Subject: Purchasing

Responsible Office: Code JA/Acquisition Division

DOCUMENT CHANGE LOG

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<th>Document Revision</th>
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<td>Revision</td>
<td>8</td>
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<td>Revised to align with the transition of the Purchase Card Program to the NASA Shared Services Center, including the removal of the roles and responsibilities of the Center Program Coordinator.</td>
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COMPLIANCE IS MANDATORY
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## APPENDIX A. ACRONYMS
Preface

P.1 PURPOSE

a. This requirement defines the process for the acquisition of products and services at Ames Research Center (ARC), including the use of a Government purchase card.

P.2 APPLICABILITY

a. This document is prepared in accordance with the requirements for the content and structure that are specified in NPD 5101.32. This requirement applies to all NASA Ames Research Center (ARC) employees, including all tenant civil servants, for purchases/acquisitions of products and services at ARC. This requirement does not cover contractor personnel; however, contractors shall follow the "Subcontracts" clause incorporated in their respective contracts. This requirement also covers purchases made with Government Credit Cards (also known as Bankcards or Purchase Cards); however, it does not cover Internal Service Orders (formerly referred to as Service Requests) and Stores Stock purchases, except as they pertain to purchasing items requiring quality standards compliance (e.g., ISO 9001, AS 9003, and AS 9100). This requirement does not cover grants, cooperative agreements, or Joint Sponsored Research Agreements (JSRAs) issued in accordance with the National Aeronautics and Space Act of 1958 or the Federal Grant and Cooperative Agreement Act (also known as the Chiles Act). For additional information regarding Grants, Cooperative Agreements, and JSRAs, see NPR 5800.1, Grant and Cooperative Agreement Handbook; NPR 5810.1, Standard Format for NASA Research Announcements (NRAs) and other Announcements for Grants and Cooperative Agreements; NPD 1050.1, Authority to Enter Into Space Act Agreements; and NPD 1050.2, Authority to Enter into Cooperative Research and Development Agreements.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 AUTHORITY

a. NPD 5101.32, Procurement, the Federal Acquisition Regulation (FAR), and the NASA FAR Supplement (NFS) take precedence over all other referenced documents in Section P.4, Applicable Documents.

Federal Acquisition Regulation: (FAR) https://www.acquisition.gov

P.4 APPLICABLE DOCUMENTS AND FORMS
a. The documents referenced are applicable to the extent specified herein and may include organizations outside the Acquisition Division.

All Acquisition Division (Code JA) Acquisition Requirements (ARs) and Acquisition Guidance (AGs) may be viewed at the following: https://teams.share.nasa.gov/arc/acquisition/default.aspx.

NPD 2521.1, Communications and Material Review
NPD 5101.32, Procurement, Financial Assistance
NPD 5104.1, Government Charge Cards
NPD 8074.1, Management and Utilization of NASA's Space Communication and Navigation Infrastructure
NPD 8730.5, NASA Quality Assurance Program Policy

NPR 4200.1, NASA Equipment Management Procedural Requirements
NPR 7120.5, NASA Space Flight Program and Project Management Requirements
NPR 8530.1, NASA Sustainable Acquisition
NPR 8735.1, Procedures for Exchanging Parts, Materials, Software, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories
NPR 8735.2, Management of Government Quality Assurance Functions for NASA Contracts

NASA Purchase Card Procedures and Instructions (PCPI)
NRRS 1441.1, NASA Records Retention Schedules
NASA-STD-8739.8, Software Assurance Standard

APD 1440.1, Records Management Program
APD 4200.2, Equipment Management
APD 5000.1, Procurement Authority and Delegations
APD 5101.1, Requirements for Legal Review of Procurement Matters

APR 1280.1, Ames Management System (AMS) Quality Manual
APR 6410.1, Material Control, Handling, Preservation and Protection
APR 8715.1, Ames Health and Safety Procedural Requirements
APR 8500.1, Ames Environmental Procedural Requirements

NASA Form 1707, Special Approvals and Affirmations of Requisitions
NASA Form 1787, Small Business Coordination
JA Form 07, Market Research Report

P.5 MEASUREMENT/VERIFICATION
a. Verification of compliance is measured through the internal audit process and management review and those results. Measuring effectiveness will at a minimum use customer satisfaction data. The Acquisition Division will perform self-assessments at least annually in order to assess the effectiveness of the procedural requirements outlined in this document.

P.6 CANCELLATION

a. APR 5100.1, Purchasing, dated March 21, 2018

Eugene Tu
Director
CHAPTER 1. OVERVIEW

1.1 This APR provides basic procedures and requirements for fulfilling the Center's obligation to comply with the policies and regulations for applicable purchases/acquisitions of products and services at ARC. It defines the responsibilities of key stakeholders in the acquisition process. All Ames civil servants are responsible for supporting these requirements.

CHAPTER 2. ROLES AND RESPONSIBILITIES

2.1 The Purchase Requestor shall:

2.1.1 Initiate contact with the Acquisition Division as soon as possible for purposes of acquisition planning.

2.1.2 Ensure that any acquisition requiring additional quality standards compliance (e.g., ISO 9001, AS 9003, and AS 9100) or special approvals, such as flight hardware and critical ground support equipment, be routed to Code QS for review and approval prior to routing to the Acquisition Division or prior to a purchase with a Government Purchase Card. Refer to NF 1707, FAR 46.202, NFS 1846.103, NPD 8730.5, and other applicable regulations, policies, or guidance regarding special approvals and procurements requiring higher-level quality requirements.

2.1.2.1 Determine and specify the extent of applicable government contract quality assurance, safety, and mission assurance requirements based on the complexity of requirements, demonstrated capability of the supplier, records of previous performances, and other factors. Refer to FAR Subpart 46.4, NFS Subpart 1846.4, and other relevant and applicable NASA and ARC directives. (Note: NPD 8730.5, NASA Quality Assurance Program Policy, requires, under certain circumstances, the establishment of Government Mandatory Inspection Points (GMIP).)

2.1.2.2 Complete and route NASA Form (NF) 1707, Special Approvals and Affirmations of Requisitions, as required by NFS 1804.7301, to document PR coordination and obtain any required special approvals.

2.1.2.3 Identify in the PR package, and with support from the Center Safety and Mission Assurance Directorate, the title, number, and issue of the quality system and safety requirements or a full description of the same. Refer to FAR Subpart 46.2 and NPD 8730.5, to determine the minimum appropriate quality system and safety requirements commensurate with the procured product or service.

2.1.2.4 Ensure that all requirements included in the PR package for spacecraft, space flight instruments, or their constituent hardware subassemblies, assemblies, components, subsystems and systems shall cite the appropriate, applicable quality system requirements mandated by NPD 8730.5. Ensure that all requirements included in the PR package for calibration (metrology) services cite the...
appropriate calibration laboratory requirements mandated by NPD 8730.1.

2.1.3 Implement NPR 8735.1, Exchange of Problem Data Using NASA Advisories and the Government-Industry Data Exchange Program (GIDEP), for safety-critical parts, equipment, software, and materials for new or existing institutional infrastructure, facilities, and ground support equipment, and institutional infrastructure/facility programs/projects over $500,000 in value and/or affecting more than one Center.

2.1.3.1 Screen procurement requests through GIDEP searches for items, parts, products, software, and materials as required by NF 1707, Special Approval and Affirmations of Requisitions.

2.1.4 Identify the requirement and assist the Contract Specialist or Contracting Officer with Market Research [FAR Part 10].

2.1.5 Determine any available and appropriate environmentally preferable products ("Affirmative Procurement" or "Buying Green"). If necessary, prepare a waiver (ARC Form 813, Request for Waiver: Affirmative Procurement) and submit to the Environmental Management Division (Code JQ) for approval [FAR 23.4, NPR 8530.1, APD 8830.1, APR 8800.3, and JA AR 23].

2.1.6 Prepare the Statement of Work (SOW) or Specification [FAR Part 11 and NFS Part 1811] and define evaluation criteria [FAR Part 15] as required. The SOW/Specification shall describe all minimum requirements of the purchase. Such requirements shall include any specific quality assurance or inspection provisions and define the type and extent of control to be exercised by ARC over the contractor. Provide a written determination that none of the requirements are inherently governmental as required by NFS 1807.503. Assist in the drafting of evaluation criteria, which shall include cost/price and past performance.

2.1.7 Assist in the completion of a Justification for Other than Full and Open Competition (JOFOC) (or a Basis to Solicit from a Single Source for purchases below the simplified acquisition threshold), if there is only one known source for the supply or service [FAR Parts 6 and 13; NFS Parts 1806 and 1813; and JA AR 6.3].

2.1.8 When purchasing electronic and information technology (EIT), conduct an assessment of the vulnerability to cyber-espionage and sabotage as required by Section 515 of the Consolidated Appropriations Act. Consult the following link regarding purchasing approval and compliance with Section 515: https://intranet.share.nasa.gov/arc/it/Pages/Purchasing_Approvals.aspx. The Assessed & Cleared List of EIT can be found at the following link: https://teams.share.nasa.gov/hq/ocio/security/itscommunity/GRC/Lists/Assessed%20and%20Cleared%20List%20ACL/AllItems.aspx. [Procurement Class Deviation (PCD) 15-03A] Ensure compliance with Section 508 of the Rehabilitation Act, which issued accessibility standards for EIT. Information regarding Section 508 may be found at the following link:
Complete the NF 1707 to document the purchase of EIT.

2.1.9 Forward approved PR package documents to the Resources Management Division. [Note: The Resources Management Division will reject incomplete purchase requests (e.g., missing documentation or required special approvals via the NF 1707). The Acquisition Division also reserves the right to reject a purchase request it deems incomplete upon receipt.]

2.1.10 Participate in the evaluation of offers, as required [FAR Parts 13, 14 and 15; NFS Parts 1813, 1814, and 1815; and JA AR 13], using the evaluation criteria incorporated into the solicitation.

2.1.11 Receive and inspect deliverable item(s); provide the Contracting Officer or Contract Specialist with a copy of the Receival and Inspection Report (ARC Form 76 or equivalent).

2.2 The Purchase Request Initiator (Finance) shall:

2.2.1 Submit an approved purchase request via SAP (Core Financial) and all documentation required to define the requirements of the purchase [FAR Parts 7, 10, and 11; NFS Parts 1807, 1810, and 1811; and NFS Part 1804], including NF 1707, Special Approvals and Affirmations of Requisitions. Within SAP, select and route the purchase request (PR) according to the applicable commodity.

Note: SAP commodity routing does not include all "special approvals" required due to configuration limitations. Thus, ensure the completion of the NF 1707 and the necessary PR routing to obtain all required special approvals. All PR actions that require compliance with any quality standards (e.g., ISO 9001, AS 9003, and AS 9100) or special approvals (e.g., flight hardware and critical ground support equipment) must be classified as "quality sensitive" and shall be appropriately routed through SAP.

2.3 The Buyer (Contract Specialist) shall:

2.3.1 Review the SOW or Specification to ensure that it adequately describes the requirements of the Government [FAR/NFS Parts 7, 10 and 11; NFS Part 1804; and JA AR 13.]

2.3.1.1 Ensure the screening of procurements for any GIDEP Notice or NASA Advisory impacts on safety-critical items.

2.3.2 Reject the PR package for incompleteness, as deemed appropriate and reasonable by the Buyer (Contract Specialist) or the Contracting Officer.

2.3.3 Perform thorough Market Research [FAR Parts 10 and 19] with the assistance of the Purchase Requestor or Contracting Officer’s Representative and document the results on the JA Form 007 and NF 1787, Small Business Coordination [NFS 1819.202].
2.3.4 Publicize the requirement on the Government-wide point of entry, the Federal Business Opportunities web portal, or through other means and in accordance with federal regulations [FAR Part 5 and NFS Part 1805].

2.3.5 Develop an interested parties list based upon market research and responses to publicized documents (e.g., Request for Information and Sources Sought Notice) [FAR Parts 4, 10, and 14; NFS Part 1804, 1810, and 1814].

2.3.6 Prepare and issue the solicitation [FAR Parts 13, 14, and 15; NFS Parts 1813, 1814, and 1815]. Incorporate into the solicitation the SOW or Specifications and the evaluation criteria developed in conjunction with the Purchase Requestor. Include appropriate quality and inspection clauses in the solicitation [FAR Parts 46 and 52; NFS Parts 1846 and 852]. Coordinate unique clauses (e.g., recommendations from oversight organizations such as the Safety and Mission Assurance Directorate (Code Q)) with the Office of the Chief Counsel (Code DL), in accordance with APD 5101.1, Requirements for Legal Review of Procurement Matters.

2.3.6.1 Incorporate quality assurance requirements, as identified in Attachment A (Quality System Requirements for Organizations Responsible for Performance of Work) of NPD 8730.5, into procurements utilizing input provided by the Purchase Requestor and the Center Safety and Mission Assurance Directorate.

2.3.6.2 Consult with the Safety and Mission Assurance Directorate to ensure compliance with NASA-STD-8739.8 when acquiring software developed by, or for, NASA and when incorporating open source, commercial off-the-shelf (COTS), Government off-the-shelf (GOTS), or modified off-the-shelf (MOTS) software in a NASA system.

2.3.7 Receive and evaluate quotations when utilizing simplified purchasing methods, including micro-purchases. [FAR Part 13, NFS Part 1813, and JA AR 13].

2.3.8 Receive bids and hold the bid opening when utilizing sealed bidding [FAR Part 14 and NFS Part 1814].

2.3.9 Conduct or participate in the evaluation of offers using the evaluation criteria incorporated into the solicitation when utilizing a contracting method other than sealed bidding [FAR Part 15 and NFS Part 1815].

2.3.9.1 Ensure required items comply with all applicable quality standards utilizing input provided by the Purchase Requestor, the Center Safety and Mission Assurance Directorate, and other relevant stakeholders.
2.3.9.2 Ensure that prospective contractors meet contract qualification requirements (e.g., quality system, safety, product, process, and personnel) utilizing input provided by the Purchase Requestor, the Center Safety and Mission Assurance Directorate, and other relevant stakeholders.

2.3.10 Determine the responsibility of the potential contractor, including quality [FAR Part 9, NFS Part 1809, and JA Form 012].

2.3.11 Prepare the award documentation.

2.3.12 Perform contract administration, including the collection of performance data (particularly addressing the quality of any deliverables) in the Contractor Performance Assessment Reporting System [FAR Parts 36 and 42; and NFS Parts 1836 and 1842].

2.3.13 Maintain records in accordance with all regulatory and statutory requirements.

2.4 The Contracting Officer shall:

2.4.1 Ensure the accomplishment of all required reviews, including all applicable special approvals.

2.4.2 Execute the award document. [Pursuant to FAR Part 9, the Contracting Officer’s signature on an award document constitutes a determination of the vendor’s responsibility with respect to the individual award.]

2.4.3 Identify safety-critical attributes and associated Government mandatory inspection points.

2.4.4 Perform a timely close out of the contract upon completion [FAR Part 4 and NFS Part 1804].

2.5 The Environmental Management Division (Code JQ) shall:

2.5.1 When required by SAP commodity or as requested by the Purchase Requestor or the Acquisition Division, review PRs, SOWs and/or specifications to determine the availability and appropriateness of environmentally preferable products ("Affirmative Procurement" or "Buying Green") [FAR Subpart 23.4, NPR 8530.1, APD 8830.1, APR 8800.3, JA AR 23].

2.5.2 Review the annual Ames Acquisition Forecast and semi-annual updates issued by the Acquisition Division pursuant to NPR 8530.1, Chapter 3 in order to identify potential requirements of interest to Code JQ relative to environmental issues.

2.5.3 Review, sign, and approve the NF 1707.

2.6 The Safety and Mission Assurance Directorate (Code Q) shall:
2.6.1 When required by SAP commodity or as requested by the Purchase Requestor or the Acquisition Division, review PRs, SOWs, and/or specifications to ensure compliance with quality and safety requirements. Participate in acquisition strategy activities as needed. [FAR Parts 9, 23, and 46; NFS Parts 1809, 1823, and 1846; and NPR 1700.1]

2.6.2 Review the annual Ames Acquisition Forecast and semi-annual updates issued by the Acquisition Division pursuant to NPR 8530.1, Chapter 3 in order to identify potential requirements of interest to Code Q relative to quality and safety.

2.6.3 Review, sign, and approve the NF 1707.

2.6.4 Support PR Requestors in the assessment of quality and safety requirements for purchases.

2.6.5 Provide assistance to Contract Specialists and Contracting Officers to ensure compliance with NASA-STD-8739.8 when acquiring software developed by, or for, NASA and when incorporating open source, commercial off-the-shelf (COTS), Government off-the-shelf (GOTS), or modified off-the-shelf (MOTS) software in a NASA system.

2.7 The Contracting Officer’s Representative (COR) shall:

2.7.1 In accordance with NFS 1801.670 and 1842.270, receive CO delegation for specific authority and responsibility for the overall technical management of the contract including but not limited to ensuring all requirements are flowed down to the Contractor performing under a Task Order.

2.7.2 Review and approve the SOW or Specification and other purchasing documentation for adequacy of specified requirements.

2.7.3 Support the CO by performing the following actions.

2.7.3.1 Perform contract administration within the scope of the Contracting Officer's Representative (COR) delegation [NFS Part 1842].

2.7.3.2 Monitor the contractor's technical and schedule performance in accordance with the contract requirements. [This includes reviewing and forwarding technical, cost, and other reports submitted by the contractor.]

2.7.3.3 Report compliance or noncompliance.

2.7.3.4 Recommend corrective action.

2.7.3.5 Evaluate the contractor's performance at regular intervals and/or at the conclusion of the contract and provide input in the Contractor Performance Assessment Reporting System (CPARS).
2.7.4 Ensure the Task Manager completes the NF 1707 before the award of contract task orders requiring any quality standards compliance.

2.8 The Task Manager (TM) shall:

2.8.1 Receive an appointment from the COR when there are multiple tasks under a particular contract. Support the COR by monitoring the contractor’s technical and schedule performance on a specific task, reporting progress and problems, submitting written requests to the COR for any necessary changes to the task requirements, inspecting work performed for acceptance purposes and ensuring the flow down of all requirements to the Contractor performing under a task order.

2.8.2 Serve as the Purchase Requester for the task order and perform the roles and responsibilities listed in Section 2.1.

2.9 The Government Purchase Cardholder shall:

2.9.1 Review and abide by all of the applicable policies, procedures, regulations, and guidance outlined in NPD 5104.1, Government Charge Cards, and the NASA Purchase Card Procedures and Instructions (PCPI), as updated by the Headquarters Office of Procurement. [Note: The NSSC functions as the Lead Agency Program Coordinator (APC) for NASA’s Purchase Card Program as well as develops best practices and procedures for the Purchase Card Program.]

2.9.2 Complete the following NASA SATERN web-based training courses: NASA-PROC NASA Purchase Card Program and AAO 1035, Bankcard Purchases and Desktop Receiving. Complete both of these courses every three years in order to maintain a cardholder account. [Note: Failure to complete the refresher training in a timely manner will result in suspension of the account.]

2.9.3 Upon completion of required training, responsibly and reasonably use the Government purchase card to order and pay for products and services valued at or under the micro-purchase threshold, as defined in FAR 2.101. For purchases above the micro-purchase threshold, the purchase card may be used as a payment mechanism against contracts, purchase orders, or orders under blanket purchase agreements (BPAs), up to the simplified acquisition threshold. (See FAR 2.101 for the current simplified acquisition threshold and certain exceptions.) [Note: Cardholders must have the appropriate delegation of procurement authority to make payments.]

2.9.4 Safeguard the card and card number.

2.9.5 Comply with all applicable statutory and regulatory requirements regardless of purchase value, including, but not limited to, soliciting competitive quotations, verifying price reasonableness, reserving purchases for small businesses, and reporting data to the Federal Procurement Data System—Next Generation (FPDS-NG).
2.9.6 Comply with cardholder delegated spend limits on purchases, both single purchase limits and monthly purchase limits as delineated in the letter of delegation.

2.9.7 Create an order log in the NASA P-Card Web Solution system and ensure the availability of sufficient funds prior to placing an order. [Note: Failure to create a timely order log and/or lack of sufficient funding may result in suspension or cancellation of the Government purchase card.]

2.9.8 Review the Active Exclusions (previously referred to as the Excluded Parties List System) at https://www.sam.gov and the Federal Awardee Performance and Integrity Information System (FAPIIS) at https://www.fapiis.gov to ensure no awards are made to a debarred or suspended contractor or individual.

2.9.9 Ensure the use of secure web sites of responsible businesses when making purchases online.

2.9.10 Keep the following purchase card documentation for six (6) years from the date of final payment: 1) copies of order logs, 2) copies of monthly transaction approval reports, 3) invoices, 4) receipts, 5) packing slips, and 6) NF 1707.

2.9.11 Not utilize the Government purchase card for the following transactions: cash advances; prepaid gift or cash cards; individual travel-related expenses, such as per diem, lodging, and transportation; gasoline, oil, or similar items for Government-owned fleet vehicles; or promotional and personal use items prohibited for purchase by the Mission Support Council and Administrator. (See the NASA Purchase Card Procedures and Instructions for a current and full list of prohibited transactions.)

2.9.12 Report a lost or stolen Government purchase card immediately to the contractor bank, the NSSC Customer Contact Center, and the Approving Official/Alternate Approving Official (immediate supervisor).

2.9.13 Obtain any required special approvals before placing an order for certain items. Sufficiently document the file; e.g., purchase request, NF 1707, compliance with applicable quality standards, emails, or blanket authorizations from cognizant officials, such as the Center Office of Chief Counsel or the NASA Headquarters Office of General Counsel. (See the NASA Purchase Card Procedures and Instructions for a full list of special approvals.)

2.9.13.2 Obtain prior approval for purchase of flight hardware or critical ground support equipment (GSE). Contact the NASA Ames Research Center GIDEP (Government-Industry Data Exchange Program) Representative and comment on the order log with specific details as well as the date of approval [NPR 8735.1].

2.9.13.3 Ensure that any acquisition requiring additional quality standards compliance (e.g., ISO 9001, AS 9003, and AS 9100) or special approvals (e.g., flight hardware and critical ground support...
equipment), be routed to Code QS for review and approval prior to a purchase with a Government Purchase Card.

2.9.13.4 Determine and specify the extent of applicable government contract quality assurance and mission assurance requirements based on the complexity of requirements, demonstrated capability of the supplier, records of previous performances, and other factors. Refer to FAR Subpart 46.4, NFS Subpart 1846.4, and other relevant and applicable NASA and ARC directives. (Note: NPD 8730.5 requires, under certain circumstances, the establishment of Government Mandatory Inspection Points (GMIP).

2.9.13.5 Identify in the purchase card documentation, and with support from the Center Safety and Mission Assurance Directorate, the title, number, and issue of the quality system requirements or a full description of same. Refer to FAR Subpart 46.2 and NPD 8730.5, to determine the minimum appropriate quality system requirements commensurate with the procured product or service.

2.9.13.6 Ensure that all requirements included in the purchase card documentation for any purchases of spacecraft, space flight instruments, or their constituent hardware subassemblies, assemblies, components, subsystems and systems shall cite the appropriate, applicable quality system requirements mandated by NPD 8730.5. Ensure that all requirements included in the purchase card documentation for the purchase of calibration (metrology) services cite the appropriate calibration laboratory requirements mandated by NPD 8730.1.

2.9.13.7 Ensure that the requesting official has coordinated and obtained the necessary approvals of the Center Chief Information Officer (CIO) and the Enterprise License Management Team (ELMT) Program Office prior to purchasing any software requirements with a purchase card.

2.10 The Cardholder’s Approving Official/Alternate Approving Official (A/O) shall:

2.10.1 Provide immediate supervisory support to no more than six (6) Government Purchase Cardholders. [Note: This requirement can no longer be waived. Waivers already in place shall be honored by the NSSC.]

2.10.2 Complete the following NASA SATERN web-based training courses: NASA-PROC NASA Purchase Card Program and AAO 1035, Bankcard Purchases and Desktop Receiving. Complete both of these courses every three years in order to maintain approval official status. [Note: Failure to complete the refresher training in a timely manner will result in suspension of approving official delegation.]

2.10.3 Review and abide by all of the applicable policies, procedures, regulations, and guidance outlined in NPD 5104.1, Government Charge Cards, and the NASA Purchase Card Procedures and Instructions (PCPI), as updated by the Headquarters Office of Procurement.
2.10.4 Ensure that cardholders safeguard their cards and account numbers.

2.10.5 Conduct independent reviews of cardholder records and transactions to ensure the purchases are appropriate, authorized, for Government use only, and within the cardholder’s delegated authority.

2.10.6 Ensure cardholder retains well-documented and properly maintained records, including all special approvals.

2.10.7 Take appropriate disciplinary action against cardholders in accordance with the NASA Desk Guide for Table of Disciplinary Offenses.

2.10.8 Ensure all cardholder charges are either reconciled and approved in P-Card Web Solutions or disputed within 90 days of the transaction.

2.10.9 Report suspected misuse, fraudulent, or potentially fraudulent activity, to the NSSC Customer Contact Center and Center Acquisition Integrity Program official;

2.10.10 Notify the NSSC Customer Contact Center when the approving official or a cardholder, will be on extended leave, has transferred to another organization, is leaving NASA, or will no longer be an approving official or cardholder.

2.11 Exclusions

2.11.1 Except as provided by the FAR/NFS requirements regarding Qualifications Requirements, collection of Contractor Performance Information, and Blanket Purchase Agreements, ARC does not maintain lists of acceptable contractors [FAR Subparts 9.2, 42.15, and 13.2; and NFS Subparts 1809.2 and 1842.15]. Federal procurement promotes full and open competition to the maximum extent practicable [FAR Part 6 and NFS Part 1806]. Therefore, all vendors are initially considered acceptable unless they are excluded from competition or are removed from consideration through the evaluation process [FAR Subparts 6.2 and 9.4; and NFS Subparts 1806.2 and 1809.4].
### APPENDIX A. ACRONYMS

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<td>APC</td>
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