

(5) Office of Procurement

(a) EMPHASIS. The office provides executive leadership, policy direction, and functional management of procurement activities (excluding financial assistance activities and Space Act Agreements) for the entire Agency.

(b) OP SPECIFIC RESPONSIBILITIES.

(i) Specifically, the OP Assistant Administrator:

(1) Plans, coordinates, reviews, and evaluates the overall procurement strategy for major NASA acquisitions and ensures the timeliness and effectiveness of the full spectrum of NASA procurement functions.

(2) Reviews and concurs on, or approves, various procurement documents.

(3) Accomplishes oversight through the comprehensive Procurement Management Review program, the Center Self-Assessment process, and the conduct of special surveys, studies, and reviews as required. Evaluates contract performance against agreed-to baselines for the Agency Baseline Performance Review process to allow for the early identification of contractor performance issues.

(4) Leads the Agency's Strategic Sourcing efforts and implements initiatives to improve the procurement process and to achieve consistency of approach to improve functional performance across the Agency.

(5) Directs, manages, and provides policy guidance and oversight of the Agency's procurement personnel, activities, and operations.

(6) Chairs Headquarters-level Procurement Strategy Meetings (PSMs).

(7) Provides for and oversees NASA's Procurement Ombudsman program and the Agency Competition Advocate program.

(8) Oversees the Agency procurement and Contracting Officer Representative training programs and the certification programs for procurement, Contracting Officer Representatives, and program and project managers.

(9) Leads the Agency efforts in implementing eGovernment requirements for procurement IT systems and Federal procurement data reporting initiatives.

(10) Develops, maintains, publishes for public comment, and issues changes to the NASA Federal Acquisition Regulation Supplement.

(11) Develops, publishes for public comment, and issues changes to the Federal Acquisition Regulation in consonance with the Department of Defense and the General Services Administration.

(12) Oversee and manage the preparation, presentation, and execution of the Agency's Office of Procurement budget, in alignment with the Agency's near-term and long-term strategies, in collaboration with Agency stakeholders and Center Directors.

(13) Assess the effectiveness of strategic workforce management; provide management oversight of procurement workforce and procurement IT systems.

(14) In alignment with Agency mission and goals, establish and maintain procurement staff and their competencies; procurement training and development, leadership development, and succession planning.

(c) SPECIAL RELATIONSHIPS.

(i) Serves as the NASA Deputy Chief Acquisition Officer and, as such, maintains a special reporting relationship to the NASA Chief Acquisition Officer.

(ii) Serves as the NASA Senior Procurement Executive.

(iii) Serves as NASA's representative to the Federal Acquisition Regulatory Council.

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

(v) Represents 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 to gather and share information regarding procurement assistance issues.

(d) IMMEDIATE LINE OF SUCCESSION. In the following order: Deputy Assistant Administrator for Procurement; Procurement Management and Policy Division, Procurement Strategic Operations Division.