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# NASA Policy Directive

**COMPLIANCE IS MANDATORY**

**NPD 7410.1H**

Effective Date: August 27,  
2003

Expiration Date: August 27,  
2013

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Request Notification of Change

(NASA Only)

## **Subject: Management of Contract and Grant Support Services Obtained from External Sources (Revalidated June 20, 2008)**

**Responsible Office: Office of the Chief Financial Officer**

### **1. POLICY**

Contract Administration and Audit Services (CAAS) and other related acquisition support services, including grant administration, will be performed by Department of Defense (DoD) components, the Department of Health and Human Services (HHS), and other external organizations, when appropriate. Such services include, but are not limited to the following: (1) reliability and quality assurance services; (2) contract administration and audit services; (3) administration of Government property; (4) engineering and production surveillance; (5) industrial security, safety, and other miscellaneous functions; and (6) grant administration. Delegation and assignments are issued on a case-by-case basis under individual contracts and grants as set forth in the Federal Acquisition Regulation (FAR), the NASA FAR Supplement, and the NASA Grant and Cooperative Agreement Handbook.

### **2. APPLICABILITY**

This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

### **3. AUTHORITY**

42 U.S.C. 2473(c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

### **4. APPLICABLE DOCUMENTS**

- a. 48 CFR Chapter 1, the Federal Acquisition Regulation (FAR), Part 42.
- b. 48 CFR Chapter 18, the NASA FAR Supplement, Part 1842.

- c. OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- d. NPR 5800.1, Grant and Cooperative Agreement Handbook (14 CFR 1260).

## **5. RESPONSIBILITY**

### **a. NASA Headquarters**

(1) The NASA Contract Administration Services Policy Group (NCASPG). The NCASPG is responsible for establishing policy and ensuring effective management of delegated CAAS.

(a) Responsibilities. It ensures Agencywide oversight of the internal processes by which NASA obtains and uses these services. Oversight includes coordination with CAAS providers and the development of internal processes for estimating, budgeting, and monitoring of annual CAAS requirements. The NCASPG reviews CAAS requirements submitted by Centers and assists the Office of the Chief Financial Officer (CFO) in formulating annual Center allocations. The NCASPG assists the CFO in the development or amendment of agreements with CAAS providers, including annual negotiations of CAAS rates and usage. It ensures that agreements provide procedures for adequate planning, monitoring, and verification of services performed. The NCASPG facilitates communication with CAAS providers at Headquarters and the Centers. It is the primary forum for consideration of Agencywide CAAS policy issues.

(b) Membership. The Group is chaired by the NASA CFO and has a standing membership of one voting representative from each of the following offices: Office of the CFO, Office of Procurement, Office of Management Systems and Facilities, Office of Safety and Mission Assurance, each Mission, and the Marshall Space Flight Center (MSFC) Office of the CFO. A representative from the Office of Inspector General is included in a nonvoting advisory capacity. Policy decisions made by the NCASPG are implemented by the members under the respective authority of member organizations. In the event that unanimous agreement by the full membership is not reached by the NCASPG, the matter at issue will be referred by the Chair to the Deputy Administrator for decision.

(2) Office of the CFO. This office has primary responsibility for the development or amendment of agreements with CAAS providers and for formulating annual Center CAAS allocations. It is also responsible for assessing equitable CAAS charges to each Mission to ensure proper funding of CAAS support.

(3) Office of Procurement. This office is responsible for policy and functional oversight of the NASA procurement process relative to the delegation of CAAS contract functions and verification of services received. The responsibility includes management of budgeted CAAS hours, as well as oversight of services performed.

(4) Associate Administrator for Management Systems and Facilities. This office is responsible for policy and functional oversight relative to the delegations of CAAS property administration and plant clearance functions, including issuance of special delegation instructions and management of budgeted CAAS hours for these services. This responsibility includes review of Center submissions of annual CAAS requirements for these functions and assisting the Center property offices in the resolution of CAAS issues and billing verification.

(5) Associate Administrator for Safety and Mission Assurance. This office is responsible for policy and functional oversight relative to delegations of CAAS quality functions, including management of budgeted CAAS hours for quality services. It is also responsible for submitting annual estimates of future CAAS support to the CFO.

(6) The Office of Inspector General. This office is responsible for functional oversight and monitoring of CAAS activity related to the Inspector General's responsibility for ensuring economy and efficiency in NASA operations and the detection of fraud and abuse. It is also responsible for submitting annual estimates of its future CAAS requirements to the CFO in accordance with established procedures and serves as an advisor to the NCASPG in all other CAAS-related matters.

(7) Headquarters Mission. Headquarters Mission are responsible for managing the conduct of NASA programs and projects. Headquarters Mission ensure that reimbursable CAAS needs are estimated annually and included in budget recommendations in accordance with existing procedures. Missions should notify appropriate functional codes and the NCASPG of planned changes in programs that may impact CAAS requirements.

#### b. Centers

(1) Marshall Space Flight Center. The MSFC Office of the CFO has primary responsibility for the Agency CAAS accounting operations. They establish CAAS reporting, billing verification, and payment procedures that permit timely payment of valid bills. MSFC provides reports of CAAS cost to NCASPG members and Centers as needed.

(2) All Centers. All Centers are responsible for submitting annual CAAS requirements to NASA Headquarters, Office of the CFO. Centers provide necessary oversight of CAAS support in order to effectively manage this support within their allocated resources. Centers are responsible for their requirements planning, delegating, and assigning support, monitoring the quality and effectiveness of services received, and validating charges for services performed. Center officials should provide timely notification to appropriate Mission managers concerning any major changes in delegations.

## 6. DELEGATION OF AUTHORITY

None.

## 7. MEASUREMENTS/VERIFICATION

Centers establish management controls to ensure that future CAAS usage is accurately projected. The NCASPG measures Centers' effectiveness by comparing their projected to actual usage. The NCASPG determines whether Center corrective action is needed based on the significance of any variances. Additionally, the NCASPG can set overall Center resource targets in the various functional areas and programs as appropriate. Performance is measured based upon whether Centers meet or exceed those targets.

## 8. CANCELLATION

NPD 7410.1H, dated August 27, 2003.

**ORIGINAL SIGNED BY**

/s/ Sean O'Keefe  
Administrator

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**ATTACHMENT A: (TEXT)**

None.

**(URL for Graphic)**

None.

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