**Waiver/Deviation Request Process for NPR 7120.5F Requirements**

**owned by the NASA AA/Chief Program Management Officer (CPMO)**

*This process is for waiver/deviation requests to NPR 7120.5F requirements owned by the NASA AA/CPMO submitted outside of the Compliance Matrix process described in Appendix C of the NPR. This process is not applicable to waiver/deviation requests for NPR 7120.5F requirements owned by organizations other than the NASA AA/CPMO. Those organizations should be consulted for their waiver/deviation request processes.*

Develop a draft waiver/deviation request that includes the attributes listed below and draft a waiver/deviation approval letter for the signature of the NASA Chief Program Management Officer (CPMO). The request will be attached to the letter and will serve as the basis for the NASA CPMO approval (and other signatories, as required).

Send the draft request and draft approval letter to one of the CPMO POCs listed under [“Points of Contact for Assistance in Tailoring NPR 7120.5 Requirements”](https://nasa.sharepoint.com/sites/cpmo/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2Fcpmo%2FSiteAssets%2FSitePages%2FPM%2DResources%2F7120%2E5F%5FPOCs%5FList%2Dand%2DIntroduction%5Ffinal%2D9%2D12%2D23%2Epdf&parent=%2Fsites%2Fcpmo%2FSiteAssets%2FSitePages%2FPM%2DResources&CT=1697479703024&OR=OWA%2DNT&CID=9df6cd70%2D6afc%2Dd651%2D9704%2D3dbc3ac412e8) on the Agency Tailoring Web site. (If requested, the CPMO POC can help the MD/program/project in developing the draft approval letter.)

The CPMO will work with the MD/program/project offices, as well as other organizations that may have a substantive interest (e.g., OCFO) to finalize the waiver/deviation request and the waiver/deviation approval letter. Once the waiver/deviation request is finalized and agreed upon, the signatures of the individuals (or their designees) listed in Table 1 as Recommend and Concur are obtained. The approval letter and the signed waiver/deviation request will be sent to the NASA CPMO for signature. Depending on the nature of the waiver/deviation, additional signatories may be required. Identification of any additional signatories will be determined by the CPMO. The CPMO will inform the NASA AA of the waiver/deviation request. If there is dissent with the waiver/deviation, the CPMO will coordinate obtaining approval from the NASA AA.

The signed waiver/deviation approval letter fulfills the “Waivers or Deviations Log” defined in NPR 7120.5F Appendices G and H Section 4 (i.e., the signed approval letter will be documented in Section 4.0 of the Program Plan or Project Plan and will be attached to the Program Plan or Project Plan along with the waiver/deviation request.) A copy of the signed approval letter and waiver /deviation request will be retained by the CPMO. A copy will also be forwarded to the OCE.

**Attributes to include in a NPR 7120.5F NASA AA/CPMO Requirement Waiver/Deviation Request:**

* Descriptive title and date for the waiver/deviation request.
* Name of project, program, Center, and MD involved in the request, as applicable.
* Name of responsible person and their organization submitting the request and contact information.
* Identification of the source document of the request (e.g., NPR 7120.5F, NASA Space Flight Program and Project Management Requirements.)
* Complete identification of requirement for which the waiver/deviation is requested (e.g., NPR section number and text).
* Description of the type, scope and nature, and duration of the request.

*Type: Non-applicable, Requires acceptance of additional risk, or Involves non-compliant requirement*

*Duration: Permanent, Temporary, Recurring, or Recurring with need for corrective action to prevent recurrence*

* Description of the requirement(s) and other baselined documentation or product(s) affected due to this request.
* Identification of other organizations that may be affected.
* Identification, characterization, and quantification of increased risk associated with acceptance of the waiver/deviation request, if any.
* Justification for acceptance and reference to all material used to support acceptance.
* If appropriate, description of, or reference to, the corrective action taken or planned to prevent future recurrence.
* Risk evaluation. If acceptance increases risk, include the names and signatures of the Programmatic Authority(ies) who has(have) agreed to accept the risk.
* If applicable, description of any dissent, including rationale for dissent and name of dissenting responsible individual and their organization and contact information.

**Table 1 Waiver/Deviation Approval Authority for NPR 7120.5F NASA AA/CPMO Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Project Manager | Program Manager | Center Director | MDAA | NASA AA3 |
| Programs |  | Recommends | Concurs2 | Recommends | Approves |
| Category 1, 2, and 3 Projects | Recommends | Recommends | Concurs2 | Recommends | Approves |
| Reimbursable Space Flight Projects | Recommends |  | Concurs2 | Recommends1 | Approves |
| Waivers or deviations with dissent |  |  |  |  | Approves |

1 As applicable.

2 Unless otherwise delegated.

3 May be delegated to the CPMO.