



Policy on Acquiring IT Resources Using NASA Headquarters Purchase Cards

March 2011

Introduction

Information Technology (IT) resources are essential tools for work performed at NASA Headquarters. Thus, employees must have the mechanisms needed to quickly and economically acquire such resources. In an effort to reduce the overhead of adding unique items to the Shop4NASA catalog, the Headquarters Information Technology and Communications Division (ITCD) is authorizing the purchase of IT and communications equipment using the NASA Headquarters purchase card. This is in accordance with the trust relationship between NASA Headquarters and its employees and NASA's goal of providing a modern, productive, and supportive work environment.

This document sets forth NASA Headquarters policy and responsibilities for appropriate use of the NASA Headquarters purchase of IT and communications resources using a Headquarters issued purchase card. This policy is applicable to all NASA Headquarters purchase card acquisitions, with the exception of those made by the Office of the Inspector General for its Crime Division network.

A. Appropriate Use

As authorized by their organizations, Headquarters employees may use their Headquarters purchase cards to obtain IT equipment not exceeding \$250. This includes items such as computer mice, keyboards, and peripherals. Prior to any purchase greater than \$250, approval must be obtained from the Headquarters Chief Information Officer (CIO) or designee.

Except for the Outsourcing Desktop Initiative (ODIN) contract, Government Purchase Cards may not be used for the acquisition of cell phones, Personal Data Assistants (PDA's), pagers, cellular internet services, computer desktops, laptops, and workstations without the express written approval from the Headquarters CIO. This policy is in accordance with the letter from the Associate Administrator; subject Mission Focus Review (MFR) Decision Memorandum for Phase 1 Recommendations 7, 100, and 137 -- dated July 9, 2007. All questions about definitions of these terms will be referred to the Headquarters CIO.

- **ODIN System** - Peripherals and printers being attached to an ODIN system must be purchased from ODIN. A waiver will be needed; otherwise you must use the Solutions for Enterprise-Wide Procurement (SEWP) if not available in the ODIN Catalog, then open source if not available through SEWP.
- **NON-ODIN System** - Peripherals and printers being attached to a NON-ODIN system must be purchased through SEWP; and then open source if it is not available. No waiver will be needed.

In addition, to maintain interoperability, protect the HQ IT infrastructure, and avoid unanticipated costs or performance and availability issues, purchase of the items below will only be allowed on an exception basis.

- Software, network connections, cable plant, or replacement of other items issued as part of the [HQ Hardware and Software Baseline Suite](#) (DRD-ODIN-HQ-12).
- Telephones.
- Any item requiring a change to the computer's operating system or user permissions, including software installation, driver installation, etc.

The Headquarters CIO or designee must authorize purchase of these controlled items. The primary factors in granting approval will be NASA mission criticality and the urgency of the requirement.



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Some items acquired through a purchase card that store or process data may require a security assessment before connecting them to NASA equipment. Employees should contact the [IT Help Desk](#) at 202-358-HELP (4357) for assistance in making this determination.

B. Support Issues

Items acquired using a Headquarters purchase card may require additional funding for services such as software compatibility testing, ongoing maintenance, and other technical support. When such support is anticipated, the items should be purchased through the Shop4NASA catalog to guarantee functionality, performance, and sufficient funding. If proper support has not been arranged and an item obtained with a purchase card disables the computer on which it is installed, technical support will be limited to reloading the core software products on the computer.

C. Placing an Order

Complete the following steps to purchase IT equipment:

- 1) Contact your organization's Headquarters Information Technology Support Services (HITSS) Project Manager to discuss support issues and security assessment requirements.
- 2) Arrange for technical support on your computer, if necessary.
- 3) **Mission Directorate Employees:** Contact your organization's purchase cardholder to make your purchase. **Mission Support Office Employee:** Contact the ITCD purchase cardholder to make your purchase.

D. Sanctions Unauthorized IT Purchases

Unauthorized IT procurements made with NASA Headquarters purchase cards could result in loss of use or limitations on the use of the purchase card and/or employees being held financially liable for costs resulting from the purchase and installation of such items.

E. Additional Requirements

When using the NASA Headquarters purchase card, employees must follow all requirements contained in the [JP Morgan Chase Visa Purchasing Card Program Handbook](#).

This document is posted on the ITCD Web site at: <http://itcd.hq.nasa.gov/policy.html>