



National Aeronautics and
Space Administration
Washington, DC 20546

Procurement Information Circular

PIC 24-04

July 16, 2024

IMPLEMENTATION OF SUPPLY CHAIN VISIBILITY (SCV) REPORTING (NFS Case 2024-N014)

PURPOSE: Provide instructions to Contracting Officers to implement the approved baseline Data Requirements Description (DRD) for Supply Chain Visibility (SCV) Reporting by NASA prime contractors into NASA contract solicitations and awards for new procurements of products and services for programs / projects on the approved [Agency Mission Program and Project List \(AMPL\)](#) with estimated contract values of \$20 million or more. Requiring organization: Office of Safety and Mission Assurance (OSMA) on behalf of the NASA Supply Chain Resiliency Board.

BACKGROUND: NASA mission programs and projects rely upon the U.S. industrial base and transnational supply chains of commercial, non-profit and government organizations to develop and operate complex, high-value, and innovative systems for the nation. NASA prime contractors and their sub-tier suppliers are subject to a dynamic array of risks which threaten the timely, affordable provisioning of products and services as required for NASA mission success. As part of ongoing efforts to strengthen agency capabilities to proactively recognize, assess and address industrial base and supply chain risks and opportunities the [NASA Supply Chain Resiliency Board \(SCRB\)](#) decided on November 30, 2023 to proceed with the implementation of Supply Chain Visibility (SCV) Reporting by NASA prime contractors. SCV has been coordinated with all Mission Directorates, Agency Leadership and other stakeholders.

The following items are implemented and effective as of June 28, 2024 to support and assure the incorporation of SCV Reporting requirements into NASA procurements as applicable:

- (1) The internal NASA Share point site for [Supply Chain Visibility \(SCV\) Reporting Requirements](#) provides the approved, baseline Data Requirements Description (DRD) for Supply Chain Visibility Reporting and related information and guidance for its incorporation into NASA procurements and the submission, review and acceptance of the required reporting. The site also serves as a channel of communication for addressing questions pertaining to the implementation and fulfillment of SCV Reporting requirements and the use of the SCV Reporting within NASA to identify, assess and manage risks and opportunities. Contact the [OSMA Supply Chain Reporting Management \(SCRM\) program](#) as necessary to gain access to the Share point site;
- (2) Revised NASA Form NF1707 (Special Approvals and Affirmations for Requisitions) to add subsection VII (Supply Chain Visibility (SCV) Reporting) under section 5;

- (3) Revised NASA Form 1634 (Contracting Officer's Representative (COR) / Alternate COR Delegation) to add delegation item 3.(w) for Data Requirements Description (DRD) for Supply Chain Visibility (SCV) Reporting; and,
- (4) Revised Office of Procurement template for Requirement Development Team (RDT) Request and Appointment Letters to add an item for Supply Chain Visibility (SCV) Reporting to the RDT Acquisition Package Products and Support Listing enclosure.

GUIDANCE:

- (1) The internal NASA Share point site for [Supply Chain Visibility Requirements](#) provides the approved, baseline DRD and related information and guidance for its incorporation into NASA procurements and the submission, review and acceptance of the required reporting. The site also serves as a primary channel of communication for addressing questions pertaining to the implementation and fulfillment of SCV Reporting requirements and the use of the SCV Reporting within NASA to identify, assess and manage risks and opportunities.
- (2) Requirements owners/Requirements Development Team/CORs are responsible for the completion and submission of NASA Form 1707 and for the completion and submission of the Data Requirements Description (DRD) for SCV Reporting for all new NASA solicitations and awards of products and services for programs/projects on the approved [Agency Mission Program and Project List \(AMPL\)](#) with estimated contract values of \$20 million or more. This includes new procurements of products and services for programmatic elements or activities subordinate to or incorporated into programs/projects on the AMPL. The Requirements owner/RDT/COR shall include the DRD for SCV Reporting along with other requirements documentation collectively known as the "Acquisition Package."
 - a. The baseline DRD for SCV Reporting may be tailored to require (1) the specified reporting on suppliers "deeper" than the top three contractual tier levels, starting with the prime contractor (Tier One) as stated in the baseline DRD; and/or (2) more frequent reporting updates than every six months after the due date of the initial report (i.e., ninety days after contract award or amendment incorporating the DRD) for the duration of the contract.
 - b. Any proposed waiver to the required incorporation of SCV Reporting must be approved by the NASA SCRB. Submit proposed waivers via email to the [NASA SCRB Executive](#) for the board's review. The proposed waiver must contain the rationale for not incorporating the DRD into a specific, identified procurement. The SCRB will review waiver requests and respond via email.
 - c. Contracting Officers shall assure that subsection VII of section 5 of the NF 1707 is completed and a completed DRD for SCV Reporting is submitted for NASA procurements.
- (3) Contracting Officers shall use the agency's current Requirements Developments Team template for new acquisitions and recompetes estimated at \$50 million or more pursuant to NASA FAR Supplement 1811.002.
- (4) Contracting Officers shall issue NASA Form 1634 which includes the delegation of duties to the COR for the technical administration of the DRD for Supply Chain Visibility Reporting (See internal NASA Share point site for [Supply Chain Visibility Requirements](#) for information on COR duties).
- (5) The baseline DRD for SCV Reporting may be incorporated into current contracts as determined by agency Mission Directorates in coordination with the SCRB Executive. In doing so, Mission Directorates may consider minimum contract value threshold, project phase, cost-benefit assessment including internal contract modification costs, and/or other

key factors (e.g., national/agency criticality). Changes to existing contracts should be coordinated with the SCRB Executive.

- (6) The OSMA Supply Chain Risk Management (SCRM) program – on behalf of the SCRB and in collaboration with the Office of Procurement, Mission Directorates and other SCRB members – is the overall lead for the implementation of the SCV Reporting process and the secure management and use of SCV reporting within the [NASA Supply Chain Insight Central \(SCIC\)](#) information and analysis services platform for internal NASA analytical, planning and decision-making purposes. Access to SCIC may be requested via [NAMS](#).

EFFECTIVE DATE: This PIC is effective as dated and shall remain in effect for one year from date of issuance.

PROVISION AND CLAUSE CHANGES: None.

HEADQUARTERS CONTACTS: Jim Becker, Office of Procurement, Procurement and Grant Policy Division, (301) 356-8480, e-mail: james.l.becker@nasa.gov.

Karla Jackson  Digitally signed by Karla Jackson
Date: 2024.07.16
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Karla Smith Jackson
Assistant Administrator for Procurement