



Dryden Flight Research Center  
Edwards, California 93523-0273

**DCP-L-001**  
**Revision: C**

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# **Dryden Centerwide Procedure**

**CODE L**

## **Processing Space Act Agreements Through the Review Cycle**

Electronically Approved by:  
Associate Director

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## DOCUMENT HISTORY PAGE

**This page is for informational purposes and does not have to be retained with the document.**

Date Approved	Issue	Page	Amendment Details
2/2/99	Baseline	All	
3/26/99	A	All	Delete sample form DFRC 25, insert 4.8 instruction for outside Agency 's concurring signature, correct pg 2. Section 2 to "NPD 1050.1 & NPG 1050.1", deleting the alpha revision references F & G'. Page 3 correct section 4.2 to read "NPG 1050.1 " (delete F).
12/15/99	B	All	4.1 Insert pre-Dryden Planning Board, Dryden Planning Board. 4.4 Add the Safety Office, and final sentence regarding aviation related agreements. 4.9 Correct Mail Stop (M/S) to D2016 8. Changed "Quality Records" to "Management System Records" Flow Chart: Add words: "Flight Operations, Safety", in 3 <sup>rd</sup> box from top, directly after CFO.
See IDMS Document Master List	Draft for Rev C	All	4.1 Replace "Dryden Planning Board," with, "Dryden Review & Control Board." 8.0 Replace "Quality Records" with "Management System Records." Remove "Work Instructions" from header of document and corrected spelling errors.

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## 1. SCOPE

- 1.1 Scope: This procedure covers the processing of Space Act agreements through the review cycle at Dryden, including amendments, annexes, modifications, and revisions.
- 1.2 Purpose: Ensure consistent tracking, distribution, and retention.
- 1.3 Applicability: This instruction applies to Space Act agreements at the Dryden Flight Research Center.

## 2. NORMATIVE REFERENCES/ APPLICABLE DOCUMENTS

NPD 1050.1: Authority to enter into Space Act Agreements  
NPG 1050.1: Space Act Agreements Manual

## 3. DEFINITIONS

- 3.1 See NPD 1050.1F, paragraphs 1.a, b, c, and d for definitions of reimbursable, non-reimbursable, funded space act, and international space agreements.

Agreements may be but are not limited to:

- Memoranda of Agreement (MOA)
- Memoranda of Understanding (MOU)
- Loan Agreement
- Partnership Plans
- Working Agreement
- Permit
- Intercenter Agreement
- Letter of Agreement
- Support Agreement
- Interdepartmental Supply Support Agreement
- Bailment Agreement
- Joint Sponsored Research Agreement (JSRA)

- 3.2 Originator — person identified to have authority to prepare and submit an agreement for signature.
- 3.3 Senior Management — Directors and Office Chiefs of one-letter codes.

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#### 4. INSTRUCTIONS

- 4.1 The requirement for an agreement is identified through means such as reviews, pre-Review and Control Board, Review and Control Board, advocacy meetings, strategic planning, etc.
- 4.2 The originator prepares the document in accordance to NPG 1050.1
- 4.3 The agreement is transmitted in a dual pocket portfolio covered by a Document Coordination Summary (DFRC 25). All instructions on the summary sheet shall be adhered to. The Document Coordination Summary shall be kept with the original agreement as a quality record.
- 4.4 The draft document is routed for concurrence to all organizations as deemed appropriate by the originator and/or senior management. Routing always shall include the Office of the Chief Counsel, the Safety Office and the Chief Financial Officer (CFO). The CFO shall review all cost-estimates prepared for any Space Act Agreement, assign an Agreement Number (AN) to each agreement, and shall establish and maintain a reporting and tracking system utilizing the AN for agreements reviewed by them. All aviation-related agreements shall be routed to the flight operations office for compliance with NASA aviation safety program requirements.
- 4.5 Concurring organizations will return comments to the originator in the time allotted on the summary form.
- 4.6 The originator will disposition comments and notify concurring organizations of how comments were dispositioned.
- 4.7 The concurred to agreement (evidenced by a signed Document Coordination Summary, form DFRC 25) is forwarded for signature of the Center Director or Delegated Official along with any background material and the signed Document Coordination Summary form.
- 4.8 The agreement is then forwarded to the other party to the Agreement for their concurrence and signature.
- 4.9 After all signatures are received, the original agreement and signed Documentation Coordination Summary (form DFRC 25) are forwarded to the Office of the Chief Counsel for retention (M/S D2016). Copies are retained by the originator for reference material only.

#### 5. NOTES

- 5.1 The same process applies to amendments, annexes, modifications, and revisions to agreements.

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**6. SAFETY PRECAUTIONS AND WARNING NOTES**

None

**7. APPENDICES, DATA, REPORTS, AND FORMS**

DFRC 25 Document Coordination Summary

**8. MANAGEMENT SYSTEM RECORDS**

DFRC 25 Document Coordination Summary Space Act Agreements

**9. TOOLS, EQUIPMENT, AND MATERIALS**

None

**10. PERSONNEL TRAINING AND CERTIFICATION**

None

11. Flow Diagram

