

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



May 2, 2016

Reply to Attn of:

JP-16-012

Mr. Charles J. Galyean  
Director of Office of Emergency Management  
City of Seabrook  
1700 First Street  
Seabrook, TX 77586

**SUBJECT:** Memorandum of Agreement (MOA) Between Seabrook, Texas, and the  
National Aeronautics and Space Administration (NASA) Johnson Space  
Center (JSC) Regarding Reciprocal Use of Emergency Operations Centers

Dear Mr. Galyean:

Enclosed is a copy of the MOA between NASA Johnson Space Center and Seabrook, Texas,  
regarding Reciprocal Use of Emergency Operations Centers.

Please have Mayor Royal sign this Agreement and return the signed Agreement to me at the  
following address: 2101 NASA Pkwy, Code JP, Houston, TX 77089. Once signed by JSC's  
Director of Center Operations, I will return one fully-executed copy to you for Seabrook EOC  
records. Mr. Alan Mather, Chief of Security, will be your point-of-contact to coordinate  
fulfillment of MOA milestones. He can be contacted at 281-483-2619.

If you have any questions regarding the Agreement or its execution, please feel free to contact  
me by e-mail ([paula.n.scheffman@nasa.gov](mailto:paula.n.scheffman@nasa.gov)) or phone (281-483-1203).

Sincerely,

A handwritten signature in blue ink that reads "Paula Scheffman".

Paula Scheffman  
JSC Facility Utilization Officer

Enclosure

cc:  
JS/A. T. Mather  
JS/L. M. Spuler