



DCMA Manual 3101-03, Volume 1

National Aeronautics and Space Administration Process

Support

Office of Primary Responsibility	Acquisition Insight Capability-Program Support
Effective:	February 15, 2024
Releasability:	Cleared for public release
Implements:	DCMA Instruction 3101, "Program Support," July 28, 2017
Incorporates and Cancels:	DCMA Manual 3101-03, "National Aeronautics and Space Administration (NASA) Support," February 13, 2019
Internal Control:	Process flow and key controls are located on the Resource Page
Labor Codes:	Located on the Resource Page
Resource Page Link:	https://dod365.sharepoint-mil.us/sites/DCMA-Projects-PH-PI-integrationCB/SitePages/3101-03.aspx
Approved by:	Gregroy L. Masiello, LtGen, USMC, Director

Purpose: This Manual is comprised of two volumes, DCMA-Manual 3101-03, Volume 1, "National Aeronautics and Space Administration Process Support," and Volume 2, "National Aeronautics and Space Administration Functional Support." This issuance, in accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)":

- Implements policy established in DCMA Instruction 3101 and assigns responsibilities for reimbursable NASA spaceflight acquisition contract administration services

- Provides guidance to implement the Agreement between the National Aeronautics and Space Administration and the Department of Defense for performance of Contract Administration and Contract Audit Services in Support of National Aeronautics and Space Administration Contracts

SUMMARY OF CHANGES

This Manual was rewritten. Agency users and stakeholders should read this Manual in its entirety. The most notable changes are as follows:

- Reorganized this Manual into two volumes supporting process support in Volume 1 and functional support in Volume 2. The two volumes will collectively be known as the NASA Support Manual
- Updated to align with DCMA Manual 2101-01, “Acceptance of Supplies and Services”
- Updated to align with DCMA Manual 2301-06, “Discrepancy Processing”
- Updated to align with DCMA Manual 4502-02, “Workload Acceptance”
- Updated List of priorities in Section 1
- Updated Roles and Responsibilities in Section 2 to reflect expanded role of NASA Product Operations and the addition of the Place of Performance
- Revised and updated Section 4 to provide greater clarification to the NASA workload acceptance process
- Split Manual into two volumes

TABLE OF CONTENTS

SUMMARY OF CHANGES..... 3

TABLE OF CONTENTS 4

SECTION 1: GENERAL ISSUANCE INFORMATION 6

 1.1. APPLICABILITY. 6

 1.2. POLICY..... 6

SECTION 2: RESPONSIBILITIES..... 9

 2.1. DEPUTY DIRECTOR, DCMA. 9

 2.2. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE (DCMA-TD)..... 9

 2.3. DCMA-QA..... 10

 2.4. HQ COMPONENT HEADS. 13

 2.5. DCMA-AQ..... 13

 2.6. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND BUSINESS
INTEGRATION (DCMA-PI) 14

 2.7. DCMA-DM 14

 2.8. DCMA-FB..... 15

 2.9. EXECUTIVE DIRECTOR, TOTAL FORCE (DCMA-TF)..... 16

 2.10. OUs..... 16

 2.11. DCMA-NPO..... 18

 2.12. DCMA-CIs. 22

 2.13. CMO/CENTER CDR/DIR. 23

 2.14. CMO QUALITY ASSURANCE DIRECTOR (QAD)/ENGINEERING &
MANUFACTURING GROUP LEADER/TECHNICAL DIRECTOR..... 26

 2.15. CMO/CENTER FLS. 27

SECTION 3: AGENCY LEVEL EXECUTIVE COMMITTEES..... 29

 3.1. OVERVIEW..... 29

 3.2. DCMA-NASA CGB OVERVIEW. 29

 3.3. DCMA-NASA CGB ACTIVITY..... 29

 3.4. DCMA-NASA ESG. 30

SECTION 4: NASA WORKLOAD ACCEPTANCE AND EXECUTION 32

 4.1. OVERVIEW..... 32

 4.2. INTEGRATION OF DCMA SUPPORT TO NASA. 32

 4.3. BACKGROUND ON NASA PRIME DELEGATIONS. 32

 4.4. LoD PROCESS OVERVIEW. 32

 4.5. NASA PRIME LoD RECEIPT. 33

 4.6. REVIEW OF NASA PRIME LoD..... 33

 4.7. ACCEPTANCE OF NASA PRIME LoD. 33

 4.8. DECLINATION PROCEDURE FOR NASA PRIME LoD..... 35

 4.9. ACTIONS WHEN NASA RESCINDS OR CANCELS AN LoD..... 35

 4.10. MAINTAIN AND CLOSE NASA LoD/LoR. 36

 4.11. PRE-AWARD SURVEYS (PAS)..... 38

SECTION 5: NASA DELEGATION PROCESS..... 40

 5.1. DCMA-NPO PRIME LoR. 40

 5.2. SUB-TIER DELEGATIONS IN SUPPORT OF NASA WORK. 40

 5.3. ACCEPTANCE OF NASA LoR..... 44

5.4. DECLINATION OF NASA LoR..... 44

SECTION 6: RECORD DOCUMENTATION IN SUPPORT OF NASA DELEGATIONS 45

6.1. RECORDS MANAGEMENT..... 45

6.2. NASA EXTERNAL AUDITS/DCMA INTERNAL ASSESSMENTS. 45

6.3. LABOR CODES CHARGING FOR NASA SUPPORT..... 46

6.4. ANALYSIS OF CMO PERFORMANCE ON NASA PRIME LoD. 47

6.5. DATA MANAGEMENT IN SUPPORT OF NASA. 47

SECTION 7: NDR..... 49

7.1. OVERVIEW..... 49

7.2. NDR OF NASA PRIME LoD/LoR FOR EXECUTION. 49

7.3. NDR REQUIREMENTS..... 49

SECTION 8: DCMA SURVEILLANCE IN SUPPORT OF NASA DELEGATIONS 52

8.1. OVERVIEW..... 52

8.2. PLAN SURVEILLANCE. 52

8.3. SPECIAL REQUIREMENTS FOR GMIPs..... 53

8.4. LoI. 54

8.5. EXECUTE SURVEILLANCE..... 55

8.6. STAMPS/STAMP WARRANTY (QAS WARRANTY). 55

8.7. CAR..... 56

8.8. UTILIZATION OF OASIS ON BEHALF OF NASA..... 58

SECTION 9: MANDATORY INSPECTION POINT IN SUPPORT OF NASA 59

9.1. OVERVIEW..... 59

9.2. GMIP ASSIGNMENT AND CLOSED-LOOP TRACKING TOOL..... 59

9.3. GMIP EXECUTION 60

SECTION 10: CUSTOMER NOTIFICATION OF MANDATORY SURVEILLANCE ACTIVITY..... 61

10.1. OVERVIEW..... 61

10.2. COMPLETED SURVEILLANCE ACTIVITY..... 61

10.3. UNKNOWN/NOT ACCOMPLISHED MANDATORY SURVEILLANCE ACTIVITY..... 61

GLOSSARY..... 65

G.1. DEFINITIONS. 65

G.2. ACRONYMS. 72

REFERENCES..... 75

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY.

a. Compliance to this Manual applies to all DCMA organizational elements that provide support to National Aeronautics and Space Administration (NASA) Customers, unless other regulations, policy, guidance, or agreements take precedence (e.g., DCMA Aircraft Operations, DCMA International Command (DCMAI), DCMA Special Programs Command (DCMAS), and the Navy Special Emphasis Program). The DCMAS community must comply with the intent of this Manual and other related issuances to the maximum extent practicable for all Special Access Program and Sensitive Compartmented Information contracts.

b. The National Aeronautics and Space Administration (NASA) portfolio encompasses; human space flight, launch platforms, solid rocket motors, solid rocket fuel manufacture, liquid rocket engines, space integration, associated ground support equipment, and end to end space transportation CAS.

c. This issuance establishes DCMA support to NASA for Contract Administration Services (CAS) for NASA Programs/Projects as specified by the acceptance of all NASA Prime Letter(s) of Delegation (LoD) by the DCMA-NASA Product Operations (DCMA-NPO) Director.

d. Terms used in this Manual may be different from DoD terms and acronyms; the utilization of this Manual's terms and acronyms takes precedence when performing NASA delegated work.

e. This Manual complements other DCMA policy, manuals, guidebooks and other Agency level directives, this Manual will take precedent if there is conflict.

1.2. POLICY.

a. It is DCMA policy to accept and perform those contract administration and contract audit services requested by NASA.

b. It is NASA policy that maximum use be made of those contract administration and contract audit services available from DoD.

c. NASA DoD Agreement, dated June 15, 1969, hereon known as "1969 Agreement," supports the integrity of the contractual processes and provides a broad range of acquisition management (see resource page). When the 1969 Agreement is superseded, the latest version of the DoD-NASA Memorandum of Agreement (MoA), must take precedence.

d. The DCMA-NASA Memorandum of Understanding (MoU), is a Headquarters (HQ) level document that provides clarification to the requirements of the 1969 Agreement:

- (1) Serves as a bridge document between the 1969 Agreement and this Manual.

(2) Attachments to the Fiscal Service Form 7600A, “United States Government General Terms & Conditions,” shall be treated as an MOU between NASA and DCMA upon DCMA’s acceptance of the Fiscal Service Form 7600A.

(3) Supersedes all previous MoU(s) (pre-2022) between DCMA and NASA.

e. The NASA Prime LoD provides the functional direction to support NASA requirements.

f. Where a conflict exists between technical direction specified by a NASA Prime LoD and DoD/DCMA issuances, the NASA technical direction takes precedence in accordance with (IAW) the 1969 Agreement or the latest version of the DCMA-NASA MoA.

g. Where a conflict exists between administrative direction (procedural or policy) specified by a NASA Prime LoD and DCMA issuances, the DCMA direction takes precedence IAW the DCMA-NASA MoA or DCMA Manuals (DCMA-MANs) until such time as the issue can be resolved by DCMA and NASA HQ personnel.

h. The order of precedence of requirements (technical and business support) for NASA support is as follows:

(1) Federal Acquisition Regulation (FAR).

(2) NASA Federal Acquisition Regulation Supplement (NFS).

(3) NASA DoD Agreement dated June 15, 1969.

(4) Contract.

(5) MoU between NASA and DCMA for Interagency Cooperation for Mission Assurance (To include attachments to the Fiscal Service Form 7600A).

(6) NASA Prime LoD.

(7) NASA Procedural Requirements (NPR) and other NASA technical regulations as applicable.

(8) DCMA-MAN 3101-03, Volume 1, “National Aeronautics and Space Administration (NASA) Process Support.”

(9) DCMA-MAN 3101-03, Volume 2, “National Aeronautics and Space Administration (NASA) Functional Support.”

(10) Other DCMA issuances.

(11) Other Technical Requirement Documents.

i. A Letter of Redefinition (LoR) is issued for activity, by Service Set in the agency system of record, to the cognizant Place of Performance (PoP) Contract Management Office (CMO).

j. The 1969 Agreement encompasses, but is not limited to, the following general categories of contract administration, contract audit, and related support services requested by NASA and performed by DoD contract administration and contract audit services offices:

- Contract Audit
- Contract Administration
- Engineering Support
- Software Support
- Quality Assurance
- Manufacturing and Production
- Property Administration
- Plant Clearance
- Industrial Security
- Safety
- Flight Operations
- Labor Relations
- Small Business
- Transportation and Packaging
- Equal Employment Opportunity Contract Compliance Review Services

k. CMOs/Centers/Operating Units should utilize DCMA-MANs and procedures when CAS support to NASA is alike and/or equal to DoD support, which includes sharing applicable DCMA/DoD CAS analysis/data with the NASA Customer.

l. This manual defines the minimum requirements to support NASA. If local CMO has determined a need above the requirements of the manual, they may do so with approval of the DCMA-NPO Director.

m. It is imperative that DCMA personnel document the results of insight/oversight surveillance and audit activity in the agency system of record, regardless of NASA Prime LoD direction to populate a NASA data repository. NASA Prime LoD direction shall not supersede this requirement.

n. DCMA personnel will execute this Manual in a safe, efficient, effective, and ethical manner.

o. DCMA will refer to the Key Controls (KC) and the Operational Key Controls (OKC) located on the resource page, for critical DCMA and NASA attributes within this Manual. DCMA will ascertain and extrapolate and apply KC and OKC priority consideration during execution, planning, and internal reviews; to mitigate Department, Agency, and NASA risk.

SECTION 2: RESPONSIBILITIES

2.1. DEPUTY DIRECTOR, DCMA. The Deputy Director will:

- a. Allocate resources consistent with the accepted NASA Prime LoD.
- b. Maintain/enhance unique requirements, capabilities, competences, skills, and abilities, supporting NASA Customers.
- c. Implement DCMA HQ structure to support space acquisition CAS, with sufficient responsibility and authority to represent the Agency at the customer HQ level; chartered to develop ways to unlock organizational value for the customer and the Agency.
- d. Assign DCMA-NPO with sufficient responsibility and authority to represent the Agency at the NASA Center level and ensure DCMA support to NASA is consistent across the Agency.
- e. Implement compliance for Financial Improvement Audit Readiness and performance.
- f. Serve as the DCMA chairperson on the DCMA-NASA Executive Steering Group (ESG).
- g. Meet NASA CAS requirements by promoting adequate engagement to effectively execute Agency goals, policies, and customer outcomes.
- h. Provide direction to DCMA-NPO.
- i. Determine disposition of NASA Prime LoDs recommended for rejection by the Executive Director, Quality Assurance (DCMA-QA).

2.2. EXECUTIVE DIRECTOR, TECHNICAL DIRECTORATE (DCMA-TD). DCMA-TD will:

- a. Provide Agency-level guidance and support to NASA DCMA HQ space acquisition CAS structure.
- b. Provide Agency-level guidance and support to DCMA-QA support for NASA.
- c. Support DCMA-NASA ESG and DCMA-NASA Corporate Governance Board (CGB).
- d. As required support DCMA HQ Senior Leadership Team to provide feedback pertaining to DCMA support to NASA as appropriate. Ensure consistency and compliance with manuals in the execution of DCMA CAS technical support to NASA, and decisions across the DCMA enterprise.

2.3. DCMA-QA. DCMA-QA will:

- a. Provide DCMA HQ technical support to DCMA HQ space acquisition CAS structure, with sufficient responsibility and authority to represent the Agency at the customer HQ level to develop and provide technical guidance for NASA Support.
- b. Meet with the DCMA Director and Deputy Director to provide feedback pertaining to DCMA support to NASA as appropriate. Ensure consistency and compliance with manuals in the execution of DCMA CAS technical support to NASA, and decisions across the DCMA enterprise.
- c. Provide Agency-level guidance in support of NASA through the development and maintenance of this Manual.
- d. Maintain/enhance Agency Level DCMA-NASA Customer unique requirements, capabilities, competences, skills, and abilities supporting NASA programs.
- e. Coordinate/organize with Department/Enterprise level NASA support.
- f. Coordinate/organize with the DCMA-NPO.
- g. Coordinate recommended declination of NASA Prime LODs prepared by DCMA-QA, and the DCMA-NPO Director, using supporting objective evidence referenced in agency manuals, with the Deputy Director.
- h. Provide NASA HQ strategic level support and guidance as required to develop and administer and accomplish DCMA Agency level strategy in support of NASA CAS with assistance from the Executive Director of Contracts (DCMA-AQ), DCMA Financial and Business Operations Directorate (DCMA-FB), and other HQ components.
- i. Assign the DCMA-NPO to work with NASA on operational issues as needed. Review and evaluate to the DCMA-NPO Director's recommendations for NASA Prime LoD rejection.
- j. Recommend NASA Prime LoDs for rejection to the Deputy Director as required.
- k. Ensure execution consistency for NASA support across the Agency through DCMA-NPO IAW all applicable Agency policies, processes, and procedures.
- l. Meet NASA CAS requirements by confirming adequate strategies are in place to effectively execute DCMA's goals, policies, and customer outcomes.
- m. Provide DCMA-HQ guidance and support to the Agency; communicate and coordinate with other DCMA-HQ functional components: the Office of Internal Audit and Inspector General (DCMA-DM), DCMA-FB, and DCMA-NPO for support of this Manual and DCMA support to NASA-HQ Customers.

n. Meet periodically with the DCMA Director, HQ Component Heads, DCMA Operational Units (OUs), DCMAI, DCMAS, Regions, and DCMA-DM to provide feedback pertaining to DCMA support to NASA as appropriate.

o. Serve as the chairperson on the DCMA-NASA CGB and as a member of the DCMA-NASA ESG.

p. Review, and concur or non-concur with DCMA support to NASA personnel action requests on Manpower Request Form-Civilian (MRF-C) for QA/Quality Engineering and other functional areas as required.

q. Assign DCMA-NPO with responsibility and authority for NASA support to:

(1) Serve as a member on NASA-HQ groups and committees, such as, NASA's Quality Working Group, etc.

(2) Serve as the Agency point of contact (POC) for communicating, developing, coordinating, and managing of Agency manuals, supporting guidance, training, certification for NASA support and sponsoring development of required tools as approved at Agency-level.

(3) Support/sponsor HQ request for full-time equivalents (FTEs) in support of HQ level NASA tasking.

(4) Collaborate/team with DCMA-TF to ensure DCMA support to NASA, Agency Level body of knowledge is maintained, and standards coincide with requirements.

(5) Coordinate/sponsor DCMA-NPO Agency-level unique training requirements.

(6) Serve as the Agency's HQ POC for engagement with the Department's DCMA Senior Leadership Team (SLT), and NASA HQ SLT.

(7) Support the NASA HQ Office of Safety and Mission Assurance (OSMA) SLT and provide recommendations on NASA OSMA regulations, NASA Policy Directives (NPD), and NPR. Provide OSMA SLT and DCMA-HQ updates concerning Agency instructions, manuals, training, and certification.

(8) Support the NASA Office of Procurement (OP) SLT and provide recommendations on NASA Procurement policy, NFS, opportunities for increased DCMA support. Provide OP SLT and DCMA-HQ updates concerning Agency instructions, manuals, training, and certification.

(9) Provide disposition feedback from Department-level NASA HQ, NASA Centers, DCMA Operational commands, and DCMA-NPO appropriately across the Agency that identifies policies, tools, or training issues.

(10) Perform required analysis which is focused on identifying correlations to material weaknesses to DCMA, and NASA HQ, including potential opportunities for improvement.

(11) Coordinate with DCMA-DM to obtain analysis results aimed at identifying opportunities for continual improvement and manuals issuance update.

(12) Provide Agency-level support to NASA HQ.

(13) Provide augmented support for Agency-level reviews as requested by DCMA-DM.

(14) Determine the effectiveness of Corrective Action Plans (CAPs) implemented resulting from internal and external reviews of NASA LoD.

(15) Participate, support, lead, Joint Strategic Quality Council, Executive Quality Council, industry standard groups, NASA-related industry trade groups, NASA groups, and other Agency (internal and external) groups, to help align Government-to-Government, and industry best practices, mitigate nonvalue added activities, and reduce redundant operations, process, and requirements.

(16) Communicate with the DCMA-NPO Director, on a regular interval to mitigate Agency operational challenges. Gain insight into DCMA and customer requirements and expectations.

(17) Participate in, support, and provide guidance and assistance to the Defense Acquisition University (DAU) College of Contract Management (CCM) for NASA course development, deployment of applicable training, and certification.

(18) Chair the NASA Workmanship Standards Training (WST) Board teaming with the DCMA Director Budget Division (DCMA-FBB), DCMA-TF. The DCMA-NPO team to develop and manage fiscal year (FY) NASA WST requirements and budget.

r. Provide, as required, DCMA-NASA Customer subject matter expert guidance and advice to other DCMA-HQ Component Heads, such as Total Force etc., and DCMA-NPO/Agency operational elements for Agency Level DCMA-NASA support, guidance, and advice.

s. Establish Agency-level support for NASA training and NASA WST certification requirements.

t. Communicate with other DCMA-HQ Component Heads as required in support of the customer and DCMA-NPO.

u. Require all data collected IAW NASA Prime LoD tasking to be stored in agency system of record.

2.4. HQ COMPONENT HEADS. The HQ Component Heads will:

- a. Participate in the maintenance of the Agency-level NASA Support Manual -consistent with functional requirements, as applicable.
- b. Provide support to DCMA-QA in the development of policy, tools, training, and certifications applicable to the functional element to help mitigate identified risks.
- c. Provide other enterprise support to DCMA-QA, as requested.
- d. Provide input to DCMA's policy regarding support to NASA and procedural documents related to functional area support to NASA, as requested.
- e. Support in arranging for or conducting HQ internal senior-level, multifunctional engagements as required (e.g., DCMA-NASA CGB, DCMA-NASA ESG).
- f. Provide Agency-level guidance and support to NASA DCMA HQ space acquisition CAS structure.

2.5. DCMA-AQ. DCMA-AQ will:

- a. Provide DCMA HQ space acquisition CAS structure: contractual support; and responsibility and authority to represent DCMA at the customer HQ level in providing contractual guidance to NASA.
- b. Meet with the DCMA Director and Deputy Director to provide feedback pertaining to DCMA support to NASA as appropriate. Ensure consistency and compliance with manuals in the execution of DCMA contractual support to NASA, and decisions across the DCMA enterprise.
- c. Provide Agency-level guidance in support of NASA, through the development and maintenance of this Manual.
- d. Maintain/enhance Agency Level DCMA-NASA Customer unique contractual requirements, capabilities, competences, skills, and abilities supporting NASA programs.
- e. Coordinate with DCMA-NPO.
- f. Recommended declination of NASA Prime LODs to DCMA-QA using supporting contractual evidence prepared by DCMA-AQ and DCMA-NPO.
- g. Ensure contractual consistency for NASA support across the Agency through DCMA-NPO IAW all applicable Agency policies, processes, and procedures.
- h. Meet NASA CAS requirements by confirming adequate strategies are in place to effectively execute DCMA's goals, policies, and customer outcomes.

i. Assign DCMA-NPO with responsibility and authority to:

(1) Work with NASA on contracting issues as needed.

(2) Support the NASA OP SLT and provide recommendations on NASA Procurement policy, NFS, opportunities for increased DCMA support. Provide NASA OP SLT and DCMA-HQ updates concerning DCMA instructions, manuals, training, and certification.

(3) Perform required analysis which is focused on identifying correlations to contractual issues to DCMA and NASA HQ, including potential opportunities for improvement.

(4) Provide augmented support for Agency-level reviews as requested by DCMA-DM.

j. Communicate with the DCMA-NPO Director, on a regular interval to mitigate Agency operational challenges. Gain insight into DCMA and customer requirements and expectations.

k. Communicate with other DCMA-HQ Component Heads as required in support of the customer and DCMA-NPO.

l. Require all data collected IAW NASA Prime LoD tasking to be stored in agency system of record.

m. Provide Agency-level guidance to DCMA-QA in support of NASA contracts.

n. Support DCMA-NASA ESG and DCMA-NASA CGB.

2.6. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND BUSINESS INTEGRATION (DCMA-PI). DCMA-PI will:

a. Support the update of this Manual.

b. Serve as the Agency focal point for strategic engagement of Business Integration.

c. Collaborate/partner and team with DCMA-QA to support NASA.

d. Support DCMA-NASA ESG and DCMA-NASA CGB.

e. Support in arranging for or conducting internal senior-level, multifunctional engagements as required (e.g., DCMA-NASA CGB, DCMA-NASA ESG)

2.7. DCMA-DM. DCMA-DM will:

a. Provide DCMA audit feedback pertaining to DCMA support to NASA, as appropriate.

b. Review DCMA support to NASA operations, performance, administrative processes, and internal controls as identified by risk.

c. Collaborate with DCMA-NPO on NASA policy, tools, and training to address Agency deficiencies identified in audit findings.

d. Support DCMA-NASA ESG and DCMA-NASA CGB.

2.8. DCMA-FB. DCMA-FB will:

a. Support DCMA-NASA SLT reviews.

b. Direct DCMA-FBB to:

(1) Develop a Federal Business Reimbursable group with responsibility to develop Agency-level NASA reimbursable budget estimates and execution analysis to develop and provide technical guidance for NASA Support.

(2) Support the Service Level Agreement between NASA and DCMA.

(a) Sign the Fiscal Service Form 7600A and route to DCMA-Deputy Director for final signature.

(b) Sign the Fiscal Service Form 7600B and route to DCMA-NPO for final signature.

(3) Accept and process funding for the Agency NASA reimbursable program.

(4) Serve as the Agency reimbursable functional manager and the liaison for accounting issues related to Agency reimbursement as a result of providing CAS to NASA. (e.g., issue customer invoices, accomplish accounting reconciliations, set annual reimbursable rate, and obtain FY DoD reimbursable rate letter).

(5) Meet with NASA HQ, DCMA-QA, and the DCMA-NPO to coordinate Agency reimbursable funding for NASA CAS support.

(6) Collaborate with DCMA-QA, DCMA-DM, and DCMA-NPO on Agency-level NASA reimbursable reports.

(7) Ensure reimbursable funds are available for DCMA-TF in support of NASA training and certification requirements develop budget account for special mission travel.

(8) Coordinate with NASA HQ, DCMA-QA, and DCMA-NPO on all aspects of the NASA reimbursable budget activities.

(9) Provide the official Agency NASA reimbursable expenditure report to NASA HQ monthly.

(10) Establish and fund a special HQ-level fund for the purpose of funding unique mission requirements in support of NASA workload execution.

(a) Assign a HQ-level line of accounting to this account.

(b) Assign the DCMA-NPO Director to administer and approve unique operational funding requests against this account and report back to DCMA-FB the execution against this account.

(11) Develop and administer a streamlined DCMA Support to NASA workforce request model.

(a) DCMA-NPO validates HQ indirect requirements.

(b) DCMA-NPO validates DCMA-NASA operational bona fide needs provide additional comments and/or proposed edits.

(c) DCMA-FB validates funds available to support HQ request and/or operational bona fide need.

(d) DCMA-FB approves request with recommendation.

(12) Support DCMA-NASA ESG and DCMA-NASA CGB.

2.9. EXECUTIVE DIRECTOR, TOTAL FORCE (DCMA-TF). DCMA-TF will:

a. Review Manpower Request Form-Civilian (MRF-C); coordinate DCMA-TF workforce concurrence, and promptly support DCMA-NASA direct and indirect billets changes and additions to execute the Agency duties and responsibilities of this Manual.

b. Support the DCMA-NASA ESG and DCMA-NASA CGB.

c. Fully support NASA training requirements in the Learning Management System (LMS), or system or record. Provide NPO data and metrics from LMS as requested.

d. Support DCMA-NASA ESG and DCMA-NASA CGB.

2.10. OUs. OUs (e.g., Region Commands/Centers/DCMAS/DCMAI) Commanders/Directors (CDR/DIRs) will:

a. Allocate resources in support of accepted NASA Prime LoDs/Work Orders.

b. Ensure subordinate organizations execute to DCMA policies.

c. Coordinate input to DCMA and NASA policy and procedural documents related to operational NASA support.

d. Provide assistance to DCMA-NPO and the reviewed organization with CAP activities as a result of internal or external NASA reviews.

e. Ensure that all NASA Customer's products, commodities, and programs are considered high risk during internal reviews. All NASA programs, projects, and products are considered to be critical work supporting critical acquisition items per NPR 8735.2 series, "Hardware Quality Assurance Program Requirements for Programs and Projects," and any major or critical findings (e.g., Level III Corrective Action Request (CAR) or equivalent) identified are to be reported to DCMA-NPO through the DCMA-NASA Support Desk.

f. Serve as the primary focal point and coordinator for all subordinate organizations' CAP activities resulting from DCMA-DM's Inspections and Evaluation Team internal reviews and external audits where findings were generated by NASA directly to DCMA.

g. Validate subordinate organizations' CAPs for internal/external reviews to determine whether they are to remain open or closed, until final closure of all CAP.

h. Validate subordinate organizations trained/certified personnel requirements are adequate, without being excessive, being mindful of:

- (1) Total reimbursable hours forecast.
- (2) Current number of certified personnel.
- (3) Anticipated attrition in personnel.

i. Adjudicate the DCMA-NPO Director requests for additional NASA direct and indirect billets to execute the Agency duties and responsibilities in support of NASA Prime LoDs and this Manual.

j. Support DCMA-NASA internal reviews via the Risk Management and Internal Control process as requested by the DCMA-HQ process owner:

(1) Review OU and supported CMO NASA reimbursable man-hour execution outside of 98 percent plus or minus three percent of projected workload forecasting.

(2) Review DCMA support to NASA Customer training forecast, plan, expiration, and pass/failure rates.

(3) Review DCMA support to NASA Customer program performance includes, CARs, Business Systems status, Business System review schedule, Quality Management System (QMS), the International Aerospace Quality Group (IAQG) Online Aerospace Supplier Information System (OASIS) Certification Body schedule/plan, OASIS Tier II analysis, contractor process capacity metrics, schedule, and cost etc.

- (4) Review increase and/or declining work.
- (5) Review customer onsite visit schedule.
- (6) Inform DCMA-NPO of review/analysis.

k. Verify that all data collected IAW NASA Prime LoD tasking is stored in agency system of record.

l. Provide periodic assessments of CMO Government Mandatory Inspection Point (GMIP) execution. Sample size will be determined by GMIP workload with intervals based upon CMO performance (minimum of at least annually).

2.11. DCMA-NPO. The DCMA-NPO Director will:

a. Serve as the Program Manager for DCMA's NASA program covering all reimbursable work performed by DCMA for NASA.

b. Serve as the Agency lead CMO representative on the DCMA-NASA CGB.

c. Accept all NASA Prime LoDs and Memorandum for Record (MFR), new and updated requirements, utilized to modify accepted NASA Prime LoDs.

(1) The DCMA-NPO Director has the discretionary authority to delegate acceptance of NASA Prime LoDs.

(2) The PoP CMO CDR/DIR must be the lowest level of acceptance for the Agency NASA Prime LoDs, in direct coordination with the DCMA-NPO Director.

d. Manage the integration of DCMA support across all CMOs, Centers, and OUs that provide support to NASA Prime LoDs. DCMA support includes development/refinements to: DCMA-MANs, training, tools, and metrics necessary to fully support NASA Prime LoDs.

(1) May delegate responsibility for NASA Prime LoD integration based upon the complexity of LoD and the depth of the supply chain. Where responsibility of integration has been delegated, the DCMA-NPO Director must retain accountability ensuring LoD requirements have been met in an efficient and effective manner.

(2) Responsible and accountable to ensure that DCMA speaks with one operational voice to NASA. Must ensure that monthly status reports (MSRs) fulfill LoD requirements.

e. Ensure that supply chain oversight/insight is in the Government's best interests.

(1) Ensures proper use of DCMA resources with the supply chain.

(2) Coordinates with NASA and the CMO CDR/DIR at the location of the Prime contractor to provide optimal coverage below the first sub-tier supplier.

f. Authorize direct delegations (streamline delegation routing) when it is in the best interest of the Agency and customer:

g. Manage increases/decreases in LoD requirements when there is a resource impact to the Agency.

h. Represent the Agency at the NASA Center level, through LoD coordination with the NASA Centers for NASA Prime LoDs, and the cognizant DCMA PoP for receipt, review, acceptance, and disposition of all delegations issued by the NASA Centers, to promote consistency and alignment with DCMA-MANs and NFS.

i. Elevate the NASA Prime LoD for consideration for declination when the LoD is identified as requesting support considered outside DCMA capabilities.

j. Provide objective evidence to the declination authority when recommending a NASA Prime LoD to be declined. Inform/coordinate declinations with the PoP CMO/Center.

k. Communicate with DCMA-QA and DCMA-AQ on a regular interval to mitigate Agency operational challenges and help support the NASA requirements.

l. Consolidate all unique DCMA training and training requirements in support of NASA Prime LoDs and provide to DCMA-HQ for forecasting.

(1) Assist the DCMA-HQ, DCMA-QA, and DCMA-TFB with managing the NASA WST certification training, as required.

(2) Coordinate with DCMA-TF and DCMA-QA to help identify and validate training sources for NASA specific WST courses as issues arise within DCMA to address customer requirements.

(3) Ensure adequate number of trained personnel resources available to support Agency NASA workload execution mindful of cost to excessive training.

(4) Assist DCMA-QA with the DAU CCM's course development and deployment of NASA skillset training and certification.

(5) Provide NASA WST requirements to DCMA-QA to support annual budget requests.

m. Coordinate with DCMA-FBB and DCMA-QA on annual reimbursable budget forecasts and monthly execution analysis.

n. Provide DCMA-FBB a monthly reimbursable execution briefing indicating current trends and forecasts for work increase or decrease across the Agency.

- o. Maintain a regular communication interval with DCMA-FBB's reimbursable representatives.
- p. Coordinate customer request(s) for increase/decrease of FTE resources at the LoD PoP.
- q. Assist NASA with issuing delegations within DCMA's capabilities and ensure cognizant DCMA PoP CMO/Center or DCMA Place of Responsibility (PoR) CMO/Center/OU is aware of emerging/imminent NASA delegations.
- r. Serve as the DCMA principal advisor to NASA Centers on operational support and lead engagement with NASA Centers consistent with DCMA operational engagement strategy.
- s. Advise and assist DCMA organizations.
- t. Review and respond for the Agency on customer issues/concerns related to NASA LoDs after appropriate interface with the DCMA-SLT as necessary.
- u. Provide feedback to the CMO/Center/OU relating to customer concerns.
- v. Respond to the Agency to respond to the DCMA-CMO/Center/OU concerns regarding customer issues. Keep the CMO/Center/OU apprised of conversations with the customer and will keep the SLT apprised as appropriate.
- w. Ensure NASA Center(s) performance expectations are communicated and tracked.
- x. Report performance and support issues to Agency leadership bi-annually.
- y. Consolidate all delegated requirements supporting NASA requirements to DCMA-HQ.
- z. Coordinate and consolidate DCMA operational comments and submit through DCMA-QA when NASA requests DCMA input on NASA policy and procedural documents (i.e., NPDs and NPRs).
 - aa. Provide DCMA-QA, DCMA AQ, and DCMA-FBB support for Agency-wide issues impacting NASA customer support.
 - ab. Establish DCMA Center Integrators (CIs) to execute a NASA support role.
 - ac. Establish the DCMA-NASA Support Desk to serve as the:
 - (1) Address for receiving NASA Agency-to-Agency delegations as directed in NFS 1842.202.
 - (2) Initial capture, log, and process point for assistance requests from NASA-HQ, NASA Centers, and DCMA-CMO/Centers.

(3) Contact and processing point for supporting the DCMA nominations recognizing a DCMA Functional Specialist (FS) outstanding support of human space flight programs to the NASA space flight awareness POC.

(4) POC to ensure major QMS findings are uploaded to agency system of record.

(5) Interface with the WST board, as required.

(6) Receipt point for all NASA Missed GMIP notifications.

ad. Execute the DCMA-NASA Non-Destructive Test (NDT) training program. Provide to DCMA-QA annual NASA NDT training program requirements to support annual budget requests.

ae. Issue the annual NASA reimbursable budget development timeline memo no later than 28 February to support the development of the next FY input to the NASA reimbursable budget.

af. Administer and approve funding requests against the account created by DCMA-FB to support funding unique mission requirements in support of NASA workload and report back to DCMA-FB the execution against this account.

ag. Establish a process to validate WST and NASA NDT training requests as a bona fide need.

(1) Ensures that DCMA-NPO produces and publishes a “Master List of WST Trained Personnel” which will be available on the resource page for this Manual.

(2) The “Master List of WST Trained Personnel” will be updated periodically to reflect recent training accomplishments, and the departure from the agency of WST trained personnel.

ah. Review for concur or non-concur with CMO Functional Group Leaders the OASIS Tier II analysis and provide result to NASA for all programs assigned.

ai. Concur or non-concur on all process evaluation surveillance checklists, as deemed necessary by NPO. Responsibility for concurrence may be delegated within DCMA-NPO

(1) Supporting in-line assessment (ILA), process evaluations, or process surveillance.

(2) Based upon the rigor with which Marshall Spaceflight Center ILAs are reviewed by NASA and DCMA engineering when produced, these surveillance checklists are waived from this requirement.

aj. Support the approval of Service Level Agreement by signing the Fiscal Service Form 7600B as requested by DCMA-FBB.

ak. Ensure the NASA MSRs, when DCMA-NPO has integration authority, are uploaded monthly to the NASA Tools Dashboard. The DCMA-NASA support desk will verify that all other CMOs with Integration authority have uploaded their NASA MSRs to the NASA Tools Dashboard.

al. Conduct monthly Agency NASA reimbursable variance analysis meetings when CMO performance or specific CMO NASA program performance falls outside of 98 percent plus or minus 3 percent.

am. Commence variance and analysis meetings no later than January at the DCMA-NPO Director discretion.

2.12. DCMA-CIs. DCMA-CIs will:

a. Assist NASA and the Agency in meeting overall mission objectives.

b. Serve to establish a working relationship at multiple levels within DCMA organizations and assigned NASA Centers.

c. Meet monthly with the NASA Center of assignment Safety & Mission Assurance (S&MA) Director and other NASA Center Directors associated with DCMA NASA LoDs.

d. Meet monthly with the NASA Center of assignment S&MA program representative, for NASA programs of assignment.

e. Attend all NASA Center of assignment program reviews, for programs assigned, and provide the DCMA-NPO Director advance guidance and advice.

f. Inform the DCMA-NPO Director when NASA is scheduled to visit PoP locations.

g. Assist the DCMA-SLT at all levels throughout the Agency in support of NASA.

h. Support the DCMA-NPO Director.

i. Engage early with the NASA Customer and the cognizant CMO/Center in the coordination and preparation of the LoD development and finalization.

j. Integrate NASA operational support across DCMA.

k. Collaborate with the CMO/Centers and DCMA-NPO leadership in projecting and executing budgets. Collaborate routinely or as necessary with CMO/Center POC or DCMA Program Integrator (PI) regarding specific programmatic issues.

l. Coordinate problem resolution as required.

m. Support/coordinate DCMA-NPO engagement between NASA Center leadership and DCMA leadership.

n. Summarize support issues; identify inhibitors, propose DCMA recommendations to the DCMA-NPO Director.

o. Lead NASA delegated requirement development negotiations between CMO/Center and NASA representatives before LoD documents are formally submitted to the DCMA-NASA Support Desk.

p. Coordinate LoD acceptance between CMO/Center at the PoP/PoR, NASA, and DCMA-NPO for LoDs that are initially directed to prime CMO.

q. Ensure that CMOs supporting cognizant LoDs are inviting the appropriate DCMA-CI to any customer meeting occurring at a NASA Center and to non-routine meetings with senior NASA Center personnel occurring at the CMO or its work sites.

(1) The DCMA-CI will make every effort to participate in these meeting in person or remotely.

(2) The DCMA-CI will follow-up with the CMO/Center for feedback in the event they are unable to attend.

r. Perform NASA Center of assignment program health assessment with a frequency of biannually, or more frequently if required. Program health assessment will include DCMA execution, review of DCMA/NASA records, result of region record reviews, etc. correlated with NASA Prime LoD requirements and this Manual.

s. Provide NPO Director program health assessment analysis with recommendations.

t. Review periodically GMIP databases for programs under the management of their assigned NASA Center for accuracy, completeness, data integrity and availability of Government inspection records within the agency system of record. The review shall be across all databases pertaining to the program including but not limited to NASA directed databases, DCMA system of record, and the GMIP Assignment and Closed Loop Tracking Tool.

2.13. CMO/CENTER CDR/DIR. The CMO/Center CDR/DIR will: (Some paragraphs below may not be applicable to Center Directors, and it is left to the center director to determine applicability when the action is not specifically assigned to a center)

a. Ensure review, resourcing, execution, reimbursable charging, and closure of NASA re-delegations IAW this Manual. CDR/DIR will coordinate with the DCMA-NPO Director on concurrence of increases/decreases in support of LoD requirements when there is a resource impact to the CMO/Center.

(1) Responsible for notifying the DCMA-NASA Support Desk of increasing NASA workload that will increase the WST requirements for the CMO.

(2) Must inform the DCMA-NASA Support Desk when WST personnel retire or leave DCMA to enable DCMA-NPO to update the master list of WST trained personnel.

b. Submit adjusted resource requests to the OU for approval after LoD coordination is complete with DCMA-NPO. DCMA-NPO will provide written concurrence to the resource request.

c. Ensure all assigned personnel who provide functional support to a NASA delegation have completed the appropriate training/certification course(s) to include DAU NASA Orientation course.

(1) The CMO/Center will track internal/performance review/measure and the number of trained/certified personnel are not excessive to complete the mission.

(2) Validate training requests meet mission requirements.

(3) Reimbursable hours forecast totals, and dispersion.

(4) Dispersion of local and geographic suppliers.

d. Ensure FS(s) review for acceptance NASA LoRs.

e. Support NASA Prime LoDs, ensuring Aerospace Standard (AS) 9100D, "Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations," contract and certified to the current version.

f. Utilize OASIS Database:

(1) To provide guidance for collaboration with industry partners and DCMA through the use of the IAQG, OASIS. This guidance is only applicable at a facility, which has AS9100D on contract and certified to the current version.

(2) Use of the certification data that is retained within OASIS as part of the development of a QMS surveillance strategy. This addresses the primary goal of reducing the need for redundant QMS audits.

(3) The OASIS information of sub-tier suppliers is used to monitor prime contractors' performance in managing their suppliers. The data collection and analysis will determine if a LoD is required based on level of risk reducing the need to issue a LoD.

g. Support internal/external reviews occurring at the CMO/Center or cognizant contractor locations.

h. Submit customer issues/concerns to the DCMA-NASA Support Desk for DCMA-NPO to provide Agency review and response to the customer. Any issues, concerns, or complaints from

a NASA representative regarding DCMA performance must be elevated to the DCMA-NPO Director.

i. Conduct internal control assessments/continuous monitoring of NASA support, as required depending on active NASA support.

j. Ensure relevant CMO/Center NASA training/certification records are accurate IAW DCMA-MAN 4501-04, Volume 1, "Records and Information Management Program," and DCMA-MAN 4501-04, Volume 2, "Records Retention Schedule."

k. Include the assigned DCMA-CI in customer issues to ensure consistent program interface, in support of NASA program expectations.

l. Coordinate the travel and temporary duty requirements with the CMO needing support and work with DCMA-NPO to obtain funding from DCMA-FB when a CMO is required to provide NASA support outside of its local commuting area.

m. Invite the appropriate DCMA-CI to any meeting with the customer occurring at a NASA Center.

n. Invite the DCMA-CI to any non-routine meeting with the customer that involves NASA senior management or the local NASA representative who provides routine daily oversight.

o. Integrate NASA Prime LoD(s) when assigned integration responsibilities are delegated via a DCMA-NPO Prime LoR.

p. Ensure all CMO/Center inputs to the NASA MSRs are sent to the PI as required by the LoR.

q. Ensure that process evaluation surveillance checklists (NASA) are routed through DCMA-NPO for review/concur/non-concur as soon as they have been deemed satisfactory by the First Line Supervisor (FLS) per CMO policy.

(1) The process evaluation surveillance checklists (NASA) will be forwarded to the DCMA-NASA Support Desk for concurrence.

(2) Limited to not more than one-page executive summary of the surveillance checklist will be forwarded with the plan.

(3) This includes surveillance checklists produced to support NASA ILAs, process evaluations, process reviews, or process surveillance.

(4) Based upon the rigor with which Marshall Space Flight Center ILAs are reviewed by NASA and DCMA engineering when produced, these surveillance checklists are waived from this requirement.

r. Participate in the DCMA-NPO led Agency NASA reimbursable variance analysis when CMO/Center performance for specific CMO/Center NASA program performance falls outside of 98 percent plus or minus 3 percent.

s. Require all data collected IAW NASA delegated tasking to be stored in agency system of record.

t. Ensure consistent use of the GMIP Assignment and Closed Loop Tracking Tool for all NASA delegated tasking.

u. Assign a POC to oversight/manage DCMA GMIP Assignment and Closed-Loop Tracking Tool, DCMA System of Record, and NASA delegated database entries ensuring accuracy, completeness, data integrity and availability of Government inspection records within the agency system of record.

2.14. CMO QUALITY ASSURANCE DIRECTOR (QAD)/ENGINEERING & MANUFACTURING GROUP LEADER/TECHNICAL DIRECTOR. The CMO QAD, Engineering & Manufacturing Group Leader, and Technical Director will:

a. Ensure FS supporting the NASA customer are trained IAW NASA standards, are competent and available when scheduled for training.

b. Ensure that the Tier II OASIS data is being reported to the PI as required for inclusion in the MSR.

c. Notify the DCMA-NPO Director of critical program changes, missed GMIPs/requirements, funding challenges etc.

d. Notify the DCMA-NPO Director immediately of contractor QMS certification change in status.

e. Notify the DCMA-NPO Director immediately of contractor business system status changes.

f. Support the DCMA-NASA Product Community meeting.

g. Ensure the FLS has validated and verified bona fide employee training requirements, correlated with active customer LoD tasking.

h. Ensure the FLS is assessing employee training prerequisites and course material reviews are complete before employee attends scheduled training.

i. Provide the DCMA-NPO Director analysis when an employee fails to complete scheduled training.

- j. Support the DCMA-NPO Director with direct knowledge of supplier risks and performance data that effects contractual schedule or cost.
- k. Ensure all data collected IAW NASA Prime LoD tasking is stored in agency system of record.
- l. Ensure FS consistently update the GMIP Assignment and Closed Loop Tracking Tool for all NASA delegated tasking.

2.15. CMO/CENTER FLS. The CMO/Center FLS will: (Some paragraphs below may not be applicable to Center FLS, and it is left to the center director to determine applicability when the action is not specifically assigned to a center)

- a. Ensure the FS has validated and verified bona fide employee training need, correlated with active customer requirements, including review Defense Agencies Initiative (DAI) Document Control Number (DCN), LoD/contract status.
- b. Assess the employee training prerequisites and course material reviews are complete before employee attends scheduled training.
- c. Provide the DCMA CMO QAD analysis when an employee fails to complete scheduled training.
- d. Ensure the FS supporting the customer programs update DAI weekly.
- e. Review contractor OASIS Tier II data, either concurring or non-concurring with OASIS Tier II analysis, and provide results to DCMA CMO QAD for all programs/contactors assigned.
- f. Notify DCMA CMO QAD/E&M Group Leader/Technical Director of critical program changes, missed GMIPs/requirements, funding challenges, etc.
- g. Immediately notify the DCMA CMO QAD of contractor QMS certification change in status.
- h. Support the DCMA NASA Product Community meetings.
- i. Counterfeit Risk Mitigation applies to every contract and contractor regardless of what is contractually required and being procured. When a prime contractor subcontracts for supplies, the CMO cognizant of the prime contractor may delegate counterfeit surveillance to the CMO cognizant of the subcontractor IAW DCMA-MAN 2101-04, "Delegate Surveillance."

(1) The applicable CMO FS validates the key contract requirement (KCR) for counterfeit prevention and control is included in the validated KCR list when performing NASA Delegation Review (NDR) IAW DCMA-MAN 3101-03, Volume 1.

(2) Ensure the KCR for counterfeit prevention and control is assessed for risk IAW DCMA-MAN 2303-01, "Surveillance."

j. Ensure all data collected IAW NASA Prime LoD tasking is stored in agency system of record.

SECTION 3: AGENCY LEVEL EXECUTIVE COMMITTEES

3.1. OVERVIEW. The Agency Level executive committees provide strategic direction for Agency-Level DCMA-NASA program support and are the decision-making bodies in charge of overseeing progress and facilitating collaboration among the participants.

3.2. DCMA-NASA CGB OVERVIEW. DCMA support to NASA CGB involves balancing the interests of the Agency SLT and its many stakeholders, such as: HQ, Region, CMO/Center management, and customers. The DCMA-NASA CGB provides the framework for attaining Agency objectives in support of the customer and it encompasses practically every sphere of management, from action plans and internal controls to performance measurement and corporate disclosure.

3.3. DCMA-NASA CGB ACTIVITY.

a. Support to NASA is managed under the direction of the DCMA-NASA CGB. The Board is chaired by the DCMA Deputy Director, and other senior management positions within the Board have the role and responsibility to oversee the management and governance of the Agency and performance in support of NASA.

b. The Chairperson serves on the Agency SLT and Executive Steering Committee.

c. The Board's core responsibilities are to:

(1) Select individuals for Board membership and evaluate the performance of the Board, Board committees, and individual Directors.

(2) Assure that management succession planning is adequate.

(3) Review and approve significant corporate actions.

(4) Review and monitor implementation of management's strategic plans in support of NASA.

(5) Review and approve the Agency annual operating plans and budgets in support of NASA.

(6) Monitor Agency performance and evaluate results compared to the Agency strategic plans and other long-range goals.

(7) Review the Agency financial controls and reporting systems.

(8) Review and approve the Agency financial statements and financial reporting in support of NASA.

(9) Review the Agency ethical standards and legal compliance programs and procedures.

(10) Oversee the Agency's management of enterprise risk in support of NASA.

(11) Monitor relations with shareholders, employees, and the communities in which the Agency operates in support of NASA.

d. The Chairperson establishes the agendas for the board meetings in conjunction with other SLT members.

e. Each Director is free to suggest items for inclusion in the agenda and to raise unplanned subjects at any board meeting.

f. Provide agenda materials relating to agenda items in advance of meetings to allow the Directors time to prepare for discussion of matters at the meeting.

g. The Board reviews and approves the Agency yearly operating plan in support of NASA and specific financial goals at the start of each year, and the board monitors performance throughout the calendar year.

h. The DCMA-NASA CGB should meet quarterly. At an expanded topic board meeting once a year, the board reviews in depth the Agency long-range strategic plan in support of NASA.

i. Management presentations are made to the board and its committees regularly on various aspects of the Agency operations in support of NASA.

j. DCMA-QA, DCMA-FB, DCMA-FBB, DCMA-DM, and DCMA-NPO will provide to board members Agency-level reports focused on financial technical forecast, challenges, and expectations in support of NASA.

k. DCMA-NPO is responsible to pre-brief the Deputy Director and DCMA-QA on the agenda and major items of discussion at least 14 days prior to the meeting.

3.4. DCMA-NASA ESG.

a. The DCMA-NASA ESG is made up of Senior Level Agency executives from both Agencies with an overall objective of resource optimization by eliminating redundant activities. These redundancies will be identified through shared best practices, risk, and insight. Thus, ensuring DCMA's support to NASA is contributing appropriately to the current NASA operating environment and that it is flexible enough to adapt as needed to changing NASA priorities.

b. The DCMA-NASA ESG meets annually (more frequently if necessary) to address status of DCMA support to NASA, issues raised by NASA, or DoD/DCMA providing NASA HQ SLT oversight of DCMA support to NASA and NASA HQ insight into Agency capabilities.

c. The DCMA-NASA ESG is co-chaired by the Agency Deputy Director and NASA HQ SLT member for S&MA.

d. The meeting is conducted at NASA HQ in Washington, DC, with NASA HQ SLT in attendance.

e. Concerns addressed by the DCMA-NASA ESG include:

- (1) DCMA support to NASA post-deployment evaluation results for performance.
- (2) Establishment of performance, schedule, and cost criteria for the following year.
- (3) Resolution of issues escalated from NASA, DCMA, or other governance bodies in need of final adjudication.
- (4) Pre-deployment decisions on major strategic shifts and technical/business initiatives.
- (5) Oversight of DCMA resource allocations in support to NASA to ensure balance in line with NASA, DoD, and DCMA.
- (6) Impact reviews for past decisions.

f. DCMA-FBB, DCMA-DM, and DCMA-NPO will provide to board members Agency-level reports focused into financial technical forecast, challenges, and expectations in support of NASA and DCMA.

SECTION 4: NASA WORKLOAD ACCEPTANCE AND EXECUTION

4.1. OVERVIEW. The DCMA-NPO Director is the NASA acquisition authority and must exercise responsibility for Agency-level program support and integration of all NASA workload across the agency.

4.2. INTEGRATION OF DCMA SUPPORT TO NASA.

a. DCMA-NPO is responsible for ensuring that policy, training, tools, and metrics fully support the execution of work in support of NASA Prime LoD. DCMA-NPO serves as the one DCMA voice to NASA and is responsible for ensuring all NASA Prime LoD MSR s fulfill their specific LoD requirements.

b. DCMA-NPO must ensure LoD requirements have been met in an efficient and effective manner. Delegation of integration responsibility must be via the NASA Prime LoR. See Paragraph 5.2.

4.3. BACKGROUND ON NASA PRIME DELEGATIONS. The 1969 Agreement between NASA and DoD states that it is NASA's policy that maximum use be made of those contract administration and contract audit services from DoD Agencies,

a. The NFS 1842.2, "Assignment of Contract Administration," directs that NASA contracting officers must send delegations to the DCMA-NASA Support Desk operated by DCMA-NPO at: **dcma.san-antonio-tx.npo.mbx.nasa-support-desk@mail.mil**.

b. Receipt, coordination, and acceptance through DCMA and re-delegation for performance by the appropriate DCMA CMO(s) will be accomplished by DCMA-NPO.

4.4. LoD PROCESS OVERVIEW.

a. DCMA-NPO is responsible for coordinating receipt, review, acceptance by signature, and disposition of all Prime LoDs from NASA to DCMA (Agency-to-Agency LoDs).

b. Agency-to-Agency LoDs (aka Service Level Agreements) are official commitments that prevail between a service provider, DCMA, and the customer, NASA. DCMA-NPO and the CMO/Center for the PoP must meet NASA requirements by confirming adequate resources and strategies are in place to effectively and efficiently execute Agency and customer defined outcomes within the LoD.

c. The DCMA-NPO Director will accept and sign for acceptance of the NASA Prime LoDs and coordinate with the DCMA PoP CMO/Center/OU CDR/DIR. The DCMA-NPO Director may distribute the workload of the NASA Prime LoD to the appropriate PoP or PoR CMO/Center/OU via a DCMA-NPO Prime LoR or workload transfer.

d. NASA Prime LODs are issued using the NASA Form (NF) 1430, "Letter of Contract Administration Delegation, General," that is signed by the NASA contracting officer. The

specific delegated functions are documented on one or more of the following forms (as applicable):

(1) NF 1430A, “Appendix A, Contract Administration, Letter of Delegation for NASA Contracts.”

(2) NF 1430B, “Appendix B, Quality Assurance, Letter of Delegation for NASA Contracts.”

(3) NF 1430C, “Appendix C, Property Administration, Letter of Delegation for NASA Contracts.”

(4) NF 1430D, “Appendix D, Plant Clearance, Letter of Delegation for NASA Contracts.”

e. NASA Procurement Contracting Officers will submit all NASA Prime LoDs to DCMA-NASA Support Desk IAW NFS 1842.202(b)(i). The DCMA-NPO NASA Program Management Analyst will log all received NASA Prime LoDs in the DCMA-NASA Support Desk log located on NASA Tools Dashboard on DCMA 365.

f. The DCMA-NPO NASA Program Management Analyst will notify the appropriate DCMA-CI and DCMA-NPO Group Lead(s) upon receipt of a new or revised NASA Prime LoD.

g. NASA Prime LoDs received by anyone other than the DCMA-NPO are to be forwarded to the DCMA-NASA Support Desk through email and copy the NASA customer.

h. The DCMA-NPO Director will be the workload acceptor for all Agency-to-Agency requirements on behalf of DCMA. (See process flowchart on the resource page for this Manual.) The NF 1430 provides the Contract End Item or Service requested.

i. DCMA-NPO may delegate NASA Prime LoD tasking via a DCMA-NPO Prime LoR.

4.5. NASA PRIME LoD RECEIPT. The NF 1430 must be addressed to DCMA-NPO.

4.6. REVIEW OF NASA PRIME LoD. The DCMA-CI must initiate and coordinate the NASA Prime LoD review with the DCMA-NPO Functional Group Leader. (See process details on the resource page for this Manual.)

4.7. ACCEPTANCE OF NASA PRIME LoD. The DCMA-NPO Director must accept all agreed upon NASA (Agency-Agency) requirements on behalf of DCMA. (See Process Flowchart on the resource page for this Manual.)

a. DCMA-NPO must retain or delegate requirements in the best interest of the Agency, Customer, and/or other Governmental Organizations.

b. DCMA-NPO will serve as the integrator for all NASA Prime LoDs. The DCMA-NPO Director may delegate integrator responsibilities to the CMO at the prime contractor or PoR at his discretion based upon NASA Prime LoD complexity and depth of the supply chain.

c. When the DCMA-NPO Director delegates acceptance of NASA Prime LoDs, the DCMA-NPO NASA Program Management Analyst must track the requirement.

d. It is DCMA-NPO responsibility as prime CMO to provide consistent oversight/insight for delegated work to the PoP and PoR.

e. NASA Prime LoD must be accepted in the agency system of record within the timeframe specified in the delegation or a targeted 30 calendar days from the receipt of the final LoD with a conformed copy of the contract or the base contract, statement of work or performance work statement and all applicable contract modification prior to acceptance of the NASA Prime LoD by the DCMA-NASA Support Desk.

(1) If this cannot be accomplished, the DCMA-CI will coordinate with the NASA customer an extension and document the rationale and outcome via an MFR.

(2) In cases where a NASA customer goes directly to a CMO/Center for support, the CMO/Center will promptly send all documentation to the DCMA-NASA Support Desk.

f. The DCMA-NPO Director has the discretionary authority to delegate acceptance of NASA Prime LoDs. The CMO/Center/OU CDR/DIR (PoP for Prime contractor) must be the lowest level of acceptance for the Agency for NASA Prime LoDs, in direct coordination with the DCMA-NPO Director.

g. After the DCMA-NPO Director has accepted the NASA Prime LoD, the DCMA-CI will complete the acceptance process. (See flowchart on the resource page for this Manual).

h. The DCMA-CI will create the request control number and DCN in the agency system of record. The selected service sets in the agency system of record must match the delegated requirements identified in the LoD. Once the request control number and DCN are created, the DCMA-CI will upload the following documents into the agency system of record to create the LoD record:

(1) LoD.

(2) Conformed copy of contract.

(3) Base contract, Statement of Work or Performance Work Statement and all applicable modifications.

(4) NF 1430 and specific NASA program/project documents related to delegation requirements, as applicable.

(5) Copy of the signed NASA Prime LoD Appendix or NF 1431 and any extension of timeframe for delegation acceptance documentation, if applicable.

(6) Once the CI has uploaded the NASA Prime LoD specifying DCMA-NPO as the lead DoD Activity Address Code (DODAAC), the redelegation process will follow the requirements of DCMA-MAN 2101-04 and as modified in this manual.

4.8. DECLINATION PROCEDURE FOR NASA PRIME LoD. The authority to decline a NASA Prime LoD is assigned exclusively to the Agency's Director and Deputy Director:

- a. The DCMA-NPO Director is the focal point for declining NASA Prime LoDs.
- b. If, after pursuing resolution actions, the DCMA CMO/Center CDR/DIR and the DCMA-NPO Director concur the delegation should be declined, a written recommendation, including rationale for rejection, must be provided to the declination authority IAW this Manual.
- c. If a disagreement occurs between a CMO/Center CDR/DIR and the DCMA-NPO Director regarding the acceptance of the NASA Prime LoD, the DCMA CMO/Center CDR/DIR must submit a white paper to the attention of the DCMA-NPO Director explaining the CMO/Center rationale.
- d. The DCMA-NPO Director must forward the white paper to the Agency Director or Deputy via DCMA-QA explaining both entities rationale and recommendation.
- e. If the functional area within DCMA-QA does not approve the declination of the LoD, DCMA-NPO will draft a DCMA action plan to meet the NASA Prime LoD requirements.
- f. If DCMA-QA or DCMA-AQ concurs with the declination, the Agency Director or Deputy Director will make the final decision on the NASA Prime LoD acceptance for the agency. This effort will follow the same 30-day timeframe used for NASA Prime LoD acceptance.
- g. After the Agency Director or Deputy Director approval to decline a NASA Prime LoD, the DCMA-NPO Director must notify the delegator in writing (email or correspondence) that the delegation has been declined and include supporting rationale. The DCMA-NPO Director must ensure the delegation is closed in the agency system of record. All documents must have been uploaded to the agency system of record.

4.9. ACTIONS WHEN NASA RESCINDS OR CANCELS AN LoD. A CMO/Center must immediately inform the DCMA-NPO Director and copy the DCMA-NASA Support Desk via email when they are informed that NASA intends to rescind or cancel a NASA Prime LoD prior to completion.

- a. CMOs/Centers must not enter into discussions/agreements with NASA regarding NASA Prime LoD termination.

b. Consistent with Section 42.202(d) of FAR, “Assignment of Contract Administration,” NASA may rescind or recall a delegation but is required to coordinate with the DCMA-NPO Director to establish a reasonable transition period prior to rescinding or recalling the delegation.

c. CMOs/Centers/OU's must notify the DCMA-NPO Director and their Region/Directorate if they anticipate a negative impact to resourcing resulting from a NASA decision to rescind a delegation or major portions thereof.

d. DCMA-NPO is the only DCMA activity to negotiate with the NASA Center and the NASA Prime LoD POC to resolve issues that may be prompting NASA to terminate a NASA Prime LoD.

e. The DCMA-NPO Director will immediately notify DCMA-QA and the Region Commander for the CMO at the location of the prime contractor.

f. The DCMA-NPO Director will immediately notify DCMA-QA who will then inform the DCMA-SLT.

g. Immediate, initial notification to all levels will not be delayed pending investigation to determine additional information.

h. DCMA-NPO must keep the CMO at the location of the prime contractor, the Region and DCMA HQs advised on the status of operational discussions.

i. NASA should rescind the NASA Prime LoD in writing in the following manner:

(1) The letter should be sent to the DCMA-NPO Contracts Director.

(2) The letter should be from the appropriate NASA Contracting Officer.

(3) There should be a minimum of 90 days to facilitate DCMA's drawdown in LoD support.

(4) All communications with the NASA Center regarding the NASA Prime LoD being rescinded will go through DCMA-NPO to DCMA-HQ and the CMO/Center/OU.

j. In the event DCMA-NPO is unable to dissuade NASA from terminating the NASA Prime LoD, NASA must not terminate earlier than 90 days from formal notification to the DCMA-NPO Director.

4.10. MAINTAIN AND CLOSE NASA LoD/LoR. The DCMA CMO/Center CDR/DIR will ensure functional elements maintain regular oversight of NASA LoR requirements for accuracy.

a. CMO/Centers supporting NASA Prime LoD(s)/LoR(s) must report an annual workload forecast to establish the baseline annual budget for the upcoming FY as requested by DCMA-NPO or CMO/Center delegator for sub-tier delegations.

b. While a delegation remains open, the CMO/Center must report to the assigned DCMA-CI for prime delegations or the CMO/Center for delegation on significant budget/reimbursable adjustments of greater than 3 percent of allocated man-hours for each FY.

c. The DCMA CMO/Center supporting NASA Prime LoD(s)/LoR(s) must review the agency system of record for reimbursable hours forecasted, and the NASA Prime LoD(s)/LoR(s) at least annually to ensure data is current and reasonable.

d. The CDR/DIR of CMOs/Centers/OU's must immediately notify the Director, DCMA-NPO when informed that NASA intends to terminate a NASA Prime LoD/LoR prior to contract completion.

e. The DCMA-NPO Director must negotiate the closure with NASA. CMOs/Centers/OU's must not enter into discussions/agreements with NASA regarding early NASA Prime LoD/LoR termination.

f. CMO's will ensure consistent use of the GMIP Assignment and Closed Loop Tracking Tool for all NASA delegated tasking.

g. The CMO will assign a POC to oversight/manage DCMA GMIP Assignment and Closed-Loop Tracking Tool, DCMA System of Record, and NASA delegated database entries ensuring accuracy, completeness, data integrity and availability of Government inspection records within the agency system of record.

h. The CMO at the prime contractor must certify to the DCMA-NPO Director and to the NASA Prime LoD POC that all GMIPs have been completed by reviewing all closed loop GMIP Logs from the CMO at the prime contractor down through all levels of the supply chain.

i. Closure of the LoD process requires the delegatee to notify the delegator that all work is completed within 10 business days of work completion. (See the resource page for documenting and reporting completion of the delegation to DCMA-NPO.)

j. NASA Prime LoD - Closure of the NASA Prime LoDs must be coordinated in writing (i.e., email, correspondence document) between the DCMA-NPO and NASA when all work is complete. The NASA Prime LoD will only be closed by the applicable DCMA-CI in close coordination with the CMO/Center at the prime contractor and the NASA customer.

(1) DCMA-NPO Prime LoR - The DCMA-NPO Prime LoR will only be closed by the applicable DCMA-NPO Functional Group Leader in close coordination with the DCMA-CI at the applicable NASA Center and the delegated CMO/Center/OU.

(2) NASA LoR – Closure of a NASA LoR in the agency system of record when all work is completed must be coordinated in writing (email is sufficient) between the delegating CMO and the receiving CMO. Documentation must be uploaded into the agency system of record. Closure of the LoR in the agency system of record will be accomplished by the delegating CMO.

k. When the delegating CMO/Center requests that a NASA Prime LoD/LoR remain open for potential continuing work, but the continuing work is not imminent, the receiving CMO/Center must contact the delegator to provide status updates.

(1) Documented at a minimum of every 6 months in the agency system of record.

(2) Reimbursable hours and NASA Prime LoD/LoRs must be reviewed at least annually to ensure data is current and reasonable.

4.11. PRE-AWARD SURVEYS (PAS).

a. If the CAS function for performing PAS is delegated to DCMA, Agency personnel will perform as requested by NASA IAW Section 9.1 of FAR, “Responsible Prospective Contractors,” Section 9.2 of FAR, “Qualifications Requirements,” and Section 42.302(a)(32) of FAR provide the authority for PAS.

b. The DCMA PAS will evaluate a prospective contractor’s capability to perform a proposed contract (Section 2.101 of FAR).

c. The types of PAS include:

(1) Formal.

(2) Capability Studies/General Survey.

(3) Onsite Surveys.

(4) Short Form.

(5) Informal.

d. PAS Process.

(1) Upon receipt of the NASA Prime LoD, DCMA will provide administrative procedures, and external support to NASA IAW the DCMA processes.

(2) NASA will provide expertise on security, accounting audits, and small business matters.

e. DCMA will review PAS requests, including additional information indicating unsatisfactory performance provided by the NASA procuring office for adequacy and completeness IAW Section 9.106-2 of FAR. The Pre-Award Survey Manager (PASM) must adhere to DCMA-MAN 2301-06, “Discrepancy Processing,” and Section 1852.246-74 of NFS, “Counterfeit Electronic Part Detection and Avoidance.”

f. When the PASM receives a PAS request that includes the assessment of the financial capability factor, the PASM will accept the PAS and will notify the financial capability team.

g. Once DCMA ascertains that the survey request is adequate, a PAS Team Leader will be assigned and will be the POC for NASA.

h. DCMA will provide NASA an evaluation report of satisfactory/unsatisfactory based on the findings for applicable factors.

SECTION 5: NASA DELEGATION PROCESS

5.1. DCMA-NPO PRIME LoR.

- a. DCMA-NPO must delegate requirements of the NASA Prime LoD in the best interest of the Agency, customer, and/or other governmental organizations.
- b. DCMA-NPO must initiate a DCMA-NPO Prime LoR to delegate applicable portions of the NASA Prime LoD to the appropriate PoP or PoR CMO/Center/OU.
- c. The DCMA-NPO Prime LoR must be accepted by the DCMA CMO/Center/OU CDR/DIR or their appointed (by letter) representative.

5.2. SUB-TIER DELEGATIONS IN SUPPORT OF NASA WORK. Where the NASA Prime LoD or the DCMA-NPO Prime LoR identify authorization to delegate requested service(s), DCMA CMOs/Centers must follow the DCMA delegation process as amended by this Manual.

- a. NASA Subcontract delegations must be referred to as “redelegations,” and will be transmitted via a LoR.
- b. Property and Plant Clearance are not normally granted redelegation authority except for Quality Assurance Specialist (QAS) support.
- c. Unless otherwise specified in the NASA Prime LoD or the DCMA-NPO Prime LoR, an FS will analyze and determine the need to delegate work following the requirements of DCMA-MAN 2101-04, and requirements identified in this Manual.
- d. Direct delegation is defined as the CMO at the prime contractor of responsibility delegating directly to the CMO at a PoP with responsibility circumventing the flow of LoRs from the CMO at the Prime Contractor down the supply chain to the CMO at the PoP.
- e. All LoR’s must be written and transmitted within 5 business days after receipt of subcontract requirement, e.g., Purchase Order (P. O.). The LoR, P. O. and any technical documents that are available will be uploaded into the agency system of record following DCMA-MAN 4501-04, Volume 1 and DCMA-MAN 4501-04, Volume 2.
- f. When DCMA-NPO delegates a NASA Prime LoR to the CMO at the prime contractor, all requirements of a NF 1430 with applicable appendices could be delegated. Outside of those occurrences, the delegating CMO/Center must only flow down the required/applicable elements of the NASA Prime delegation to the supply chain through a LoR.
- g. The Delegating CMO will follow the same process with only the applicable enclosures or paragraphs from the delegation to be further flowed down the supply chain when authorized.

(1) Under no circumstance, will any CMO/Center add requirements to the NASA Prime LoD.

(2) Only the NASA customer may remove or rescind a GMIP/surveillance which must be accomplished in writing (email is sufficient).

(3) Under no circumstance will a CMO or FS authorize bypassing a mandatory requirement such as: GMIP, product examination, process evaluation, or Quality System Evaluation due to exigent circumstances such as resource or training issues etc.

(4) The established requirements (both NASA provided and DCMA selected) must remain in effect until changed by the NASA POC.

(5) Pre-coordination with the receiving CMO will ensure timely transmission of the LoR.

h. Subcontracted work to different Commercial and Government Entity (CAGE) codes within the same CMO are subject to the delegation requirements identified herein. Internal company work order/transfers within the same CAGE code may require a delegation and are at the discretion of the local CMO/Center CDR/DIR.

i. A formal LoR will be used to delegate as long as the delegated tasks are clear and concise. When delegating, the same delegation document that was received must not be used. A different letter (specifically addressed to the delegated CMO) must be issued.

(1) NASA LoRs must include at a minimum:

- Applicable Service Sets
- Assigned DCN
- Prime contract number
- Delegator/delegatee contact information
- NASA Prime LoD POC
- Specific delegated tasks from the NASA Prime LoD
- Request estimation of hours
- Specify the extent of redelegation authority

(2) The requirements from DCMA-MAN 2101-04, must serve as a guide for other elements that may need to be included in the NASA LoR.

(3) The NASA LoR must be communicated on DCMA letterhead with electronic signatures.

(4) Each NASA contract has unique requirements; the FS must avoid using LoD templates from dissimilar programs when delegating.

(5) A generic LoR template is available at the resource page for this Manual.

- j. The delegator must upload a subcontract or P. O. into the agency system of record when LoRs are issued for mandatory surveillance.
- k. Additional P. O.s must be attached to the LoR record in the agency system of record.
- l. When redelegation is authorized by NASA in the LoR, out-going P. O.s, purchase contracts, and sub-contracts must be reviewed by the FS to ensure proper flow down of requirements and coverage of assigned GMIPs/product examination/process evaluation and documentation throughout the supply chain.
- m. The CMO must have a tracking tool for review of out-bound P. O.s to redelegations issued: an example of a P.O. tracking tool is on the resource page.
- n. All NASA redelegations must be uploaded in the agency system of record, and the man-hour forecast entered IAW its user manual. User manuals are available online.
- o. Redelegations containing technical requirements must have a completed and documented NDR.
- p. Results of the NDR for NASA must be uploaded to the agency system of record. Review of delegation changes and contract modifications relevant to the redelegation will be accomplished and documented when received.
- q. Requests for Government Contract Quality Assurance (GCQA) services for NASA delegations outside of the United States must be accomplished as described in DCMA-MAN 2501-11, "International Requests for Contract Administration Services." The DCMA-CI will coordinate directly with DCMAI.
- r. There are instances in which delegated requirements may need support from another DCMA office in which there will not be a P. O. Examples of this includes but are not limited to, technical support to negotiations from the Cost and Pricing Regional Command to a CMO; or Property and Plant Clearance requiring QAS support. A NASA LoR is required to create a DCN for the receiving organization to charge against.
- s. An LoR is required when a CMO is delegating work for one CAGE code and has a surveillance requirement for another CAGE code when that CAGE code is assigned to the same DODAAC.
- t. Traceability within the supply chain will be maintained with the initiating of a delegation for each CAGE code.
- u. If an LoR is received outside of the agency system of record, the receiving DCMA CMO/Center/OU must begin redelegation review and communicate with the delegating DCMA CMO/Center to input the LoR into the agency system of record.

(1) Receiving CMO/Center/OU must inform the DCMA-NASA Support Desk of the communication outside of the agency system of record.

(2) Significant delays in receiving the redelegation in the agency system of record must be elevated through the receiving CMO/Center/OU chain of command to the delegating CMO/Center/OU.

v. When the FS receives an LoR that includes tasks in other functional areas, they must notify their FLS to ensure the DCMA CMO/Center/OU addresses all functional areas and completes coordination.

w. If an LoR support issue cannot be resolved, the delegating DCMA CMO/Center/OU must elevate through the appropriate Chain of Command and notify the DCMA-NASA Support Desk to request assistance in resolving problems.

x. If an LoR is issued to the wrong CMO/Center or work location (PoP), the receiving CMO/Center/OU must inform the delegator. The delegator must reroute the LoR to correct CMO/Center/OU or work location. The DCMA-NASA Support Desk must be informed of the issue and provided a copy of the incorrect LoR.

y. If NASA submits an urgent request where speed and agility are required and the tasking is short in duration and does not impact DCMA resources, this request may be initiated through email from the delegator to the delegated CMO with a copy to the DCMA-NASA Support Desk.

z. Direct delegation is defined as the CMO at the prime contractor delegating directly to the CMO at a lower tier PoP, circumventing the flow of LoRs through each intervening subcontractor CMO. Direct delegations must be authorized by the DCMA-NPO Director. In addition to DCMA-NPO Director approval, direct delegations must meet the following requirements:

(1) The NASA customer has specifically requested that DCMA perform surveillance of the lower-tier subcontractor.

(2) The delegating CMO determines that utilization of direct delegation accelerates the delegation to the CMO at the PoP.

(3) The delegating CMO must perform all of the functions that each of the subcontractor tier CMOs would have performed, as required by Section 3 of DCMA MAN 2101-04 prior to issuing the direct delegation. This includes ensuring privity of contract through all tiers and ensuring appropriate inspection rights in the subcontracts through all tiers

(4) CMO at the PoP may request direct delegation.

(5) Customer may request direct delegation to the CMO at the PoP.

5.3. ACCEPTANCE OF NASA LoR. DCMA-CMO/Center/OU CDR/DIR or their appointed (by letter) representative may accept redelegations.

a. Appointed (by letter) representatives must be responsible for the supervision of FS, tasked to execute the duties and requirements, of the DCMA-NASA redelegations.

b. LoRs in support of NASA work will be accepted IAW CMO local policy.

c. LoRs having a resource (increase/decrease) impact must be accepted at the Functional Group Leader level.

d. Resource impact includes requiring additional WST training, NASA NDT training, or workload decrease/increase of 400 reimbursable hours.

e. Documented evidence (as specified in the LoR) of acceptance will be returned to the delegator and uploaded to the agency system of record.

f. Modification agreed upon to the LoR must be reflected on the acceptance document when the LoR is not revised. (See process details and flowchart on resource page for this Manual.)

g. The LoR must be accepted in the agency system of record within 5 business days following completion of the NDR or within 5 business following receipt of the post NDR modified LoR.

h. If acceptance cannot be accomplished in 5 business days, an extension must be negotiated with the delegator.

i. The delegated CMO/Center must document the extension agreement, notify the DCMA-NASA Support Desk, and post the extension as an MFR to the agency system of record.

j. Upon acceptance, the accepting CMO/Center must input the negotiated hours into the agency system of record.

k. Redelegated estimated hours entered must be consistent with the task(s) to be performed.

5.4. DECLINATION OF NASA LoR. DCMA CMOs/Centers involved in the redelegation process must work toward resolving issues at the lowest level.

a. If resolution is not achievable, elevate through the appropriate chains of command and notify DCMA-NPO through the DCMA-NASA Support Desk.

b. Consistent with accepting LoRs, the DCMA-NPO Director must be notified within 2 business days of receipt of the LoR if the delegated CMO/Center is unable to accept the LoR.

SECTION 6: RECORD DOCUMENTATION IN SUPPORT OF NASA DELEGATIONS

6.1. RECORDS MANAGEMENT. Maintain and store records according to DCMA-MAN 4501-04, Volume 1, at the completion of supporting delegated requirements. The FS must retain LoR surveillance records in the agency system of record.

- a. The FLS with Functional Group Leader concurrence, will transfer a copy of human space flight records with lifetime requirements to the customer when requested at completion/close of the NASA Prime LoD. The official date begins at LoD closure.
- b. Copies of contract administration records, to include QA records of any media type, must be provided to NASA when requested by the customer.
- c. Official records will reside with the customer upon completion of the LoD.
- d. Official records consist of:
 - (1) Documents pertaining to CARs.
 - (2) All locally maintained inspection records.
 - (3) All WST/NDT training records directly supporting required certifications.
 - (4) NASA Prime LoDs.
 - (5) Surveillance Plans/Implementation Plans.
 - (6) All correspondence with the Program Office/Customer pertaining to program issues.
- e. All surveillance results must be documented in the agency system of record. These results become official records upon completion of the NASA Prime LoD. Requirements to upload surveillance results to another NASA or DCMA database does not negate the requirement to maintain the agency system of record.

6.2. NASA EXTERNAL AUDITS/DCMA INTERNAL ASSESSMENTS. Corrective actions resulting from DCMA reviews must be managed and closed IAW DCMA-MAN 933-01, “Inspector General: Internal Inspections and Evaluation and Agency Corrective Action Process.” Corrective actions resulting from NASA or external reviews must be managed and closed IAW DCMA-INST 935, “Inspector General: Internal Audit.”

- a. NASA – External Audits.

- (1) Notifications from NASA conveying intent to perform a NASA Inspector General audit/investigation must be sent to the DCMA Internal Audit Team inbox by email through the link provided and as prescribed in DCMA-INST 934, “Inspector General: External Audit.”

(2) DCMA CMO/Center CDR/DIR must notify DCMA-NPO Director and the applicable Region Commander of requests from NASA customers with concerns about Agency requirements or when a request is received from a NASA official for DCMA to review a NASA policy or procedural documents is received.

b. DCMA Internal Assessments/Continuous Monitoring. Internal Reviews must be performed periodically, with the scope and frequency adjusted based on internal and external audit results, and the degree of NASA support executed or when systemic issues are identified. Reviews will include current training requirements for personnel performing NASA delegated tasks.

(1) DCMA-DM will review compliance to this Manual per DCMA-INST 935.

(2) DCMA CMOs/Centers with active NASA workload will include NASA program support assessments and metrics elements of the CMO Management and Internal Control Reviews following guidance in DCMA-MAN 4301-11, Volume 1, "Management Controls: Managers' Internal Control Program."

6.3. LABOR CODES CHARGING FOR NASA SUPPORT. The DCMA CMO/Center CDR/DIR will ensure accurate and timely reimbursable charging within the DCMA DAI system by FS when supporting NASA Prime LoDs IAW DCMA-INST 709, "International and Federal Business Reimbursable and Non-Reimbursable Support."

a. The following personnel are authorized to charge reimbursable time when executing direct support of tasks delegated/redelegated in a NASA Prime LoD:

(1) Personnel authorized to accept goods and services for the government, or performing other process surveillance, e.g., quality, financial, or contractor business systems support.

(2) Plant clearance and program support series (1910, 1150, 1102, 08XX, 03XX).

(3) Personnel who attend training in direct support of a NASA delegation/redelegation when a delegated work is assigned to them.

(4) Personnel who travel to attend NASA WST or NASA NDT training, or travel in direct support of mission requirements.

(5) Personnel who administer activities described in this Manual e.g., visual acuity examinations, NDT training and testing, etc.

b. All personnel charging "direct reimbursable" to NASA must update their timecard daily.

c. All corrections to the previous DCMA-NASA timecard must be updated, submitted, and approved within two pay periods following the certification of the timecard requiring correction.

d. DCMA-NPO must be notified by the FLS through the DCMA-NASA Support Desk for all timecard corrections made outside of two pay periods. It is desired that DCMA-NPO be notified as soon as the need for a correction is identified.

e. Indirect charging to NASA is authorized for DCMA-HQs and DCMA-NPO or as authorized for other DCMA offices by DCMA-NPO on a “case-by-case.” basis.

f. Time spent taking administrative training such the DAU NASA support familiarization training must be charged as indirect. (See DCMA-MAN 3101-03, Volume 2, paragraph 11.4.) Time spent in this training should utilize the timecard task codes identified on the resource page for this Manual.

g. When the task can be charged to both DoD and NASA such as surveillance activities the percentages must accurately reflect the workload within the facility.

h. Previous FY corrections/closeout must be completed by October 31 of the current FY. Prior year DCN codes will be locked on November 1.

6.4. ANALYSIS OF CMO PERFORMANCE ON NASA PRIME LoD.

a. CMOs are expected to execute assigned NASA work with 98 percent plus or minus 3 percent (95 percent to 101 percent). Execution performance outside of this band is an indication of problems in the workload allocation process, contractor under performance, or CMO overcharging/over-performance and must be investigated.

b. CMOs outside of the performance band must report their analysis of the under/over execution during the monthly variance analysis meeting chaired by the DCMA-NPO Director.

c. Business Rules for the conduct of the variance analysis meeting can be found on the resource page for this Manual.

6.5. DATA MANAGEMENT IN SUPPORT OF NASA.

a. All inspection data, GMIP or Process evaluation, data collected in support of a NASA Prime Lod must be stored on the Agency system(s) of record.

- (1) All surveillance inspection records
- (2) All contracting audits and, business system evaluation, and contract management files.
- (3) All DCMA Earned Value Management System (EVMS) audits/evaluations
- (4) All Property and Plant Clearance audits and evaluations
- (5) All Cost and Pricing audits, evaluations, and assessments

b. Existing data that has been collected in support of DoD contracts must be provided to NASA when NASA requests it or when DCMA recognizes that the data could be of value to NASA.

(1) There must be no charge to NASA to provide existing data.

(2) Data desired by NASA typically involves business system analysis or information regarding supplier ranking that has been acquired by DCMA to support DoD source selection.

c. Data collected by DCMA at the request of NASA and funded through the LoD process must be stored and maintained in DCMA controlled data repositories on the DCMA network:

(1) This data shall be made available to NASA government employees through direct access or via data requests based upon the electronic system in which the data is stored.

(2) Access to DoD data shall be at the discretion of DCMA.

(3) Access to NASA data from a joint DoD/NASA supplier does not imply access to the associated DoD data.

(4) NASA third party support contractor shall not be given access to the agency system of record for the storage of data.

d. NASA may request that DCMA collected data also be uploaded to a NASA system. While this constitutes a duplication of effort, DCMA must upload and maintain the data in both locations.

SECTION 7: NDR

7.1. OVERVIEW. The NDR consists of a thorough documented review of the NASA Prime LoD and other technical data package elements to include NASA provided contract documents. Then NDR will be accomplished utilizing the NDR application located on the NASA Tools Dashboard.

7.2. NDR OF NASA PRIME LoD/LoR FOR EXECUTION. Performing an NDR is applicable to both NASA Prime delegations containing an NF 1430 Appendix A or B, and redelegations derived from NF 1430 Appendix A or B.

a. The NDR becomes the basis for developing and documenting surveillance plans in the agency system of record pursuant to functional policies such as DCMA-MAN 2501-01, “Contract Receipt and Review.”

b. DCMA must complete the following steps when documenting an NDR:

(1) Perform an initial review to identify the delegated and retained risk, oversight for the quality, technical, and business requirements of the product or service being procured. The documented review must be uploaded to the agency system of record.

(2) When identifying KCRs, the NASA KCRs must be utilized first. If a NASA KCR does not describe the delegated activity, select from the remaining selection of KCRs.

(3) Validate and verify the NASA Prime LoD mitigates risks identified within the review and the customer has an understanding of the retained and delegated risk identified during the NDR.

(4) Identify all NF 1430 Appendix A or B delegated mandatory requirements.

(5) Ensure delegated mandatory surveillance requirements are incorporated into the contractor’s planning documentation

7.3. NDR REQUIREMENTS. Upon receiving LoR, the DCMA-CMO/Center must perform the NDR when a NASA delegation contains an NF 1430 Appendix A or B:

a. Conduct a requirements and risk analysis of the NASA Prime LoD and NASA contract or subcontractor P. O. to ensure the requirements/risk are identified in the NASA Prime LoD or the LoR.

b. Notify DCMA-NPO of requirements or risk misalignments between the NASA contract or P. O., and NASA Prime LoD or the LoR.

c. The appropriate FS will upload documentation of the results of the NDR utilizing the NDR tool located on the “NASA Tools Dashboard.” Utilize the naming convention found on the resource page for this Manual. A complete and accurate documentation of the NDR provides

personnel the information to be used in adjudicating risk impacts during the assessment process and development/documentation of the surveillance plan.

d. For all NASA programs, the Technical Performance risk consequence is high (i.e., severe degradation in technical performance; cannot meet KPP or key technical/supportability threshold; will jeopardize program success. If explosives, safety critical, or critical item.) The likelihood or probability of occurrence of the event is what must be determined when developing the surveillance plan.

e. Personnel may document only the differences or changes in technical requirements if a NDR for the same NASA Prime LoD has been previously documented and is current (i.e., DCMA has received a revision to a NASA Prime LoD.)

f. Program and component criticality is defined by NASA in program technical specifications. The FS must identify criticality as defined by applicable NASA NPR/NPD. Critical work is any task that if performed incorrectly or in violation of prescribed requirements poses a risk of loss of human life; serious injury; loss of a Class A, B, or C payload loss of a Category 1 or Category 2 mission (see NPR 7120.5E, "NASA Space Flight Program and Project Management Requirements,") or loss of a mission resource valued at greater than \$2 million, and adjust surveillance activity to mitigate risk. When performing NDR or reviewing process, drawings, and contractual documents, the FS must identify and document the following as applicable:

- Critical acquisition item
- Criticality 1, Criticality 1R, or Criticality 1S
- Fastener Control (Fracture-critical)
- Fracture Control (Fracture-critical)
- Safety critical item
- Single Failure Point, Single Point Failure, or Single Point of Failure

g. Inform the customer/delegator of the issues and recommend alternative surveillance strategies, supported by performance data and analysis while reviewing NASA Prime LoD/LoRs, if the requirements are determined to be excessive or vague.

h. CMOs receiving a LoR must conduct a NDR commensurate with the scope of the LoR and associated subcontractor procurement documents.

i. Forward LoDs/contracts containing software requirements, to include software embedded in end items or systems and standalone software products, to a DCMA certified software professional within their CMO for further review of the software requirements. If a DCMA

certified software professional is not available, the requesting personnel must contact DCMA-NPO Director for assistance and coordination with the DCMA Software Division.

j. Forward LoDs/contracts containing Earned Value Management (EVM) requirements to the DCMA EVMS Center for further review of the EVMS requirements per DCMA-MAN 2301-01, “Contractor Business Systems”.

k. Forward LoDs/contracts containing EVM program analysis requirements to the EVM FS in the cognizant DCMA-CMO for further review of the EVMS program requirements per DCMA-MAN 2301-01. If a CMO EVM person is not available, the requesting CMO should contact DCMA-NPO for assistance.

l. Process a paper NDR for classified programs IAW supplemental instructions maintained by DCMAS. (Use of the NDR module on the NASA Tools Dashboard is not applicable for Special Programs.)

m. Upon receipt of a NASA Prime LoD containing an Appendix A and/or Appendix B, the applicable DCMA-NPO Functional Group Leader may decide that DCMA-NPO will conduct the initial NDR on the NASA Prime LoD. In such a situation, DCMA-NPO will invite the CMO at the prime contractor to participate in this NDR.

(1) When based upon lack of complexity (single functional area and simple supply chain) in the Prime LoD, DCMA-NPO decides to not perform the initial NDR, this NDR will be the responsibility of the CMO receiving the DCMA-NPO Prime LoR.

(2) When the NASA Prime LoD generates more than one DCMA-NPO Prime LoR, each activity receiving a DCMA-NPO Prime LoR will be responsible for ensuring that an NDR has been performed on their portion of the NASA Prime LoD regardless of DCMA-NPO participation in some, all, or none of the NDR reviews.

SECTION 8: DCMA SURVEILLANCE IN SUPPORT OF NASA DELEGATIONS

8.1. OVERVIEW. Surveillance planning must be performed and documented in the agency system of record as described in the NASA Prime LoD following procedures outlined in this Manual and Agency policy.

a. Requirements of this Manual will take precedence over the requirements of DCMA-MAN 2303-01. When a conflict is perceived to exist between the manual and DCMA-MAN 2303-01, the DCMA-NPO Director must be informed of the conflict.

b. Where the NASA Prime LoD and its associated redelegations direct specific surveillance actions and processes that may conflict with DCMA surveillance processes, the NASA Prime LoD and its associated redelegations must take precedence.

c. Surveillance planning is considered an administrative process, the standards and specifications against which surveillance is conducted are technical requirements.

d. The surveillance requirements for NASA Software surveillance are found exclusively in DCMA-MAN 3101-03, Volume 2, Section 7.

e. To satisfy the customer requirement the Agency has developed the “GMIP Assignment and Closed Loop Tracking Tool.”

f. Mandatory use of this tool will take effect upon release of this Manual and its implementation will begin with assignment of GMIPs after that date.

g. The utilization of the agency system of record for surveillance planning; surveillance event scheduling, documentation, and conclusion; delegation acceptance; redelegation and redelegation acceptance; and the issuance and tracking of CARs is an administrative process and is a function of DCMA conducting normal operations or making decisions in carrying out its mission and duties.

8.2. PLAN SURVEILLANCE. The customer occasionally uses a surveillance strategy termed risk-based analysis (RBA) and ILA; however, the strategy is applied differently by each respective NASA customer.

a. It is vitally important if the surveillance strategy is not clarified within the specific NF 1430B, that the receiving organization seek clarification and agreement with the DCMA QA LoD POC identified on the NF 1431.

b. When planning surveillance in support of a NASA delegation/redelegation, it is important to remember NASA administers their own contracts and may maintain a NASA program/project technical surveillance plan.

c. Requests for DCMA support are considered secondary delegations for supporting CAS as defined in Section 42.202 of FAR.

d. The risk assessment of DCMA surveillance plans will vary based on the NASA Prime LoD/LoR requirements as determined during delegation/redelegation review.

(1) When surveillance involves fracture critical, single point failure, safety-critical evaluations, and explosives.

(2). If NASA criticalities are not specifically identified in the LoR, notify the delegator, and seek clarification.

8.3. SPECIAL REQUIREMENTS FOR GMIPs.

a. The FS must:

(1) Establish specific guidelines and requirements regarding contractor continuance of work operations in the event that the government does not arrive within a specified agreed-to timeframe to perform an assigned GMIP. FSs must obtain documented approval by the NASA POC or delegator before established GMIPs are bypassed.

(2) Surveillance plans must be shared with the delegator as specified in the Prime NASA LoD/LoR. Objective evidence of LoD POC review or approval, to demonstrate compliance, such as email, must be uploaded to the agency system of record.

(3) Load the LoR in the agency system of record when redelegation authority is granted in a NASA Prime LoD/LoR.

(4) Review the surveillance plans and associated delegations/redelegations at least annually and validated as current IAW functional policies. Documentation of the review must be uploaded to the agency system of record.

(a) Update surveillance plans whenever NASA Prime LoD/LoR changes are accepted or as necessary to maintain functional polices compliance

(b) Plans must be approved at appropriate level within the CMO and by customer when requested.

(c) Document the rationale for surveillance plan changes and provide plan updates to the NASA POC, or delegator for redelegations.

(d) A revision page or a revision log must be used to identify changes and as evidence of annual reviews and must be maintained with the LoR or, as a MFR for NASA Prime LoDs and uploaded into the agency system of record.

8.4. LoI. The LoI must be used to inform the contractor of mandatory inspection requirements to include GMIPs, product examination and process evaluations. LoI requirements include: (LoI only applicable to NF 1430B.)

a. The use of an LoI to inform the supplier of government inspection requirements is mandatory.

b. The LoI must include the following minimum elements: (An LoI template is provided on the resource page.)

(1) The process for GMIP or other mandatory requirement notification from the contractor to DCMA.

(2) DCMA response time.

(3) Guidelines regarding continuance of work operations in the event FS do not arrive to perform the assigned GMIP within the agreed upon timeframe, to include actions in the event of a government shutdown.

(4) Specific GMIPs or other mandatory requirement(s).

(5) Differences when there is an onsite customer representative providing inspections.

(6) Differences for when there are no GMIPs, only ILA, or product examination, no hold points.

c. The LoI will be written on CMO Command Letterhead.

d. A fillable LoI template is located on the resource page for this Manual and must be used to develop the LoI. In addition to completing appropriate administrative fields, CMOs can add additional information beyond what has been provided.

e. Once hold points have been verified to have been correctly inserted into the facilities work planning documents and the FS has updated the LoI, the LoI must be uploaded to the agency system of record.

f. The LoI will be reviewed and updated as appropriate to identify process changes.

g. When NASA programs transition surveillance strategy from GMIPs (Dedicated Product Examination) to process evaluations, the responsible CMO CDR/DIR, Functional Group Leader, or PI must brief the rationale for the change to DCMA-HQ, DCMA-TDM, and the DCMA-NPO Director. The briefing should include supporting supplier performance data, proposed process evaluation, and schedule, and an assessment of risk.

8.5. EXECUTE SURVEILLANCE. The FS must perform surveillance IAW the applicable DCMA-MAN for the functional specialty along with the following additional functional requirements:

a. NASA Prime LoDs and any subsequent LoRs must be executed fully as written and surveillance results documented in the agency system of record.

(1) Where NASA direction specifies 100 percent review of an attribute, sampling or partial surveillance of the attribute is not authorized.

(2) DCMA's utilization of the system of record for surveillance planning, delegation, surveillance event tracking and conclusion, data management, and CAR creation and tracking is a function of DCMA conducting normal operations or making decisions in carrying out its mission and duties and may not be altered by the NASA Prime LoD or any subsequent LoRs.

b. The FS must ensure the LoR has been formally accepted and a copy of the surveillance plan has been shared with the delegator.

c. Prior to execution of specific delegated task(s), the FS and their FLS must ensure any required task-specific qualification/training has been completed.

d. NASA may update the Prime LoD via an MFR; LoRs supporting this modified NASA Prime LoD may be updated via MFR.

e. The delegating CMO/Center must ensure DAI hours charged by delegated CMO/Center are reasonable.

f. Execution of surveillance activities for insight or non-interference requirements must be commensurate with production throughput and occur throughout the item's lifecycle as identified in the surveillance plan.

g. Surveillance execution and results must be documented in the agency system of record IAW DCMA-MAN 2303-01 and in additional databases as directed by NASA in the Prime LoD.

h. Noncompliant contractor performance must be documented following the requirements DCMA policy for discrepancy reporting and documentation.

i. Counterfeit Detection and Avoidance. Counterfeit risk compliance, analysis and mitigation applies to every surveillance activity.

8.6. STAMPS/STAMP WARRANTY (QAS WARRANTY).

a. For the QA inspection stamping, when indicating verification/acceptance (data entry or stamping) in support of NASA Prime LoD(s)/LoR(s), FS must understand that the NASA QA warranty applies and represents their individual warranty (guarantee) as literally stated on the GMIP acceptance criteria and surveillance plan.

b. Reference NPR 8735.2C, for NASA QA warranty policy linked on the resource page for this Manual.

c. NPR 8735.2C delineates the differences between product examination, product witnessing, and records review for GMIPs.

d. The stamp warranty policy indicates: Application of stamps or data entry to include electronic planning and hand signature or stamping is the professional, individual warranty (guarantee) that the operator/inspector has personally examined the product, witnessed the process, or verified the record as literally stated on the GMIP acceptance criteria.

(1) An annual acknowledgement is required by the NASA QA warranty policy and the DCMA Guidebook, "Utilization of Inspection Stamping by Functional Specialists for Organizations and Functional Specialists," which can be documented by utilizing the QAS authorization and warranty documentation located on the resource page for this Manual. The records will be maintained IAW the CMO's record keeping process to reflect this manual's records file plan.

(2) NASA stamps issued to DCMA personnel must be controlled IAW the DCMA Guidebook, "Utilization of Inspection Stamping by the Functional Specialists for Organizations and Functional Specialists," DCMA serialized/issued inspection stamps may be substituted for NASA stamps.

8.7. CAR.

a. CARs written against non-conformance(s) found on NASA products or against manufacturing processes used only on NASA products must follow the CAR process detailed in this Manual.

b. The FS will document the non-conformance in the agency system of record concurrent with notification to the NASA LoD POC. The draft CAR will be presented to the LoD POC for their awareness.

c. Per NF 1430B, "Quality Assurance, Letter of Delegation for NASA Contracts:"

(1) "7.1 When surveillance activities reveal noncompliance with contract requirements, DCMA must require the contractor to promptly initiate CAP, CAP requests must be documented IAW DCMA procedures and guidelines." See Paragraph 7.1.

(2) "7.1 (alternate) When surveillance activities reveal noncompliance with contract requirements, DCMA must notify the NASA POC and obtain NASA POC direction concerning the issuance of written requests for contractor corrective action and/or support of the NASA corrective action process."

d. When paragraph 7.1 is invoked in the NF1430B, the FS will document discrepancies IAW DCMA MAN 2301-06 utilizing the agency system of record. For CARs written against NASA or DoD products that utilize a common process the NASA customer, LOD POC, must be informed of the discrepancy and provided an informational copy of the CAR.

e. When Paragraph 7.1 (alternate) is invoked in the NF1430B, the FS will utilize the below decision table to determine if the process IAW DCMA MAN 2301-06 will be utilized or if the alternate modified DCMA process (described below) will be utilized.

Table 1. CAR Process Decision Matrix

Product	Process	Follow DCMA (DoD) CAR process	Follow modified DCMA CAR Process
NASA	NASA product only		Y
NASA	Used on DoD and NASA products	Y	
DoD	DoD product only	Y	
DoD	Used on DoD and NASA products	Y	

f. If NASA has identified a “*NASA corrective action process*” in the LoD or in other NASA procedural guidance, follow the NASA corrective action process. A record of the non-conformance and the CAP must be maintained electronically in the agency system of record.

g. When NASA has not identified a “*NASA corrective action process*” in the LoD or in other NASA procedural guidance, follow the modified DCMA CAR process below for discrepancies identified against NASA products where the discrepant process has no impact to DOD programs.

(1) Inform NASA of the non-conformance.

(2) Input the nonconformance into the agency system of record as a draft CAR utilizing the requirements of DCMA MAN 2301-06.

(3) Provide the draft CAR to the on-site NASA representative, or the LOD POC to obtain the customer’s disposition instructions.

(4) When directed by NASA to issue the CAR, the FS will do so per the process as described in DCMA MAN 2301-06.

(5) When the customer determines to not issue the CAR the FS will “withdraw” the draft CAR annotating in the available PDREP Notes file that NASA, name/date, directed the CAR to not be issued.

(6) Follow NASA and DCMA notification policies when NASA directs that the CAR be issued.

(7) Withdrawn CAR records document the customer's decision to not issue a corrective action for an identified nonconformance and provide a record of the specific supplier's performance history for future risk assessment.

h. Per the table above, for discrepancies identified on NASA products where the discrepant process is utilized by both DoD and NASA products, the CAR is written utilizing the DCMA process and the NASA customer must be informed of the discrepancy and provided an informational copy of the CAR.

i. For a Level III CAR for a NASA only discrepancy and if there is not an assigned DCMA Divisional Administrative Contracting Officer (DACO)/Corporate Administrative Contracting Officer (CACO)/Administrative Contracting Officer (ACO) for the NASA Prime LoD, a DCMA-NPO ACO will issue the CAR.

8.9. UTILIZATION OF OASIS ON BEHALF OF NASA.

a. NASA use of OASIS while encouraged is not mandatory and at the discretion of the NASA LoD POC.

b. Delegated CMO's will contact the delegating CMO's regarding the use of OASIS.

c. Contact DCMA-NPO if you are uncertain if your program allows the use of OASIS.

d. Follow DCMA MAN 2303-01 and the "OASIS Guidebook for Technical Specialist" when making OASIS inputs.

e. When a discrepancy is found on a NASA product or a NASA only process and a CAR is drafted, if the NASA LoD POC or the Safety Mission Assurance Representative (SMAR) direct that OASIS will not be utilized, then an OASIS missed opportunity will not be recorded.

SECTION 9: MANDATORY INSPECTION POINT IN SUPPORT OF NASA

9.1. OVERVIEW. When supporting a NASA Prime LoD/LoR, deliverable product examination must be conducted IAW the requirements of the LoD/LoR and the specific mandatory inspection process tasking provided by the NASA LoD POC.

9.2. GMIP ASSIGNMENT AND CLOSED-LOOP TRACKING TOOL. The NASA customer requires DCMA provide an electronic system for identifying and tracking GMIPs. Inputting GMIP data into the GMIP Assignment and Closed Loop Tracking tool is a mandatory requirement in addition to the requirement to enter GMIP information and accomplishment into the agency system of record. The system must:

- a. Track active and inactive GMIPs.
- b. Be designed to allow for querying of open and completed GMIPs.
- c. Be accessible by the NASA LoD POC.

d. Provide direct traceability to the discrete item examined, process witnessed, or record verified, including the following, as applicable: part numbers, serial/traceability numbers, work authorization document numbers, and operation/step numbers associated with the GMIP.

(1) Customer identified mandatory inspection requirements and/or GMIPs must be recorded in the Agency GMIP Assignment and Closed Loop Tracking tool within 2 business days of assignment and prior to execution.

(2) For any subsequent redelegation of GMIPs, the delegating organization is responsible to “assign” the necessary GMIPs to the executing DCMA organization in the GMIP Assignment and Closed Loop Tracking tool by DODAAC.

(3) The redelegation will provide the “link” (URL address to the GMIP Assignment and Closed Loop Tracking tool and reference the Program and LoD Name.

(4) The executing DCMA organization will incrementally annotate completion of each assigned GMIP in the GMIP Assignment and Closed Loop Tracking tool within 1 duty day after accomplishment.

(5) Prior to shipment of NASA hardware, the executing DCMA organization will ensure that all GMIPs assigned to that specific hardware in the GMIP Assignment and Closed Loop Tracking Tool have been successfully accomplished or administratively closed in coordination with the customer.

e. Pre-shipment verification closes the loop and demonstrates assigned NASA inspections are complete. The GMIP Assignment and Closed Loop Tracking Tool guidebook can be found on the NASA Tools Dashboard.

f. LoD/LoR requirements to track GMIPs in a NASA or contractor system does not relieve the CMO of the requirement to utilize the GMIP Assignment and Closed Loop Tracking tool. Utilization of the agency system of record does not negate the requirement to use the GMIP Assignment and Closed Loop Tracking tool.

g. When the CMO designates a PI or supporting program integrator (SPI) for NASA programs, they will ensure the proper usage of the GMIP Assignment and Closed Loop Tracking Tool and overall data integrity for their program or their portion of the program.

9.3. GMIP EXECUTION

a. The FS will ensure that assigned GMIPs are incorporated into the contractors planning documents, where applicable, and accomplished.

b. The FS will assess during the review of the planning that the GMIP has been placed as late as possible in the fabrication/installation/delivery cycle so that GMIP attributes are not likely to be altered.

SECTION 10: CUSTOMER NOTIFICATION OF MANDATORY SURVEILLANCE ACTIVITY

10.1. OVERVIEW. DCMA is required to notify NASA of both accomplished and not accomplished mandatory surveillance activity. Mandatory surveillance activities are defined as having been directed or approved by the NASA customer and are performed in support of a NASA Prime LoD.

10.2. COMPLETED SURVEILLANCE ACTIVITY. Surveillance activity that was accomplished IAW the NASA Prime LoD/LoR shall be reported to the NASA LoD POC via the monthly status report and as directed in the NASA prime LoD/LoR.

a. CMOs/Centers/OU's are required to document accomplishment of surveillance activity in the agency system of record IAW the DCMA MAN 2303-01.

b. Accomplishment of GMIPS is required to be recorded in the DCMA GMIP Assignment and Closed Loop Tracking Tool IAW this manual and the, "GMIP Assignment and Closed Loop Tracking Tool User Guide."

c. When required by the NASA Prime LoD and flowed down through LoRs, CMOs/Centers/OU's are required to document the accomplishment of surveillance activities in NASA maintained databases or systems.

d. Inputting of data into up to three different systems is to be considered direct work and is chargeable to the appropriate DCN.

10.3. UNKNOWN/NOT ACCOMPLISHED MANDATORY SURVEILLANCE

ACTIVITY. When supporting a NASA Prime LoD/LoR, and if a government mandatory surveillance activity is not executed per the NASA Prime LoD/LoR, the contractor's records and the DCMA product examination records must indicate this omission with the appropriate written notation.

a. Reporting to NASA and DCMA-NPO that a missed mandatory requirement or missed GMIP has occurred must begin immediately upon discovery. Reference the unaccomplished GMIP flowchart and Customer Notification of Unaccomplished Mandatory Surveillance form on the resource page for this Manual for additional information/guidance.

(1) Unknown mandatory surveillance is any surveillance activity whose accomplishment status is in doubt or the applicability of that surveillance activity to a particular piece of hardware or NASA mission is unclear.

(2) Not accomplished mandatory surveillance is any surveillance activity that has not been accomplished and the planned opportunity to accomplish the surveillance has passed, or the surveillance activity was completed but the objective quality evidence is not readily available to document completion for activity closure.

b. The following situations require a Customer Notification of Unaccomplished Mandatory Surveillance to be submitted. This list is representative and not all inclusive:

- (1) Manufacturer works beyond the GMIP without informing DCMA.
- (2) DCMA fails to perform GMIP when properly notified.
- (3) Manufacturer presents existing product to meet contract requirements; however, GMIP requirements are not able to be performed because manufacturing has already occurred.
- (4) Manufacturer fails to put the hold point into the work authorization document either due to manufacturer or DCMA omission.

c. The Customer Notification of Unaccomplished Mandatory Surveillance is intended to notify NASA of a failure to meet NASA Prime LoD requirements. This allows NASA to evaluate the risk of the missed action and to determine a proper course of action to proceed.

d. Immediately upon discovery of a missed mandatory requirement or GMIP omission, the CMO/Center FS must notify their NASA Prime LoR POC (NPO functional group leader) or DCMA LoR POC and the FS's chain of command. Notification must be by email and a copy of the email attached to part I of the Customer Notification of Unaccomplished Mandatory Surveillance. (Email notification does not preclude verbal notification if the urgency of the issue warrants.)

e. The CMO CDR/DIR, or their designated representative, will notify the DCMA-NASA Support Desk by sending part I of the Customer Notification of Unaccomplished Mandatory Surveillance.

f. The omission must be reported within 24 hours of identification of the unaccomplished GMIP. If the significance of the omission warrants a higher-level response, the CMO CDR/DIR should contact the DCMA-NPO Director immediately.

g. If omission has immediate impact on the launch schedule and the launch vehicle is configured for launch at the pad, the DCMA-NPO Director must notify the DCMA-Deputy Director.

h. The CMO CDR/DIR and the DCMA-NPO Director must work together to protect the Agency and NASA from additional risk and negative second order impacts to the Agency and flight hardware.

i. Part II of the Customer Notification of Unaccomplished Mandatory Surveillance must be submitted to the NASA LoD POC and the NASA SMAR if assigned, copying the NASA support Desk within 10 days of the discovery of the unaccomplished GMIP.

j. Part II of the Customer Notification of Unaccomplished Mandatory Surveillance form serves the following purpose:

- (1) Document the background and reason as to why the GMIP was unaccomplished.
 - (2) Provide all available information to the NASA Engineer to determine the potential operation and material risk posture resulting from the unaccomplished GMIP.
 - (3) Provide results from the results of the recent accomplishments of the GMIP to determine trend analysis.
 - (4) Provide results from recent accomplishments of the process to have been surveilled to determine trend analysis.
 - (5) Provide all relevant manufacturing information from similar processes, DoD, or other customers to support the NASA disposition of the unaccomplished GMIP.
- k. Recognize that a NASA Engineer who may not be onsite nor familiar with the contractor may be tasked to provide disposition instructions to mitigate the unaccomplished GMIP. Providing that individual with a full and complete picture of mandatory inspection that was unaccomplished, contractor performance on that product and contractor performance on the process regardless of customer will assist the engineer in assessing the risk of the unaccomplished GMIP.
- l. DCMA should make a recommendation as to the disposition of the unaccomplished GMIP.
- m. The NASA LoD POC or the NASA SMAR should route the form internal to NASA and provide back to the local CMO the disposition instruction to resolve the unaccomplished GMIP. It is desired that those instruction be included on the form, however, they may be received via separate email in which case the NASA email will be attached to the form.
- n. Once received, the CMO will execute the NASA instructions updating the agency system of record and the GMIP Assignment and Closed loop Tracking Tool as appropriated to document any new or additional surveillance.
- o. Once the unaccomplished GMIP has been resolved by completing the NASA instruction or based upon a NASA disposition to use as is, the original unaccomplished GMIP will be concluded in the agency system of record and the completed Customer Notification of Unaccomplished Mandatory Surveillance form including any attached NASA emails uploaded to the surveillance event.
- p. DCMA-NPO Director must brief DCMA-QA on the unaccomplished GMIP once all of the details are known, nominally within 2 weeks of the submission of Part II of the Customer Notification of Unaccomplished Mandatory Surveillance.
- q. Within 15 days of a completion brief to DCMA-QA or DCMA-QA, DCMA-NPO Director must seek NASA concurrence to close the loop.

r. The DCMA-QA may determine that the unaccomplished GMIP requires a Root Cause Analysis (RCA) to be performed and a CAP to be developed. In such instances the DCMA-NPO Director shall inform the CMO/Center CDR/DIR with the unaccomplished GMIP and the CMO CDR/DIR at the prime contractor for the contract of the requirement to perform a RCA and CAP.

(1) The CMO/Center with the unaccomplished GMIP will nominally have 30 days from notification of the requirement to perform a RCA/CAP to complete the action. If additional time is required, (the CDR/DIR should discuss with the DCMA-NPO Director.

(2) The appropriate DCMA-CI will be invited to observe/participate in the RCA/CAP.

(3) The appropriate staff member from the assigned Business Unit must be invited to observe the RCA/CAP.

(4) The RCA/CAP will be performed and tracked IAW agency policy.

(5) The RCA and CAP will be submitted to the DCMA-NPO Director for approval and accomplishment against the CAP will be reported by the CMO with the unaccomplished GMIP monthly until complete.

s. When NASA dual assigns a GMIP to be accomplished by DCMA or by a third party support contractor or when a third party support contractor accomplishes a GMIP assigned to NPO, it is not considered to be an unaccomplished GMIP.

(1) The CMO shall conclude the surveillance event in the agency system of record, indicating zero hours accomplished or any ours accomplished in preparation to perform the GMIP up to the GMIP having been accomplished by the third-party support contractor. In the notes section of the surveillance event, indicate that the GMIP was accomplished by the name of the third-party support contractor and the name of the individual performing the GMIP. Include the date and time of the accomplishment if known.

(2) Similarly, for the GMIP Assignment and Closed Loop Tracking Tool, close the GMIP and indicate similar information in the notes section.

GLOSSARY

G.1. DEFINITIONS.

Accept Product/Service for NASA. The action(s) taken by DCMA to verify if a product/service satisfies the requirements of the NASA Prime LoD, NASA contract.

Acceptance (LoD). All NASA LoD are accepted on behalf of the Agency by the DCMA-NPO Director. LoR are then issued for activity, by service set in the Agency's system of record, to the cognizant PoP CMO.

Administrative Training. Outlines the competency and certification requirements for DCMA FS supporting NASA delegations. WST must be completed prior to working a NASA Prime LoD where it's required. NASA orientation training can be temporarily waived by a CMO CDR/DIR if necessary. An otherwise technically qualified QAS can execute the work.

Analysis. The post-processing or interpretation of the individual values, arrays, files of data, or execution information. It is a careful study of something to learn about its parts, what they do, and how they are related to each other.

CAGE. A code assigned by the Defense Logistics Agency to identify a commercial or Government entity IAW Section 204.7201 of Defense Federal Acquisition Regulation.

Capability. The ability to achieve a desired effect under specified standards and conditions through a combination of means and ways across doctrine, organization, training, material, leadership and education, personnel, and facilities to perform a set of tasks to execute a specified course of action.

Closure of Prime LoDs. Must be coordinated in writing (i.e., email, correspondence LoD completion date, and document) between the DCMA-NPO and NASA when all work is complete. The NASA Prime LoD will only be closed by the applicable DCMA-CI in close coordination with the CMO/Center at the prime contractor and the NASA customer.

Command Media. Includes tangible documents (including electronic) such as contractor policies, procedures, manuals, and instructions that are developed and implemented to control the organization.

Component Heads. The leader of a DCMA component who reports directly to the DCMA-Director.

Concurrence (LoD). The receiver must review delegated work requirements. Any required changes identified by the receiver during the review must be coordinated with the delegator prior to accepting the delegation. Once requirements are verified at the functional level, the receiving CMO must Accept, Accept with Limitations, or Reject Delegation.

Contract. A mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction). It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include (but are not limited to) awards and notices of awards; job orders or task letters issued under basic ordering agreements; letter contracts; orders, such as P. O., under which the contract becomes effective by written acceptance or performance; and bilateral contract modifications. Contracts do not include grants and cooperative agreements covered by Section 6301 of Title 31, United States Code.

CMO. An OU within DCMA that is assigned post-award functions related to the administration of contracts. The office is responsible for managing and administering assigned contracts from contract receipt to contract closeout.

CAS. All actions accomplished for the benefit of the Government, which are necessary to the performance of a contract or in support of the buying offices, system/project managers, and other organizations, including QA, engineering support, production surveillance, PAS, mobilization planning, contract administration, property administration, industrial security, and safety.

Contractor. Any individual or other legal entity that submits offers for or is awarded or may be expected to submit offers for or be awarded, a Government contract, or a subcontract under a Government contract; or conducts business, or reasonably may be expected to conduct business, with the Government as an agent or representative of another contractor (Section 9.403 of FAR). Includes the terms “prime contractor” and “subcontractor.” (Section 22.801 of FAR).

Critical Acquisition Item. Critical acquisition items are products or services whose failure poses a credible risk of loss of human life; serious personal injury; loss of a Class A, B, or C payload (see NPR 8705.4A, “Risk Classification for NASA Payloads,”); loss of a Category 1 or Category 2 mission (see NPR 7120.5E); or loss of a mission resource valued at greater than \$2 million.

Critical Item. A critical item is one which if defective or fails, directly contributes to or causes a catastrophic event affecting personnel safety, mission success, or functional redundancy of a critical system. If the loss of multiple units of the item in question is required for the catastrophic event to be realized, then the item is critical when units are of the same design and build lot and have a common failure mode relevant to the critical function (e.g., fasteners, capacitors).

Critical Process. A critical process is an activity performed by NASA or NASA services suppliers during mission hardware development, launch preparations, launch, commissioning, operations and decommissioning that if defective or fails to achieve the intended results directly contributes to or causes a catastrophic event affecting personnel safety, mission success, or functional redundancy.

Critical Work. Critical acquisition items are products or services whose failure poses a credible risk of loss of human life; serious personal injury; loss of a Class A, B, or C payload (see NPR 8705.4); loss of a Category 1 or Category 2 mission (see NPR 7120.5E); or loss of a mission resource valued at greater than \$2 million.

Criticality (of a failure). A measure of the severity of a failure in relation to mission performance, hazards to material or personnel, and maintenance cost. Programs/projects typically establish their own criticality definitions and classifications. NASA-SQA 8729.1, “NASA Reliability and Maintainability (R&M) Standard for Spaceflight and Support Systems.”

- **Criticality 1.** The condition where failure to comply with prescribed contract requirements can potentially result in loss of life, serious personal injury, loss of mission, or loss of a significant mission resource. Common uses of the term include critical work, critical processes, critical attributes, and critical items.
- **Criticality 1R.** Redundant hardware that, if all failed, could cause loss of life or vehicle. A number (#) is used to indicate the number of failures required for complete system failure (1R2, one failure tolerant system; 1R3, two failure tolerant system, etc.).
- **Criticality 1S.** Failure in a safety or hazard monitoring subsystem that could cause the system to fail to detect, combat, or operate when needed during a hazardous condition, potentially resulting in loss of life or vehicle.
- **Criticality 2.** A condition that may cause severe injury or occupational illness, or major property damage to facilities, systems, or flight hardware.
- **Criticality 3.** Failure that would not result in loss of life, vehicle, or mission.

Data. Information for computer processing (e.g., numbers, text, images, and sounds in a form that is suitable for storage in or processing by a computer). Risks are identified in the NASA Prime LoD.

DCMA-NASA Allocated Hours. The actual amount of time that has been allocated to perform a task/activity over the duration of the life cycle for supporting NASA Prime LoD. It is calculated based on: “surveillance frequency allocated” x “hours per task/activity.”

DCMA-NASA Delegation Review. Utilize NASA Prime LoD as the base document to conduct a requirements and risk analysis of the NASA Prime LoD, the NASA contract or P. O., to ensure the requirements and

DCMA-NASA Letter of Technical Direction. The agency system of record; currently the electronic contract administration request system.

DCMA Operational Commands (OU). DCMA organizational structures such as DCMA Centers, Regions, Directorates, and CMOs which serves at the operational level providing command, control, and direct supervision of subordinate organization levels and assigned personnel resources as established in the DCMA-MAN 4501-03, “Organization Structure, Mission and Functions.”

Delegation. It is DCMA policy to use subcontract delegations in an efficient, safe and ethical manner, and only when it is in the Government's interest. The FS must assure prime contractors provide effective prime contractor management of subcontracted work, maintain conformity of high consequence risk subcontracted products and services. It is the prime contractor's responsibility to manage its subcontractors.

Deviation. A documented authorization releasing a program or project from meeting a requirement before the requirement is put under configuration control at the level the requirement will be implemented.

FS. The DCMA individual who is conducting work IAW the NASA Prime LoD or LoR. FS include but not limited to the following – contracting, quality assurance, quality engineering, engineering, earned value management, program management, property administration, safety, software, and manufacturing.

FTE (requirements). Human resources analysis needs to accomplish for specified workload within an organization.

GMIPs. GMIP or mandatory activity developed by the customer or DCMA with approval of the customer and administrated by DCMA.

- GMIP Accomplished - GMIP is assigned, planned, and executed.
-
- GMIP Assigned, planned, and not accomplished GMIP Operation.
-
- GMIP Missed – No longer physically possible to verify the characteristics are available to perform inspection.
-
- GMIP Planned – Placement in supplier build documents/DCMA hold points have been verified by FS.
-
- GMIP Recovery – GMIP assigned, planned, and verified missed, the agency way to verify work was accomplished.
-
- GMIP Unknown – GMIP exists, status unknown.

Ground Support Equipment. Non-flight equipment designed and certified with a physical and/or functional interface with flight hardware that is required for the handling, servicing, inspection, testing, maintenance, alignment, adjustment, checkout, repair or overhaul of class I and class II products or class IIIW products.

Hardware Classifications:

- **Class I.** Equipment acceptable for space flight use (controlled flight equipment)

- **Class II.** Equipment acceptable for use in ground tests or training in a hazardous environment (controlled non-flight equipment)
- **Class III.** Equipment acceptable for non-hazardous training or display purposes (uncontrolled non-flight equipment)
- **Class IIIW.** Equipment acceptable for use in Water Immersion training in a hazardous environment
- Controlled non-flight equipment

Key Controls (KC) Critical attributes to DCMA Support to NASA Manual deliverables and outcome reduce risk to the Department and DCMA and NASA correlated with mission success.

LoD PoP. Delegated location of work being performed away for the prime contractor.

LoI. Contractual instruction transmitted.

Missed Mandatory Requirement (GMIP). Reporting missed mandatory requirements or GMIPS must begin immediately upon discovery with process steps performed and documentation completed. Reference GMIP flowchart and MIP variance form on the resource page for this Manual for additional information/guidance.

Multifunctional Delegation/Redelegation. For the purpose of determining the level of signature for acceptance of a NASA LoR if the LoR requires multiple series of FS then that LoR is considered to be multifunctional and required the CMO CDR/DIR or the delegate (in writing) representative to accept the LoD. The designation of a NASA Prime LoD, DCMA-NPO Prime LoR, or LoR as multifunctional does not automatically authorize the assignment of a DCMA -PI or SPI. NASA will specify the assignment of a DCMA-NASA-PI within the LoD and only if a PI is assigned, may a SPI be assigned to support LoRs.

NASA Prime LoD. DCMA-NPO is responsible to coordinate receipt, review, and acceptance by signature, and disposition of all Prime LoDs from NASA to DCMA (Agency-to-Agency LoDs).

NASA Technical Direction. The direction or guidance provided by NASA on the scientific, engineering, and other technical aspects of a NASA program/project. Technical direction includes providing additional clarification of contractual requirements and provides direction of a technical nature within the scope of the NASA Program/Project without change to terms/conditions of contractual documents.

Non-Procurement Instruments. A legal instrument other than a procurement contract. Examples include instruments of financial assistance, such as grants or cooperative agreements, and those of technical assistance, which provide services in lieu of money.

OASIS. IAQG application containing information on participating National Aerospace Industry Associations.

Operational Key Controls (OKC) Critical attributes to DCMA Support to NASA Manual deliverables and outcome reduce risk to the Department and DCMA and NASA correlated with KC.

OU. DCMA organizational entity charged with ensuring mission accomplishment for their organization. For purposes of this Manual only, DCMA-OU includes Eastern, Central, and Western Regions, DCMAI, and DCMAS

Prime CMO. Responsible for prime contract location/LoD can also be considered as the primary contract administration office.

Prime Contractor. Any individual or other legal entity that submits offers for or is awarded or may be expected to submit offers for or be awarded, a government contract, or a subcontract under a government contract; or conducts business, or reasonably may be expected to conduct business, with the Government as an agent or representative of another contractor. (Section 9.403 of FAR). Includes the terms “prime contractor” and “subcontractor.”

Process Evaluation. Process Evaluations identified in the surveillance plan, once approved by the customer/DCMA-NPO Director is considered a MIP and will follow Agency Policy.

Program. A strategic investment by a mission directorate or mission support office that has a defined architecture or technical approach, requirements, funding level, and a management structure that initiates and directs one or more projects. A program defines a strategic direction that the Agency has identified as critical.

Project. A specific investment having defined goals, objectives, requirements, life-cycle cost, a beginning, and an end. A project yields new or revised products or services that directly address NASA’s strategic needs. They may be performed wholly in-house; by Government, industry, academia partnerships; or through contracts with private industry.

Redelegation (LoR). Documented instructions issued by a cognizant DCMA CMO to a secondary (receiving) DCMA CMO outlining support requirements which cannot be performed by the cognizant DCMA CMO as specifically required by a NASA Prime LoD. NASA Prime LoD(s) will contain specific language to address the use of redelegations for this to be allowed.

Reimbursable Charge. Charge reimbursable time when executing direct support of tasks delegated in a NASA prime LoD: personnel authorized to accept goods and services for the government, or perform other process surveillance; e.g., quality, financial and business systems support, property, plant clearance, (1910, 1150, 1102, 08XX, 343, 1106,); personnel who attend training in direct support of a NASA delegation; or personnel who administer activities (visual examinations, administrative) described in this Manual.

Remote/Virtual Contract Oversight/Insight. The process of leveraging virtual technologies options for capturing objective evidence for record retention in support of government source inspections must be approved by the customer before utilizing.

Services. Includes services performed, workmanship, and material furnished or utilized in the performance of services.

Subcontractor. Any person, other than the prime contractor, who offers to furnish or furnishes any supplies, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract and includes any person who offers to furnish or furnishes general supplies to the prime contractor or a higher tier subcontractor.

Supplier. A party that provides products, goods, or services (see also “contractor”).

Supplies. Materials or products which can include government furnished equipment/government furnished property (i.e., Government-procured equipment furnished to NASA contractors/suppliers).

System. The combination of elements that function together to produce the capability required to meet a need. The elements include hardware, software, equipment, facilities, personnel, processes, and procedures needed for this purpose (Source: NPR 7123.1 series, “NASA Systems Engineering Processes and Requirements.”)

Validation. The assurance that the FTE model reflects the essentials of the system under continuous study.

Verification. The assurance that the FTE model reflects NASA request.

Waiver. A documented authorization releasing a program or project from meeting a requirement after the requirement is put under configuration control at the level the requirement will be implemented.

Workload. The amount of work in terms of work units or volume that a CMO has at hand. Workload is the output produced by the Agency as a result of the implementation of the business process in support of NASA.

WST. Workmanship Standard Training.

GLOSSARY

G.2. ACRONYMS.

ACO	Administrative Contracting Officer
AS	Aerospace Standard
CAGE	Commercial and Government Entity
CAP	Corrective Action Plan
CAR	Corrective Action Request
CAS	Contract Administration Services
CCM	College of Contract Management
CGB	Corporate Governance Board
CI	Center Integrator (DCMA)
CDR/DIR	Commander/Director
CMO	Contract Management Office
DAI	Defense Agencies Initiative
DAU	Defense Acquisition University
DCMA-AQ	DCMA Contracts Directorate
DCMA-DM	DCMA Office of Internal Audit and Inspector General
DCMA-FB	DCMA Financial and Business Directorate
DCMA-FBB	DCMA Financial and Business Operations Budget Division
DCMAI	DCMA International Command
DCMA-MAN	DCMA Manual
DCMA-PI	DCMA Portfolio Management and Business Operations
DCMA-QA	DCMA Quality Assurance Directorate
DCMA-TD	DCMA Technical Directorate
DCMA-TF	DCMA Total Force Directorate
DCMA-TFB	DCMA Total Force Business Operations Division
DCMAS	DCMA Special Programs Command
DCN	Document Control Number
DODAAC	DoD Activity Address Code
ESG	Executive Steering Group
EVM	Earned Value Management
EVMS	Earned Value Management System
FAR	Federal Acquisition Regulation
FLS	First Line Supervisor
FS	Functional Specialist
FTE	full-time equivalent
FY	Fiscal Year
GCQA	Government Contract Quality Assurance
GMIP	Government Mandatory Inspection Point

HQ	Headquarters
IAW	in accordance with
IAQG	International Aerospace Quality Group
ILA	in-line assessment
KCR	key contract requirement
LoD	Letter of Delegation
LoI	Letter of Instruction
LoR	Letter of Redelegation
MFR	Memorandum for Record
MIP	Mandatory Inspection Point
MoA	Memorandum of Agreement
MoU	Memorandum of Understanding
MSR	monthly status report
NASA	National Aeronautics and Space Administration
NDR	NASA Delegation Review
NDT	Non-Destructive Test
NF	NASA Form
NF 1430	Letter of Contract Administration Delegation, General
NF 1430A	Contract Administration, Letter of Delegation for NASA Contracts.
NF 1430B	Quality Assurance, Letter of Delegation for NASA Contracts.
NF 1430C	Property Administration, Letter of Delegation for NASA Contracts.
NF 1430D	Plant Clearance, Letter of Delegation for NASA Contracts.
NF 1431	NASA Form 1431 Letter of Acceptance of Contract Administration Delegation
NFS	NASA Federal Acquisition Regulation Supplement
NPO	NASA Product Operations
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OASIS	Online Aerospace Supplier Information System
OKC	operational key control
OP	Office of Procurement
OSMA	Office of Safety and Mission Assurance
OU	Operational Unit
PAS	pre-award surveys
PASM	Pre-Award Survey Manager
PDREP.	Product Data Reporting and Evaluation Program
PI	Program Integrator
P. O.	Purchase Order

POC	point of contact
PoP	Place of Performance
PoR	Place of Responsibility
QA	Quality Assurance
QAS	Quality Assurance Specialist
QMS	Quality Management System
RCA	Root Cause Analysis
SLT	Senior Leadership Team
SMAR	Safety Mission Assurance Representative
S&MA	Safety & Mission Assurance (NASA)
WST	Workmanship Standards Training

REFERENCES

- Aerospace Standard 9100D, "Quality Management Systems - Requirements for Aviation, Space, and Defense Organizations," September 2016
- Agreement Between the National Aeronautics and Space Administration (NASA) and the Department of Defense for Performance of Contract Administration and Contract Audit Services in Support of NASA Contracts, June 15, 1969
- DCMA Instruction 709, "International and Federal Business Reimbursable and Non-Reimbursable Support." March 9, 2014
- DCMA Instruction 934, "Inspector General: External Audit," December 20, 2017
- DCMA Instruction 935, "Inspector General: Internal Audits," January 14, 2018
- DCMA Instruction 3101, "Program Support," September 18, 2020
- DCMA Manual 933-01, "Corrective Action Plan Process for External and Internal Inspections, Assessments, Evaluations, and Audits." April 7, 2023
- DCMA Manual 2101-04, "Delegate Surveillance," July 30, 2018
- DCMA Manual 2301-01, "Contractor Business Systems," April 28, 2019
- DCMA Manual 2301-06, "Discrepancy Processing," December 20, 2021
- DCMA Manual 2303-01, "Surveillance," December 28, 2022
- DCMA Manual 2501-01, "Contract Receipt and Review," March 23, 2019
- DCMA Manual 2501-11, "International Request for Contract Administration Services," March 3, 2019
- DCMA Manual 3101-03, Volume 2, "National Aeronautics and Space Administration (NASA) Functional Support," TBD
- DCMA Manual 4301-11, Volume 1, "Management Controls: Managers' Internal Control Program." June 23, 2019
- DCMA Manual 4501-03, "Organization Structure, Mission and Functions". April 3, 2019
- DCMA Manual 4501-04, Volume 1, "Records and Information Management Program," April 16, 2021
- DCMA Manual 4501-04, Volume 2, "Records Retention Schedule," April 14, 2021
- DCMA Manual 4502-02, "Workload Acceptance" September 15, 2021
- Defense Federal Acquisition Regulation Supplement, Current edition
- Department of Defense Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013, as amended
- Federal Acquisition Regulation, Current edition
- MoU Between NASA And DCMA For Interagency Cooperation for Mission Assurance, TBD
- NASA Federal Acquisition Regulation Supplement, Current edition
- NASA Policy Requirement 7120.5F "NASA Space Flight Program and Project Management Requirements," August 3, 2021

NASA Policy Requirement 7123.1D, “NASA Systems Engineering Processes and Requirements,” July 5, 2023

NASA Policy Requirement 8705.4A, “Risk Classification for NASA Payloads,” April 29, 2021

NASA Policy Requirement 8735.2C, “Hardware Quality Assurance Program Requirements for Programs and Projects,” March 12, 2021

NASA Standard 8729.1, “NASA Reliability and Maintainability (R&M) Standard for Spaceflight and Support Systems.” June 13, 2017

United States Code, Title 31, Section 6301