

**1804.7003-5 Retention documentation.**

The contracting officer of the transferring installation shall retain for permanent file a copy of the approvals and concurrences required by 1804.7002, the transfer acceptance letter of the contracting officer of the receiving installation, and any additional documents necessary for a complete summary of the transfer action.

**1804.7004 Responsibilities of the contracting officer of the receiving installation.**

**1804.7004-1 Pre-transfer file review.**

The contracting officer of the receiving installation shall review the contract, letters of request, actions in process, and other related files and to request corrective action, if necessary, before the official transfer of the contract. This review may be waived by written notification to the contracting officer of the transferring installation.

**1804.7004-2 Post-transfer actions.**

The contracting officer of the receiving installation shall—

(a) Provide the contracting officer of the transferring installation written acceptance of contract responsibility and receipt of the contract files;

(b) Inform all offices affected within the installation of the receipt of the contract;

(c) Appoint new contracting officer's technical representatives, as necessary;

(d) Issue a contract modification to provide for the administrative changes resulting from the transfer action (e.g., identifying offices responsible for performing contract administration and making payment and the office to which vouchers, reports, and data are to be submitted);

(e) Provide copies of the contract documents to affected installation offices; and

(f) If appropriate, supplement the letter of request to the Government agency providing contract administration services to reflect the changes resulting from the transfer action. The supplement may terminate or amend an existing contract administration support arrangement or may request support in additional areas.

**Subpart 1804.71—Uniform Acquisition Instrument Identification**

**1804.7100 Scope of subpart.**

This subpart contains the procedures for uniform numbering of NASA solicitations, contracts (including letter contracts), purchase orders (including requests to other Government agencies), basic ordering agreements, other agreements between the parties involving the payment of appropriated funds or collection of funds for credit to the Treasury of the United States, and modifications or supplements to these instruments.

**1804.7101 Policy.**

(a) Contractual documents shall be numbered with approved prefixes and serial numbers as prescribed in this subpart. If other identification is required for center purposes, it shall be placed on the document in such a location as to clearly separate it from the identification number.

(b) The identification number shall consist of not more than 11 alpha-numeric characters positioned as prescribed in this subpart and shall be retained unchanged for the life of the particular instrument.

**1804.7102 Prefixes.**

(a) Approved prefixes are as follows:

Installation	Contract prefix	Purchase order prefix
Ames Research Center .....	NAS 2 .....	A
Dryden Flight Research Center ..	NAS 4 .....	E
Glenn Research Center at Lewis Field.	NAS 3 .....	C
Goddard Space Flight Center .....	NAS 5 .....	S
Headquarters .....	NASW .....	W
Lyndon B. Johnson Space Center.	NAS 9 .....	T
John F. Kennedy Space Center	NAS10 .....	CC
Langley Research Center .....	NAS 1 .....	L
George C. Marshall Space Flight Center.	NAS 8 .....	H
NASA Management Office-JPL ..	NAS 7 .....	WO
John C. Stennis Space Center ...	NAS13 .....	NS
Space Station Program Office ...	NAS15 .....	K

(b) The contract prefix shall be used for the following documents:

(1) Contracts, including letter contracts, indefinite-delivery contracts, utilities, leases of real property and renewals.

(2) Easements.

(3) Basic ordering agreements.