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PART 1853

FORMS

(Revised November 3, 2017)

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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 NFS 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, Contract and Grant Policy Division.

(2) Alteration of any form in this part is prohibited unless prior approval has been obtained from the Headquarters Office of Procurement, Contract and Grant Policy Division. Requests for alteration

shall show suggested additions and/or deletions to the form and shall be coordinated with the center forms manager before transmittal to the Headquarters Office of Procurement, Contract and Grant Policy Division.

(3) Use for the same purpose of any form other than one prescribed by this Regulation requires prior approval of Headquarters Office of Procurement, Contract and Grant Policy Division.

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 the electronic forms prescribed in the FAR at <http://www.gsa.gov/portal/forms/type/TOP> or prescribed in this Regulation at <http://itcd.hq.nasa.gov/eforms.html>. To request non-electronic hard copy of any NASA form in this part, follow directions on <https://forms.neacc.nasa.gov/documents/11002/11048/NASAFormsPOC.html>.

(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.

Office of Procurement, Contract and Grant Policy Division 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) The following forms are prescribed in [1804.804-2](#) and [1804.804-5](#).

- (1) NASA Form 1611, Contract Completion Statement.
- (2) [DD Form 1594](#), Contract Completion Statement.

(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.

1853.208 Required sources of supplies and services.

1853.208-70 Other Government sources (Department of Energy Form CA-10-90.COM, Nuclear Regulatory Commission Form 313).

(a) *U.S. Department of Energy Isotope and Technical Service Order* [Form CA-10-90.COM](#). Prescribed in [1808.003-70\(a\)](#).

(b) *Nuclear Regulatory Commission Form* [NRC Form 313](#), *Application for Materials License*. Prescribed in [1808.003-70\(a\)](#).

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-Interagency Purchase Request. Prescribed in [1817.503\(b\)](#).

1853.225 Foreign Acquisition (Customs Form 7501).

[CBP Form 7501](#), *Entry Summary*. Prescribed in [1825.903](#) and 14 CFR 1217.104.

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\(b\)\(ii\)](#).

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

(c) *NASA Form 1431, Letter of Acceptance of Contract Administration Delegation*. Prescribed in [1842.202\(b\)\(iii\)](#).

(d) *NASA Form 1433, Letter of Audit Delegation*. Prescribed in [1842.202\(b\)\(iv\)](#).

(e) *NASA Form 1634, Contracting Officer Representative (COR) Delegation*. Prescribed in [1801.602-2\(d\)\(iii\)](#).

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

1853.245-70 Property (NASA Form 1018).

NASA Form 1018, NASA Property in the Custody of Contractors. Prescribed in [1852.245-73](#). Instructions for form completion are in [1845.7101](#).

1853.246 Quality Assurance (Department of Defense Forms 250 and 250c).

The following forms are prescribed in [1846.670](#). Instructions for form completion are in [1846.672](#):

(a) [DD Form 250](#), Material Inspection and Receiving Report.

(b) [DD Form 250C](#), Material Inspection and Receiving Report- Continuation Sheet.

1853.249-70 Termination of contracts (NASA Forms 1412, 1413).

(a) *NASA Form 1412, Termination Authority*. Prescribed in [1849.101-71](#).

(b) *NASA Form 1413, Termination Docket Checklist*. Prescribed in [1849.105-70](#).

Subpart 1853.3—Illustrations of Forms

1853.300 Scope of subpart.

This subpart contains illustrations of NASA forms and other forms used by NASA in acquisitions and not prescribed in the FAR.

1853.301 Standard forms.

This section illustrates standard forms (SFs) specified for use in acquisitions.

1853.303 Agency forms.

This section illustrates NASA and other agency forms specified for use in acquisitions. The other agency forms are arranged numerically by agency following the NASA forms.