

(6) OFFICE OF PROCUREMENT.

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

(b) OVERALL RESPONSIBILITIES. The Assistant Administrator (AA) for Procurement reports to the Assistant Administrator for Mission Support Directorate.

(1) Specifically, the AA for Procurement:

(a) Develops and implements plans that address the organization's goals, objectives, metrics, and actions needed to execute the strategic goals and outcomes in the NASA Strategic Plan.

(b) Manages the office functions by reducing institutional risk to missions.

(c) In concurrence with Center Directors, approves the assignment, promotion, discipline, and relief of the principal Procurement official at each Center and assesses 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. Concurs on the performance rating with the Center Directors.

(d) In concurrence with Center Directors, determines the appropriate staffing complement for Center Procurement offices.

(e) Prescribes 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.

(f) 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 and financial assistance functions (grants and cooperative agreements). Reviews and concurs on, or approves, various procurement/financial assistance documents.

(g) 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.

(h) 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.

(i) Leads the Agency's efforts to improve management and deliver results in the area of Commercial Services Management (formerly Competitive Sourcing). Also, as the Agency

Competitive Sourcing Official, ensures compliance with the Federal Activities Inventory Reform (FAIR) Act.

(j). Ensures statutory, regulatory, and fiduciary compliance.

(k). Oversees Office of Management and Budget (OMB) initiatives assigned to the Office of Procurement and oversees reporting required by OMB, Congress, and other external bodies.

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

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

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

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

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

(c) **SPECIAL RELATIONSHIPS**. The AA for Procurement:

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

(2) Serves as the NASA Senior Procurement Executive.

(3) Participates in Program Management Council and Baseline Performance Review meetings and is an extended member of the Mission Support Council.

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

(5) 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.

(6) 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 and/or financial assistance issues.

(7) 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.

(d) **LINE OF SUCCESSION**. In the following order: Director, Program Operations Division; Director, Contract Management Division; and Director, Analysis Division.