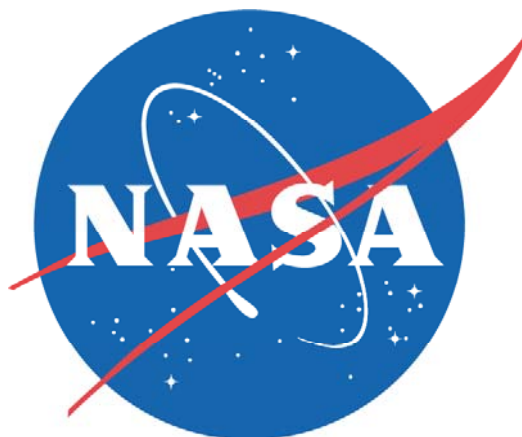


Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code SJ]
NASA Management Office (Code SJ)

Subject: JPL Direct Task Order Award



**NASA Headquarters
Office of Space Science (OSS)**

Office Work Instruction

JPL Direct Task Order Award

Approved by: (Original signed by Dr. Earle K. Huckins) Date: (05/16/2001)
Dr. Earle K. Huckins
Deputy Associate Administrator for Space Science

Responsible Office: NASA Headquarters Office of Space Science (OSS) [Code SJ]
NASA Management Office (Code SJ)**Subject: JPL Direct Task Order Award****DOCUMENT HISTORY LOG**

STATUS (BASELINE/ REVISION/ CANCELED)	DOCUMENT REVISION	EFFECTIVE DATE	DESCRIPTION
Baseline		11/16/1999	<ul style="list-style-type: none"> Initial "baseline" version of the OWI.
Revision	A	05/01/2000	<ul style="list-style-type: none"> Adds new Step #6.2 in Section 5 and Section 6. Replaces references to "NMO CMS Secretary" with "NMO CMS Procurement Assistant" in Section 5 and Section 6. Incorporates modifications by Process Owner to process description in (old) Steps #6.3, #6.11, #6.12, and #6.20 in Section 6.
Revision	B	05/16/2001	<ul style="list-style-type: none"> Replaces references to "Headquarters Accounting Division (HAD)" with "Regional Finance Office (RFO)" in Section 3, Section 5, and Section 6. Incorporates new title of HCP3410-4B into Section 4. Incorporates url's for referenced documents into Section 4. Incorporates modifications by Process Owner to process description in (old) Steps #6.7, #6.10, and #6.23 in Section 6. Revises format of Section 5 and Section 6 (e.g., indicates process step numbers as <u>integers</u>, and gray-shades actions that are out-of-scope for NASA OSS Code SJ civil servants). Updates identity of Action Officers in Section 5 and Section 6. Revises "footer" to indicate both "internal" and "external" web sites for NASA HQ ISO 9001 Documentation Master List.

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1. PURPOSE

The purpose of this Office Work Instruction (OWI) is to define the process by which the Office of Space Science (OSS) awards direct Task Orders (TO's) under the NASA/Caltech prime contract for operation of the Jet Propulsion Laboratory (JPL).

2. SCOPE AND APPLICABILITY

- 2.1 This OWI covers award of direct TO's under the NASA/Caltech prime contract. Individual TO's are used to authorize JPL to furnish scientific and technical support to NASA. Issuance of these TO's is a primary responsibility of the Contracts Management Section (CMS) of the NASA Management Office (NMO) for JPL.
- 2.2 This OWI describes the process from initial identification of a requirement for JPL services or supplies through implementation of a corresponding direct TO or TO Amendment contractually authorizing performance of the work.

3. DEFINITIONS

- 3.1 Contracts Management Office (CMO). The JPL business organization responsible for evaluating and verifying that planned JPL work for NASA invokes a special competency and is otherwise compliant with the terms and conditions of the NASA/Caltech prime contract.
- 3.2 Direct Task Order. A TO authorizing JPL work in support of NASA programs or missions.
- 3.3 Federally Funded Research and Development Center (FFRDC). A designation permitted where critical Government research and development needs cannot be met as effectively through existing Government resources or normal contractor relationships, necessary to facilitate accomplishment of NASA mission-essential functions.

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3. DEFINITIONS (*concluded*)

- 3.4 Jet Propulsion Laboratory (JPL). NASA's only FFRDC. It conducts solar-system exploration.
- 3.5 NASA Form 506A. A resource authority warrant issued by the cognizant Program Analyst of a NASA program. It is used under the NASA/Caltech prime contract as a funding document once allotment is assured and the funds are certified and committed by the Regional Finance Office.
- 3.6 NASA Management Office (NMO). The local NASA contracting authority for matters pertaining to operation of the Jet Propulsion Laboratory.
- 3.7 Regional Finance Office (RFO). The Goddard Space Flight Center division responsible for certifying funds availability prior to the NMO's obligating them against the NASA/Caltech prime contract for JPL performance of effort for NASA.
- 3.8 Task Order (TO). A contractual document issued by the NMO Contracting Officer to provide specific authorization or direction and to obligate funding for JPL to perform work within the scope of the NASA/Caltech prime contract for a specific JPL task. Each TO contains a separate Statement of Work describing the effort to be performed or the services or supplies to be furnished, JPL special competency, an estimated dollar value, and a specified period of performance. A TO obligating initial funding is referred to as the "basic" version. TO's are amended where necessary to obligate additional funding increments or to incorporate JPL-initiated and NMO Contracting Officer-approved administrative actions such as period-of-performance extensions or modifications to contractual terms and conditions.

4. REFERENCES

- 4.1 ANSI/ISO/ASQC Q9001-1994
American National Standard, Quality Systems -- Model for
Quality Assurance in Design, Development, Production,
Installation, and Servicing

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4. REFERENCES (concluded)

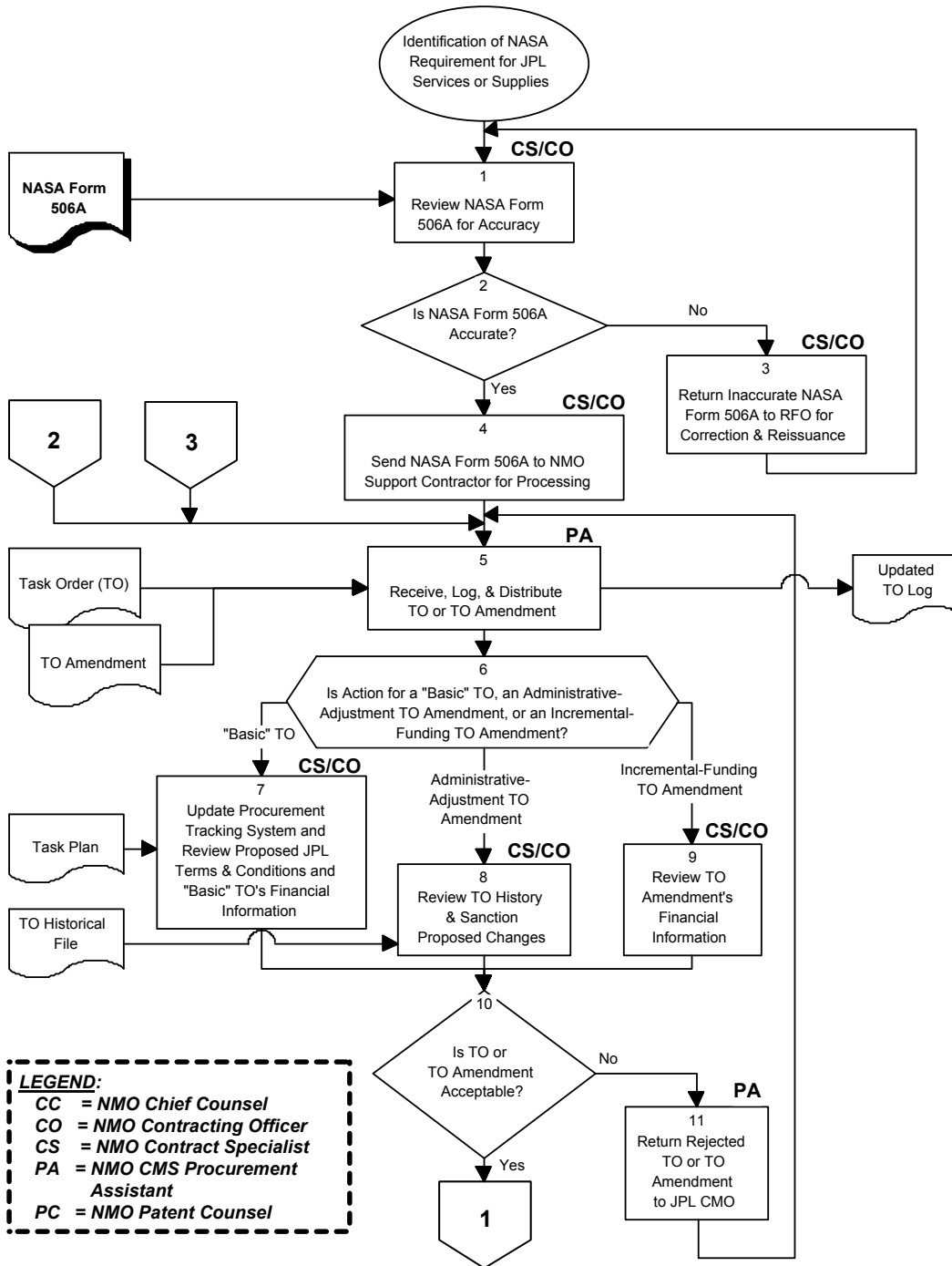
- 4.2 HCP1280-2 Corrective and Preventive Action
[\[http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1280-2.html\]](http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1280-2.html)
- 4.3 HCP1280-3 Internal Quality Audits
[\[http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1280-3.html\]](http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1280-3.html)
- 4.4 HCP1400-1 Document and Data Control
[\[http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1400-1.html\]](http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP1400-1.html)
- 4.5 HCP3410-4 Quality System Training
[\[http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP3410-4.html\]](http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HCP3410-4.html)
- 4.6 HQPC1150.1 NASA Headquarters Quality Council Policy Charter
[\[http://nodis.gsfc.nasa.gov/Library/Directives/HQ/\]](http://nodis.gsfc.nasa.gov/Library/Directives/HQ/)
- 4.7 HQSM1200-1 NASA Headquarters Quality System Manual
[\[http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HQSM1200-1.html\]](http://www.hq.nasa.gov/hqiso9000/library/iso9000_detail_HQSM1200-1.html)
- 4.8 NAS7-1407 NASA/Caltech Prime Contract
- 4.9 NPD 1000.1 NASA Strategic Plan
[\[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___\]](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)
- 4.10 NPD 8730.3 NASA Quality Management System Policy (ISO 9000)
[\[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=8___\]](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=8___)
- 4.11 NPG 1000.2 NASA Strategic Management Handbook
[\[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___\]](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)
- 4.12 NPG 1000.3 The NASA Organization
[\[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___\]](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)
- 4.13 NPG 1441.1 NASA Records Retention Schedules (NRRS)
[\[http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___\]](http://nodis3.gsfc.nasa.gov/library/lib_docs.cfm?range=1___)

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5. FLOWCHART

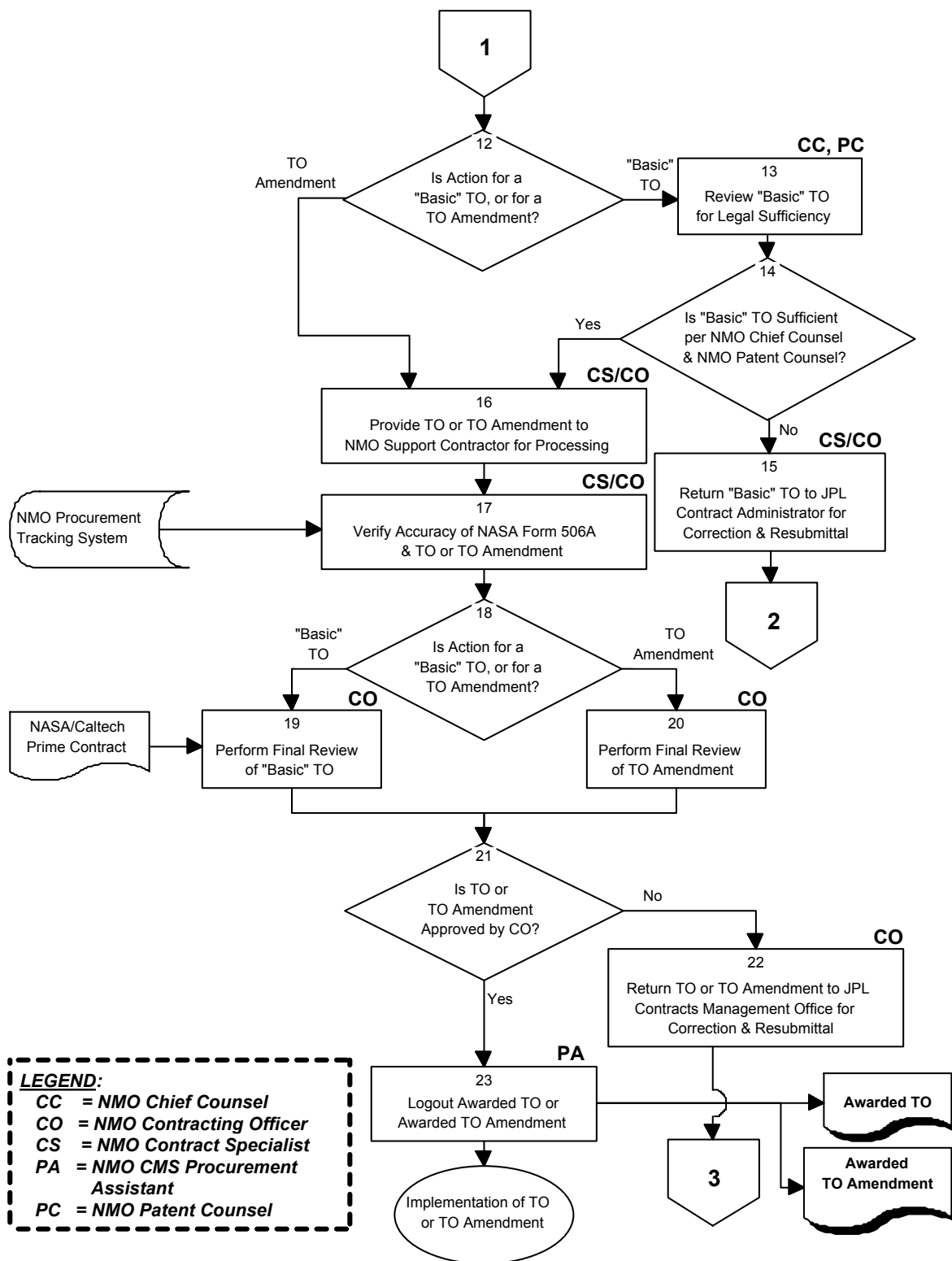
[NOTE #1: Process steps are numbered in accordance with their corresponding step numbers in Section 6.]
 [NOTE #2: "Quality records" are identified via bold-text titles and shadowing of the border of their symbols.]



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5. FLOWCHART (concluded)



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NASA Management Office (Code SJ)**Subject: JPL Direct Task Order Award****6. PROCEDURE**

[NOTE #1: *Gray-shaded* text indicates activities that are performed within the overall process but are outside the scope of this OWI (which is restricted to the actions performed by NASA OSS Code SJ civil servants).]

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
		<i>[This process commences when NASA determines that it wants to authorize JPL to perform work in support of a NASA mission. The cognizant NASA finance office releases resource authority to the RFO. The RFO then generates a NASA Form 506A authorizing funding for JPL work to be performed and faxes the document to the NMO.]</i>
1	NMO Contract Specialist/ Contracting Officer	Review the NASA Form 506A for accuracy.
2		If the NASA Form 506A is determined to be inaccurate, proceed to Step #3. If the NASA Form 506A is accurate, proceed to Step #4.
3	NMO Contract Specialist/ Contracting Officer	Return the inaccurate NASA Form 506A to the RFO for correction and reissuance.
4	NMO Contract Specialist/ Contracting Officer	Send the NASA Form 506A to the NMO Support Contractor for processing. [The NMO Support Contractor files the original fax in a NASA suspense file and provides two copies to the NMO Contract Specialist.] Place a copy of the NASA Form 506A in the JPL Contracts Management Office (CMO) outbox. [The NMO Support Contractor enters the NASA Form 506A into the NMO procurement tracking system.]

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NASA Management Office (Code SJ)**Subject: JPL Direct Task Order Award****6. PROCEDURE** *(continued)*

<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
5	NMO CMS Procurement Assistant	Receive the TO or TO Amendment from the JPL Contract Administrator, log the TO or TO Amendment into the NMO Task Order Log, and distribute the TO or TO Amendment to the cognizant NMO Contract Specialist.
6		If the action is to process an initial "basic" TO, proceed to Step #7. If the action is to process a TO Amendment addressing period-of-performance increases, terms-and-conditions changes, and other administrative adjustments to an existing TO, proceed to Step #8. If the action is to process a TO Amendment involving incremental funding for an existing TO, proceed to Step #9.
7	NMO Contract Specialist/ Contracting Officer	If the action involves processing an initial "basic" TO, input the relevant approval and financial data from the supporting Task Plan into the NMO procurement tracking system. Review the proposed JPL terms and conditions contained in the Task Plan. [The JPL-provided Task Plan should incorporate all of the requirements found in Section G-6 "Task Order Procedure" of the NASA/Caltech prime contract and must have been approved by the cognizant NASA Technical Specialist.] Review the "basic" TO financial information and verify that funding has been placed on the correct TO.
8	NMO Contract Specialist/ Contracting Officer	If the action involves period-of-performance increases, terms-and-conditions changes, and other administrative adjustments to an existing TO, examine the corresponding TO file to review the history of the TO and ensure that the changes that are being made via the Amendment are in the best interest of NASA. (The level of review depends upon the magnitude of the change being made.)

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<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
9	NMO Contract Specialist/ Contracting Officer	If the action involves incremental funding for an existing TO, review the TO Amendment's financial information and verify that the funding has been placed on the correct TO.
10		If the TO or TO Amendment is not acceptable to the NMO Contract Specialist or Contracting Officer (e.g., if it contains incorrect financial data), proceed to Step #11. If the TO or TO Amendment is acceptable, proceed to Step #12.
11	NMO CMS Procurement Assistant	Logout the rejected TO or TO Amendment and place it in the JPL CMO "out box" for correction by the JPL CMO and subsequent resubmission at Step #5.
12		If the item being processed is a "basic" TO, proceed to Step #13. (The determination of whether to seek NMO Chief Counsel and/or NMO Patent Counsel review of the TO is at the discretion of the NMO Contracting Officer.) If the item being processed is a TO Amendment, proceed to Step #15.
13	NMO Chief Counsel NMO Patent Counsel	Review the "basic" TO (provided by the NMO Contract Specialist) for legal sufficiency, if requested.
14		If the "basic" TO is not sufficient per the NMO Chief Counsel and the NMO Patent Counsel, proceed to Step #15. If the "basic" TO is sufficient per the NMO Chief Counsel and the NMO Patent Counsel, proceed to Step #16.

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<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
15	NMO Contract Specialist/ Contracting Officer	Return the "basic" TO to the JPL Contract Administrator for correction and resubmittal (at Step #5).
16	NMO Contract Specialist/ Contracting Officer	Provide the TO or TO Amendment to the NMO Support Contractor for processing.
17	NMO Contract Specialist/ Contracting Officer	Receive the "ready-for-signature" TO or TO Amendment from the NMO Support Contractor, query the TO or TO Amendment and the associated NASA Form 506A in the NMO procurement tracking system to ensure their accuracy, and place the TO or TO Amendment in the signature box of the cognizant NMO Contracting Officer.
18		If the action involves a "basic" TO, proceed to Step #19. If the action involves a TO Amendment, proceed to Step #20.
19	NMO Contracting Officer	Review the "basic" TO for accuracy, verify that the appropriate terms and conditions have been incorporated, ensure that the Statement of Work is within the scope of the NASA/Caltech prime contract, verify that the financial information is correct and falls within the estimated cost of the TO, and sign the TO if it is acceptable.
20	NMO Contracting Officer	Conduct a final contractual review of the TO Amendment and sign it if it is acceptable.

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<u>STEP #</u>	<u>ACTION OFFICERS</u>	<u>DESCRIPTION</u>
21		If the TO or TO Amendment is not awarded, proceed to Step #22. If the TO or TO Amendment is awarded (i.e., signed by the NMO Contracting Officer), proceed to Step #23.
22	NMO Contracting Officer	Return the TO or TO Amendment to the JPL Contracts Management Office for correction and resubmittal (at Step #5).
23	NMO CMS Procurement Assistant	Provide the original awarded TO or TO Amendment to the NMO Support Contractor for processing. [The NMO Support Contractor faxes the TO or TO Amendment to the RFO for obligation into the NASA accounting system, then files the original TO or TO Amendment in the NMO TO file.] Place a duplicate original copy of the TO or TO Amendment in the NMO CMS Procurement Assistant's "inbox". The NMO CMS Procurement Assistant logs out the TO or TO Amendment and places it in the NMO's Caltech "out box" for pickup by the CMO courier.

[This process ends when a new TO or TO Amendment has been awarded and the underlying performance commences.]

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RECORD IDENTIFICATION	OWNER	LOCATION	MEDIA: ELECTRONIC OR HARDCOPY	NPG 1441.1 SCHEDULE NUMBER AND ITEM NUMBER	RETENTION/ DISPOSITION
NASA Form 506A	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.
Awarded Task Order (original copy)	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.
Awarded Task Order Amendment (original copy)	NMO Contract Specialist	NMO CMS files	Hardcopy	Schedule 5, Item 23	Destroy after completion or cancellation of Program.

[NOTE #1: These "quality records" are identified in Section 5 ("Flowchart") of this OWI via bold-text titles and shadowing of the border of their symbols.]

[NOTE #2: In accordance with NPG 1441.1 NASA Records Retention Schedules, "... installations' office of primary responsibility will maintain one official record copy ...; reference copies may be maintained for related work". Therefore, the "Retention" and "Disposition" aspects of quality records apply only to the one official record copy of each quality record.]