



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Class Deviation

PCD 25-21

September 13, 2025

CLASS DEVIATION FROM FEDERAL ACQUISITION REGULATION (FAR) PART 4 AND NASA FAR SUPPLEMENT (NFS) PART 1804 TO IMPLEMENT THE REVOLUTIONARY FAR OVERHAUL (NASA Case 2025-N023)

PURPOSE: To provide a Class Deviation from the FAR to implement the FAR Council's model deviation text to FAR Part 4, Administrative and Information Matters, and deviation to NFS1804.

BACKGROUND: On April 15, 2025, the Executive Order (E.O.) 14275, "[Restoring Common Sense to Federal Procurement](#)" was signed. Section 2 of the E.O. establishes the policy that the FAR "should only contain provisions required by statute or essential to sound procurement, and any FAR provisions that do not advance these objectives should be removed." To implement E.O. 14275, the Office of Federal Procurement Policy (OFPP) is leading the **Revolutionary FAR Overhaul (RFO)** initiative. This effort is supported by the Federal Acquisition Regulatory Council (the Council) member agencies- General Services Administration, Department of Defense, and NASA, along with other agencies. In line with the E.O., the initiative aims to eliminate unnecessary regulations and policies across all levels of the federal government.

The Office of Management and Budget (OMB) memorandum, M-25-26 issued on May 2, 2025, titled, Overhauling the Federal Acquisition Regulation, provided additional guidance to federal agencies regarding the FAR overhaul.

FAR Streamlining. As part of the RFO, the FAR will be streamlined to include only statutory requirements, while non-statutory content will move to new buying guides, collectively forming the Strategic Acquisition Guidance (SAG). The Council will first issue model deviation guidance by FAR part, followed by formal rulemaking through the notice-and-comment process. Agencies will have 30 days to issue class deviations based on the model text once it is released.

Streamlining Agency Acquisition Supplements. Agencies must streamline their FAR supplements by removing regulations not based on statute or executive orders and aligning with the FAR Council's deviation guidance. Supporting policies must also be updated to

reflect these changes. This approach ensures the NASA FAR Supplement (NFS) remains consistent with the streamlined FAR.

FAR Buying Guides and NFS Companion Guide (CG) (coming soon). As the FAR and the NFS are streamlined, helpful non-regulatory content will be moved to new FAR Buying Guides and NFS CG. These guides are intended to offer practical instructions and best practices for implementing effective contracting methods.

RFO Part 4 provides policies and procedures relating to the administrative aspects of contract execution, contractor submitted documents, reporting, retention, and files. Burdensome, duplicative, or outdated language and language not required by statute have been removed from FAR Part 4. This plain language version of FAR Part 4 shall be adhered to.

To align with the RFO FAR Part 4, the NFS 1804, is revised to remove non-statutory and outdated language. This deviation implements the revised RFO Part 4 and NFS Part 1804.

GUIDANCE:

(1) Contracting officers shall follow the RFO Part 4 deviated text instead of FAR Part 4 as codified at 48 CFR Chapter 4. The FAR Council's RFO text is available at [FAR Overhaul - Part 4 | Acquisition.GOV](#)

(2) COs shall also follow the NFS Part 1804 deviated text enclosed within this deviation.

ACTION REQUIRED BY CONTRACTING OFFICERS: Effectively immediately, ensure that new contract actions issued on or after the effective date complies with the policy in the PCD.

EFFECTIVE DATE: This PCD is effective as dated and shall remain in effect until implemented in the FAR and NFS or otherwise rescinded.

PROVISION AND CLAUSE CHANGES: This deviation renders NFS clauses 1852.204-75, Classification Requirements and 1852.204-75, Security Requirements for Unclassified Information Technology Resources, obsolete.

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Enclosure

Changes in the NFS Deviation text below are identified as follows:
Deletions shown as strike-throughs; and additions shown as **[bold in brackets]**.

PART 1804
ADMINISTRATIVE MATTERS

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PART 1804
ADMINISTRATIVE MATTERS
[Reserved]
Subpart 1804.1—Contract Execution

~~1804.103 Contract clause.~~

~~The contracting officer shall include the clause at FAR 52.204-1, Approval of Contract, in solicitations, contracts, and supplemental agreements that require higher level approval. For actions requiring Headquarters approval, insert "NASA Senior Procurement Executive" in the clause's blank space.~~

~~1804.170 Contract effective date.~~

~~"Contract effective date" means the date agreed upon by the parties for beginning the period of performance under the contract. In no case shall the effective date precede the date on which the contracting officer or designated higher approval authority signs the document. Costs incurred before the contract effective date are unallowable unless they qualify as precontract costs (see FAR 31.205-32) and the clause prescribed at 1831.205-70 is used.~~

~~[PN 18-11]~~

~~1804.171 NASA Contract Writing System.~~

~~(a) The NASA Contract Writing System (NCWS) is NASA's legacy comprehensive agency tool that supports contract writing and administration, workload management and data reporting.~~

~~—(b) Starting on October 1, 2024, NASA is deploying the NASA Contract Management System (NCMS) to replace NCWS. Once NCMS becomes operational at a Center, contracting officers shall use NCMS for new solicitations, and any new contract, grant, and cooperative agreement awards above the micropurchase threshold including any purchase orders, and any task or delivery order issued against an indefinite delivery vehicle (IDV) established in NCMS.~~

~~—(c) Contracting officers shall use either NCWS to administer legacy contracts or NCMS as stated in paragraph (b) except for: (1) BPA call orders and purchase orders where purchase card is the paying mechanism, (2) training expenditures made using Standard Form 182, (3) emergency acquisitions in accordance with FAR Part 18, and (4) interagency acquisitions that use the U.S. Treasury G-invoicing system. For those items identified in (1) through (3) of this section, any necessary contract administration and closeout for that award shall be performed in NASA's Core Financial module (CF).~~

~~[PN 24-15]~~

Subpart 1804.2—Contract Distribution

1804.202 Agency distribution requirements.

In addition to the requirements in FAR 4.201, the contracting officer shall distribute one copy of each R&D contract, including the Statement of Work, to the NASA Center for Aerospace Information (CASI), Attention: Acquisitions Collections Development Specialist, 7115 Standard Drive, Hanover, MD 21076-1320.

1804.203 Taxpayer identification information.

Instead of using the last page of the contract to provide the information listed in FAR 4.203(a), NASA installations may allow contracting officers to use a different distribution method, such as annotating the cover page of the payment office copy of the contract.

Subpart 1804.4—Safeguarding Classified Information within Industry

1804.402 General.

—(b) NASA security policies and procedures are prescribed in NPD 1600.2, NASA Security Policy; NPR 1620.2, Facility Security Level Determinations; NPR 2810.1 Security of Information and Information Systems; and NPD 2810.1, NASA Information Security Policy.

1804.404 70 Contract clause.

The contracting officer shall insert the clause at [1852.204-75](#), Security Classification Requirements, in solicitations and contracts if work to be performed will require security clearances. This clause may be modified to add instructions for obtaining security clearances and access to security areas that are applicable to the particular acquisition and installation.

1804.470 Security requirements for unclassified information technology (IT) resources. (See [PIC 24-03A](#))

1804.470-1 Scope.

This section implements NASA's acquisition requirements pertaining to Federal policies for the security of unclassified information and information systems. Federal policies include the Federal Information System Management Act (FISMA) of 2002, Homeland Security Presidential Directive (HSPD) 12, Clinger-Cohen Act of 1996 (40 U.S.C. 1401 et seq.), OMB Circular A-130, Management of Federal Information Resources, and the National Institute of Standards and Technology (NIST) security requirements and standards. These requirements safeguard IT services provided to NASA such as the management, operation, maintenance, development, and administration of hardware, software, firmware, computer systems, networks, and telecommunications systems.

~~1804.470-2 Policy.~~

~~NASA IT security policies and procedures for unclassified information and IT are prescribed in NASA Policy Directive (NPD) 2810, Security of Information Technology; NASA Procedural Requirements (NPR) 2810, Security of Information Technology; and interim policy updates in the form of NASA Information Technology Requirements (NITR). IT services must be performed in accordance with these policies and procedures.~~

~~1804.470-3 IT security requirements.~~

~~—(a) These IT security requirements cover all NASA awards in which IT plays a role in the provisioning of services or products (e.g., research and development, engineering, manufacturing, IT outsourcing, human resources, and finance) that support NASA in meeting its institutional and mission objectives. These requirements are applicable when a contractor or subcontractor must obtain physical or electronic access beyond that granted the general public to NASA's computer systems, networks, or IT infrastructure. These requirements are applicable when NASA information is generated, stored, processed, or exchanged with NASA or on behalf of NASA by a contractor or subcontractor, regardless of whether the information resides on a NASA or a contractor/subcontractor's information system.~~

~~—(b) The Applicable Documents List (ADL) should consist of all NASA Agency-level IT Security and Center IT Security Policies applicable to the contract. Documents listed in the ADL as well as applicable Federal IT Security Policies are available at the NASA IT Security Policy Web site at: <http://www.nasa.gov/offices/ocio/itsecurity/index.html>.~~

~~1804.470-4 Contract clause.~~

~~See [PCD 21-01B](#) for guidance.~~

~~—(a) Insert the clause at [1852.204-76](#), Security Requirements for Unclassified Information Technology Resources, in all solicitations and awards when contract performance requires contractors to—~~

~~——(1) Have physical or electronic access to NASA's computer systems, networks, or IT infrastructure; or~~

~~——(2) Use information systems to generate, store, process, or exchange data with NASA or on behalf of NASA, regardless of whether the data resides on a NASA or a contractor's information system.~~

~~—(b) Parts of the clause and referenced ADL may be waived by the contracting officer if the contractor's ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.~~

Subpart 1804.5—Reserved

Subpart 1804.6—Contract Reporting

1804.604 Responsibilities.

~~—(b)(1)(A) All reportable Center actions must be entered in FPDS. The process for reporting contract actions to FPDS shall, when available, be completed via the contract writing system.~~

~~—(B) Data in FPDS is stored indefinitely and is electronically retrievable. Therefore, the contracting officer may reference the contract action report (CAR) approval date in the associated Government contract file instead of including an electronic copy of the electronically submitted CAR in the file. Such reference satisfies contract file documentation requirements of FAR 4.803(a).~~

~~—(c) On an annual and quarterly basis, each Center shall certify its annual and quarterly certification and data validation results for the preceding fiscal period in accordance with the NASA Data Improvement Plan requirements at [NASA Data Improvement Plan](#).
[PN 18-08, PN 24-11]~~

Subpart 1804.8—Government Contract Files

See PIC 24-06

1804.802 Contract Files.

~~—(f) The official contract file as defined in FAR 4.801 through 4.803 shall contain records of all contractual actions. All official contract files (including, but not limited to, all documents whether they originated from the Government or the contractor) shall be stored as follows:~~

~~—(1) All new awards issued on or after October 1, 2024, shall be stored electronically in NASA's Enterprise Acquisition Repository (NEAR).~~

~~—(2) Awards prior to October 1, 2024, may continue to be stored in the system (e.g., SharePoint, Folders Management) in which they were originally stored.
[PN 24-15]~~

1804.802-70 Handling of classified material.

~~When a contract is unclassified, classified material relating to that contract shall be maintained in a separate file folder and container, and the unclassified folder shall be marked to indicate the location of the classified material. The front and back of each folder containing classified material shall be marked with the highest classification assigned to any document in the folder.~~

1804.803 Contents of contract files.

1804.803-70 Format and File Structure.

~~(a) For actions executed on or after October 1, 2024, contracting officers shall store contract file content in accordance with the file element folder structure established in NEAR.~~

~~(b) For actions executed prior to October 1, 2024, the file content structure may remain consistent with the file structure which was in effect at the time the procurement was executed (e.g., NASA Form (NF) 1098, Checklist for Contract Award File Content.~~

~~[PN 24-15]~~

~~1804.804 Closeout of contract files.~~

See [Appendix B](#), for further contract closeout procedures.

~~1804.804-2 Closeout of the contracting office files if another office administers the contract.~~

~~—(b) Upon receiving the [NASA Form 1611](#) or [DD Form 1594](#), Contract Completion Statement, from the contract administration office and complying with FAR 4.804-2(b), the contracting officer shall complete the form.~~

~~1804.804-5 Procedures for closing out contract files.~~

~~—(a) When the contracting office retains contract administration (excluding acquisitions under the simplified acquisition threshold), the contracting officer must comply with FAR 4.804-5(a) by completing [NASA Form 1612](#), Contract Closeout Checklist, and [DD Form 1593](#), Contract Administration Completion Record.~~

~~—(b) To comply with FAR 4.804-5(b), the contracting officer must complete [NASA Form 1611](#) or [DD Form 1594](#), Contract Completion Statement, except for acquisitions under the simplified acquisition threshold.~~

~~1804.805 Storage, handling, and disposal of contract files.~~

~~—(a) For additional information and procedures for handling, storing, and disposing of contract files see NPR 1441.1, NASA Records Management Program Requirements and NRRS 1441.1, NASA Records Retention Schedules.~~

~~1804.805-70 Review, separation, and retirement of contract files.~~

~~—(a) Upon determination of contract completion under the procedures outlined in 1804.804, each office shall remove the official contract files from the active file series, mark each file folder with "Completed (Date)", and place the folder in a completed (inactive) contract file series. Separate series should be established for contracts of \$25,000 or less and for contracts of more than \$25,000, to facilitate later disposal. Any original or official file copies of documents contained in duplicate or "working" contract files shall be removed and placed in the appropriate official file; any remaining material in the duplicate or "working" file shall be destroyed immediately or segregated and marked for early disposal.~~

~~—(b) Each office shall review contractor "general" files (i.e., a file containing documents relating generally to a contractor rather than a specific contract) at least once annually and remove documents that—~~

~~—(1) Are obsolete or superseded documents relating generally to the contractor (e.g., documents no longer pertinent to any aspect of a contractor's current or future capability, performance, or programs, and documents relating to a contractor that is no longer a possible source~~

of supplies, services, or technical assistance) and dispose of the documents as authorized in 1804.805; or

~~—— (2) Pertain only to completed contracts. Place those files that are not routine in nature in inactive files for later disposal, and immediately dispose of routine documents as authorized in NPR 1441.1, NASA Records Retention Schedules.~~

Subpart 1804.9—Taxpayer Identification Number Information

1804.904 Reporting payment information to the IRS.

Each NASA installation, that has its own employer identification number, may elect to report to the IRS payments under purchase orders and contracts for merchandise and other exempt bills.

Subpart 1804.10—Uniform Use of Line Items

1804.1001 Policy

~~—— (c) The contracting officer should coordinate with Agency, Center, other program offices, and finance offices, as appropriate, when structuring the contract line item(s).~~

~~[PN 19-13]~~

Subpart 1804.16—Unique Procurement Instrument Identifiers

1804.1602 Identifying the PHID and supplementary PHID.

~~—— (a)(5)(i) Modifications to letter contracts shall be numbered in accordance with FAR 4.1603(b)(2). Except for termination notices, modifications shall be effected by the use of Standard Form 30, Amendment of Solicitation/Modification of Contract.~~

~~—— (ii) Definitive contracts superseding letter contracts shall retain the same contract number as that originally assigned to the letter contract. Actions definitizing letter contracts are considered modifications and shall be assigned modification numbers in accordance with paragraph (a)(5)(i) of this section.~~

1804.1603 Procedures.

~~—— (a) All PHIDs for all new NASA awards shall be 13 digits in length. Letter contracts shall be numbered in accordance with the requirements for the definitive contract expected to result from the letter contract.~~

~~—— (a)(3) For intragovernmental transactions, NASA shall use the letter, “T” for the ninth digit of the PHID. Intragovernmental transactions are, for example, requests to other Government agencies to furnish supplies or services. Intragovernmental transactions do not include awards by NASA to fulfill requests from other agencies. For Broad Agency Announcements (BAAs), NASA Research Announcements (NRAs), and Announcement of Opportunities (AOs), NASA shall use the letter, “N” for the ninth digit of the PHID.~~

~~—— (a)(4) NCWS/NCMS automatically assigns the 10th digit for all transactions processed in NCWS/NCMS. However, some transactions are not processed in NCWS/NCMS. It is necessary to ensure differentiation between PHIDs assigned to transactions processed in NCWS/NCMS and PHIDs assigned to transactions processed outside of NCWS to meet Federal Procurement Data System~~

(FPDS) reporting requirements. If NCWS/NCMS automatically assigns the PHID to these transactions, use of letters in the 10th digit is not required. When transactions are processed outside of NCWS/NCMS, the following letters must be used in the 10th digit of the PHID:

- E — Emergency acquisitions made in accordance with FAR Part 18, Emergency Acquisitions.
- H — Training expenditures made using the Standard Form 182, Authorization, Agreement and Certification of Training.
- W — Procurement actions using the purchase card as the method of payment.

— (a)(5) Illustration of PHID. The following illustrates two properly configured NASA PHIDs:

— (i) PHID 80GSFC17C0001 would be a GSFC action signed in FY17. It would be the first one issued at the Center, and the action type would be a contract.

	80	GSFC	17	C	0001
	NASA	GSFC	FY17	Contract	Serial No. 1

— (ii) PHID 80MSFC17PW001 would be a MSFC action signed in FY17. This action would be the first one issued at the Center, and the action type would be a purchase order, done outside of NCWS/NCMS using the purchase card as a method of payment. Had the purchase order (with or without the purchase card as a method of payment) been prepared within NCWS, the last four digits would have been 0001 instead of W001.

80	MSFC	17	P	W	001
NASA	MSFC	FY17	Purch Order	Purch Card Payment	Serial No. 1

~~[PN 24-15]~~

~~Subpart 1804.70—Transfer of Contracting Office Responsibility~~

~~1804.7000—Scope of subpart.~~

~~This subpart contains policies and procedures applicable to the transfer of contracts between NASA installations.~~

~~1804.7001—Definition.~~

~~"Transfer of a contract," as used in this subpart, means that process whereby a contract and all future responsibility for a contract held by one installation are transferred or reassigned in writing to another installation.~~

~~1804.7002—Approval of Transfer Requests.~~

— (a) ~~The approval authority for requests to transfer a contract is the official in charge of the cognizant Headquarters program office or designee. Requests for approval shall be submitted by the director of the transferring installation after receiving the concurrence of the director of the receiving~~

~~installation. Concurrence of the NASA Associate Deputy Administrator is also required for a transfer where an installation's roles and missions may be affected.~~

~~(b) Approval of a program transfer by the cognizant Headquarters official constitutes approval to transfer program related contracts.~~

~~—(c) Approval of the transfer of institutional related services above the simplified acquisition threshold has been obtained through Mission Support Future Architecture Program (MAP) Office of Procurement and Office of Small Business Program Transformation Project MSC decisions.~~

~~1804.7003 Responsibilities of the contracting officer of the transferring installation.~~

~~1804.7003-1 Coordination.~~

~~The contracting officer of the transferring installation shall take the following steps before transferring the contract:~~

~~—(a) Agree on a plan and schedule with the contracting officer of the receiving installation for transferring contract responsibility and contract files.~~

~~—(b) Coordinate with the following offices:~~

~~——(1) Financial Management Office, to determine the contract financial records to be transferred and the method, timing, and dollar amount of such transfers.~~

~~——(2) Technical (Engineering and Project) Office, to determine the status of any outstanding engineering changes.~~

~~——(3) Reliability and Quality Assurance Office, to determine status and method of transferring the reliability and quality assurance functions.~~

~~——(4) Industrial Property and Facilities Office, to determine the method of transferring the Government property records.~~

~~——(5) Transportation Office, to determine the status of bills of lading furnished the contractor.~~

~~——(6) Security Office, to determine whether any classified material is outstanding and whether special precautions are necessary during the transfer process.~~

~~——(7) Other organizational elements, to determine the status of any other actions such as new technology, materials reports, PERT, and safety.~~

~~1804.7003-2 File inventory.~~

~~The contracting officer of the transferring installation shall prepare an inventory of the contract file. This inventory shall also include a separate listing of all outstanding requests for contract administration assistance issued to other Government agencies, indicating the name and address of the agency office, functions requested to be performed, estimated cost of the services, and estimated reimbursement due the administration agency for the services yet to be performed for each requested function. Copies of this inventory shall be provided to the contracting officer of the receiving installation.~~

~~1804.7003-3 Notifications.~~

The contracting officer of the transferring installation shall provide written notification of the planned transfer to the contractor and all agencies performing or requested to perform administration services.

~~1804.7003-4 Transfer.~~

~~—(a) Upon completion of the actions described in 1804.7003-1 through 1804.7003-3, the contracting officer of the transferring installation shall issue a letter to the contractor, agencies performing contract administration functions, contracting officer representatives, and the contracting officer of the receiving installation. This letter shall provide notification of the transfer date, termination of appointment of the contracting officer's representatives, and the name, mailing address, and telephone number of the contracting officer of the receiving installation.~~

~~—(b) After issuing the letters described in 1804.7003-4(a), the contracting officer of the transferring installation shall send the contract file to the contracting officer of the receiving installation with a letter transferring contract responsibility. This letter shall contain a provision for acceptance of the responsibility for the contract and its related files by the contracting officer of the receiving installation.~~

~~1804.7003-5 Retention documentation.~~

~~The contracting officer of the transferring installation shall retain for permanent file a copy of the approvals and concurrences required by 1804.7002, the transfer acceptance letter of the contracting officer of the receiving installation, and any additional documents necessary for a complete summary of the transfer action.~~

~~1804.7004 Responsibilities of the contracting officer of the receiving installation.~~

~~1804.7004-1 Pre-transfer file review.~~

~~The contracting officer of the receiving installation shall review the contract, letters of request, actions in process, and other related files and to request corrective action, if necessary, before the official transfer of the contract. This review may be waived by written notification to the contracting officer of the transferring installation.~~

~~1804.7004-2 Post-transfer actions.~~

~~The contracting officer of the receiving installation shall —~~

~~—(a) Provide the contracting officer of the transferring installation written acceptance of contract responsibility and receipt of the contract files;~~

~~—(b) Inform all offices affected within the installation of the receipt of the contract;~~

~~—(c) Appoint new contracting officer's technical representatives, as necessary;~~

~~—(d) Issue a contract modification to provide for the administrative changes resulting from the transfer action (e.g., identifying offices responsible for performing contract administration and making payment and the office to which vouchers, reports, and data are to be submitted);~~

~~—(e) Provide copies of the contract documents to affected installation offices; and~~

~~—(f) If appropriate, supplement the letter of request to the Government agency providing contract administration services to reflect the changes resulting from the transfer action. The supplement may terminate or amend an existing contract administration support arrangement or may request support in additional areas.~~

Subpart 1804.71—Release or Posting of Documents

1804.7101 Policy.

~~It is the responsibility of all involved in the acquisition process, who have access to contractor proprietary or otherwise sensitive non-public data to handle such data in an appropriate manner to prevent the unauthorized disclosure of sensitive and/or proprietary contractor information or data.~~

1804.7102 General.

~~Contractor proprietary or other sensitive non-public data can be inappropriately released by mistakenly providing a contractor's financial or technical proprietary data to another contractor, inadvertently exposing or allowing access to sensitive internal agency information or export controlled data, or releasing documents which contain metadata during a competitive procurement. Because of the potential negative impact of these inadvertent disclosures of contractor proprietary or otherwise sensitive non-public data on the integrity of the procurement process, great care must be taken in the handling of this data to prevent the unintentional disclosure of contractor proprietary or other sensitive non-public data.~~

1804.7103 Procedures.

~~Contracting officers shall complete the [electronic document posting checklist](#) prior to any documents or files being uploaded, released, transmitted, or posted to an internet accessible location. Exempted documents include Agency level directives posted to the NODIS library or other policy documents available through the Federal Register.~~

Subpart 1804.72—Reserved

Subpart 1804.73—Procurement Requests

1804.7301 General.

~~—(a) The procurement request (PR) is known as a “purchase requisition” (requisition) and is developed in NASA's System Analysis Program Development (SAP) Enterprise Resource Planning (ERP) Central Component (ECC) Core Financial Module (CF). In order for a requisition to be sent forward for action, CF requires that several coordinations be obtained first. However, there are~~

additional required coordinations at the Agency level and sometimes at the Center level. The initiator of the requisition or technical representative is responsible for obtaining those additional coordinations. NASA Form (NF) 1707, Special Approvals and Affirmations for Requisitions, must be used to document additional coordinations. The completed NF 1707 and any additional special approvals or affirmations required must be electronically attached to the requisition in CF and shall include the name of the approver and date approved. The contracting officer shall include a copy of the completed NF 1707 and any additional special approvals or affirmations in the appropriate NEAR file element folder. The procurement office shall not accept a requisition until all required coordinations have been documented. The NF 1707 is not required for within scope actions for which special approvals and affirmations have previously been obtained.

— (b) Except in unusual circumstances, the contracting officer shall not issue solicitations until the contracting officer receives an approved certification that funds are available. However, the contracting office may take necessary actions, up to the point of obligation of funds, before the acceptance of the requisition certifying that funds are available only when —

- 1. Such action is necessary to meet critical program schedules;
- 2. Program authority has been issued and funds to cover the acquisition will be available prior to the date set for contract award or contract modification;
- 3. The procurement officer authorizes such action in writing before solicitation issuance; and
- 4. The solicitation includes the clause at FAR 52.232-18, Availability of Funds. The clause shall be deleted from the resultant contract.

~~[PN 24-15]~~

~~1852.204-75 Security Classification Requirements.~~

As prescribed in 1804.404-70, insert the following clause:

~~SECURITY CLASSIFICATION REQUIREMENTS (SEP 1989)~~

— Performance under this contract will involve access to and/or generation of classified information, work in a security area, or both, up to the level of _____ [insert the applicable security clearance level]. See Federal Acquisition Regulation clause 52.204-2 in this contract and DD Form 254, Contract Security Classification Specification, Attachment _____ [Insert the attachment number of the DD Form 254].

See PCD 21-01B for clause deviation to ~~1852.204-76~~.

~~1852.204-76 Security Requirements for Unclassified Information Technology Resources.~~

As prescribed in 1804.470-4(a), insert the following clause:

~~SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCES (JAN 2011)~~

— (a) The contractor shall protect the confidentiality, integrity, and availability of NASA Electronic Information and IT resources and protect NASA Electronic Information from unauthorized disclosure.

~~—(b) This clause is applicable to all NASA contractors and sub-contractors that process, manage, access, or store unclassified electronic information, to include Sensitive But Unclassified (SBU) information, for NASA in support of NASA's missions, programs, projects and/or institutional requirements. Applicable requirements, regulations, policies, and guidelines are identified in the Applicable Documents List (ADL) provided as an attachment to the contract. The documents listed in the ADL can be found at: <http://www.nasa.gov/offices/ocio/itsecurity/index.html>. For policy information considered sensitive, the documents will be identified as such in the ADL and made available through the Contracting Officer.~~

~~—(c) *Definitions.*~~

~~——(1) IT resources means any hardware or software or interconnected system or subsystem of equipment, that is used to process, manage, access, or store electronic information.~~

~~——(2) NASA Electronic Information is any data (as defined in the Rights in Data clause of this contract) or information (including information incidental to contract administration, such as financial, administrative, cost or pricing, or management information) that is processed, managed, accessed or stored on an IT system(s) in the performance of a NASA contract.~~

~~——(3) *IT Security Management Plan.* This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. Unlike the IT security plan, which addresses the IT system, the IT Security Management Plan addresses how the contractor will manage personnel and processes associated with IT Security on the instant contract.~~

~~——(4) *IT Security Plan.* This is a FISMA requirement; see the ADL for applicable requirements. The IT Security Plan is specific to the IT System and not the contract. Within 30 days after award, the contractor shall develop and deliver an IT Security Management Plan to the Contracting Officer; the approval authority will be included in the ADL. All contractor personnel requiring physical or logical access to NASA IT resources must complete NASA's annual IT Security Awareness training. Refer to the IT Training policy located in the IT Security Web site at <https://itsecurity.nasa.gov/policies/index.html>.~~

~~—(d) The contractor shall afford Government access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases, and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection (to include vulnerability testing), investigation and audit to safeguard against threats and hazards to the integrity, availability, and confidentiality of NASA Electronic Information or to the function of IT systems operated on behalf of NASA, and to preserve evidence of computer crime.~~

~~—(e) At the completion of the contract, the contractor shall return all NASA information and IT resources provided to the contractor during the performance of the contract in accordance with retention documentation available in the ADL. The contractor shall provide a listing of all NASA Electronic information and IT resources generated in performance of the contract. At that time, the contractor shall request disposition instructions from the Contracting Officer. The Contracting Officer will provide disposition instructions within 30 calendar days of the contractor's request. Parts of the clause and referenced ADL may be waived by the contracting officer, if the contractor's~~

~~ongoing IT security program meets or exceeds the requirements of NASA Procedural Requirements (NPR) 2810.1 in effect at time of award. The current version of NPR 2810.1 is referenced in the ADL. The contractor shall submit a written waiver request to the Contracting Officer within 30 days of award. The waiver request will be reviewed by the Center IT Security Manager. If approved, the Contractor Officer will notify the contractor, by contract modification, which parts of the clause or provisions of the ADL are waived.~~

~~—(g) The contractor shall insert this clause, including this paragraph in all subcontracts that process, manage, access or store NASA Electronic Information in support of the mission of the Agency.~~

~~(End of clause)~~

Final/Clean Regulatory Version:

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