|  |
| --- |
| SSAI logo - icon blue wmf Trip Report  |

|  |  |
| --- | --- |
| Employee Name:       | Employee Number:  Invited Guest  |
| Contract Name: STARSS-III, NNL16AA05C  | Contract Number:  21606.CL2.WP1.D017.00 |
| Travel To: Multiple locations US and International | Travel Dates: September October, 2017 |
| TRIP REPORT MUST BE TYPED |
| Description of Trip Activities: (*Please* *provide a reasonably detailed description of activities performed.)*Mandatory Trip Report Criteria: The five numbered points in the criteria below must have a substantial written response on each traveler's Trip Report. This information is no longer a simple guide, but has become a mandatory requirement. This summary is meant to show the value of NASA’s financial investment for your participation with Deployment support to the ATom Field Mission Campaign. It is now strictly reviewed for compliance and quality content. Each of the numbered points must have written summary/comments. If a point does not pertain to your specific travel event, you may write "not applicable." If you have other relevant information not covered by one of the points, you may add it at the bottom of the text field.1.Purpose: Briefly state the reason for your trip. The report should answer the questions who, what, when, where, why, and how much, then provide recommendations and conclusions. Attach meeting minutes, an agenda or any other background documents that provide more detailed information, if available. 2.Traveler(s): Other members of your group/team also attending. Include first name or initial, and surname. Provide position titles if travelers are from different offices or organizations (e.g., NASA, NOAA, other company…etc.) 3.Itinerary: List location(s) visited, inclusive dates, and key personnel/individuals contacted. 4.Discussion: Base the amount of detailed information you include here at the general knowledge level. Information on your trip report is not intended for a technical researcher or subject matter expert. Always include the trip objective, problems encountered, findings, future commitments made and your contribution to the event. 5.Conclusions/Recommendations: Summarize your findings and/or recommended actions; and, how the results and efforts of this travel benefited NASA.  |
| For International Travel: Counter-Intelligence (CI) debriefing Completed with Customer CI Official [ ]  or SSAI Security Official [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved By Date |

Science Systems and Applications, Inc. Form 25ACCT-04/15