

#### **4.11.2.5 OFFICE OF PROCUREMENT**

**4.11.2.5.1 MISSION.** This Functional Support Office provides executive leadership, policy direction and functional management of procurement and financial assistance activities (excluding Space Act Agreements) for the entire Agency.

**4.11.2.5.2 RESPONSIBILITIES.** The Assistant Administrator for Procurement reports to the Assistant Administrator for Institutions and Management and is responsible for:

- a. Providing input to the Mission Support Implementation Plan that describes the organization's goals, objectives, performance metrics, budget, and alignment of goals with overall Agency objectives. Execute the MSIP in alignment and support of the Agency mission and vision. Manage the MSO functions by reducing institutional risk to missions.
- b. Defining program objectives and top-level requirements.
- c. Prescribing Agency-wide policies, strategies, regulations, and procedures governing the conduct of all NASA procurement and financial assistance activities (excluding the Space Act) within the framework of national and Agency policies and applicable laws and regulations.
- d. Planning, coordinating, reviewing, evaluating, and ensuring the timeliness and effectiveness of the full spectrum of NASA procurement and financial assistance functions (grants and cooperative agreements). Reviews and concurs on, or approves, various procurement/financial assistance documents. Accomplishes oversight through the self-assessment process, comprehensive Procurement Management Surveys, and special studies and reviews.
- e. Developing and implementing initiatives to improve the procurement process, and to achieve consistency of approach to improve functional performance across the Agency.
- f. Representing NASA on committees, teams, etc. with other NASA organizations, other government agencies, foreign governments, industry, and nonprofit organizations and academia. Maintains liaisons with those organizations on procurement and financial assistance issues.
- g. Leading the Agency's efforts to improve management and deliver results in one of the government-wide pursuits of the President's Management Agenda—Competitive Sourcing.
- h. Ensuring statutory, regulatory, and fiduciary compliance.
- i. Overseeing reporting required by Congress, OMB, and other external bodies.
- j. In concurrence with Center Directors, approving the assignment, promotion, discipline, and relief of the principal Procurement official at each Center and assessing their performance. Provides a written evaluation of the principal Procurement official at each Center, which shall be attached to each individual's annual performance appraisal.

k. In concurrence with Center Directors, determining the appropriate staffing compliment for Center Procurement offices.

l. Directing, managing, and providing policy guidance and oversight of the Agency's procurement personnel, activities, and operations.

**4.11.2.5.3 SPECIAL RELATIONSHIPS.** The Assistant Administrator for Procurement serves as the NASA Deputy Chief Acquisition Officer and, as such, maintains a special reporting relationship to the Deputy Administrator, who is the NASA Chief Acquisition Officer. The Assistant Administrator for Procurement also:

a. Serves as the NASA Senior Procurement Executive.

b. Serves as the NASA Competitive Sourcing Official, with responsibility for Agency implementation of the President's Management Agenda Competitive Sourcing (and A-76) and the Federal Activities Inventory Reform (FAIR) Act.

c. Serves as the ex officio member of all Source Evaluation Boards (SEB), in which the Administrator or Headquarters designee is the Source Evaluation Official (SSO), and attends the related SEB presentations as staff advisor to the SSO.

e. Develops, publishes for public comment, and issues the Federal Acquisition Regulation in consonance with the Department of Defense and the General Services Administration.

**4.11.2.5.4 LINE OF SUCCESSION.** In the following order: Deputy Assistant Administrator for Procurement; Director, Program Operations Division; Director, Contract Management Division; and Director, Analysis Division.