



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

National Aeronautics and Space Administration (NASA) Support

Multifunctional Instruction
LEAD: Quality Assurance Directorate

DCMA-INST 1208
November 17, 2015

1. PURPOSE. This Instruction:

a. Cancels and replaces DCMA Instruction (DCMA-INST) 307, “National Aeronautics and Space Administration (NASA) Support” (Reference (a)) and reissues as multifunctional Instruction, DCMA-INST 1208, “National Aeronautics and Space Administration (NASA) Support.

b. Is established in compliance with DoD Directive (DoDD) 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)), DCMA-INST 501, “Policy Publications Program” (Reference (c)), and all references listed.

c. Establishes policy, assigns responsibilities across functional elements, and provides procedures to address the performance of contract administration services (CAS) for NASA consistent with the “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” (Reference (d)) (see Resource Web page).

d. Complies with DCMA-INST 219, “Supplier Risk Management Through Standard Contract Surveillance” (Reference (e)) and DCMA-INST 221, “Integrated Surveillance Plan” (Reference (f)).

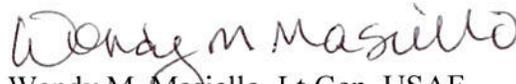
2. APPLICABILITY. This Instruction applies to all functional elements within DCMA that perform CAS on behalf of NASA. For classified contracts with security requirements, exceptions to this Instruction shall be in accordance with (IAW) supplemental instructions maintained by the Special Programs Directorate (DCMAS).

3. MANAGERS’ INTERNAL CONTROL PROGRAM. This Instruction is subject to evaluation and testing as described in DCMA-INST 710, “Managers’ Internal Control Program” (Reference (g)). Reviews performed by the NASA Audit and Training Team (NATT) may be supplemented by functional experts throughout the Agency and will be the Agency-level independent source for coordination and/or evaluation and testing of compliance to this Instruction. The results of NATT reviews will be provided to DCMA Headquarters (HQ) component heads, DCMAS, DCMA International (DCMAI), and DCMA Operational Directorate

NOV 17 2015

(DCMAO), as appropriate. The process flowchart and key controls are located on the Resource Web page for this Instruction.

4. **RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.
5. **DAI TIME AND LABOR CODE(S).** All DCMA personnel must enter time into the Defense Agencies Initiative (DAI) for NASA reimbursable hours as follows:
 - a. Project: Use applicable project codes IAW delegated functional element requirements.
 - b. Task: Use applicable task codes.
 - c. Process Code: Use applicable process codes.
 - d. Agency Code: Use applicable Agency code.
6. **POLICY RESOURCE WEB PAGE.** <https://home.dema.mil/policy/1208r>
7. **EFFECTIVE DATE.** This Instruction is effective NOV 17 2015 and all applicable activities shall be fully compliant within 60 days of this date.


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Director

SUMMARY OF CHANGES

This Instruction has been rewritten and should be read in its entirety. The following identifies the most notable changes:

- This Instruction has been changed to an Enterprise Instruction and renumbered from DCMA-INST 307, “National Aeronautics and Space Administration Support” to DCMA-INST-1208, “National Aeronautics and Space Administration (NASA) Support.”
- Aligns organizational responsibilities consistent with the current organizational structure.
- Translates higher-level NASA requirements into DCMA executable instructions.
- Allows acceptance of delegations at multiple levels.
- Establishes requirements for maintaining and closing delegations.

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REFERENCES

- (a) DCMA-INST 307, "National Aeronautics and Space Administration Support," February 2010 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 501, "Policy Publications Program," May 12, 2014
- (d) "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
- (e) DCMA-INST 219, "Supplier Risk Management Through Standard Contract Surveillance," May 22, 2013
- (f) DCMA-INST 221, "Integrated Surveillance Plan," April 14, 2014
- (g) DCMA-INST 710, "Managers' Internal Control Program," April 21, 2014
- (h) DCMA-INST 709, "International and Federal Business Reimbursable and Non-Reimbursable Support," March 10, 2014
- (i) DCMA-INST 402, "Workload Acceptance," April 3, 2014
- (j) DCMA-INST 318, "QA Development," August 18, 2014
- (k) DCMA-INST 1206, "First Level Supervisor Review," July 24, 2014
- (l) DCMA-INST 325, "Contract Technical Review," January 23, 2014
- (m) FAR Part 42, Subpart 42.2, Section 42.202, "Assignment of Contract Administration," Paragraph (e)
- (n) DCMA-INST 309, "Government Contract Quality Assurance (GCQA) Surveillance Planning," January 27, 2014
- (o) DCMA-INST 207, "Engineering Surveillance," December 8, 2014
- (p) DCMA-INST 203, "Software Acquisition Management," June 25, 2013
- (q) DCMA-INST 210, "Earned Value Management System (EVMS) - Standard Surveillance Instruction (SSI)," February 2012
- (r) DCMA-INST 1201, "Corrective Action Process," September 8, 2015
- (s) DCMA-INST 809, "Records Management," May 2011
- (t) DCMA-INST 934, "External Audit," January 15, 2013

CHAPTER 1

POLICY

1.1. POLICY. DCMA will perform CAS when requested by NASA IAW this Instruction.

1.1.1. Delegations with multifunctional responsibilities must be accepted at the Commander or Deputy level.

1.1.2. DCMA may reject a NASA request for support on a case-by-case basis based on criteria set forth in DCMA-INST 709, “International and Federal Business Reimbursable and Non-Reimbursable Support” (Reference (h)) and DCMA-INST 402, “Workload Acceptance” (Reference (i)).

1.2. ORDER OF PRECEDENCE. In the event of a conflict between technical direction in a NASA delegation and DCMA Instructions, the NASA technical direction takes precedence and a deviation/waiver to the Instruction is not required. Any concerns with a NASA delegation must be processed as described in paragraph 3.2.3.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The DCMA Director authorizes resources in support of NASA consistent with the “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” (Reference (d)).

2.2. EXECUTIVE DIRECTOR, QUALITY ASSURANCE (QA). The QA Executive Director must:

2.2.1. Provide DCMA HQ guidance and support to the Agency and communicate and coordinate with other DCMA HQ functional components for support to the DCMA NASA Instruction.

2.2.2. Periodically meet with the DCMA Director, HQ Component Heads, DCMAI, DCMAS, and the Chief Operations Officer (COO) to provide DCMA audit feedback pertaining to NASA support as appropriate.

2.2.3. Ensure a common approach to DCMA’s support to the NASA customer across the Agency.

2.2.4. Serve as the chairperson on the DCMA NASA Corporate Governance Board and as a member of the DCMA NASA Executive Steering Group.

2.2.5. Assign NATT responsibility and authority for:

2.2.5.1. Serving as a voting member on the Joint Audit Planning Committee (JAPC) and NASA’s Quality Working Group.

2.2.5.2. Serving as the Agency point of contact (POC) for communicating, developing, coordinating, and maintaining Agency-level Instruction and training for NASA support and sponsoring development of tools as required and approved at Agency-level.

2.2.5.3. Serving as the Agency POC for management of Agency-level NASA training and certification and the analysis needed to meet and substantiate NASA requirements across the Agency.

2.2.5.4. Serving as the Agency HQ POC for engagement with NASA HQ Office of Safety and Mission Assurance (OSMA) and for reviewing and providing recommendations to NASA regulations, such as NASA Policy Directives (NPD) and NASA Procedural Requirements (NPR).

2.2.5.5. Obtaining feedback from DCMA organizations to identify instruction, training or tool issues, and improvement opportunities. Analysis is performed which is aimed at identifying correlations to material weaknesses at the Agency-level.

2.2.5.6. Assessing DCMAO, DCMAS, and DCMAI subordinate organizations' DCMA NASA operations, performance, administrative processes, and internal controls.

2.2.5.7. Supporting Agency-level reviews to determine adherence to DCMA Instruction related to NASA support.

2.2.5.8. Managing reimbursable hours for NATT Agency-level independent reviews and related activities.

2.2.5.9. Determining the effectiveness of corrective action implemented resulting from internal and external reviews of NASA delegations.

2.2.5.10. Participating in NASA-related industry trade groups and NASA working groups.

2.3. HQ COMPONENT HEADS. HQ component heads must:

2.3.1. Participate in developing enterprise NASA Instruction consistent with functional requirements through the development of an Annex, as applicable.

2.3.2. Provide support to DCMA HQ QA Directorate in the development of training, tools, and certifications applicable to the functional element.

2.3.3. Provide other enterprise support to the QA Executive Director, as requested.

2.4. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND INTEGRATION (DCMA-PI). The DCMA-PI Executive Director serves as the Agency focal point for strategic engagement with NASA HQ components.

2.5. DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIRECTORATE, INTERNATIONAL AND FEDERAL BUSINESS DIVISION (FBR). The FBR Director must:

2.5.1. Manage the Agency reimbursable program for NASA with responsibility to develop Agency-level NASA reimbursable budget estimates and execution analysis.

2.5.2. Serve as the functional manager for the Electronic Contract Administration Request System (ECARS) and as the financial liaison to NASA on reimbursable issues.

2.6. COMMANDER, DCMA INTERNATIONAL (DCMAI). The DCMAI Commander must:

2.6.1. Allocate resources in support of NASA delegations.

2.6.2. Ensure all applicable Agency policies and NASA requirements are met by ensuring adequate engagement and surveillance strategies are in place and effectively executed to meet Agency goals, policies, and customer outcomes.

2.6.3. Declinations of delegations must be consistent with DCMA-INST 402 (Reference (i)).

2.6.4. Coordinate input to DCMA and NASA Instruction and procedure documents related to operational support to NASA.

2.6.5. Serve as the primary focal point and coordinator for all subordinate organizations' corrective action activities resulting from internal NATT reviews and external audits where findings were generated by NASA directly to DCMA.

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

2.7. EXECUTIVE DIRECTOR, SPECIAL PROGRAMS (DCMAS). The DCMAS Executive Director must:

2.7.1. Allocate resources in support of NASA delegations.

2.7.2. Ensure all applicable Agency policies and NASA requirements are met by ensuring adequate engagement and surveillance strategies are in place and effectively executed to meet Agency goals, policies, and customer outcomes.

2.7.3. Declinations of delegations must be consistent with DCMA-INST 402 (Reference (i)).

2.7.4. Coordinate input to DCMA and NASA Instruction and procedure documents related to operational support to NASA.

2.7.5. Serve as the primary focal point and coordinator for all subordinate organizations' corrective action activities resulting from internal NATT reviews and external audits where findings were generated by NASA directly to DCMA.

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

2.8. CHIEF OPERATIONS OFFICER (COO), OPERATIONS DIRECTORATE (DCMAO). The COO must:

2.8.1. Allocate resources consistent with MOA.

2.8.2. Ensure all applicable Agency policies and NASA requirements are met by ensuring adequate engagement and surveillance strategies are in place and effectively executed to meet Agency goals, policies, and customer outcomes.

2.8.3. Serve as the DCMA chairperson on the DCMA NASA Executive Steering Group.

2.8.4. Declinations of delegations must be consistent with DCMA-INST 402 (Reference (i)).

2.8.5. Coordinate input to DCMA and NASA Instruction and procedure documents related to operational support to NASA.

2.8.6. Serve as the primary focal point and coordinator for all subordinate organizations' corrective action activities resulting from internal NATT reviews and customer findings.

2.8.7. Validate subordinate organizations' corrective action for internal/external reviews to determine whether they are to remain open or closed, and coordinate with NATT Lead until final closure of all corrective action.

2.9. OPERATIONS DIRECTORATE, REGIONAL COMMANDER. The Operations Directorate Regional Commander must:

2.9.1. Ensure contract management offices (CMO) meet applicable Agency policies and NASA requirements by establishing adequate strategies and when required, ensure corrective action is in place.

2.9.2. Coordinate region inputs on workload acceptance/resource requests and on DCMA or NASA Instruction and procedure documents related to operational support to NASA.

2.9.3. Engage with the cognizant CMO during DCMA and NASA assessments.

2.9.4. Provide assistance to the audited organization with the development, implementation, and closure of corrective action as a result of internal/external NASA reviews.

2.10. DCMA NASA PRODUCT OPERATIONS (NPO) DIRECTOR. DCMA NPO is the specialized CMO within DCMAO responsible for integrating DCMA operational support to NASA. The DCMA NPO Director must:

2.10.1. Assist NASA with issuing delegation within DCMA's core competency.

2.10.2. Serve as DCMA principal advisor to NASA activities on operational support and lead engagement with NASA activities consistent with DCMA operational engagement strategy.

2.10.3. Review all NASA delegations issued by NASA Centers to promote consistency and alignment with DCMA Instruction. The process is located on the Resource Web page for this Instruction.

2.10.4. Advise and assist DCMA organizations on issues and concerns related to NASA delegations. Ensure NASA activities' performance expectations are communicated and tracked; report performance and support issues to Agency leadership.

2.10.5. Be the operational point of contact for the instruction, tools, training, and budget needed to meet NASA requirements.

2.11. CONTRACT MANAGEMENT OFFICE (CMO) AND DCMA CENTER COMMANDERS/DIRECTORS. CMO and DCMA Center Commander/Directors must:

2.11.1. Ensure receipt, review, resourcing, execution, reimbursable charging, and closure of NASA delegations comply with DCMA-INST 709, “International and Federal Business Reimbursable and Non-Reimbursable Support” (Reference (i)) and this Instruction. Acceptance of delegations will be performed by the Commander/Deputy unless performance of this task is appointed to a designated representative as described in paragraph 2.12.

2.11.2. When a NASA delegation has multifunctional responsibilities, assign a POC with the responsibility to communicate and coordinate delegation review and acceptance activities for the CMO.

2.11.3. Support internal/external reviews occurring at the CMO and/or cognizant supplier locations.

2.11.3.1. Submit corrective action for NATT reviews IAW the Agency Corrective Action Process Tracking Tool.

2.11.3.2. Corrective action resulting from DCMA or NASA reviews shall be managed and closed IAW the Agency Corrective Action Process Tracking Tool.

2.11.4. Seek DCMA NPO assistance on issues with NASA customers related to delegation content, supporting documents, level of effort, and execution prior to recommending delegation rejection.

2.11.5. Conduct internal reviews of NASA support as required by DCMA-INST 710 (Reference (g)). Internal control reviews must be performed periodically, with the scope and frequency adjusted based on the degree of NASA support provided and training currency requirements for personnel performing delegated tasks. Consider internal and external audit results, along with first-level supervisor review (FLSR) results, into the management review risk assessment.

2.11.6. Notify the applicable HQ Functional Directorate, through the chain of command, of requests from NASA customers for the review of NASA Agency-level policy and procedure documents.

2.12. CMO/CENTER COMMANDER/DIRECTOR-DESIGNATED REPRESENTATIVE.

A designated representative may be identified by the Commander/Director and will perform duties as identified in a formal appointment letter. The letter must include relevant tasks identified in paragraph 2.11. Additionally, the designated representative must be a member of management with the authority to commit resources.

2.13. SECOND-LEVEL SUPERVISOR (GROUP CHIEF). Group chiefs responsible for NASA support must:

2.13.1. Ensure receipt, review, acceptance, resourcing, execution, reimbursable charging, and closure of NASA delegations comply with DCMA-INST 709 (Reference (h)) and this Instruction. Ensure two-way communication is maintained with the customer at least on an annual basis.

2.13.2. Provide a recommendation for letter of delegation (LOD) acceptance or rejection to the Commander when a designated representative is not established/exercised. Accept DCMA internal delegations (delegations from one DCMA office to another) or delegate task to the first-level supervisor.

2.14. FIRST-LEVEL SUPERVISOR (FLS). The FLS responsible for NASA support must:

2.14.1. Ensure receipt, review, acceptance, resourcing, execution, reimbursable charging, and closure of NASA delegations complies with DCMA-INST 709 (Reference (h)) and this Instruction. Maintain two-way communication with the delegator at least on an annual basis.

2.14.2. Ensure assigned personnel are available, certified, and capable to accomplish NASA-delegated activities prior to performing delegated task(s). Record and track required NASA training and certifications in the NASA Training Repository eTool as required by DCMA-INST 318, "QA Development" (Reference (j)).

2.14.3. Ensure an analysis of LOD requirements that includes level of effort (i.e., training requirements and resources) and notify the second-level supervisor of any concerns and need for any additional resources.

2.14.4. Throughout the delegation's existence, review work products related to NASA support consistent with DCMA-INST 1206, "First Level Supervisor Review" (Reference (k)).

2.14.5. Ensure immediate notification to the functional group chief, DCMA NPO, and the delegator when a NASA-mandated action, as defined in the accepted delegation, is missed.

2.14.6. Notify the Commander/Director of formal requests from NASA customers to review NASA policy documents such as NPD and NPR.

2.14.7. Ensure reimbursable hours are accurately charged to the appropriate project, task, process, and Agency codes in DAI.

2.15. FUNCTIONAL SPECIALIST. Functional specialists must:

2.15.1. Notify FLS of receipt of delegations from NASA.

2.15.2. Immediately notify FLS of any missed NASA-mandated actions as defined in the delegation; as well as any concern related to execution of the LOD.

2.15.3. Ensure reimbursable hours are accurately recorded to the appropriate project, task, process, and Agency codes.

2.15.4. Execute duties cited in Chapter 3 IAW the referenced documents cited in this Instruction.

CHAPTER 3

PROCEDURES

3.1. RECEIVE NASA DELEGATIONS. Functional elements receive NASA delegations as described in DCMA-INST 709 (Reference (h)).

3.1.1. If a delegation is misrouted (i.e., sent to the wrong CMO), refer to DCMA-INST 709 (Reference (h)).

3.1.2. Delegations received by functional specialists that include tasks in other functional areas such as quality, engineering, contracts, manufacturing and production, software, Government property, contract safety, or other service sets must be routed to the appropriate functional element for action according to local procedures.

3.1.3. If essential to meet mission requirements, interim verbal changes are authorized and must be immediately documented in an email as a minimum. Upon receipt, the delegation amendment and the email must be uploaded into ECARS and maintained with the original delegation.

3.2. REVIEW NASA DELEGATIONS. Functional elements must review NASA delegations as described in DCMA-INST 709 (Reference (h)) and this Instruction.

3.2.1. Conduct Delegation Review. Functional specialists must conduct and document contract review commensurate with the scope of the delegation/redelegation and consistent with DCMA functional guidance to the extent applicable (e.g., for quality delegations, use DCMA-INST 325, “Contract Technical Review” (Reference (l))). Review of delegation changes and contract modifications relevant to the delegation will be accomplished when received.

3.2.1.1. Ensure the delegated requirements are clear and specific enough to allow for effective surveillance planning and execution, do not conflict with other delegations, are consistent with contractual requirements, and has been pre-reviewed by DCMA-NPO (see Resource Web page). Implementation of delegation activity that is not consistent with contractual requirements may result in constructive changes to the contract.

3.2.1.2. Ensure delegated activities are within DCMA core competencies and operational control consistent with DCMA-INST 402 (Reference (i)).

3.2.1.3. Document the specific contract and/or technical requirements that must be surveilled as well as all other support activities required to meet delegation requirements.

3.2.1.4. Ensure assessment of the level of support (i.e., training and resources) and specialized training and/or certification (i.e., skills/competencies) required by the delegation is provided to the FLS.

3.2.2. When the contract does not accompany the delegation, contact the delegation POC to gain access to the applicable portions of the contract (e.g., statement of work, technical documents). Contact DCMA NPO (e-mail to: NASA_SUPPORT_DESK@dcma.mil) for assistance when applicable contractual documents cannot be obtained. Contractual specifications and standards, other than NASA documents, can be obtained from the IHS Standards, New Specifications and Commercial Standards at the Web site link provided on the Resource Web page. NASA documents should be obtained from NASA Online Directives Information System at the Web site link provided on the Resource Web page.

3.2.3. Resolve Delegation Content or Discrepancies.

3.2.3.1. If the delegation is unclear, has a discrepancy, or other concerns exist, contact DCMA NPO (e-mail to: NASA_SUPPORT_DESK@dcma.mil) for LODs directly from a NASA Center, or the DCMA originator for internal (DCMA to DCMA) delegations to resolve the issue. The process is located on the Resource Web page for this Instruction.

3.2.3.2. If the delegation sets a limit or target on the number of reimbursable hours that can be charged, negotiate with the originator to either align the budget target with the FLS assessment of estimated hours or reduce the scope of the delegation until agreement on estimated hours is achieved.

3.2.3.3. If work cannot be accomplished with existing resources, available skill sets, or other workload issues, coordinate needs through the chain of command until resolved.

3.2.3.4. If a delegation is received outside of ECARS, the receiving CMO must begin delegation review and communicate with the delegating CMO to input the delegation into the ECARS eTool. Significant delays in receiving the delegation in ECARS eTool shall be elevated through the chain of command.

3.3. ACCEPT NASA DELEGATIONS.

3.3.1. The CMO/Center Commander/Director or their designated representative must accept delegations or seek approval to decline a delegation. Any agreed upon modifications shall be reflected in NASA Form 1431, "Letter of Acceptance of Contract Administration Delegation, General" when the delegation document is not revised.

3.3.2. The delegation shall be accepted; accepted with modification or declined in ECARS within the timeframe specified in the delegation, but not to exceed 30 calendar days. A signed NASA Form 1431, "Letter of Acceptance of Contract Administration Delegation, General" or comparable document will be returned to the delegator and uploaded to ECARS.

3.3.3. Upon acceptance, enter estimated hours in ECARS according to DCMA-INST 709 (Reference (h)).

3.3.4. Maintain two-way communication with the delegation originator for the duration of the delegation.

3.4. DECLINATION PROCEDURES.

3.4.1. If, after pursuing resolution action (see paragraph 3.2.3.) the delegation CMO/Center Commander/Director believes the delegation should be declined, a written recommendation, including rationale for rejection and summary of DCMA-NPO input, shall be processed to the approval authority cited in DCMA-INST 709 (Reference (h)).

3.4.2. Upon approval to decline a delegation, the CMO/Center must notify the delegator in writing that the delegation has been declined, along with supporting rationale; as well as ensure the delegation is declined/closed in ECARS.

3.5. PLAN SURVEILLANCE. When planning surveillance in support of a NASA delegation, it is important to remember that NASA administers their own contracts, maintains a NASA program/project technical surveillance plan, and that requests for DCMA support are considered secondary delegations for supporting CAS as defined in FAR 42.202, “Assignment of Contract Administration” (Reference (m)).

3.5.1. The scope of DCMA surveillance plans for NASA support will vary based on the delegation requirements as determined during delegation review.

3.5.1.1. When a delegation is limited to specific mandatory surveillance activities, the list of mandatory activities specified in the delegation, along with their frequency of performance, may serve as the surveillance plan providing the closed-loop and notification process referenced in paragraphs 3.5.1.4.1. and 3.5.1.4.2. are documented. See paragraph 3.5.1.3. when the establishment of Government mandatory inspection points (GMIP) are identified as mandatory surveillance activities.

3.5.1.2. For delegations with a mixture of customer-mandated surveillance requirements and CMO-determined quality and technical surveillance activity, the customer mandatory aspects do not need to be risk assessed but must be identified in a CMO-developed surveillance plan.

3.5.1.2.1. If an applicable facility, program, or contract-level surveillance plan already exists, it must be amended, as needed, to ensure all delegation requirements are accomplished.

3.5.1.2.2. If a new surveillance plan is required, develop the plan according to the applicable DCMA Instruction (e.g., for quality use DCMA-INST 309, “Government Contract Quality Assurance (GCQA) Surveillance Planning” (Reference (n)); for engineering use DCMA-INST 207, “Engineering Surveillance” (Reference (o)); for software use DCMA-INST 203, “Software Acquisition Management” (Reference (p)), and for earned value management use DCMA-INST 210, “Earned Value Management System (EVMS) - Standard Surveillance Instruction (SSI)” (Reference (q)). Recommendations to the administrative contracting officer (ACO) required in DCMA-INST 309 (Reference (n)), must be directed to the NASA POC for the delegation (e.g., recommendations for conducting a post-award orientation conference).

3.5.1.3. When the identification/selection of a GMIP is a delegated task, the NASA POC must provide, and DCMA must use, the criteria for GMIP selection.

3.5.1.4. When surveillance includes a GMIP, the surveillance plan must describe:

3.5.1.4.1. The closed loop GMIP process that tracks GMIP status from approval through completion and inclusion in supplier work products and DCMA inspection documents.

3.5.1.4.2. The process for GMIP notification, DCMA response time, and guidelines regarding continuance of work operations in the event DCMA functional specialists do not arrive to perform the assigned GMIP within the agreed upon timeframe.

3.5.2. Surveillance plans developed or used to meet delegation requirements must be shared with the delegator as specified in the LOD.

3.5.3. When redelegation authority is granted in a delegation, letters of redelegation (LOR) shall be loaded and issued in ECARS.

3.5.4. Surveillance plan and associated delegations must be reviewed at least annually and validated as current. Plans must be updated whenever changes are accepted or changes to the supplier or product risk profile are made. Document the rationale for surveillance plan changes and provide updates to the NASA POC. A revision page may be used to identify changes and as evidence of annual review.

3.6. EXECUTE SURVEILLANCE STRATEGY.

3.6.1. Functional specialists must ensure the delegation is formally accepted and a copy of the surveillance plan has been shared with the delegator when required by delegation. Prior to execution of specific delegated task(s), functional specialists and their FLS must ensure any required task-specific certification/training has been completed IAW DCMA-INST 318 (Reference (j)).

3.6.2. Surveillance must be executed as specified in the surveillance plan.

3.6.3. Immediate notification to the FLS shall be made when a NASA approved GMIP is missed.

3.6.3.1. Within 24 hours of discovery of GMIP omissions, concurrent notification to DCMA NPO (e-mail to: NASA_SUPPORT_DESK@dcma.mil) and to the delegator shall be made.

3.6.3.2. The omission must be documented, along with root cause, preventive action, and disposition action approved by the NASA LOD POC to include review by the second-level supervisor.

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

3.6.5. Surveillance execution and results must be documented. The surveillance record must identify the specific activity performed, date of performance, and results. Document rationale for any delayed or missed surveillance along with plans to accomplish the activity.

3.6.6. Noncompliant supplier performance shall be documented according to direction in the delegation; absent any LOD direction, follow the procedures in DCMA-INST 1201, "Corrective Action Process" (Reference (r)).

3.6.6.1. If a nonconformance relates to a common process or system that supports a DoD contract, the functional specialist must process and issue corrective action requests (CAR) according to DCMA- INST 1201 (Reference (r)) regardless of the technical direction in the NASA delegation.

3.6.7. Reporting. Provide status reports to the delegator as required by the delegation.

3.6.8. Records. Maintain and store records according to DCMA-INST 809, "Records Management" (Reference (s)). Copies of contract administration records, to include QA records of any media type, must be provided to NASA upon request.

3.6.9. DCMA Internal Assessments.

3.6.9.1. NATT Reviews. Independent HQ-level compliance reviews will be performed Agency-wide with follow-up reviews based on risk analysis. NATT reviews may be augmented with functional experts as appropriate. All findings generated as a result of a NATT audit require a corrective action. The process is located on the Resource Web page for this Instruction.

3.6.9.2. CMO with active NASA workload shall include NASA as an element of the CMO Management Review Program. Internal Control Reviews shall be performed periodically with the scope and frequency adjusted when systemic issues are identified. The results from JAPC and internal assessments should be factored into the management review risk assessment.

3.6.10. External Audits. Notifications from NASA conveying intent to perform a NASA Inspector General audit/investigation must be sent to the DCMA Internal Review Team inbox (e-mail to: DMI.Inbox@dcma.mil) as prescribed in DCMA-INST 934, "External Audit" (Reference (t)).

3.7. MAINTAIN AND CLOSE NASA DELEGATIONS.

3.7.1. DCMA organizations with NASA delegations must review ECARS hours and related delegations at least annually to ensure ECARS data is current and reasonable.

3.7.2. Consistent with FAR 42.202 (Reference (m)), NASA may rescind or recall a delegation but is required to coordinate with the affected CMO to establish a reasonable

transition period prior to rescinding or recalling the delegation. CMO/Centers should notify the DCMA NPO Director and their Region/Directorate if they anticipate an adverse personnel impact resulting from a NASA decision to rescind a delegation or major portions thereof.

3.7.3. The delegator shall be notified in writing when all work is complete. If the delegator requests that a delegation remain open for potential continuing work but the continuing work is not imminent, functional specialists must maintain periodic contact with the delegator regarding its status. This communication must be documented.

3.7.4. Close delegations (and all applicable service sets) in ECARS after validation that all requirements have been completed. Copies of contract administration records, to include QA records of any media type, should be provided to NASA.

DEFINITIONS

Delegation. Refers to a letter of delegation received from a NASA activity or a letter of re-delegation received from a DCMA activity.

Delegator. Refers to NASA activity POC for prime delegations and/or the delegating CMO for re-delegations.

Insight. For the purposes of this Instruction, Government insight means acquiring knowledge and understanding of contractors' actions by the monitoring of selected metrics and/or milestones through insight, documentation review, attending program/project and production meetings, performing reviews, tests, and compliance evaluations on a non-interference basis.

NATT (NASA Audit and Training Team). The NATT responsibilities are at the strategic-level. The roles are identified under the roles/responsibilities of the QA Executive Director (Paragraph 2.2.5.).

Redelegation. An internal agreement from one DCMA activity to another DCMA that delegates specific and/or nonspecific surveillance actions necessary to provide Government assurance that supplies and services meet contractual and technical requirements.

ACRONYMS

CAS	contract administration services
CMO	contract management office
COO	Chief Operations Officer
DAI	Defense Agencies Initiative
DCMAI	DCMA International
DCMAO	DCMA Operations
DCMA-PI	DCMA Portfolio Management and Integration
DCMAS	DCMA Special Operations
ECARS	Electronic Contract Administration Request System
FAR	Federal Acquisition Regulation
FBR	International and Federal Business Division
FLS	first-level supervisor
GMIP	Government mandatory inspection point
HQ	headquarters
IAW	in accordance with
JAPC	Joint Audit Planning Committee
LOD	letter of delegation
MFR	memorandum for record
NATT	NASA Audit and Training Team
NASA	National Aeronautics and Space Administration
NASA POC	NASA point of contact (Block 20 of NASA Form 1430)
NPD	NASA Policy Directive
NPO	NASA Product Operations
NPR	NASA Procedural Requirements
POC	point of contact
QA	quality assurance