



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 5100.3D **APPROVED BY Signature:** Original Signed by
EFFECTIVE DATE: May 1, 2002 **NAME:** A. V. Diaz
EXPIRATION DATE: May 1, 2007 **TITLE:** Director

Responsible Office: 303/Assurance Management Office

Title: Quality Assurance Letter of Delegation

PREFACE

P.1 PURPOSE

This procedure defines how to prepare and issue requests for quality assurance support to agencies authorized to represent the Goddard Space Flight Center (GSFC) at supplier facilities where a GSFC contract has been established.

P.2 APPLICABILITY

This procedure applies to GSFC contracts where quality assurance services at a supplier's facility are to be delegated by GSFC to an authorized representative(s). Such delegated services are not considered a substitute for the supplier's quality assurance responsibilities under the terms of the contract.

P.3 AUTHORITY

NPD 8730.3, NASA Quality Management System Policy (ISO 9000)

P.4 REFERENCES

- a. Federal Acquisition Regulations (FAR), Parts 9, 42, and 46
- b. NPG 8735.2, Management of Government Quality Assurance Surveillance Functions for NASA Contracts
- c. GPG 5100.1, Procurement
- d. NASA Form (NF) 1430, Letter of Contract Administration Delegation, General
- e. NASA Form 1430A, Letter of Contract Administration Delegation, Special Instructions
- f. NASA Form 1431, Letter Of Acceptance Of Contract Administration Delegation
- g. GSFC 18-77, Delegation Checklist
- h. NPG 1441.1, NASA Records Retention Schedule (NRRS)

P.5 CANCELLATION

GPG 5100.3C, Quality Assurance Letter of Delegation

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P.6 SAFETY

None

P.7 TRAINING

Quality Management System GPG Training Site at <http://ohr.gsfc.nasa.gov/DevGuide/ISO/home.htm>

P.8 RECORDS

Record Title	Record Custodian	Retention
Quality Assurance Letter of Delegation Package: NF 1430, NF 1430A, NF 1431, GSFC 18-77	Contracting Officer	*NRRS 5/1A1: destroy 6 years and 3 months after final payment for Contract Actions > \$100,000 *NRRS 5/1A2: destroy 3 years after final payment for Contract Actions < \$100,000

** NRRS – NASA Records Retention Schedules*

P.9 METRICS

None

P.10 DEFINITIONS

- a. Contract – As used in this document, the term “contract” refers to any purchase conducted under the Federal Acquisition Regulations (FAR).
- b. Contracting Officer (CO) – A person, appointed in accordance with the FAR, with the authority to enter into, administer, and terminate contracts and make related determinations and findings. Except as prohibited by the FAR, CO duties may be delegated to a Contract Specialist or Contract Administrator.
- c. Contracting Officer’s Technical Representative (COTR) – A person exercising authority and responsibility delegated by the CO. This individual represents the CO in the daily surveillance of the contractor and provides technical management of the contract.
- d. NASA Quality Assurance Representative (QAR) – A GSFC individual providing technical oversight for quality assurance matters on a contract. The NASA QAR is the Code 303 Assurance Management Office representative assigned to the GSFC project associated with the contract. Such actions as may be required of the contractor by the QAR must be issued by the CO or designated representative. The NASA QAR may be located at the GSFC, resident in the contractor’s facility, or itinerant. The NASA QAR is identified in the Quality Assurance Letter of Delegation to the Agency.

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- e. Agency – An organization providing contract administration services for quality assurance support to NASA on designated contracts. Government entities typically providing such support are the Defense Contract Management Agency, Defense Logistics Agency, Office of Naval Research, and Air Force.
- f. Quality Assurance Letter of Delegation (LOD) – Documented instructions from the GSFC to an Agency detailing quality assurance support responsibilities and services required in support of a designated contract.

PROCEDURES

1. LOD Preparation and Content

- 1.1 If, as a result of the procurement process described in GPG 5100.1, it is determined that source verification is to be performed by an Agency, the NASA QAR shall prepare an LOD on [NASA Form 1430A](#).
- 1.2 LOD contents shall address elements listed in Chapter 3 of NPG 8735.2, tailored to the needs of the applicable contract.
- 1.3 The NASA Control No. in block 1 of Form 1430A is the last 5 digits of the applicable GSFC Contract number followed by the date of form preparation. Delegations written against GSFC procurements other than a NAS5-XXXXX contract should be identified in a way that is traceable to both the procurement number and the date of form preparation.

2. LOD Review and Distribution

- 2.1 Each LOD, on [NASA Form 1430A](#), shall be routed to the applicable COTR and CO for review. The CO shall prepare the delegation checklist, [GSFC Form 18-77](#).
- 2.2 The LOD and the prepared [GSFC 18-77](#) shall be routed by the CO to the Procurement Operations Division, who will prepare [NASA Form 1430](#) as a cover to the [NASA Form 1430A](#) LOD and [NASA Form 1431](#) as an attachment.
- 2.3 The Procurement Operations Division shall distribute the LOD package to the delegated Agency with a copy to the Assurance Management Office, Code 303. Upon receipt of the completed [NASA Form 1431](#) from the delegated Agency, the Procurement Operations Division shall provide a copy to the Assurance Management Office, Code 303.
- 2.4 The Procurement Operations Division maintains the official file of GSFC LODs and is the point of contact with NASA HQ concerning administrative actions associated with NPG 8735.2.

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	08/12/98	Initial Release
A	10/18/98	Header and footer format changes. Clarified definition of NASA QAR. Identified quality records maintenance responsibility in 3. Updated GSFC 18-77 form (previously Form 261-93).
B	05/21/99	Changed OPR and all Management Operations Procurement Branch references to Procurement Operations Division. Updated footer. Moved Quality Records from paragraph 3. in order for P6 to comply with GPG 1410.1
C	06/20/00	<ul style="list-style-type: none"> • Changed OPR to Code 303. • Deleted forms. • Modified definition 1.d to remove restriction that the QAR be assigned from Code 303.
D	05/01/02	<ul style="list-style-type: none"> • Redefined the definition of NASA QAR as the Code 303 representative. • Deleted option of allowing non Code 303 representative as NASA QAR in 2.3. • Reformatted per new GPG template. • Updated reference to reflect DCMC reorganization to DCMA, deleted reference to web site. • Updated hypertext link to forms, added to References. • Clarified Records requirement. • Deleted “commercial organization” as a possible Agency. • Updated reference from NHB 5300.4 to NPG 8735.2.