Concurrence Sheet: [KSC Form 2-263](#)
 - For NE-L Agreements – Angela Balles is the Signatory on the Briefing Note
- **NOTIFICATION OF SAA REPRESENTATIVE:** Once the Final Approval Package is ready, Initiator will notify the appropriate SAA representatives for the directorates the package will be routed through for final signatures.
- **DIRECTORATE CONCURRENCE:** Initiator will route final Agreement signature package to the appropriate Directors (or their delegates) for concurrence.
- **CENTER DIRECTOR SIGNATURE:** Initiator submits Final Approval Package to Center Director (or delegate) for final signature
- **PARTNER SIGNATURE:** Initiator sends a copy of the agreement to partner for final signature after receiving Center Director (or delegate) Approval.
- **TECHDOC FILING:** Initiator sends a signed original Agreement to organization's TechDoc Librarian and electronic version to KSC Agreements Manager. Agreements Manager uploads the electronic version into SAAM and the TechDoc Librarian files the

agreement in Law Library as a business record.

Important Links

- Important Reading:
 - [Authority to Enter Into Space Act Agreements NPD 1050.1](#)
 - [Space Act Agreement Guide \(NAII1050.1B\)](#)
 - [Kennedy Customer Agreements \(KCAs\) KDP-KSC-P-1885](#)
 - [Criteria for Submission of SAA Abstracts for Preliminary HQ Review](#)
 - [Estimated Price Report Instructions and Template](#)
 - [Intra-Governmental Reimbursable Agreements KDP-P-4.7.1.1](#)
 - [NE Reimbursable Process KDP-P2972](#)
- Forms:
 - [Space Act Agreement Maker \(SAAM\)](#)
 - [Document Cancellation Form KDP-KSC-F-1140B](#)
 - [Concurrence Sheet for Kennedy Customer Agreements \(KCAs\) KSC Form 2-263](#)
- People:
 - [KSC Space Act Agreement Directorate Representatives](#)
 - [NASA Tech Doc Librarians \(NASATDLibrarians\)](#)
 - [Space Act Agreement Delegations \(KSC-DES-002\)](#)
- Other Links:
 - [List of Kennedy Customer Agreements](#)
 - [HQ SAA Community of Practice](#)