



National Aeronautics and  
Space Administration  
Washington, DC 20546

# Procurement Notice

**PN 04-32**  
**April 10, 2008**

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## DISCONTINUANCE OF THE C.A.S.E. REPORT

**PURPOSE:** To remove section 1804.671 and paragraph 1853.204-70(c), and to eliminate NASA Form 1356, Committee on Academic Science and Engineering (C.A.S.E.) Report on College and University Projects.

**BACKGROUND:** The C.A.S.E. report had once been the basis for reporting to the National Science Foundation's Federal Science and Engineering Support Survey. The information obtained on the C.A.S.E. reports is available through the Federal Procurement Data System – Next Generation (FPDS-NG). Therefore, NASA will discontinue preparing C.A.S.E. reports.

**ACQUISITIONS AFFECTED BY CHANGES:** This change affects awards to nonprofit institutions of higher education or to nonprofit institutions that are operationally affiliated or integrated with an educational institution.

**ACTION REQUIRED BY CONTRACTING OFFICERS:** NASA contracting officers shall no longer complete the NF 1356 for awards to nonprofit institutions of higher education or to nonprofit institutions that are operationally affiliated or integrated with an educational institution.

**CLAUSE CHANGES:** None.

**PARTS AFFECTED:** Parts 1804 and 1853.

**REPLACEMENT PAGES:** You may use the enclosed pages to replace 4:1, 4:2, 4:7, 4:8, 53:1, 53:2, 53:3 and 53:4 of the NFS. Remove NF 1356 (pages 53-31, 53-32, 53-33 and 53-34).

**TYPE OF RULE AND PUBLICATION DATE:** This change does not have a significant impact beyond the internal operating procedures of NASA and does not have a significant cost or administrative impact on contractors or offerors, and therefore does not require codification in the Code of Federal Regulations (CFR) or publication for public comment.

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*/s/ Deborah O'Neill for*

William P. McNally

Assistant Administrator for Procurement

Enclosures

**DISTRIBUTION LIST:**

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ADMINISTRATIVE MATTERS**

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**PART 1804**  
**ADMINISTRATIVE MATTERS**

**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

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actions requiring Headquarters approval, insert "NASA Assistant Administrator for Procurement" in the clause's blank space.

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point must also ensure that certifications (with required Excel spreadsheet data) are provided to the Office of Procurement Analysis Division by the established due dates. Focal point and/or alternate changes must be promptly provided to the Analysis Division.

(ix) Each center shall develop and maintain an FPDS-NG Data Validation and Verification Implementation Plan. The implementation plan must describe the method to be used in arriving at a statistically-valid sample representing a cross-section of center contract actions, the percentage of actions to be reviewed by the center twice yearly, the Excel spreadsheet template to be provided with the certification, the frequency of planned reviews, and the center plan for ensuring that the reviews are conducted by an organization or person that did not award the contracts being reviewed. The procurement officer must provide a copy the center's implementation plan, and any changes or updates, to the Office of Procurement Analysis Division.

### **Subpart 1804.8--Government Contract Files**

#### **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 Checklist.**

NASA Form 1098, Checklist for Contract Award File Content, shall be used as the "top page" in contract files.

#### **1804.804 Closeout of contract files.**

##### **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.

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

(a) See NPR 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 1804.70--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.**

**PART 1853  
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**PART 1853  
FORMS**



## **Subpart 1853.1--General**

### **1853.100 Scope of subpart.**

This subpart contains information regarding the forms prescribed in this Regulation. Unless specified otherwise, the policies in FAR Part 53 apply to NASA-prescribed forms.

### **1853.101 Requirements for use of forms.**

The requirements for use of the forms in this part are contained in Parts 1801 through 1852 where the subject matter applicable to each form is addressed. The specific location of each form's prescription is identified in subpart 1853.2.

### **1853.103 Exceptions.**

(1) Requests for exceptions to standard or optional forms shall be forwarded through the center forms manager to the Headquarters Office of Procurement (Code HK).

(2) Alteration of any form in this part is prohibited unless prior approval has been obtained from the Headquarters Office of Management Systems and Facilities, Information Resources Management Division (Code JT). Requests for alteration shall be coordinated with the center forms manager before transmittal to Code JT.

(3) Use for the same purpose of any form other than one prescribed by this Regulation requires prior approval of Code HK.

### **1853.105 Computer generation.**

Forms prescribed by this Regulation may be adapted for computer preparation providing there is no change to the name, content, or sequence of the data elements, and the form carries the form number and edition date.

### **1853.107 Obtaining forms.**

(c)(i) NASA centers and offices may obtain forms prescribed in the FAR or in this Regulation from Goddard Space Flight Center, Code 239. Orders should be placed on a NASA Form 2, Request for Blank Forms, Publications and Issuances.

(ii) Contracting officers, at the time of contract award, shall ensure that contractors are notified of the procedures for obtaining NASA forms required for performance under the contract.

### **1853.108 Recommendations concerning forms.**

Code HK is the office responsible for submitting form recommendations.

## **Subpart 1853.2--Prescription of Forms**

### **1853.200 Scope of subpart.**

This subpart summarizes the prescriptions of NASA forms and other forms adopted by NASA for use in acquisition.

### **1853.204 Administrative matters.**

#### **1853.204-70 General (NASA Forms 533M, 533Q, 1098, 1611, 1612, and Department of Defense Forms 1593 and 1594).**

(a) The following forms are prescribed in 1842.72:

- (1) NASA Form 533M, Monthly Contractor Financial Management Report.
- (2) NASA Form 533Q, Quarterly Contractor Financial Management Report.

- (b) *NASA Form 1098, Checklist for Contract Award File Content.* Prescribed in 1804.803-70.
- (c) *NASA Form 1611, Contract Completion Statement.* Prescribed in 1804.804-2 and 1804.804-5.
- (d) The following forms are prescribed in 1804.804-5:
  - (1) NASA Form 1612, Contract Closeout Checklist.
  - (2) DD Form 1593, Contract Administration Completion Record.
  - (3) DD Form 1594, Contract Completion Statement.

### **1853.208 Required sources of supplies and services.**

#### **1853.208-70 Other Government sources (Standard Form 1080, Air Force Form 858, Department of Energy Form CA-10-90.COM, Nuclear Regulatory Commission Form 313).**

- (a) *SF 1080, Voucher for Transfers Between Appropriations and/or Funds (Disbursement).* Prescribed in 1808.002-72(e).
- (b) *Air Force Form 858, Forecast of Requirements (Missile Propellants and Pressurants).* Prescribed in 1808.003-72(f).
- (c) *U.S. Department of Energy Isotope and Technical Service Order Form CA-10-90.COM.* Prescribed in 1808.003-70(a).
- (d) *Nuclear Regulatory Commission Form 313, Application for Material License.* Prescribed in 1808.002-70(a).

### **1853.215 Contracting by negotiation.**

#### **1853.215-70 Price negotiation (NASA Form 634 and Department of Defense Form 1861).**

- (a) *NASA Form 634, Structured Approach--Profit/Fee Objective.* Prescribed in 1815.404-470.
- (b) *DD Form 1861, Contract Facilities Capital Cost of Money.* Prescribed in 1830.70, and instructions for completion are in 1830.7001-2.

### **1853.216 Types of contracts.**

#### **1853.216-70 Assignees under cost-reimbursement contracts (NASA Forms 778, 779, 780, and 781).**

The following forms are prescribed in 1852.216-89:

- (a) NASA Form 778, Contractor's Release.
- (b) NASA Form 779, Assignee's Release.
- (c) NASA Form 780, Contractor's Assignment of Refunds, Rebates, Credits, and Other Amounts.
- (d) NASA Form 781, Assignee's Assignment of Refunds, Rebates, Credits, and Other Amounts.

#### **1853.217 Special contracting methods (NASA Form 523).**

*NASA Form 523, NASA-Defense Purchase Request.* Prescribed in 1808.002-72(b) and 1817.7002.

#### **1853.225 Foreign Acquisition (Customs Form 7501).**

*Customs Form 7501, Entry Summary.* Prescribed in 1825.903 and 14 CFR 1217.104.

#### **1853.232-70 Contract financing (Standard Forms 272, 272A).**

The following forms are prescribed in 1832.412(a)(ii):

- (a) SF 272, Federal Cash Transactions Report.
- (b) SF 272A, Federal Cash Transactions Report Continuation.

## **1853.242 Contract administration.**

### **1853.242-70 Delegation (NASA Forms 1430, 1430A, 1431, 1432, 1433, and 1634) and service request (NASA Form 1434).**

(a) *NASA Form 1430, Letter of Contract Administration Delegation, General.* Prescribed in 1842.202(d)(ii).

(b) *NASA Form 1430A, Letter of Contract Administration Delegation, Special Instructions.* Prescribed in 1842.202(d)(ii).

(c) *NASA Form 1431, Letter of Acceptance of Contract Administration Delegation.* Prescribed in 1842.202(d)(iii).

(d) *NASA Form 1432, Letter of Contract Administration Delegation, Termination.* Prescribed in 1842.202(b)(i)(G).

(e) *NASA Form 1433, Letter of Audit Delegation.* Prescribed in 1842.202(d)(iv).

(f) *NASA Form 1634, Contracting Officer Technical Representative (COTR) Delegation.* Prescribed in 1842.270(b).

(g) *NASA Form 1434, Letter of Request for Pricing-Audit-Technical Evaluation Services.* Prescribed in 1815.404-2(a)(1)(D).