

**National Aeronautics and Space Administration**  
**Headquarters**  
Washington, DC 20546-0001



March 4, 2013

Reply to Attn of:

Office of the Chief Financial Officer

Dear Contractor, Grantee, or Agreement Participant:

This communication is being sent to all the National Aeronautics and Space Administration (NASA) contract, grant, cooperative agreement, and Space Act agreement holders.

As you are likely aware, the President was required by law to issue a sequestration order canceling approximately \$85 billion in budgetary resources across the Federal Government for the remainder of the Federal fiscal year. We are writing to provide you with timely and clear information about how these budget cuts impact us, and in turn what it means for funds provided to your organization.

At this time, NASA is taking every step to mitigate the effects of these cuts, but based on our initial analysis, it is possible that your contract, grant, cooperative agreement, or Space Act agreement may be affected. In addition, planned actions for new and existing work may be re-scoped, delayed, or canceled depending on the nature of the work and the degree to which it directly supports the Agency's mission goals.

To the extent that your contract, grant, cooperative agreement, or Space Act agreement is affected due to these budget cuts, you will be contacted by your Contracting, Agreement or Grant Officer with additional details.

Thank you for your continued partnership with NASA, and for your cooperation as we work together to continue operations and produce the important and necessary results that we have planned.

Sincerely,

A handwritten signature in black ink, appearing to read "Beth Robinson", followed by a horizontal line.

Elizabeth (Beth) Robinson  
Chief Acquisition Officer