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TO: Officials-in-Charge of Headquarters Office
Directors, NASA Centers

FROM: Associate Administrator

SUBJECT: Policy and Guidance for NASA TechPort

Space Policy Directive-1 directs NASA “to lead an innovative and sustainable program of exploration...to enable human exploration across the solar system and bring back to Earth new knowledge and opportunities.” In the 2018 Strategic Plan, NASA provides our vision through 2021. The plan provides the foundation for a U.S.-led return to the Moon for sustained long-term exploration and use and to establish a foundation for eventual crewed missions to Mars. Understanding where best to invest in our technology gaps and readiness levels is essential in the pursuit of this goal. To be successful, the Agency must communicate, document, track, and analyze the Agency technology investments, minimize duplication, and ensure that we produce the technologies that enable and enhance our near and far-term missions while supporting national needs and priorities.

TechPort 3.0 provides us this capability and has recently gone through significant improvements since its inception. TechPort is a Web-based system integrated with our current and past technology that allows our 18,000+ employees to share our great ideas. TechPort also is used to inform the Agency strategy and budget decision-making process and to inform the general public, commercial space industry, academia, and other Government agencies about NASA’s technology development activities in order to foster partnerships and collaboration opportunities. To date, TechPort has over 1200 active technology projects, valued around \$1B, and has had more than 17,000 unique visitors to the NASA internal site and more than 182,000 unique visitors to the public site, including international space agency partners, academic and research organizations, and commercial entities.

To ensure the greatest benefit to our missions and the Nation, NASA has an ongoing goal to foster innovation, infusion, optimization, and communication of our technology investments results. These results provide insight to innovators and researchers, not only through the end products, but also through the transfer of knowledge gained during the development by detailed reports produced by technology projects.

This memo provides the following policy and guidance for TechPort:

- a. Mission Directorates, Offices, and Centers that fund technology development, defined by Office of Management and Budget Circular No. A-11 as applied research and development, are responsible to enter information about their programs and projects in TechPort at <https://techport.nasa.gov>. For all information designated as “publicly

releasable” on the TechPort site, the funding organization will follow all established Agency processes for release of information to the public.

- b. Technology development projects are responsible for preparing a publicly releasable final closeout report that includes a summary of accomplishments, an assessment of the end state, and any applicable maturity measures.
- c. In situations where the final closeout report information is classified, sensitive, or subject to export control restrictions, as delineated in the Export Administration Regulations and the International Traffic in Arms Regulations restrictions, a publicly releasable alternative report shall be prepared.
- d. The publicly releasable closeout report shall be posted in or linked to the NASA TechPort system within six months of project conclusion.
- e. Each funding organization is responsible for the accuracy of the data and its maintenance in TechPort. Twice each fiscal year on October 1st and April 1st, the funding organization will verify that the data is current, complete, and correct. If updates are required, the funding organization should make the appropriate updates no later than October 31st and April 30th of each fiscal year.
- f. The NASA Space Technology Mission Directorate (STMD) is responsible for TechPort program oversight and management. STMD will maintain a standing community of practice with representation from each of the Mission Directorates, Offices, and Centers participating in TechPort data updates. This community will meet quarterly to coordinate data updates, discuss improvements to the system, and verify system functionality and data integrity.



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