

<b>TECHNICAL TASK AGREEMENT (TTA)</b>		1. TTA NUMBER:	2. DATE:	3. PAGE: ____ OF ____
<b>TASK INFORMATION</b>				
4. TASK TITLE:			5. PROJECT:	
6. POINT OF CONTACT (REQUESTING):	7. CENTER:	8. MAIL CODE:	9. EMAIL:	10. PHONE NUMBER:
11. POINT OF CONTACT (PROVIDING):	12. CENTER:	13. MAIL CODE:	14. EMAIL:	15. PHONE NUMBER:
16. COOPERATING ORGANIZATIONS:				
17. TASK DESCRIPTION: (Include specification descriptions and cite references where appropriate)				
18. REPORTING REQUIREMENTS: (Give frequency, due dates, and attach sheet(s) with required format)				
19. DATA REQUIREMENTS:			20. GOVERNMENT FURNISHED DATA ITEM NUMBER:	21. DELIVERY DATE:
22. DELIVERABLE ITEMS:			23. GOVERNMENT FURNISHED EQUIPMENT ITEM NUMBER:	24. DELIVERY DATE:

<b>TECHNICAL TASK AGREEMENT (TTA)</b>				25. TTA NUMBER:		26. DATE:		27. PAGE: _____ OF _____					
28. IMPACTS BY UPN & CENTER PROCUREMENT \$		FY \$K	FY \$K		FY \$K	FY \$K		FY \$K	TOTAL \$K				
29. IMPACTS BY UPN & CENTER NON-PROCUREMENT \$			FY \$K		FY \$K	FY \$K		FY \$K	TOTAL				
30. WORKFORCE BY UPN & CENTER		FY FTE		FY FTE		FY FTE		FY FTE		FY FTE		TOTAL FTE	
		CS	CTR	CS	CTR	CS	CTR	CS	CTR	CS	CTR	CS	CTR
<b>SCHEDULE ACTIVITIES/MILESTONES</b>													
31. CURRENT YEAR (ACTIVITIES/MILESTONES):													
32. OUT YEARS (ACTIVITIES/MILESTONES):													
<b>APPROVAL SIGNATURES</b>													
<b>REQUESTER</b>													
33. PROJECT MANAGER/LEAD:						34. SIGNATURE PROJECT MANAGER/LEAD:				35. DATE:			
36. BUSINESS MANAGER:						37. SIGNATURE BUSINESS MANAGER:				38. DATE:			
<b>PROVIDER</b>													
39. PROJECT MANAGER/LEAD:						40. SIGNATURE PROJECT MANAGER/LEAD:				41. DATE:			
42. BUSINESS MANAGER:						43. SIGNATURE BUSINESS MANAGER:				44. DATE:			
45. NAME AND TITLE:						46. SIGNATURE:				47. DATE:			

## TECHNICAL TASK AGREEMENT (TTA) PREPARATION INSTRUCTIONS

1	TTA Number	The Release and Receipt Desk will assign all TTA numbers for the OSP Program. To obtain a TTA Number contact Sandra Jordan at 256-544-6567.
2	Date	Date the TTA was originated or revised.
3	Page	Page 1 of the total number of pages in the TTA.
4	Task Title	Provide a brief title of the work to be performed.
5	Project	Project for which the work is being performed.
6	Point of Contact (Requesting)	Name of point of contact requesting this task.
7	Center	Location of point of contact (i.e., MSFC, JSC, KSC, etc.)
8	Mail Code	Mail code of the point of contact.
9	Email	Email address of point of contact.
10	Phone Number	Phone number of the point of contact.
11	Point of Contact (Providing)	Name of point of contact providing support to this TTA.
12	Center	Location of point of contact (i.e., MSFC, JSC, KSC, etc.)
13	Mail Code	Mail code of the point of contact.
14	Email	Email address of the point of contact.
15	Phone Number	Phone number of the point of contact.
16	Cooperating Organizations	Organization(s) other than the requester or the provider involved in the TTA.
17	Task Description	Brief description of the product and/or service being provided.
18	Reporting Requirements	List all reports to be delivered by the provider. Identify the frequency(ies), delivery date(s), and specific requirements. If a specific format is required, a copy should be attached to the TTA.
19	Data Requirements	Identify all data requirements to be delivered by the providers.
20	Government-Furnished Data Item Number	If applicable, provide an identification number for each data requirement that is also a Government-Furnished Data (GFD) item.
21	Delivery Date	Date established by the contract containing the GFD item number for delivery by the Government to the contractor.
22	Deliverable Items	Specify products or services to be provided to the requester by the provider.
23	Government-Furnished Equipment Item Number	If applicable, provide an identification number for each deliverable item that is also a Government-Furnished Equipment (GFE) item.
24	Delivery Date	Date established by the contract containing the GFE item number for delivery by the Government to the contractor.
25	TTA Number	The Release and Receipt Desk will assign all TTA numbers. To obtain a TTA Number, contact Sandra Jordan at 256-544-6567.
26	Date	Date the TTA was originated or revised.
27	Page	Page 2 of the total number of pages in the TTA.

## TECHNICAL TASK AGREEMENT (TTA) PREPARATION INSTRUCTIONS

28	Impacts by UPN and Center <b>Procurement \$</b>	Enter the UPN (7 digits, i.e., 721-XX-XX) and NASA Center under the column titled "Impacts by UPN and Center", and breakdown codes by Fiscal Year (FY) any and all years affected by the TTA. <b>See Example 1 below.</b>
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### EXAMPLE 1

28. (EXAMPLE) IMPACT BY UPN & CENTER - PROCUREMENT \$	FY \$K	TOTAL \$K					

29	Impacts by UPN and Center <b>Non-Procurement \$</b>	Enter the UPN (7 digits, i.e., 721-XX-XX) and NASA Center under the column. Enter the appropriate costs by category listed in column two by fiscal year with the items totaling at the top. <b>See Example 2 below.</b>
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### EXAMPLE 2

29. (EXAMPLE) IMPACTS BY UPN & CENTER - NON-PROCUREMENT \$	FY \$K	TOTAL				
<b>Total</b>						
CS Salary (Direct)		100				
CS Travel (Direct)		10				
Service Pools		50				
Facility Utilization						
Center G&A		40				

30	Workforce by UPN and Center	Enter the NASA center and UPN under the Workforce column and enter the Civil Servants (CS) and the Contractor (CTR) workforce Full Time Equivalent (FTE) broken down by Fiscal Year (FY). If no workforce values are changed, enter N/A. <b>See Example 3 below.</b>
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### EXAMPLE 3

30. (EXAMPLE) WORKFORCE BY UPN AND CENTER	FY FTE		TOTAL FTE											
	CS	CTR	CS	CTR										

31	Current Year (Activities/Milestones)	Identify specific milestones and activity schedules as determined by the requester and provider for the current year.
32	Out Years (Activities/Milestones)	Identify specific milestones and activity schedules as determined by the requester and provider for the out years.
33	Project Manager/Lead	Typed name of project manager/lead.
34	Signature Project Manager/Lead	Signature of project manager/lead.
35	Date	Date TTA signed by project manager/lead.
36	Business Manager	Typed name of business manager.
37	Signature of Business Manager	Signature of business manager.
38	Date	Date TTA signed.
39	Project Manager/Lead	Typed name of project manager/lead.
40	Signature Project Manager/Lead	Signature of project manager/lead.
41	Date	Date TTA signed.
42	Business Manager	Typed name of business manager.
43	Signature of Business Manager	Signature of business manager.
44	Date	Date TTA signed.
45	Name and Title	Typed name and title.
46	Signature Name and Title	Signature.
47	Date	Date TTA signed.