ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Configuration Management Plan	6/27/16	DRD-NOC-02	80JSC017C0001

4. Use:	5. DRD Category:
To define and describe the Contractor's configuration management processes for hardware, software, and documentation.	☐ Technical ☒ Administrative ☐ SR&QA

6. References:	7. Interrelationships:
a. NPR 7120.5D, NASA Space Flight Program and Project Management Requirements b. NPR 7123.1A, NASA Systems Engineering Processes and Requirements c. ISO 10007, Quality Management Systems – Guidelines for Configuration Management d. JSC-63756, Flight Operations Directorate Software Management Plan	SOW 1.10, 1.16, 1.16.4

8. Preparation Information:

a. Data Type: 1

b. Scope: The Configuration Management Plan defines and describes all Contractor configuration management processes for hardware, software, and documentation.

c. Content: The Configuration Management (CM) Plan shall define and describe the processes and methodologies for performing configuration management of hardware, software and documentation. As a minimum, describe the following:

i. The criteria for selecting items that require the application of CM
ii. Contractor processes to perform configuration management in accordance with the SOW and applicable documents. Ensure that the following are addressed: change~~s~~ management; tracking approved versions of hardware; software and documentation; managing varying states of maturity; coordinating dependent interfaces.
iii. The specific allocation of responsibilities, accountability, authority, and resources for performing Configuration Management. Include any variations that occur during the different lifecycle phases.
iv. The procedures for identifying and removing non-conforming products. (DRD-NOC-17 defines the Non-conformance Record Template to be utilized by NOC.)
v. Document support (e.g., word processing, document formatting) and configuration management for all NBL documents (e.g., NASA documents on the CX Master list).
vi. Method of electronic document availability to all JSC users, including a listing of all documentation, and how it will be delivered to NASA, for unrestricted use.
vii. How the quality records will be maintained
viii. How the Contractor will ensure that only approved documentation is utilized to perform user operations in the facilities
ix. A description of the procedure for making changes to the Configuration Management Plan.

d. Format: Contractor discretion.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
i. Initial: Contract award + 15 days.
ii. Final: Contract award + 25 days.
iii. Approval: Contract award + 55 days
v. Frequency: As required.

g. Maintenance: Update as required due to configuration management process or procedure changes. Revisions shall be incorporated by a complete reissue of the document..

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Continuous Improvement and Innovation Plan	6/27/16	DRD-NOC-03	80JSC017C0001

4. Use:	5. DRD Category:
To provide a comprehensive plan for improving contract performance with the goals of working more safely, enhancing quality, ensuring user satisfaction, and reducing cost.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.0

8. Preparation Information:

a. Data Type: 1

b. Scope: The Continuous Improvement and Innovation Plan shall describe the Contractor's multi-year approach for improving technical performance, risk reduction and cost for all functions detailed in the SOW and include a detailed description of each planned improvement. Contractor proposed innovations that would significantly enhance operations are to be included, and will be considered as a factor during annual reviews

c. Content: Describe the comprehensive approach to identifying candidates, vetting candidates, obtaining approval for the candidate and implementing the resulting improvement. Describe how the Contractor monitors continuous improvements to ensure no adverse impacts to contract performance. Describe how the contractor captures and reports innovative proposals.

For each improvement and innovation listed, the Contractor shall, as a minimum, describe technical approach, risk reduction, schedule, investment cost by fiscal year for each WBS element (for each labor category and non-labor), and proposed savings for each WBS element. There shall be enough detail for the Government to adequately assess the practicality and payback for each suggested improvement.

The Offeror shall provide SOW language and SOW location for each efficiency and innovation proposed under Technical Approach (TA) - Mission Suitability Sub-factor 2, (TA1). Innovations and efficiencies may be incorporated into the SOW after award.

d. Format: Contractor's electronic format is acceptable.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

i. Initial: Due with proposal.
ii. Final: Contract start + 30 days.
iii. Approval: Contract start + 120 days.
iv. Frequency: Annually, 30 days prior to the start of every contract year.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
External Customers Plan	11/1/2016	DRD-NOC-04	80JSC017C0001

4. Use:	5. DRD Category:
To provide a comprehensive plan for attracting, maintaining and supporting external customers for the NBL.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: NPD 1050.1 Authority to Enter into a SAA Space Act Agreement Guide	7. Interrelationships: SOW 2.5

8. Preparation Information:

a. Data Type: 1

b. Scope: The External Customers Plan (ECP) describes the Contractor's multi-year approach for attracting external customers for use of the facilities. After approval, the External Customers Plan will become part of the contract as Attachment J-04. Execution of External Customer agreements shall be in accordance with Clause H.8, Non-Government Use of NASA Facilities.

c. **Content:**
The External Customers Plan shall describe the Contractor's comprehensive plan for identifying, attracting, and retaining external customers to the NBL, per the SOW.
The plan shall demonstrate the Contractor's approach and methods for generating cost savings to FOD that meets or exceeds the targets indicated for each fiscal year in table 1, below.

Table 1: Cost Savings to FOD

	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Total K$ Core Minimum Target	$ by Offerors	$ by Offerors	$ by Offerors	$ by Offerors	$ by Offerors	$ by Offerors	$ by Offerors
Total K$ Target Goal	Of Core	Of Core	Of Core	Of Core	Of Core	Of Core	Of Core

Notes:
The Contractor's initial submission shall propose values for each and describe the method(s) used to calculate each of those values. The ECP shall describe all processes, data requirements and approval cycles for External Customers, for the following entry methods into the facility: customers found and contracted with by the Contractor, customers found by the Contractor and contracted with NASA, customers found and contracted with by NASA and customers found by NASA and contracted with the Contractor. The ECP shall follow the table of contents below, supplemented by other relevant data identified by the Contractor:

1. Executive Summary – summarize the plan's key points and approaches.

2. Infrastructure Development:

a. NBL Capabilities, Constraints, and Policies:

i. Identify and evaluate NBL Facility capabilities not generally available from the commercial market and unique to NASA.
ii. Provide a comprehensive checklist of all constraints and policies the Customer must meet in order to operate in the NBL.
iii. Provide a comprehensive process that reviews the potential customer's requirements against NBL capabilities, constraints, and policies.
iv. Describe plans to resolve issues between customer requirements and NBL schedules, capabilities, constraints, and policies.

(Goal: These checklists and processes will be used to screen/vet potential customers, with the intent that if they satisfy all constraints it makes them eligible to enter into an agreement with the Contractor or NASA)

b. Procedures:

i. Identify and describe procedures for reducing/eliminating conflict between government and non-government work.
ii. Identify and describe any changes the Government needs in its processes, procedures, special terms and conditions that the Government may consider to attract more external customers.
iii. Identify and describe procedures for coordinating user requests for new services within pre-existing commitments to ensure compatibility and fulfillment with existing resources.
iv. Identify and describe procedures for protecting data between companies and potential Organizational Conflicts of Interest.
v. Identify schedules and metrics for staying within the plan.

c. Costs:

i. Describe your plan to assist NASA in updating the price list for use of the NBL. Identify all factors that you will consider in updating the costs (e.g., equipment maintenance and replacement costs).
ii. Describe your approach for determining the cost savings to FOD for each External Customer agreement utilizing accepted accounting practices. Include actual reimbursement to NASA, auditable cost offsets and any other factors deemed appropriate. Propose a format for reporting this data to NASA.
iii. Provide your definition of a "completed" or "booked" External Customer agreement Discuss your method of calculating the totals in Table 1, including when you would consider that an External Customer event should be included.

3. Recruiting:
   i. Identifying Potential Customers: Describe plans for identifying potential customers, both initially and long-term.
   ii. Identify and provide preliminary estimates of the types of customers they expect to recruit, along with the anticipated usage levels/timeframes and external revenue by fiscal year.

4. Marketing the NBL:
   i. Describe plans for marketing the NBL to potential customers, and the estimated costs.

5. Integration Support
   i. Describe plans to support both NASA and the customer during agreement development and negotiations.
   ii. Describe plans to document the customer's requirements and how they satisfied all constraints and policies. (This data will be used to demonstrate compatibility between the External Customer's requirements and NASA's facilities. It may also be utilized in the formulation of the formal agreement with the customer, as needed).

6. Implementation

i. Describe your approach to implementing and executing the External Customer's requirements from the point of a signed agreement/commitment through completion of the External Customer activity.

7. Reports and Statuses:
The Contractor shall provide informal statuses on on-going external customer activities at regularly scheduled External Customer Office Tag-Ups.

The Contractor shall provide formal status of external customer activities at regularly scheduled TCSR and QMRs.

Examples of status and report contents includes:
- Contacts made and potential customers
- Anticipated work and schedules
- Level of support required or anticipated
- Duration of activity
- Facility equipment and infrastructure required
- Progress towards targets
- Adherence to metrics

8. Other relevant data.
   a. SOW Appendix C includes a performance standard for supporting external customers. Table 1 cost savings goals provide by the Contractor will be used as the minimum requirement and standard of excellence.
   b. Other relevant data identified by the Contractor

d. Format: Contractor's electronic format is acceptable for reports. Utilize the format provided herein for the plan itself.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

   i. Initial: Due with proposal.
   ii. Final: Contract start + 40 days.
   iii. Approval: Contract start + 135 days.
   iv. Frequency: Update after approval of plan + 1 year; afterward as required.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Risk Managament Plan	6/27/16	DRD-NOC-05	80JSC017C0001

4. Use:	5. DRD Category:
To describe the Contractor's implementation approach for performing and reporting risk management, in conformance with the processes that are defined by the Government.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: NPR 7120.5D, NASA Space Flight Program and Project Management Requirements NPR 8000.4, Risk Management Procedural Requirements	7. Interrelationships: SOW 1.14

8. Preparation Information:

a. Data Type: 1

b. Scope: The Risk Management Plan documents the process that the Contractor will follow to manage risk throughout the duration of the contract and provide government insight to risk management. "Risk" refers to anything that can prevent a team from meeting the contract requirements. All forms of risk shall be managed. These include technical, programmatic, supportability, cost, and schedule risks.

c. Content: The Risk Management Plan shall describe the Contractor's processes to provide management at all levels with 1) a disciplined system for early identification of technical uncertainties, 2) a disciplined assessment of current project status, and 3) key indicators of mission success. The plan shall describe the basis for taking action to control risk and for measuring the effectiveness of that action. As a minimum the plan shall discuss:

i. Risk identification – The process to determine and define all risks.

ii. Risk analysis – The process to convert risk data into decision-making information. This process should include estimating the probability, impact and time frame of the risks, eliminating duplicate risks (including grouping similar risks) and prioritizing risks according to consequences.

iii. Risk planning – The process to develop mitigation options and decide what to do with the risks.

iv. Risk tracking – The process to acquire, compile and report risk status data, including risk indicators and mitigation actions. Appropriate risk metrics shall be identified so that the Government can evaluate the quality of the risk management.

v. Risk control – The process covering decisions to re-plan mitigation, close risks, invoke contingency plans or continue to track risks. The plan shall define responsibilities, typical milestones/reviews, and describe the key risk control activities.

vi. Communications and documentation –This is the means by which the output of the processes is documented and communicated to all team members. It is present in all of the above processes.

vii. The plan shall also identify the information to be documented for each risk. For risks having both a high probability and high impact/severity, the plan shall require, as a minimum, the following:

(1) Description of the risk

(2) Primary consequence should the undesirable event occur

(3) Estimate of probability of occurrence and the fidelity of the estimate

(4) Significant cost impacts, given its occurrence

(5) Significant schedule impacts, given its occurrence

(6) Potential mitigation measure not already taken and the cost to implement them

(7) Characterization of the risk as acceptable or unacceptable with rationale.

d. Format: Contractor's electronic format is acceptable.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

i. Initial: Contract start + 15 days.
ii. Final: Contract start + 45 days.
iii. Approval: Contract start + 60 days.
iv. Frequency: As required.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Fiscal Year (FY) Operating Plan and Planning, Programming, Budgeting, and Execution (PPBE)	6/28/16	DRD-NOC-06	80JSC017C0001

4. Use:	5. DRD Category:
The Contractor shall provide a separate annual FY Operating Plan and PPBE addressing all of the services under this contract.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: NPR 7120.5D, NASA Space Flight Program and Project Management Requirements	7. Interrelationships: SOW 1.1, 1.18

8. Preparation Information:

a. Data Type: Op Plan – 1,

b. Scope: The FY Operating Plan will include a detailed analysis of the content and cost for the future Government Fiscal Year(s). The Plan will contain a multi-year forecast as specified by requesting letter.

c. Content: The FY Operating Plan shall include estimates of the resources required to perform the specified services of the contract. Estimates shall be provided by CWBS and shall include labor in WYE and $, material in $, and total contract total price in $. WYE, labor hour, and $ estimates shall also be provided by source of funding, such as ISS, MPCV, etc. A plan summary shall be provided which compares the total resources estimated by funding source to specified funding marks, and to the negotiated contract value.

The FY Operating Plan shall include estimates by month. Technical work content to be achieved within the plan shall be described by list of tasks to be performed under Core Projects. The Contractor shall provide and maintain a master integrated facility schedule which identifies all projects and internal and external project dependencies.

d. Format: Electronic copy and hardcopy, as specified by NASA. Electronic copy shall be provided in Microsoft Excel unless otherwise agreed-to with NASA.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

i. Initial: FY Op Plan: Contract start + 30 days
ii. Final: FY Op Plan: Contract start + 50 days
iii. Approval: FY Op Plan: Contract start + 75 days;
iv. Frequency: FY Op Plan: 60 days prior to the end of FY

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Small Business Subcontracting Plan and Reports	10/24/16	DRD-NOC-07	80JSC017C0001

4. Use:	5. DRD Category:
To describe the Contractor's planned approach to Small Business Subcontracting and their reporting against this plan.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: a. FAR 19.702, Statutory requirements b. FAR 52.219-8, Utilization of Small Business Concerns c. FAR 52.219-9, Small Business Subcontracting Plan d. NFS 1852.219-75, Small Business Subcontracting Reporting	7. Interrelationships: SOW 1.3 Clause H.6 Attachment J-01

8. Preparation Information:

a. Data Type: Plan – 1, Report – 2

b. Scope: The Small Business Subcontracting Plan shall be in compliance with FAR 52.219-9. The Small Business Subcontracting Reporting shall be in compliance with NFS 1852.219-75.

c. Content: The Subcontracting plan must include the approach that the Contractor intends to use in meeting the subcontracting goals. Subcontractors whose bid is part of this proposal should be identified. For each subcontractor, the percentage of the proposal and any small or small business subcategory classification should be identified. For areas of potential future subcontracting, the Contractor should identify the area of work, the percentage of contract that this is expected to encompass, potential subcontractors and their small business or small business subcategory classification. Describe the management approach to subcontracting with small, small disadvantaged 8(a), Women-owned, HUBZoned, Veteran owned, and Service disabled veteran owned companies and HBCU/MIs.

d. Format: Contractor format is acceptable for the plan; reporting shall be in compliance with NFS 1852.219-75.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
   i. Subcontracting Plan:
      1. Initial – Due with proposal.
      2. Approval – Prior to contract award.
      3. Frequency – Subcontracting Plan to be updated in accordance with FAR 19.702.
   ii. Reports:
      1. All reports shall be submitted in accordance with FAR 52.219-9 and NFS 1852.219-75.
      2. In lieu of submitting a paper copy of the SF 294 and SF 295 Subcontracting Report for Individual Contracts. The Contractor shall submit semi-annually and at contract completion to the NASA/JSC Contracting Officer electronically version of this data.
      3. Contractors are required to submit subcontracting data in the Electronic Subcontracting Reporting System (eSRS) which has replaced the paper Standard Form 294 and SF 295 Summary Subcontracting Reports.
      4. All Contractors are required to register and file both types of subcontracting reports using the eSRS system. The website to register is www.esrs.gov.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Phase-In Plan	7/20/16	DRD-NOC-08	80JSC017C0001

4. Use:	5. DRD Category:
To describe the Contractor's planned Phase-In approach.	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships:

8. Preparation Information:

a. Data Type: 1

b. Scope: The NOC Phase-In Plan provides plans for the transfer of all anticipated on-going development and operations activities along with supporting logic and rationale.

c. Content: This Phase-In Plan shall describe the overall plan for transition. At a minimum, it shall address:
   i. Schedule with key milestones,
   ii. Approach and rationale for implementing the plans, procedures, and processes required for performance of the contract, including property, personnel, facilities, and security,
   iii. Approach to transitioning existing external customers to NOC
   iv. Approach for retaining critical skills
   v. Approach for transferring all existing software licenses and ownership from current contractor to NASA
   vi. Metrics used to determine progress for contract transition,
   vii. Property control transfer,
   viii. Property location moves for GFP in the following locations: N/A
   ix. Software control transfer,
   x. Documentation control transfer,
   xi. Facilities responsibility transfer,
   xii. Incorporation of existing CR, DR, DO, and all technical and administrative data (e.g., metrics data from previous years), Data Packages (DRD-NOC-31) and NBL Databases (DRD-NOC-26)
   xiii. Mission assurance considerations,
   xiv. Security considerations,
   xv. Risk mitigation strategy,
   xvi. Configuration management considerations.

d. Format: Contractor discretion, unless otherwise agreed upon between NASA and the Contractor.

e. Distribution: Per Contracting Officer’s letter.

f. Submission:

   i. Initial: Due with proposal.
   ii. Final: Contract award + 5 calendar days.
   iii. Approval: Contract award + 10 calendar days.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Government Property Management Plan (PMP)	12/06/2016	DRD-NOC-09	80JSC017C0001

4. Use:	5. DRD Category:
To describe the method of administering and controlling Government personal property and submitting proposed property manager qualifications.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: Federal Acquisition Regulation (FAR) 52.245-1 Government Property Clause	7. Interrelationships: SOW 1.17.1

8. Preparation Information (Include complete instructions for document preparation)

Scope

The Government Property Management Plan defines the Contractor's use, maintenance, repair, protection, and preservation of Government personal property. It shall describe the Contractor's approach to receiving, handling, stocking, maintaining, protecting and issuing Government property (equipment and material). The Plan should include interaction and Department/ Office responsibilities. The Contractor shall submit to the delegated Government Property Administrator (GPA) detailed supplemental property procedures, which are separate from the Property Management Plan, within 60 days after the contract start date.

The Contractors submitting an initial Property Management Plan as part of their reply to the Request for Proposal in accordance with Contracting Officer direction, will also submit proposed property manager qualifications and experience as specified below.

Contents

This plan shall reference those policies and procedures which are part of the Contractor's Property Management System and shall include at a minimum, but not limited to, the following functions/outcomes/activities:

1. Property Management
    - (a) Voluntary consensus standards, industry-leading practices and standards, customary commercial practices
    - (b) Periodic internal reviews, surveillances, self-assessments, and audits
    - (c) Written procedures
2. Acquisition of Property
    - (a) Acquisition authority
    - (b) Classification of property
3. Receipt of Government Property
    - (a) Receiving
    - (b) Identification
4. Records of Government Property
5. Physical Inventory
6. Subcontractor Control
    - (a) Flow down of property clauses to subcontractors
7. Reports
    - (a) Loss, Theft, Damage, Destruction reports
    - (b) Physical Inventory reports
    - (c) Audits and self-assessment reports
    - (d) Corrective Action reports
8. Relief of Stewardship Responsibility and Liability
    - (a) Loss, Theft, Damage, Destruction of property
    - (b) Consumed property
    - (c) Delivered property
    - (d) Contractor Inventory Disposal of property
        - i. In-house screening of excess

ii. Disclosure of excess
(e) Abandonment of Government property (if directed by the Government)

9. Utilizing Government Property
   (a) Utilization
   (b) Consumption
   (c) Movement
   (d) Storage
10. Maintenance
   (a) Preventive maintenance
   (b) Rehabilitation
   (c) Calibration
11. Property Closeout
   (a) Screening for further use
   (b) Final physical inventory
   (c) Transfers off the contract
   (d) Final NASA Form 1018
12. Reconcile Contractor Records with NASA Financial Property Records [NASA Form 1018 and the Contractor-Held Asset Tracking System (CHATS) if applicable]
13. JSC-Unique Considerations (as they arise or known now)

Format
The Contractor's format is acceptable.

Distribution of the Property Management Plan
1. Initial - The Offeror(s)/Contractors will be notified by the Contracting Officer when the PMP submittal is due.
2. Final - Due 30 days after contract award.

Maintenance
Changes to the PMP shall be incorporated by change pages or complete reissue after coordination with the Government PA.

Management Qualifications/Experience:
1. The Offeror/Contractor shall specify the name and the qualifications of the proposed property manager.
   (a) List the Federal agencies or departments supported in managing Government property and the corresponding number of years of experience.
   (b) List completed personal property management training courses.
   (c) Specify the level of professional property management certification obtained by the proposed property manager.
   (d) List professional personal property management organizations in which the proposed property manager has an active current membership.
2. This qualification data shall be a one-time submittal from the Offerors with their initial Property Management Plan (PMP) when the plan is requested by the Contracting Officer. Insert that data as a separate tab after that PMP.
   This qualification data shall be excluded from the final PMP from the awarded Contractor.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Change Control Process and Plan	06/28/16	DRD-NOC-10	80JSC017C0001

4. Use:	5. DRD Category:
This process plan shall describe the Contractor's change control process for development, modifications, and sustaining changes to the NBL facility and systems covered in the SOW.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: a. CX-WI-006, CX Change Request Process b. JSC-63756, Flight Operations Directorate Software Management Plan	7. Interrelationships: SOW 1.16.2

8. Preparation Information:
   a. Data Type: 1

   b. Scope: The NBL will utilize the NASA change control process, described in CX-WI-006, for NOC. The Change Control Process Plan (CCPP) shall describe the Contractor's internal change control processes and how those processes interface with CX-WI-006.

   c. Content: The Contractor shall describe its internal change control processes for both Change Requests (CRs) and Task Orders. As a minimum, this plan shall address and describe these areas:

      i Roles, responsibilities and dependencies (e.g., product deliveries). Address the NOC Contractor, NASA, the change originator and other organizations involved in the change.
      ii Processes for change development, including support of requirements development and definition, NASA and Contractor screening, impact assessment, making recommendations related to the change, obtaining NASA and Contractor control board review and approval.
      iii Providing quality assurance support and preventing organizational conflicts of interest (OCI) throughout the change development and implementation process
      iv Interrelationships between the change control process and other NOC processes (e.g., discrepancy reporting/management)
      v Processes and methodologies for cost and schedule estimating, including how the Contractor will ensure accuracy in these critical areas.
      vi Process for controlling cost and schedule during change implementation. Address management of requirements updates and resulting impacts.
      vii Interfacing Contractor change processes with NASA's existing change control process (CX-WI-006)
      viii Providing change approval status and change implementation status to NASA-authorized personnel; e.g., the change originator.
      ix Describe all differences between processes and methods for IDIQ DOs versus core change requests
      x Deliverables; e.g., change control database and metric reports.

   d. Format: Hardcopy and electronic format; JSC web domain accessible.

   e. Distribution: Per Contracting Officer's letter.

   f. Submission:
      i. Initial: Due with proposal.
      ii. Final: Contract award + 15 days.
      iii. Approval: Contract award + 45 days.
      iv. Frequency: As required.

   g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Maintenance Plan	11/01/16	DRD-NOC-11	80JSC017C0001

4. Use:	5. DRD Category:
This plan will document the Contractor's approach to maintenance of NBL mockups and systems.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.18, 2.2

8. Preparation Information:

a. Data Type: 1

b. Scope: The Maintenance Plan shall encompass all mockups, systems and equipment at the NBL. The plan describes the process for preventative maintenance, return to print maintenance, equipment replacement and returning the mockup or system to service. The plan also provides the scheduling process to conduct all activities within the plan to minimize impacts to events in the facility.

c. Content:

i. Roles and responsibilities: The Contractor shall provide a description of all resources (labor and non-labor) to complete the activities stated in the plan. The Contractor shall provide the organizational structure that will perform the maintenance along with a narrative of their responsibilities.

ii. Preventative maintenance:

Part (1): The Contractor shall describe their approach for conducting preventative maintenance, providing associated rationale.
Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used to conduct preventative maintenance.

iii. Return to print maintenance:

Part (1): The Contractor shall describe the approach that will be used to conduct return to print maintenance, providing associated rationale.
Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used for return to print maintenance.

iv. Equipment replacement and critical spares

Part (1): The Contractor shall describe their approach for equipment replacement maintenance, providing associated rationale. The Contractor shall include a cost benefit analysis approach for determining replacement feasibility of general shop equipment (e.g., drill press, lathe, mill).
Part (2): The Contractor shall provide a list of all equipment in mockups or systems that use consumables, replacement components or are themselves required to be replaced during normal operations. This list shall be based on vendor recommendations, failure trends and performance data. The list shall provide the frequency of replacement, estimated cost for time and materials, and if it is not a Commercial Off the Shelf (COTS) item, provide the lead time to procure the item.
The Contractor shall provide a critical spares list. The Contractor shall start with the existing critical spares list and provide justification if they plan to add or remove items from the list.

The Contractor shall provide a list of all operating systems and software used in the facility that are not supported by other FOD entities. Within the list, the Contractor shall provide the schedule for the planned replacement or upgrade of operating systems or software and the estimate for time and materials for replacement per line item.

v. Acceptance and return to service

Part (1): The Contractor shall describe their approach for verification of completed maintenance and equipment return to service, providing associated rationale.
Part (2): The Contractor shall provide a list of existing, modified or new processes, procedures and documents that will be used for maintenance verification and equipment return to service.

vi. Schedule

Part (1): The Contractor shall describe their approach for an annual schedule of mockup and system maintenance, providing associated rationale. The approach shall describe the process for ensuring that scheduled mockup maintenance tasks will not interfere with on-going operations, or with the long range operational schedule. If a conflict is identified, and the maintenance is deemed to be critical, then the plan shall describe the process for communicating that conflict to the users and for resolving any issues.
Part (2): The Contractor shall provide a procedure for scheduling mockup and system maintenance.

d. Format: Contractor discretion, unless otherwise agreed upon between NASA and the Contractor.

e. Distribution: Per Contracting Officer's Letter.

f. Submission:

i. Initial: Due with proposal; all sections labeled as Part (2) not required with proposal.
ii. Final: Contract award + 35 calendar days
iii. Approval: Contract award + 55 calendar days
iv. Frequency: As required

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current	3. DRL Line Item No.	RFP/Contract No.
Reports Required for Logistics	11/23/15	DRD-NOC-12	80JSC017C0001

4. Use:	5. DRD Category:
These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.17.1

8. Preparation Information

A. SCOPE:

The reports at B.1, B.2, and B.3 below are required when Contractor on-site storage of Government property in one location at JSC (JSC campus, Ellington Field, Sonny Carter Test Facility, White Sands Test Facility) has a total dollar value greater than or equal to $75,000 and is not reported in NASA or the Contractor's property systems. The reports at B.4 and B.5 are required in accordance with the directions below.

B. CONTENT:

1. NASA Form 1324, Semiannual Report of Personnel Property Management Operations (also called the Semi-annual Report of Personal Property Operations, Data for Semiannual Report of Contractor Supply Operations, or Data Sheet 1324):
   This semi-annual report defines the following line item data elements as of March 15 and September 15 of each year:
   a. Material Inventory Status
   b. Material Inventory Activity
   c. Material Acquisition Activity
   d. Material Receiving Activity
   e. Logistics Personnel Resources Report
   Reference: NPR 4100, NASA Materials Inventory Management Manual
   Due Dates: March 25 and September 25

2. NASA Form 1489, Semiannual Analysis of Inventory Report (also called the Analysis of Physical Inventory Report, Data for Semiannual Report of Analysis of Fixed Inventory Assets, or Data Sheet 1489):
   a. This semi-annual report defines the following monetary data elements as of March 15 and September 15 of each year.
   b. Starting Price: Price of Receipts, Price of Issues, Ending Price
      Note: This will be reported by each Object Class Code stocked in the storeroom. Separate reports are required for Stores, Programs and Standby stock (see the JSC Stocks Stock Catalog prefaces for a detailed explanation of these codes).
   c. Reference: NPR 4100, NASA Materials Inventory Management Manual
   Due Dates: March 25 and September 25

3. NASA Form 1619, Physical Inventory of Materials Annual Report:
   This annual report identifies the sampling inventory actions completed by the Contractor. This report contains the following data by Object Class Code (see the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)
   a. Line items and dollar value of items inventoried.
   b. Number of line items with variance.

c. Dollar value of discrepant items, including overage, shortage, and gross discrepancies.
d. Identify whether inventory items are stores, program, or standby stock, and also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.
e. A brief explanation of cause, of discrepancies, and actions to minimize the chance for recurrence.

Due Date: September 25

Note: Contractor-Acquired Material (CAM) and Government Furnished Material are to be inventoried and reported together for the purposes of this report.

4. Quarterly Report of Contractor-Acquired Material (CAM) and Low Dollar Equipment:
This report will consist of a transfer document (DD Form 1149) that identifies CAM and non-taggable equipment under $100,000 unit cost purchased and received by the Contractor for on-site use that bypass JSC Central Receiving. This Quarterly Report consists of property delivered to Center accountability for the following:
a. Items bought for and delivered for direct consumption on site, bypassing on-site storerooms.
b. Items delivered to on-site storeroom(s) not for immediate consumption/use.

Quarterly Reports are DD1149's submitted by the Contractor to the Government Property Administrator on a quarterly basis to obtain JSC approval for shipments made during the previous quarter that bypassed JSC Central Receiving.

The Quarterly Report DD1149 will consist of the following:
a. One summary DD1149 annotated with the total number of line items and total value of the items delivered to JSC during the previous three months. That DD1149 shall have the necessary approval signature blocks to affect transfer of accountability to JSC.
b. A list of the Contractor individual DD1149 voucher numbers from the previous quarter used to deliver the property to JSC.
c. Copies of the individual DD1149s on the list reflecting a JSC recipient signature and signature date.

The Quarterly Report summary DD1149 will transfer accountability of these assets to JSC and may also be accompanied by requisitions, issue documents, engineering work orders (if flight material destined for a bond room), or any other similar form approved for use by the Government Property Administrator.

Due Date: 15 working days after the end of the Quarter/Fiscal Year

The Quarterly Reporting process shall be added to the Contractor's property control procedures and/or plan and approved by the cognizant Government Property Administrator.

5. Annual Report of Exchange/Sale:
a. As defined by the Government Property Administrator (PA).

Due Date: 15 days after the end of each Government Fiscal Year if required by the Government PA.

C. FORMAT:
1. Forms for data input for the NASA Form 1324 (B.1) and 1489 (B.2) are available through JB3/Contract Property Group section of the JB3 web page under "JSC Data Requirement Descriptions (DRDs)". http://centerops.jsc.nasa.gov/jb/jb3/
2. Other forms shall be completed as specified above or as specified by the Government PA.

D. MAINTENANCE:
Changes or corrections to the reports above or this DRD shall be coordinated with the cognizant Government Property Administrator.

E. DISTRIBUTION:
All reports shall be provided to the cognizant Government Property Administrator.

F. APPLICABLE DOCUMENTS:
N/A

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Quality Plan and Reports	09/02/16	DRD-NOC-13	80JSC017C0001

4. Use:	5. DRD Category:
The Quality Plan is used to document the specific details of the Contractor's Quality Management System (QMS) related to this contact.	☐ Technical ☐ Administrative ☒ SR&QA
6. References: a. ANSI/ISO/ASQC	7. Interrelationships: SOW 1.13

8. Preparation Information:

a. Data Type: 2

b. Scope: A contract specific Quality Plan shall be prepared which identifies activities performed both on-site and off-site of JSC to ensure the quality of products and services.

c. Content: The quality plan shall address each element of the ANSI/ISO/ASQC standard demonstrating the Contractors understanding, implementation, methods, procedures, and controls required to fulfill the contract requirements.

d. Format: Quality Plan format shall match the elements of the ANSI/ISO/ASQC standard.

e. Distribution: JF5/JSC Property Administrator.

f. Submission: Per Contracting Officer's letter.

i. Initial: Contract start + 30 days.
ii. Final: Contract start + 60 days.
iii. Approval: Contract start + 90 days.
iv. Frequency: Annually.

g. Maintenance: Revisions shall be incorporated by change page or complete reissue.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Safety and Health Plan	07/16 (replaces 07/14 version)	DRD-NOC-14	80JSC017C0001

4. Use:	5. DRD Category:
Establishes Safety and Health Plan for Contractors providing support to JSC organizations The Office of Primary Responsibility for this DRD is the JSC Safety and Test Operations Division. Any modifications to this DRD require approval from the Chief, Safety and Test Operations Division.	☐ Technical ☐ Administrative ☒ SR&QA
6. References: OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual JPR 1700.1, JSC Safety and Health Handbook JSC 17773, Preparing Hazard Analysis for JSC Ground Operations JPR 1040.4, JSC Emergency Preparedness Plan NPR 8621, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping JPR 2310.1, JSC Organizational Learning Program	7. Interrelationships: SOW 1.11

8. Preparation Information:

Frequency of Submission. Initial submission with the proposal. Upon NASA approval, the Contractor's Safety and Health Plan become a Contractual Requirement.

Distribution: Send copies to each of the following:

Contracting Officer (1 electronic copy)

Contracting Officer's Representative (1 electronic copy)

NS/Safety and Test Operations Division (1 electronic copy)

JSC Occupational Health Office (1 electronic copy)

JSC Emergency Preparedness Office (1 electronic copy)

Revisions to the Plan: Review the plan annually or as directed by the CO. Update the plan to meet the latest OSHA, JSC, and VPP requirements. Provide a copy of the updated plan with the changes highlighted to the distribution list above at the start of each Contract year. If no changes are required after the annual review, notify the individuals in the distribution list in writing to that affect.

Other Deliverables: The plan must include instructions for submitting the deliverables in Table 1 below to the Government and represent contractual commitments by the Contractor to provide this information. Include copies to the Contracting Officer and Contracting Officer's Representative.

Deliverable	Frequency	DRD ¶	Comments
Identity of key safety and health personnel: • Company Physician/Occupational Injury/illness case manager • Designated Safety Official • Safety Representative • Building Fire Wardens (Roster)	Within 15 days of contract start and updated with changes	1.5	Include in plan or attachment to plan
Safety and Health Self Evaluation Report	Yearly by Jan. 30	1.8	Send to Safety and Test Operations Division
Roster of Terminated Employees	Yearly, 30 days after the end of the contract year	1.9.1	Send to the Occupational Health Branch
Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS)	When you introduce a new hazardous material	1.9.2	Send to the Occupational Health Branch See JPR 1700.1, Chapters 9.1 & 9.2
Hazardous Materials Inventory	Yearly or when quantities or locations change significantly. Some products require quarterly updates	1.9.3	Send to the Occupational Health Branch See JPR 1700.1, Chapter 9.2
Data on workplace industrial hygiene exposures	15 days after receiving results	2.1.1	Send to the Occupational Health Branch Only required if corporate industrial hygiene resource are used.
Inventory of Hazardous Operations	30 days after contract start and updated as necessary	2.3	Send to Safety and Test Operations Division
Inspection results entered in Building Inspection Tracking System (BITS)	10 working days after completing inspection	2.4	
On-site close calls forwarded to JSC close call tracking system	Within 3 working days of receipt	2.6	Send to Safety and Test Operations Division Required only for Contractor close call systems

Deliverable	Frequency	DRD ¶	Comments
Mishap reporting	Immediate and follow-up as required in JPR 1700.1	2.7.1	See Chapter 2.6 of JPR 1700.1
Lessons Learned Report	Enter data into the JSC LLDB or NASA LLIS: • Within 30 days of a triggering event; • Within 30 days of a program milestone, mishap investigation, or hazard or other engineering analysis / evaluation is completed; or • 30 days before end of contract evaluation period or 45 days before end of contract, whichever is applicable.	2.7.1.7	Database entry with 1 electronic copy to the Contracting Officer's Representative (COR)
JSC Form 288, "Statistical Information - Contractor Safety and Health Program"	Monthly by the 10th of the month	2.7.2. a	Send to JSC-Safety-Report-Submittals <JSC-Safety-Report-Submittals@mail.nasa.gov >
OSHA logs	Yearly by Feb 15 and within 30 days of contract end	2.7.2.b	Send to Safety and Test Operations Division OSHA 300 & 300A with names removed. Equivalent forms from Contractor database are acceptable.
Hazards recorded in JSC Hazard Abatement Tracking System (HATS)	Within 5 working days of discovery	3.1, 3.11	Applies to hazards not corrected within 30 days
Interim and Final Abatement Plans	Within 5 working days of discovery	3.11.2	Updates for hazards entered into HATS
List of hazardous operations and processes	Submit with the plan and update as needed	3.3	

Table 1, Safety and Health Deliverables

Format:
1. Cover page - to include as a minimum, blocks for the signatures of Contractor's project manager and designated safety official; NASA COR; JSC Safety and Test Operations Division: JSC Occupational Health Branch: and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government. Once approved by NASA, signatures will be collected and the plan placed on the contract.

2. Table of Contents. See content below.

3. Body of plan - as required. Contractor's format is acceptable but should be aligned with the elements of the content below.

4. The Contractor is part of a larger program – the NASA safety program – which has other contracted employees, civil servants, and other third parties that must be protected from any hazard in the workplace wherever they arise. This includes the following:

a. Hazards associated with work done on contractual tasks.

b. Hazards that arise from non-contractual operations in the vicinity of Contractor's workers.

c. Hazards that arise from contractual operations which may affect the safety and health of individuals and assets outside this contract.

5. The plan will clearly identify those resources to be provided by the Contractor and proposed resources to be provided by the Government. The Contractor will make this review and supporting rationale available to the Government as part of this plan. It can be documented as a checklist or outline, inserted directly in the body of the plan, or in any format developed by the Contractor that clearly conveys the results of this review including the basis for any underlying assumptions. For further information, see the LIST OF INSTALLATION PROVIDED FACILITIES AND SERVICES provided in this RFP.

6. The plan must cover the prime Contractor and all subcontractors.

Details: Address the following items in your plan:

MANAGEMENT LEADERSHIP AND EMPLOYEE PARTICIPATION

Management and employees work together as a team to provide a safe and healthful workplace. Management and employee synergies often must work together across contractual lines.

1.1 Policy: Provide the Contractor's safety and health compliance policy statement with the plan. Compare the Contractor's policy statement with those of NASA and OSHA and discuss any differences.

1.2 Goals and Objectives. Describe your approach to the following:

1.2.1 Specific annual safety and health goals and objectives to be met. Include innovative employee input systems and management approaches that produce a measurable rate of improvement in employee participation. These goals and objectives may or may not be quantifiable. Explain how you will evaluate your accomplishment of these goals and objectives.

1.2.2 Methods to be used, if any, to improve on the Days Away Case Rate (DACR), the Total Recordable Injury Rate (TRIR), and the total Days Away plus Restricted Duty plus Job Transfer (DART).

1.3 Management Leadership. Describe how management will demonstrate its commitment to safety and health compliance through visible management activities and fulfill its line management responsibilities for safety and health. Describe specific processes and techniques for implementation in all Contract and subcontract activities and products. Include a statement from the project manager or designated safety official indicating that the plan will be implemented as approved and that the project manager will take personal responsibility for its implementation.

1.4 Employee Involvement. Describe procedures to promote, implement, and sustain employee (non-supervisory) involvement in safety and health compliance program development, implementation and decision-making from all areas of the contract.

1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organizations that provide safety services or exercises any form of control or assurance in these areas. As a minimum, the plan will identify the following:

1.5.1 Safety Representative - identify by title, the individual who will be responsive to Center-wide safety, health and fire protection concerns and goals, and who will participate in various joint meetings, forums, and other activities related to the JSC Safety and Health program.

1.5.2 Company Physician/Occupational Injury/illness case manager - identify a point of contact who is responsible for the transfer or receipt of company medical data and who will be the primary contact for the company in the event any employee suffers a work related injury or illness by name, address, and telephone number to the JSC Clinic, mail code SD32. This will facilitate communication of medical data to Contractor management. Promptly notify the JSC Clinic of any changes that occur in the point of contact.

1.5.3 Building Fire Wardens - provide a roster of fire wardens at the start of each Contract year (their names, telephone numbers and pagers, and mail codes). Contractor fire wardens facilitate the JSC fire safety program, including coordination of related issues with NASA facility managers and emergency planning and response officials and their representatives. Fire wardens will be trained per JPR 1700.1. Update the Roster by letter to the JSC Safety and Test Operations Division, mail code NS2, with copies to

the Contracting Officer and the COR. Provide the initial letter to the Government not later than 15 days after contract start.

1.5.4 Designated Safety and Health Official - identify by title the official(s) responsible for implementation of this plan and all formal contacts with regulatory agencies and with NASA.

1.6 Provision of Authority. Describe your approach to maintain consistency of this plan throughout the life of the contract with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, State, and Local regulations.

1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe, healthful, and environmentally compliant manner.

1.8 Safety and Health Program Self Evaluation. Describe your approach to safety and health program evaluation. The program evaluation consists of providing a written self-evaluation report once per year that assesses your safety and health program effectiveness during the report period. The self-evaluation shall:

a. Follow the VPP program evaluation report format found in OSHA CSP 03-01-003, Voluntary Protection Program (VPP): Policies and Procedures Manual, Appendix C, “Format for Annual Submissions”, as mandated by the cognizant OSHA regional office.

b. Assess the elements of the approved safety and health plan as a minimum.

c. Include safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.

d. Include unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.

e. Include action plans with schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.

f. Establish goals and objectives of the Contractor safety and health program for the next report period.

Note: Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to OSHA in lieu of writing a new self-evaluation provided that all action plans and status are updated.

Note: This self-evaluation is not the same as the Contractor performance self-evaluation but may be used for that purpose if specifically required by the contract.

1.9 Miscellaneous Deliverables. The Contractor will acknowledge the following as standing requests of the Government and to be handled as described below.

1.9.1 Roster of Terminated Employees. Identify personnel terminated by the Contractor. At the contractor’s discretion, the report may include personnel changes during the previous year or cumulated for all years. Information required:

a. Date of report, Contractor identity, and Contract number.

b. For each person listed, provide name, social security number, and date of termination.

c. Name, address, and telephone number of Contractor representative to be contacted for questions or other information.

1.9.2 Material Safety Data Sheets (MSDS)/Safety Data Sheets (SDS). Prepare or deliver MSDSs/SDSs for hazardous materials brought onto Government property or included in products delivered to the Government as required in chapters 9.1 and 9.2 of JPR 1700.1.

1.9.3 Hazardous Materials Inventory. Compile an inventory report of all hazardous materials it has located on Government property quarterly as required by chapter 9.2 of JPR 1700.1, and which is within the scope of 29 CFR 1910.1200, “Hazard Communication”; and Federal Standard 313 (or FED-STD-313), “Material Safety Data, Transportation Data and Disposal Data for Hazardous Materials Furnished to Government Activities”, as revised.

1.10 Government Access to Safety and Health Program Documentation. Include a statement that you will make all safety and health documentation (including relevant personnel records and medical records) available without impediment for inspection or audit to Government safety and health professionals and their representatives. Electronic access by the Government to this data is acceptable as long as Privacy Act and information security requirements are met. For the purpose of this plan, safety and health documentation includes but is not limited to: logs, records, minutes, procedures, checklists, statistics, reports, analyses, notes, or other written or electronic document which contains in whole or in part any subject matter pertinent to safety, health, or emergency preparedness.

1.11 Review and Modification of Safety Requirements. Recognize in the plan that you may be requested to participate in reviewing and modifying safety requirements that are to be implemented by the Government. This review activity will be implemented at the direction of the COR per established contractual procedures.

1.12 Procurement. Identify procedures used to assure that procurements are reviewed for safety and health compliance considerations and that subcontracts contain appropriate safety criteria and instructions. Include authority and responsibility to assure that NASA safety requirements and tasks are clearly stated (flowed down) in subcontracts.

1.13 Certified Professional Resources. Discuss your access to certified professional resources for safety and health protection and discuss their roles in your safety and health program.

WORKSITE ANALYSIS

Worksite analysis identifies hazards and other safety and health threats to employees and valuable assets. As a minimum, analysis will include primarily the following: developing job hazard analyses for its employees; provisions to protect is employees from hazards in their work areas; inspections of the workplace; investigations of mishaps and close calls; and the submission of safety and health data to the Government.

2.1 ANALYSIS OF Worksite Hazards. . Describe how you will rank, process, and mitigate hazards identified by any of the techniques identified per JPR 1700.1 and ensure that all hazards on NASA property, which are immediately dangerous to life or health, are reported immediately to the Safety and Test Operations Division. For administrative contracts, this is covered by a Job Hazard Analysis for office workers. JSC recommends that the Contractor use the office job hazard analysis at https://jsc-sma-missp.jsc.nasa.gov/sites/safety/SH%20%20Hazards/JSC17773D.pdf to establish its office safety program. The template may be amended as need; Review the Office JHA periodically with contract personnel and update it as needed. Document and track the reviews so that each contract employee's review is fully demonstrated.

2.1.1 Hazards from nearby operations not in the Contractor's control. Describe how you will assess nearby hazardous operations for potential threats to its employees and establish controls for their mitigation.

2.2 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC authorities responsible for industrial hygiene at JSC-administered installations. If you use corporate resources to determine workplace exposures, provide copies of all monitoring data to JSC Occupational Health Branch within 15 days of receipt of results.

2.3 Hazard Identification. Describe the procedures and techniques to compile an inventory of hazards associated with the work to be performed on this Contract to include operations and work environments in the vicinity or in close proximity to Contract operations. Report the results to the Government in a manner suitable for inclusion in facilities baseline documentation as a permanent record of the facility. Specific techniques to be considered include:

a. Comprehensive Survey - A "wall to wall" engineering assessment of the Contractor's worksite, which includes the Government furnished facilities to be used by the contractor and the immediate vicinity in which contractual work or tasks will be performed. This assessment encompasses facilities, equipment, materials, and processes.

b. Change (Pre-use) Analysis - Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance

c. Hazard Analysis - May address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. See JSC 17773, "Preparing Hazard Analyses for JSC Ground Operations," for analysis contents (found at https://jsc-sma-missp.jsc.nasa.gov/sites/safety/SH%20%20Hazards/JSC17773D.pdf.

2.3.1 Describe the flow of the findings of the comprehensive survey of hazards into hazard analyses and job hazard analyses and subsequently into controls such as design, operations, processes, procedures, performance standards, and training.

2.4 Inspections. Describe how you will inspect all work areas every three months, in conjunction with civil service inspections.

2.4.1 Describe administrative requirements and procedures regularly scheduled inspections of your assigned areas for hazards including coordination of findings with area supervisors, facility managers, and JSC safety and health representatives as needed. Include how you will record completion of inspections in the JSC Building Inspection Tracking System (BITS). Inspections will identify:

a. Hazards and non-conformances

b. Risk assessment to include the severity and probability of an injury, illness, property damage, or environmental damage.

c. Corrective measures or controls implemented to immediately safe the area and to eliminate or control the hazard and schedules for completion.

d. Notification to persons who may be affected by hazards that pose an imminent or significant risk to safety and health of employees, operations, or facilities.

2.4.2 Describe methods to document inspection findings and corrective actions per Chapter 3.5 of JPR 1700.1.

2.5 Protective Equipment - Describe procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedures pertaining to this subject. Include methods for keeping records.

2.6 Employee Reports of Hazards - Identify methods to encourage employee participation in JSC's Close Call Reporting System to report observed hazardous conditions and events without fear of reprisal. You may implement an internal close call reporting system provided features of JSC's closed call reporting system are adopted and on-site close call information is included in the JSC closed call tracking system and in a manner that does not unnecessarily inhibit employee participation in JSC's Close Call Reporting System.

2.7 Accident and Record Analysis

2.7.1 Mishap Reporting and Investigation. Describe your approach to mishap notification and response, reporting, investigating, and correcting negative findings that are discovered in its investigations. See NPR 8621.1 and JPR 1700.1. Include the following key items from NPR 8621.1 and JPR 1700.1 in the plan:

2.7.1.1 Mishap Notification and Response –Describe how you will ensure prompt notification of mishaps and how it will respond to such notifications. This includes notifying the Safety and Test Operations Division, the Contracting Officer, and the COR immediately under the following circumstances:

a. Fatality, hospitalization, or total or partial permanent disability to one or more persons.

b. Property damage equal to or greater than $500,000.

c. Mishaps involving NASA personnel or NASA property regardless of severity.

d. Any mission failure.

NOTE: The expectation is that employees will notify their managers as soon as possible after a mishap to allow a preliminary investigation to secure the scene, identify witnesses, and to safeguard evidence, personnel or property.

2.7.1.2 Initial Reporting – Describe how you will provide an initial report within 24 hours of the mishap containing basic information that identifies personnel injured, the property damaged or lost, and the name and contact information of the appointing official and investigator. Use JSC Form (JF) 1627. This report will be required for:

a. All mishaps and "close calls" involving property damage or first aid (as defined by NPR 8621.1) which occur onsite at a JSC-administered establishment. This includes Government owned and Contractor operated facilities.

b. All type A and B mishaps at Contractor and third party facilities when the mishap is a direct result of work performed on the contract.

c. All type C property damage mishaps at Contractor and third party facilities when the mishap is a direct result of work performed on the contract.

2.7.1.3 Preliminary Investigation. Recognize in the plan that the Government may choose to immediately initiate a preliminary investigation including taking custody of the mishap scene and the collection of witness statements as a prelude to a Government investigation. Factual evidence will be made available for the Contractor's investigation at a time to be determined by the Government Investigating authority.

2.7.1.4 Interim Reporting. Describe how you will submit interim reports that bring attention to specific issues such as product safety or performance defects; procedural issues; or other items of an urgent nature requiring an immediate and timely intervention by other parties. You may use your own format for interim reports.

2.7.1.5 Mishap Investigation. Describe how you will investigate all mishaps incurred while performing contract work as required in JPR 1700.1 and NPR 8621.1. Your final report shall identify which parts of the report are proprietary for business reasons or otherwise controlled for reasons of security. The Government reserves the right to initiate release of the report as specified in NPR 8621.1.

2.7.1.6 Corrective Actions. Describe how you will provide a corrective action plan that is traceable to findings, root causes, contributing factors, and recommendations and specific assignee with estimated completion dates. Include how you will notify the Government of completion dates and changes in the schedule. Indicate actions assignable to the Government or other parties.

2.7.1.7 Lessons Learned. Describe your program for lessons learned suitable for inclusion in the JSC Lessons Learned Database per JPR 2310.1, JSC Organizational Learning Program, and consistent with the areas defined in the statement of work or the work breakdown structure. Lessons learned are intended to prevent recurrence of undesirable events and to allow NASA and its team members to capitalize to the greatest extent practical on unique successes requiring documented insight for retrieval on demand. The program shall include:

a) Program structure and management responsibility for lessons learned and program advocacy throughout the contracted effort.

b) Approach to selecting, reviewing, and validating lessons learned using contract and government assets. Lessons learned usually involve uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties.

c) Approach used to balance trade secret and security imperatives vice government rights in data and the need to capture lessons for publication in Government information systems and processes.

d) The dissemination of lessons learned throughout appropriate NASA programs including the retrieval and dissemination of lessons published in the JSC Lessons Learned Database and the NASA Lessons Learned Information System. Sharing lessons with other Government agencies is also expected.

e) Information on the successful use of retrieved lessons including how they were used, by whom, for what purposed, and implementation detail delivered to the Government as additional recommendations for previously published lessons.

f) Goals for your lessons learned program including schedules, scope, breadth, quality, and quantity of lessons the government can expect as delivered lessons. Appropriate metrics for identification, publication, and dissemination are highly desirable.

g) The approach to the selection of media to be used for of supporting data inclusion with each lesson learned (such as photographs, analyses, diagrams, schematics, drawings, and streamed video.)

h) Submission of Lessons Learned reports with the following content:

1. Subject - one line subject of the lesson.
2. Lesson Learned - usually one sentence that describes insight gained
3. Description of Event - narrative that describes what happened.
4. Recommendations - may be an action plan, suggestion, etc., that was adopted at event source.
5. Supporting documentation – submit as needed to augment understanding of lesson (photographs with or without pointers and text labels), illustrations, drawings, etc.)
6. Contact name and e-mail address (for follow up by Government before publication of lesson).

2.7.2 Trend Analysis – Describe your approach to performing trend analysis of data (occupational injuries and illnesses; facilities, systems, and equipment performance; maintenance findings; etc.). Discuss methods to identify and abate common causes indicated by trend analysis. In support of site-wide trend analysis to be performed by the Government, discuss method of providing the following data:

a. Accident/Incident Summary Report - Accident/Incident Summary Reports as specified on JSC Form 288, “Statistical Information - Contractor Safety and Health Program” as revised. Negative reports that include exposure hours are also required.

b. Log of Occupational Injuries/Illnesses - For each establishment on and off NASA property that performs work on this Contract, deliver, to the Government, a copy of its annual summary of occupational injuries and illnesses (OSHA 300 and OSHA 300A) as described in Title 29, Code of Federal Regulations, Subpart 1904.5 If you are exempt by regulation from maintaining and publishing such logs, data equivalent to the OSHA log is acceptable.

HAZARD PREVENTION AND CONTROL

Once hazards are identified, they must be eliminated or controlled to lessen the risk to personnel, facilities, and the work environment. This section builds on worksite analysis described in section 2.0 above.

3.1 Describe your approach to eliminating or controlling Identified hazards. In the multiple employer environment of the Center, certain hazards and corrective actions must be collected in a Center wide information system Hazard Abatement Tracking System (HATS) for risk management purposes.

3.2 Appropriate Controls. Discuss approach to consideration and selection of controls as described in chapters 3.2 and 3.5 of JPR 1700.1.

3.3 Hazardous Operations and Processes. Describe methods for notification of personnel when hazardous operations and processes are to be performed in their facilities or when hazardous conditions are found to exist during the course of this Contract. Use JPR 1700.1 as a guide for defining, classifying, and prioritizing hazardous operations. Determine if any hazardous process meet the criteria of 29 CFR 1910.119. If so, follow the requirements of 29 CFR 1910.119. Otherwise, use it as a guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this Contract. Provide the list of hazardous operations and processes to the Government as part of the plan for review and approval.

3.3.1 Describe how you will develop a schedule to write procedures with particular emphasis on identifying the job safety steps required, before hazardous operations or processes begin. Recognize that NASA will have access on request to any Contractor data necessary to verify implementation.

3.3.2 Describe how you will identify the operations or processes that may have safety or health implications outside Contract operations. The Safety and Test Operations Division or Occupational Health Branch will provide additional instructions for further NASA management review and approval.

3.4 Written Procedures. Describe methods to assure that written procedures, which include appropriate hazard controls, are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Include how you will ensure that procedures are readily available to personnel as required to correctly perform their duties.

3.5 Hazardous Operations Permits. Identify facilities, operations or tasks where hazardous operations permits will be required as specified in JPR 1700.1 such as confined space entry, hot work, etc and how you will adhere to established NASA JSC procedures.

3.6 Operations Involving Potential Asbestos Exposures. Describe method to assure compliance with JSC Asbestos Control Program as established in JPR 1700.1, as revised.

3.7 Operations Involving Exposures to Toxic or Unhealthful Materials. Describe how you will ensure that these operations are evaluated by the JSC Occupational Health Branch and are properly controlled as advised. Include notification of JSC Occupational Health Branch before starting any new or modified operation potentially hazardous to health.

3.8 Baseline Documentation. Discuss your responsibilities for maintaining facilities baseline documentation per Chapter 10.4 of JPR 1700.1.

3.9 Preventive Maintenance. Discuss your approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities or equipment to be emphasized or de-emphasized.

3.10 Medical (Occupational Healthcare) Program. Discuss implementation of JSC's "Clinic First" policy when on site per JPR 1700.1, Chapter 3.6. Include return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries & illnesses. Discuss your approach to Cardiopulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), first aid, and, return to work policies and the use of Government provided medical and emergency facilities for the initial treatment of occupational injuries and illnesses.

3.10.1 Discuss your medical surveillance program to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. The program must comply with JPR 1700.1, Chapter 3.6.

3.11. Hazard Correction and Tracking. Discuss your system for correcting and tracking safety, health, and environmental hazards with particular emphasis on integration with JSC's Hazard Abatement Process (found on line athttps://jsc-sma-missp.jsc.nasa.gov/sites/safety/SH%20%20Haz%20Process/Home.aspx). (The scope is restricted to establishments at JSC, Sonny Carter Training Facility, and Ellington Field.) This includes the following:

3.11.1 Personnel Awareness of Hazards. Discuss your approach to communicate unsafe conditions and approved countermeasures to your employees, the Government, and other Contractors whose personnel may be exposed to these unsafe conditions.

3.11.2. Interim and Final Abatement Plans. Describe how you will approach interim and final abatement of hazards. Describe how you will provide data to the JSC HATS for all hazards within Contractor-occupied facilities that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Include the use of JSC Form 1240, "JSC Notice of Safety or Health and Action Plan", or equivalent.

3.12 Disciplinary System. Describe your system for ensuring safety and health discipline in your personnel (including subcontractors). Describe your approach to modifying personnel behaviors when personnel are exhibiting unsafe and unhealthful behavior.

3.13 Emergency Preparedness. Discuss your approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather29 CFR 1910.120 (HAZWOPER); and local, regional, and national incidents at JSC as described in JPR 1040.4, JSC Emergency Preparedness Plan. Address how you will protect employees and facilities, and how you will notify JSC emergency forces. Include your pre-planning strategies and how they will be implemented through procedures, training, drills, etc. Identify your methods and schedules to verify emergency readiness. Describe how your employees will be able to locate and be knowledgeable in appropriate emergency action plans. Discuss methods to verify emergency readiness and communicate with employees after an evacuation.

Note: As a minimum, evaluate credible potential emergencies your employees will face, which will include emergencies such as fire evacuations, weather emergencies, and workplace violence. Also consider

potential of emergencies from nearby operations or emergencies in other areas that your employees routinely visit.

SAFETY AND HEALTH TRAINING

Employees (including management and supervisors) must be trained on the responsibilities to protect themselves and the facilities and operations in which they work. The results of worksite analyses and hazard prevention and control feed the resulting training programs. Timely feedback from trainees is critical to ongoing improvement of training material and course content.

4.1 Describe your training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective or emergency countermeasures, including training to meet Federal, State, and Local regulatory requirements.

4.2 Describe your approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Discuss your approach to written exams (a NASA requirement) and other methods to establish trainee proficiency. Include your approach to ensure that training is retained and practiced.

4.3 Describe your approach to training personnel in the proper use and care of personal protective equipment (PPE).

4.4 Discuss tailoring of training toward specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss methods to obtain feedback on the success of the training.

4.5 Discuss your personnel certification programs. Certifications must meet JPR 1700.1, Chapter 5.8.

4.6 Address use of JSC safety and health training resources as appropriate. If you wish to train your personnel in any regulatory mandated training, secure an agreement with JSC Safety and Test Operations Division and the Occupational Health Branch before beginning training. The agreement will ensure consistency safety and health training within JSC’s multiple employer work environment.

4.7 Discuss your approach to making all training materials and training records available to NASA, and other Federal, state, and local agencies for their review upon request.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
System Safety Program Plan	07/14 (replaces 11/05 version)	DRD-NOC-15	80JSC017C0001

4. Use:	5. DRD Category:
Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards.	☐ Technical ☐ Administrative ☒ S&MA

6. References:	7. Interrelationships:
a. JPR 1700.1, JSC Safety and Health Handbook **b. JSC 17773, Instruction for Preparation of Hazard Analyses for JSC Ground Operations** **c. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping** d. NPR 8715.3, NASA General Safety Program Requirements **e. NPD 8735.1, Procedures for Exchanging Parts, Materials, Software, and Safety Data Utilizing the Government-Industry Data Exchange Program (GIDEP) and NASA Advisories** **f. JPR 7120.3, Program/Project Management and Systems Engineering** **g. MIL-STD-882, Standard Practice for System Safety**	SOW 1.11

8. Preparation Information:

a. Data Type: 1

b. Scope: The elements of a System Safety Program Plan (SSPP) as outlined below are generic; refer to the appropriate applicable references listed above for specific program requirements. System Safety Program Plans are to be tailored for individual safety engineering projects as integral parts of a formal, disciplined system safety program plan implemented by the Contractor

c. Content: The SSPP shall be developed for the contract to plan, establish, document, and implement:
   (1) System Safety design and operational performance requirements (qualitative and quantitative).
   (2) System Safety maintenance concepts.
   (3) Requirements and tasks for System Safety engineering, analysis, and testing (including hardware, software, firmware, and human elements).
   (4) Timely and continuous assessment of the progress toward achieving the System Safety requirements, including identification of areas for improvement.
   (5) Integration of System Safety processes and analytical activities with systems engineering, risk management, and other processes, assessments, and analyses including, but not limited to, quality, logistics, reliability, maintainability, availability, probabilistic risk assessment, life-cycle cost, configuration management, and maintenance.

d. Format: The plan shall be delivered in the Contractor's format. The plan shall be delivered to DDMS in native format, compatible with Microsoft Word.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
   i. Initial: Contract award + 28 days.
   ii. Final: Contract award + 56 days.
   iii. Approval: Contract start + 28 days.
   iv. Frequency: As required.

g. Maintenance: Update as required. This plan shall be maintained in the DDMS.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Environmental and Energy Consuming Product Compliance Reports	05/08/13	DRD-NOC-16	80JSC017C0001

4. Use *(Define need for, intended use of, and/or anticipated results of data)*	5. DRD Category: *(check one)*
Used to complete JSC's required annual report to NASA HQ on affirmative procurement, waste reduction, energy efficient product procurement, and ozone depleting substances.	☐ Technical X Administrative ☐ SR&QA

6. References *(Optional)*	7. Interrelationships *(e.g., with other DRDs) (Optional)*
JPR 8550.1, JSC Environmental Compliance Procedural Requirements; JPR 8553.1, JSC Environmental Management System	

8. Preparation Information *(Include complete instructions for document preparation)*
This report is submitted annually for the previous fiscal year activities. If the contract is for only a portion of the fiscal year, this report shall be submitted for that portion of the fiscal year.

When a contract ends or is terminated prior to the end of a fiscal year, the Contractor shall provide this report for the activities performed for that portion of the fiscal year that the contract was in place and the report shall be submitted within 30 days of the contract end date.

For Section I and III, where the Contractor does not purchase any designated product during the fiscal year, the report shall be a statement to that effect.

For Section IV, if the Contractor does not purchase, own, operate, maintain, or repair ODS equipment on-site ; or does not store, purchase or use ODS chemicals, the report shall be a statement to that effect.

Fiscal year is the Federal Government fiscal year and is defined as October 1 through September 30.

I. Annual Sustainable Acquisition Report
The Contractor shall track and report each December 1 to the JSC Environmental Office the following information regarding the purchase by the Contractor (including subcontracts) of all products on the U. S. Environmental Protection Agency's Comprehensive Procurement Guideline list and items on the USDA Farm Bill Biobased list:
a. The total amount of each item purchased during the previous fiscal year in $,
b. The total amount of each listed item purchased during the previous fiscal year that contained at least the minimum recommended percenatges of recycled content or biobased content during the fiscal year in $,
c. The total amount of each listed item purchased during the previous fiscal year that contained some recycled content or biobased content but less than the minimum recommended percentages of recycled content or biobased content during the fiscal year in $,
d. The number of waivers and the name of the item each waiver was requested for submitted to the Environmental Office during the previous fiscal year,
e. The total amount purchased for each waivered item during the previous fiscal year in $, and
f. A narrative explanation of constraints for purchasing each item that did not meet affirmative procurement or biobased content requirements during the previous fiscal year.

The JSC Environmental Office will provide an electronic spreadsheet to submit the Annual Sustainable Acquisition portion of this DRD. Contact the Environmental Info line at 281-483-6207 or send an email to JSC-Environmental-Office@nasa.gov to get a copy of this spreadsheet.

II.a Waste Reduction Activity Report
The Contractor shall track and report each December 1 to the JSC Environmental Office any new process improvements or programs undertaken by the Contractor (or subcontractors) that have contributed to waste reduction during the previous fiscal year. Waste reduction means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products. This may be done through recycling* or waste prevention**. *This may be accomplished through source reduction and/or by increasing reuse and recycling of items that would normally go to the landfill (trash).* The information will be included in

JSC's annual report to NASA HQ on waste reduction activities. Limit responses to one page or less per item. The response should include a description of the activity, the materials or wastes reduced, an estimated volume or weight of reduction, and a contact name and phone number for a person knowledgeable about the reduction activity.

* Recycling means the series of activities, including collection, separation, and processing by which products or other materials are recovered from the solid waste stream for use in the forms of raw materials in the manufacture of products other than fuel for producing heat or power by combustion.
**Waste prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

II.b For Construction/Facility Modification Contracts Only:
The Contractor shall track and report to the JSC Environmental Office the total weight in pounds of material sent to the landfill (this does not include shipments managed and paid for by the Environmental Office or their support contractor) and the total number of pounds of material recycled by media (scrap metal, wood, concrete, soil). The report is due within 30 days of completion of all waste generating and recycling activities or of final waste shipments associated with the project and in no case later than completion of the contract.

III. Annual Energy Efficiency Product Procurement Report
The Contractor shall report to the JSC Energy Manager, on December 1 of each year, information on purchases of energy consuming products made by the Contractor (including subcontracts) beginning upon contract start. This includes the purchase of premium efficiency motors and efficiency lighting covered by the Energy Policy Act of 2005. The report shall provide the following:

a. A list of all energy consuming products purchased during the previous fiscal year.
b. The total purchase cost of each item on the list.
c. A designation of which items were Energy Star or Federal Energy Management Program (FEMP)-sanctioned.
d. For each Energy Star or FEMP-sanctioned product purchased, provide:
   i. The simple payback value as determined by the Contractor's life cycle cost analysis.
   ii. The annual savings in dollars and BTUs due to the purchase of the item
e. Metrics which show the effectiveness of the Contractor's purchases
   i. Percentage of purchased products that are Energy Star and FEMP-sanctioned against the total number of energy consuming products purchased.
   ii. Total dollar value of the purchased products that are Energy Star and FEMP-sanctioned against the total dollar value of all energy consuming products purchased.

IV. Ozone Depleting Substances (ODS) Reports
The Contractor shall track and report each December 1 to the JSC Environmental Office the following information for the previous fiscal year related to ODS equipment that the Contractor purchases, owns, operates, maintains, or repairs on-site:

a. A list of the names of all EPA-Certified service technicians employed and their certification dates
b. A list of any ODS recovery/recycling equipment that will be used and copy of the 40 CFR 82.162 EPA registration
c. A list of any refrigeration/air conditioning units with a full charge of more than 50 pounds, not previously reported, including
   i. any identifying equipment numbers
   ii. the location of the equipment (building/room)
   iii. the owning organization or contract name and number
   iv. a narrative description of the equipment.
   v. refrigeration or air conditioning equipment with a full charge of > 50 pounds, permanently removed from service during the year.
d. For each ODS chemical stored, purchased or used, track and report each December 1 for the previous fiscal year:
   i. ODS Chemical Name;
   ii. Quantity stored (pounds);
   iii. Quantity purchased (pounds); and
   iv. Quantity used (pounds).

Submit one electronic copy of the Annual Sustainable Acquisition Report via the spreadsheet provided by the Environmental Office. The remainder of the report may be submitted in an electronic or hard copy in the format determined by the Contractor as long as all required elements are included.

Distribution:
1 copy to JSC Environmental Office (mail code JE)
1 copy to Contracting Officer
1 copy to Contracting Officer's Representative

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Non-conformance Record	06/28/16	DRD-NOC-17	80JSC017C0001

4. Use:	5. DRD Category:
To ensure that all non-conformances are documented in consistent manner and to ensure that all the necessary data is included and available.	☐ Technical ☐ Administrative ☒ SR&QA
6. References: a. Problem Reporting and Corrective Action (PRACA) for Johnson Space Center (JSC) Government Furnished Equipment (GFE), b. ANSI/ISO/ASQ Q9001-2008, Quality Management Systems Requirements	7. Interrelationships: SOW 1.13, 1.16.3

8. Preparation Information:
   a. Data Type: 1
   b. Scope: This DRD establishes the minimum data elements necessary to provide records of the closed loop system for the control of non-conforming products. A non-conformance is defined as hardware or materials that fail to meet a specified requirement. Non-conformance shall commence with initial receipt of materials or articles for the procurement and continue through all subsequent phases of the program.

   c. Content: The record shall contain the following data elements:
      1. A unique and traceable number,
      2. Identification of the non-conforming article or material:
         i. Nomenclature,
         ii. Part identification number,
         iii. Serial no./Lot no./Version,
         iv. Manufacturer's name or the Manufacturer's Contractor and Government Entity (CAGE) code (preferable),
      3. The date the non-conformance was discovered,
      4. The name of the initiator of the non-conformance record,
      5. A description of the non-conformance including a description of the required characteristics or specification,
      6. The type of activity being conducted (e.g., fabrication, assembly, qualification test, system test, pre-delivery or pre-installation test, etc.). Reference shall be made to applicable procedure numbers,
      7. When appropriate, identification of the next higher assembly:
         i. Nomenclature,
         ii. Part identification number,
         iii. Manufacturer's name or the Manufacturer's CAGE code (preferable),
      8. Disposition of the non-conforming article or material,
      9. The signatures of the personnel authorized to provide disposition,
      10. Verification that the prescribed disposition was acceptably completed,
      11. When applicable, a cross-reference to an associated PRACA reports.

   d. Non-conformance records shall be managed using the government provided system (Ref. SOW 1.16.3)
   e. Format: Contractor's format.
   f. Distribution: Per Contracting Officer's letter.
   g. Submission:
      i. Initial: Contract start + 14 days.
      ii. Final: Contract start + 30 days.
      iii. Approval: Contract start + 60 days.
      iv. Frequency: As required [t].

   h. Maintenance: Revisions shall be incorporated by change page or complete reissue.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title GIDEP and NASA Advisory Problem Data Sharing and Utilization Program Documentation and Reporting	2. Date of current version: 04/18/16	3. DRL Line Item No. DRD-NOC-18	RFP/Contract No. 80JSC017C0001
4. Use: To establish the minimum Contractor and subtier contractors general requirements and procedures for implementation of procedures and contractural data reporting for participation in GIDEP and NASA Advisory Problem Data Sharing and Utilization Program concerning significant problems involving parts, materials, specifications, software, and safety.			5. DRD Category: ☐ Technical ☐ Administrative ☒ SR&QA
6. References: 1) NPR 8735.1, NASA Procedural Requirements, "Procedure for Exchanging Parts, Materials, and Safety Problem Data Utilizing the Government-Industry Data Exchange Program and NASA Advisories." 2) SO300-BT-PRO-010, GIDEP Operations Manual and Policy 3) SO300-BU-GYD-010, GIDEP Requirements Guide			7. Interrelationships: SOW 1.13

8. Preparation Information:

NOTE:

Special controls shall be implemented to comply with the confidentiality of the problem reports involving criminal investigations. The implementation procedures must address this special need for the control of information with the restricted distribution as well as the need to track and report the cost of the problem investigation and resolution.

a. Data Type: 3

b. Scope:
Generic problems reported by the Government-Industry Data Exchange Program (GIDEP) or NASA Advisory distribution networks shall be assessed to determine if there is a real or potential impact on the program or program assets. Generic problems experienced by the program or by program assets shall be reported in the GIDEP or NASA Advisory network, as required.

c. Initial Submittal:
Contractor and subtier implementation procedures (60 days after contract award); also provide identification of a Point of Contact (POC) to the NASA-JSC Advisory Coordinator at jsc-jscadvco@mail nasa.gov .

d. Content:

1. The Contractor and sub-tier implementation procedures shall provide details that will ensure that the Contractor understands and will implement these procedures, which cover the scope; task importance; management responsibilities; technical expertise to identify and resolve any impacts; "special problem" information sensitivity; and documentation necessary to comply with GIDEP and NASA policies.

2. GIDEP documents are to comply with the GIDEP Operations Manual and Policy requirements for the appropriate document being prepared and released. GIDEP documents shall be prepared on the appropriate GIDEP form found in the SO300-BT-PRO-010, GIDEP Operations Manual and Policy

3. Implementation procedures shall include a detailed methodology that will be utilized to receive, distribute and thoroughly assess the GIDEP and NASA Advisory for impacts to assets pertaining to this contract and ensure impacts noted are promptly reported, tracked and upon direction from the Contracting Officer or Contracting Officer Representative, corrected. Disposition assessments and status shall be enetered into the JSC NASA Advisory/GIDEP Documents Status Tracking System, **jarts-sma.jsc.nasa.gov** maintained by

the JSC NASA-Advisory/GIDEP Coordinator, when appropriate. It shall be made in a timely manner to support Certificate of Flight Readiness Reviews, Program/Project milestones, and other associated with space-flight activities. Status of the impact assessments by problem report by hardware/system/subcontractor; and corrective actions for problems with identified impacts, including (1) NASA program management involvement and concurrence, (2) required supporting documentation for all problems experienced on the program/project that meet the criteria for release of a GIDEP report or NASA Advisory and the released GIDEP reports and NASA Advisories, and (3) any other data required to comply with the applicable GIDEP and NASA documents.

4. Details of the required milestone/mission support efforts and reports with the associated roles and responsibilities.

5. Financial data to justify and substantiate any reported "cost impacts" are to be included.

e. Format:

6. The Contractor's format is acceptable but shall provide the "Task Management, Control, and Tracking Status," information required to satisfy requirements.

7. GIDEP documents shall be prepared on the appropriate GIDEP form found in the SO300-BT-PRO-010, GIDEP Operations Manual and Policy. Non-conforming Parts and Materials Reports - Incidents involving non-conforming products or materials are to be reported through the GIDEP Reporting System to comply with Government Policy as defined by Office of Federal Procurement Policy, Policy Letter No. 91-3 (Appendix D of GIDEP Operation Manual, SO300-BT-PRO-010), as required.

8. NASA Advisories shall be coordinated with the JSC NASA Advisory Coordinator, jsc-jscadvo@mail.nasa.gov and comply with contents required to complete the JSC NASA Advisory Form, JSC Form 1159 (JF1159) and to accurately report the problem and conditions.

f. Distribution:

Distribution will comply with the Contracting Officer letter (shall include the JSC GIDEP/NASA Advisory Coordinator, as a minimum).

g. Maintenance:

The Contractor shall ensure a procedure is in place to support all GIDEP and NASA Advisory information to include:

1. Documentation of the current implementation procedures and GIDEP and NASA Advisory policies.

2. Procedures to ensure released GIDEP and NASA Advisory information is gathered, tracked, reviewed, captured and retained in a contractor electronic database for applicability to ensure factual investigation and reporting of suspect parts.

3. Logistics parts tracking, tagging, segregation, and retention of suspect parts or material in the custody of the Contractor pending final disposition instructions from the Contracting Officer or Contracting Officer Representative with concurrence from the JSC NASA-Advisory/GIDEP Coordinator.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Organizational Conflicts of Interest (OCI) Mitigation Plan	09/26/16	DRD-NOC-19	80JSC017C0001

4. Use:	5. DRD Category:
To document the Contractor's comprehensive management approach and mplementation methods for avoiding, neutralizing, and mitigating organizational conflicts of interest.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: FAR Subpart 9.5, Organizational and Consultant Conflicts of Interest NFS 1852.209-71, Limitation of Future Contracting NFS 1852.237-72, Access to Sensitive Information NFS 1852.237-73, Release of Sensitive Information NASA Guide on Organizational Conflicts of Interest (March 2010)	7. Interrelationships: SOW 1.4

8. Preparation Information:
a. Data Type: 1

b. Scope: The OCI Plan describes the Contractor's comprehensive management approach and implementation methods for avoiding, neutralizing, or mitigating organizational conflicts of interest. After approval, the OCI Plan will become part of the contract.

c. Content: The OCI Plan shall discuss the following:

(1) Purpose: A summary of the Contractor's rationale for instituting and applying the OCI Plan;

(2) Update Criteria: A description of the criteria and process for determining when an update to the plan is required;

(3) Contractor's OCI Assessment Methodology: A summary of the general methodology used to identify, avoid, neutralize, or mitigate OCI issues. Define company roles, responsibilities, and procedures for screening (i.e., identifying/recognizing, analyzing/evaluating, resolving, and reporting) existing and new business opportunities for actual/potential OCIs. Include any Contractor policies defining organizational or employee sanctions for violations of Contractor's OCT procedures or requirements. Identify any Contractor recordkeeping or self-audit requirements related to Contractor's OCI program. Identify any affiliated companies/entities (e.g., a parent company or a wholly-owned subsidiary) and procedures for coordinating OCIs with such affiliated companies/entities. Explain how the Contractor will flow down the provisions of this mitigation plan to any subcontractor that may have a conflict with regard to performing the requirements of this contract**;**

(4) **Contractor's OCI Response Procedures: A summary of the steps that the Contractor will take when an OCI has been identified of when circumstances have changed such that an OCI issue is probable. Include Contractor procedures for** reporting of all potential/actual OCIs during performance of the contract and the contact of OCI reports;

(5) Identified OCI Risks: A description of identified potential OCI risks, due to the Contractor's relationships or potential relationships with the Government, other companies, and other contracts. The description shall characterize the risk and measures to avoid, neutralize, or mitigate each OCI threat. If using a firewall, explain how these actions will operate to successfully address the conflict without adversely affecting performance of the contract. Additionally, Contractor shall identify any potential OCIs created by the requirements of this RFP which the Contractor intended to resolve using methods other than mitigation ;

(6) Personnel Clearance Procedures: A description of the procedures the Contractor will use if needed to identify and partition Contractor personnel requiring access to or participation in activities that would otherwise create an OCI issue; and

(7) OCI Training: A description of the training to be provided to a Contractor personnel regarding potential OCIs on this contract.

d. Format: Contractor format is acceptable. The product shall be in a Microsoft Office compatible format.

e. Distribution:
(1) Contracting Officer (Electronic copy)
(2) Contracting Officer's Representative (Electronic copy)

f. Submission:
(1) Initial: Due with proposal
(2) Final: By the end of the contract phase-in period
(3) Approval: Within 30 days of an acceptable OCI Plan
(4) Update Frequency: As required

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document. The Contractor shall review the OCI Plan on an annual basis or as directed by the Contracting Officer to revise the OCI Plan if necessary. Revisions are subject to Contracting Officer approval.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Records Management Plan	06/28/16	DRD-NOC-20	80JSC017C0001

4. Use:	5. DRD Category:
To describe the Contractor's records management organization, processes and systems.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: a. NPD 1440.6G, NASA Records Management b. NPR 1441.1D, NASA Records Retention Schedules	7. Interrelationships: SOW 1.0

8. Preparation Information:

a. Data Type: 1

b. Scope: The plan will document the Contractors' processes for identifying, collecting, maintaining, and archiving all records generated during the performance of all tasks in this SOW. This shall include plans for disposition of these records at the end of the contract.

c. Content: The Records Management Plan shall address the Contractor's plans for identifying, collecting, maintaining, and archiving all official records generated under this contract. The contractor shall identify all NOC Contractor-generated and Contractor-owned records of interest to the Government (i.e. purchase records) and the plan to manage, retain, disposition and destroy those records throughout the life of the contract (in accordance with NPR 1441.1).

The NOC contractor will be maintaining systems that hold Government records; however, there may be contractor-generated records, created in support of Government requirements that the contractor will be required to maintain.

(i) The Contractor shall electronically maintain accurate and complete records (including legacy, electronic, paper, and vital records) and administer the disposition of these records and non-records in accordance with NPR 1441.1, NASA Records Retention Schedules, which has been approved by NASA and the National Archives and Records Administration (NARA).

(ii) The Contractor shall segregate NASA records from company-owned records and from non-record materials, and shall provide NASA or authorized representatives' access to all Government records in accordance with FAR Subpart 4.7. The Government reserves the right to inspect, audit, and copy record holdings.

(1) At the completion or termination of this Contract, the Contractor shall leave all Government-owned data with the appropriate Government entity.

a. The Contractor shall ensure that Government-owned data is in a format that is accessible, readable, and usable by the Government.

b. The Contractor shall deliver Government-owned records to the appropriate Center records manager for dissemination to the Offices of Primary Responsibility (OPRs).

(2) The Contractor shall provide the Government (or authorized representatives as designated by the COR) with access to all Government records.

(iii) The Contractor shall maintain a records management program for all data/records produced as part of this contract and electronically submit a records management plan in accordance with JPR 1440.3C, JSC Records Management Procedural Requirements. The Contractor shall utilize specific contract and account record management systems when such systems are provided by the Government.

The Contractor shall deliver records to the Center Records Manager in accordance with NPR 1441.1 at the completion or termination of this contract or as record retention schedule expires. When in doubt of the ownership of records, the Contractor shall submit electronically to the CO a request for a determination from the Center Records Manager as to which records are subject to this direction.

d. Format: Contractor's electronic format is acceptable.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

i. Initial: Contract start + 10 days.
ii. Final: Contract start + 36 days.
iii. Approval: Contract start + 81 days.
iv. Frequency: Annual.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Contractor Information Technology (IT) Plan and Reports	07/07/16	DRD-NOC-21	80JSC017C0001

4. Use:	5. DRD Category:
To ensure that IT Planning and security reporting requirements are met for all IT systems utilized during work associated with this contract.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: a. NFS 1852.204-76: Security Requirements for Unclassified IT Resources b. NPD 2810.1E: NASA Information Security Policy c. NPR 2810.1A: Security of Information Technology d. OMB Circular A11 and A-130: Management of Federal Information Resources e. Executive Order 12845, Requiring Agencies To Purchase Energy Efficient Computer Equipment f. The Rehabilitation Act of 1973: Section 508 g. JSC Capital Planning and Investment Control (CPIC) Process h. JSC-62818, Information Technology Management Plan i. JSC-29234, FOD Information Technology Security and Contingency Planning Processes	7. Interrelationships: SOW 1.9.1, 1.9.2, 1.9.3

8. Preparation Information:
Preparation Information *(Include complete instructions for document preparation)*

a. Data Type: 1

b. Scope:

All contracts that purchase, lease, network to, or otherwise utilize Government-funded IT (as defined by the Clinger-Cohen Act of 1996 and referenced by OMB Circular A-130) must comply with NASA IT Security Requirements.

c. Content:

The Contractor's Information Technology plan defines the Contractor's method to accomplish meeting IT PPBE, FY IT Plans, IT Capital Planning and Investment Control (CPIC), and IT Standards. The plan shall also address the collection and maintenance of the NASA Data Center IT template, Network IT template, and the online NASA System for Registering and Tracking Applications and Websites (STRAW) information.

IT SECURITY AWARENESS TRAINING:

The Contractor shall provide evidence that periodic IT security awareness training has been met for all employees subject on this contract. The Contractor shall submit periodic reports (as required by the CO) detailing the overall status of the annual training program. The annual training program is defined as the period from October 1st through September 30th.

IT SECURITY ROLE BASED TRAINING:

The Contractor shall provide evidence that periodic NASA approved IT Security Training has been met for all employees who function in one or more of the following roles.

d. Information System Owner (ISO)
e. Information Systems Security Officer (ISSO)

The Contractor shall submit periodic reports (as required by the CO) detailing the overall status of the annual training program. The annual training program is defined as the period from October 1st through September 30th.

INFORMATION ON EMPLOYEES IN SENSITIVE POSITIONS/ASSIGNMENTS REPORT:

The Information on Employees is Sensitive. ITS Positions/Assignments Report shall provide information annually for personnel screening as required by NPR 2810.1(series), and NPR 1600.1 on position risk.

CPIC REPORTING

The NOC Contractor shall submit their Fiscal Year spending plans for review and approval by the JSC Chief Information Officer (CIO), or designee, prior to the beginning of the Fiscal Year (October). Changes to spending plans during the Fiscal Year shall be approved by the JSC CIO, or designee, before implementation. Formats and reporting processes and procedures will be provided annually based upon Center and Agency requirements.

Examples of documentation, formats, processes, procedures and structures will be provided annually in support of the data call. This is a dynamic process, and formats, processes, procedures and structures are subject to change. The reporting requirement is defined by OMB annually. Each year, OMB may request varying levels of reporting across varying levels of technologies and labor, depending on their focus. CPIC reporting shall occur twice annually, as part of the Government's CPIC and PPBE reporting cycle.

f. Format:

The product shall be in a Microsoft Office compatible format or Government-directed formats compatible with Government IT Security compliance tracking and reporting system(s).

g. Maintenance:

Revisions shall be incorporated by a complete reissue of the document.

h. Distribution:

Per Contracting Officer's letter.

i. Submission
    i. Plan Initial – Contract award + 21 days.
    ii. Plan Final – Contract award + 46 days.
    iii. Plan Approval – Contract start + 35 days.
    iv. Plan Frequency – As required by the FOD Information Technology Management Plan.
    v. Report Frequency – Annual

1. DRD Title Technical Metrics Plan and Reports	2. Date of current version 11/01/16	3. DRL Line Item No. DRD-NOC-22	RFP/Contract No. 80JSC017C0001
4. Use: The Technical Metrics Plan shall define measures and measurement methodologies to assess the Contractor's schedule and technical performance relative to key system and process attributes.			5. DRD Category: ☒ Technical ☐ Administrative ☐ SR&QA
6. References:			7. Interrelationships: SOW 1.0 (f), 1.5, 2.0

8. Preparation Information:

a. Data Type: Plan – 1, Reports – 2

b. Scope: The Technical Metrics Plan describes the Contractor's integrated measurement system for assessing and responding to schedule and technical performance relative to key system and process attributes. The scope of measurement includes all products, services, and processes specified in the Statement of Work (SOW) regardless of the performing organization, (e.g. prime, subcontractor).

c. Content: The Technical Metrics Plan shall describe:

2. The Contractor's comprehensive approach to gathering all metrics data and utilizing it to assess and respond to safety, schedule and technical performance relative to key system, process and operational attributes. The scope of measurement shall include all products, services, and processes specified in the SOW regardless of the performing organization, (e.g. prime, subcontractor).

3. All key technical metrics that the Contractor will use to manage safety, schedule and technical performance on the Contract, what each will be used to assess and a brief rationale for that choice. The planned measures shall also include the technical metrics defined in the SOW for assessment against the thresholds established uniquely for the facility.

4. The Contractor's approach to accepting metrics data from the previous contract. For previous metrics data that is common to the current contract, describe how the data will be incorporated into a continuous set of metrics data (representing the old data and new data generated on the current contract). For previous metrics data that is not common to the current contract, describe how the data will be preserved for future use and how it will be made accessible to NASA.

5. In addition to the contractor-determined metrics data identified in response to the above descriptions, the Contractor shall provide metrics data needed by NASA to perform the government's management, oversight and planning functions. The following sections describe NASA's metrics data requirements, frequency and desired reporting formats. Contractors are encouraged to propose alternate, innovative ways to generate the tables/formats. The data shall be provided in Microsoft Excel unless an alternate method/tool is agreed-to with NASA.

d. Format: Contractor discretion, unless otherwise specified or requested by NASA.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

Technical Metrics Plan:

i. Initial: Contract award + 5 days.
ii. Final: Contract award + 35 days.
iii. Approval: Contract award + 55 days.
iv. Frequency: Contract start + 1 year. After that as required.

Technical Metrics and Reports:

i. Initial: 10 days following close of the first month after approval of the Plan.
ii. Final: N/A.
iii. Approval: N/A.
iv. Frequency: 10 days following close of each month, unless otherwise specified by NASA in this DRD.

g. Maintenance:

Technical Metrics Plan: Revisions shall be incorporated by a complete reissue of the document.

Technical Metrics Reports: N/A.

NBL data for NASA's use (Annual and Semi-annual reporting periods)

Non-labor resources (NLR). Annually, provide a detailed report of all NLR expenses for the entire fiscal year. This data shall be reported by WBS element, no later than October 15 for the previous fiscal year. Detailed format is at Contractor discretion, unless otherwise requested by NASA.

Facility Utilization Summary (FUR). Semi-Annually provide a twelve month projection of all NBL events. The summary shall:

A. Identify by estimated date all forecasted special functions; facility down time; mission schedules; critical facility, system, and major mockup maintenance/unavailability; commercial projects and new project integration. Critical maintenance is determined to be any maintenance activity that precludes scheduling of a suited in-water activity or use of a specific mockup.

B. Emphasize the scheduling of critical and preventive maintenance activities for both mockups and systems. Impacts to potential in-water and 1-G activities shall be identified and noted for use by community in developing the long range operational schedule. The results of this schedule will feed into the long range plan developed by the EVA community. It is not intended to be an exact duplicate of that schedule, but rather to support that scheduling activity.

NBL data for NASA's use (Monthly reporting period)

A. Safety Report

This section shall summarize any close calls, mishaps, incidents, and lost time injuries. Raw number and trend data shall be provided in chart format. This report shall also provide a list of all investigations that are still open with an Estimated Completion Date (ECD) and a list of all actions in other JSC tracking systems (e.g. Hazard Abatement Tracking System (HATS), Quality Process Improvement Database (QPID)). Additionally, this section shall detail significant safety activities.

B. Technical Performance

This section shall detail how the Contractor performed for the period, including major accomplishments. This shall also include a description of anomalies that have affected, or may affect completion of scheduled activities. This section shall also include, in chart format, facility utilization, in-water activity, and discrepancy metrics as identified below.

i. Facility Utilization:

1. Facility utilization percentage.
2. Total man hours utilized in support of external-user operations and man hours offset due to external user operations.
3. Man hours used for run setup reconfiguration. Specify between suited operations, external-users or other relevant categories.
4. Provide the number of i-Maint work orders scheduled and completed. Provide rationale for work orders not completed.
5. Quantity of in-water and 1-G activities (planned vs. actual), rationale for any deltas.
6. Facility lost time totals and accountability (Contractor vs. other).

Facility utilization percentage shall be defined as the number of suited in-water activities actually accomplished divided by the number of suited in-water activities schedule slots. The number of available slots shall be based on the average number of runs per month, dependent on the current workload sizing.

ii. In-water Activities:

1. A summary of all the suited tests, configured scuba, and significant development tests conducted in the month.
2. Late start and end time accountability (Contractor vs. other).
3. User grading.
4. Objectives (planned, possible, and completed), including breakdowns for assigned crews by increment.
5. Adequacy/quality of preparation (i.e. number of discrepancies/number of setup tasks).
6. Remote Manipulator (SSRMS) availability and reliability, including breakdowns by mission.

iii. Discrepancies:

1. Critical or major DRs opened and worked during the month

C. Projects

This section shall detail project status, including adherence to major schedule milestones and problems that may affect completion or performance. This status shall include the approved CR/DO cost, the percent work complete, percent of funds remaining and approved completion date. The Contractor shall also maintain a list of potential projects with a rough order of magnituge estimate and a list of projects that have been cleared for a detailed estimate, but have not been official approved by the CX or NBL CCB. This shall be provided weekly.

Provide a table like the example below every month. As a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis. Include all core and IDIQ projects.

CR or DO number	Title	Est. Cost	Final actual cost	Deviation (%)	Est. complete date	Actual complete date	Deviation (%)	Met all req'ts?

D. Issues and Concerns

This section shall provide a description of the Contractor's unresolved issues and concerns that have the potential to affect contract performance. This section shall also include the Contractor's plans and performance in addressing NASA identified issues, weaknesses and areas of emphasis.

E. Customer Satisfaction

Provide a summary table that identifies the parameters NASA can use to monitor Customer Satisfaction. Include any ratings, scores and complaints received. At a minimum, this table shall provide a continuous view of these metrics each month from contract start through contract end to facilitate trend analysis. Format is at Contractor discretion, unless otherwise requested by NASA.

F. External Customers

Provide a table like the example below every month. As a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis. At a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis.

Fiscal Year	External Customer	Date of SAA or other NASA approval	Revenue Generated (K$)	Comments

G. Personnel Certification Status

Provide a summary table that identifies the certification/qualification status of each individual who requires one or more formal certifications to perform their duties. Highlight certifications that have expired or will expire in the current month in red and certifications expiring within three months in yellow. This table shall only contain data for the current month, but all previous month's data shall be retained and stored for access by NASA upon request. Detailed format is at Contractor discretion, unless otherwise requested by NASA. A concise, easy-to-use, "quick-look" format is requested.

H. Deviations, Waivers and Exceptions

Provide a table like the example below every month. As a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis.

Description	Waiver No.	Deviation No.	Exception[1] No.	Date presented to NASA	Approved/ Disapproved & date	Comments
Totals						

Notes:

Exceptions" are defined as any agreed-to variance from an approved process or procedure that is not addressed as a formal waiver or deviation.

I. Configuration Management performance.

Provide a table like the example below every month. At a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis.

Title/Description of Problem	**Date**	**Root Cause** (1 – 4 or "other")	**Comments** (If "Root Cause" is "other", explanation is required here)

Root cause codes:
1. Mockup and/or system hardware did not conform to approved drawings
2. Equipment out of calibration
3. Unapproved checklist and/or procedure used during test and/or lifting operations.

J. Unplanned maintenance

Provide a table like the example below every month. At a minimum, this table shall provide a continuous view of these metrics from contract start through contract end to facilitate trend analysis

Title & Description of the unplanned maintenance activity	**Date Performed**	**Findings, Comments**

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Training and Certification Plan	11/22/16	DRD-NOC-23	80JSC017C0001

4. Use:	5. DRD Category:
To describe the Contractor's plans for training and certification of operational support personnel.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: a. CA-WI-16, Flight Operations Directorate Space Flight Personnel Certification Plan b. CX12-POL-004, NBL Training and Certification Policy	7. Interrelationships: SOW 2.6.3

8. Preparation Information:

a. Data Type: 2

b. Scope: The training and certification plan describes the specific training requirements required by personnel to achieve and maintain certification in duty positions and qualified in the operations of equipment and systems. Note: Generation and submission of certification/qualification status reports is addressed in the Technical Metrics Plans and Reports DRD (NOC-DRD-22).

c. Content: The plan shall:

1. Describe the Contractor's comprehensive process for ensuring that all personnel are fully qualified and certified for their positions.
2. Describe the processes for establishing and maintaining the necessary training records for all personnel. Describe the method for supplying current information to update the NBL database (NOC-DRD-26).
3. Define and describe the training plans/flows for each position requiring certification/qualification, including whatever training or actions are required to maintain certification/qualification.
4. Demonstrate compliance with Government, NASA and JSC requirements.

d. Format: All Formatting is at Contractor discretion unless otherwise agreed upon between NASA and the Contractor.

e. Distribution: Per Contracting Officer's letter.

f. Submission:

i. Initial: Contract start + 15 calendar days.
ii. Final: Contract start + 50 days.
iii. Approval: N/A.
iv. Frequency: As required.

g. Maintenance: The training and certification plan shall be updated to reflect any contract changes, and revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Daily/Summary Reports	11/01/16	DRD-NOC-24	80JSC017C0001

4. Use:	5. DRD Category:
This information will be used in Contractor performance evaluation and daily planning.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.0, 2.1.2

8. Preparation Information:

a. Data Type: 2

b. Scope: The Daily Report and NBL In-water Activity Data Pack shall describe the daily activities conducted in the facility.

c. Daily Report Content: At a minimum, the report shall include:

i. Safety status, including any close calls, mishaps, incidents, and significant safety activities
ii. Activities completed since last report
iii. Activities scheduled for next reporting period, including any maintenance scheduled
iv. Any other condition that affected the operations or appearance of either facility
v. Element status, including maintenance accomplished
vi. Equipment loans
vii. Customer feedback, including comments on the event and customer interface (e.g., personnel, procedures, web pages)
viii. Metrics:
ix. Customer evaluation scores and feedback, including customer comments
x. Number and brief description of DRs per category (Critical, Major and Minor) opened and closed
xi. Number of tours accomplished
xii. Number of Open actions listed by title
xiii. List of critical personnel (e.g., Users, Instructor, Test Director, Flight Lead and Suit Engineer)
xiv. Provide times when critical milestones are completed on test (e.g., call to station, initiate gas flow, test turned over to user, user turns test back over to facility).
xv. Number and percentage of objectives accomplished
xvi. Work scheduled and conducted by the Center Operations Directorate Contractor
xvii. System status (e.g., problem, repair status and projected maintenance) and if denote if it impacted an event.

d. The NBL In-water Activity Data Pack shall describe daily in-water activities by date and title. The data pack(s) shall include:
i. Pre-dive form –both original and any revisions
ii. Checklists – original and any revisions for both the test day and reconfiguration checklists
iii. Reconfiguration summary sheet listing any discrepancies and/or problems found during the set-up activities
iv. Required tank layouts

e. Summary Report (to be provided on the last business day of the month)
i. A description of major events and accomplishments from the previous month. It shall be split up between disciplines across the contract (e.g., Contracts, Engineering, Fabrication, Operations, Mission Assurance, Safety)

Topics may be added or deleted by mutual agreement between the customer and the Contractor. All reports shall be electronically submitted and shall be available on a web page or in a database for future reference.

f. Format: Contractor discretion, unless otherwise agreed upon between NASA and the Contractor.

g. Distribution: Per Contracting Officer's letter.

h. Submission:

i. Initial: Contract award + 60 day.
ii. Final: N/A
iii. Approval: N/A
iv. Frequency: Daily. Prepared Monday through Friday and delivered prior to 7:30 a.m. Central Time the following business morning. NASA approval is not required prior to submission.

i. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Management Review Report	11/22/16	DRD-NOC-25	80JSC017C0001

4. Use:	5. DRD Category:
This information will be used in Contractor performance evaluation.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.1

8. Preparation Information:

a. Data Type: 2

b. Scope: This report describes the Contractor's self-evaluation of its performance in meeting all contract requirements during the designated evaluation period.

c. Content: The report shall include:

a. Safety Report summarizing any close calls, mishaps, incidents, and significant safety activities for the reporting period. Safety metrics shall be provided.
b. Technical Performance Report detailing Contractor performance for the reporting period, including major accomplishments and areas that need improvement. This shall also include a description of anomalies, which affected, or may affect completion of scheduled activities or delivery of Projects.
c. Report technical performance against requirements for the following:
   i. Compliance with all applicable regulations, NASA policies, JSC Management Instructions and JSC Management Directives
   ii. Attainment and retention of a properly trained, qualified and certified workforce in all jobs. Identify any jobs for which there are <2 people fully trained to perform all functions and planned corrective action.
   iii. Satisfaction of facility users and any resulting process changes or corrective actions
   iv. Facility utilization by external customers
   v. Performance standards (Section C (SOW), Appendix C)
d. For the first 6 months of the contract, the Contractor shall also report technical performance against requirements in the following:
   i. Delivery of new and updated documentation that accurately reflects the latest NOC and NASA processes.
   ii. Status on implementation of the Contractor's Safety program; e.g., status of implementing JSC Safety Manual (1700.1), contractor use of VPP or alternate approaches, response of personnel to contractor safety programs.
   iii. Implementation of the Contractor's Safety program;
   iv. Implementation of the Contractor's compliance with ISO-9000;
e. External customer summary including:
   i. Progress towards external customer goal
   ii. New external customer activity since last report
   iii. Forecast of external customer activities for next 6 months and year,
   iv. Issues affecting external customer recruitment, capture, and retention
f. Contract Change Status for all Contract Change Orders
g. Cost Variance Report which provides details of any variance from plan greater than 10% at the 3rd level for task orders and at the 4th level for all other WBS elements, with a description of cause, impact, and recovery plan. Report not required for variances of $1,000 or less.

h. Issues and Concerns Summary which provides a description of the Contractor's unresolved issues and concerns that have the potential to affect contract performance. Additionally, summary shall include the Contractor's plans and performance in addressing NASA identified issues, weaknesses and areas of emphasis.

d. Format: A formal briefing not to exceed 30 minutes total duration.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
   i. Initial: Contract start + 90 days unless otherwise agreed to with NASA.
   ii. Final: N/A
   iii. Approval: N/A
   iv. Frequency: At an agreed-upon frequency between NASA and the Contractor. Report and accompanying review will be conducted no more frequently than monthly and no less frequently than quarterly.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
NBL Database Management Plan	11/22/16	DRD-NOC-26	80JSC017C0001

4. Use:	5. DRD Category:
To maintain and update the databases that store the data required to conduct the activities at the NBL	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.0, 1.9.2

8. Preparation Information:

a. Data Type: Plan: 1; Databases: 2

b. Scope: A database is generally defined as an electronic format that is both searchable and sortable (such as Excel Spreadsheet or an Access database). This DRD provides a Database Management Plan and databases to be used on the NOC contract. This DRD identifies the databases, maintained by the NOC Contractor, to be used in support of this contract and a comprehensive plan for managing and maintaining them. There are databases that are used in support of this contract that are maintained and managed by other contracts. Unless listed below, these databases are not covered by this DRD.

c. Content: The Database Management Plan shall:

1. Identify all of the databases, not supported and maintained by other Contractors that will be used to accomplish the requirements of NOC. Provide a brief description of each, the SOW paragraph that it supports, the language/application used to implement it and its size (or estimated size if the database is not implemented at the time this DRD is approved). If the database is new, provide rationale to support its approval. Note: Table 1 identifies the databases that currently exist in the NBL and that are within the scope of this contract. Table 2 identified the databases that currently exist in the NBL that are used in support of the NOC but that are not the responsibility of the NOC Contractor. The databases listed in Table 2 will either be transitioned to another contract prior to the start of the NOC or are part of the phase in process.
2. Recommend which (if any) NBL databases should be consolidated and which should remain separate.
3. For each new or modified database, briefly summarize the recommended deployment plan and schedule.
4. Describe the overall processes that will be used to implement, manage and maintain all databases. Note: It is acceptable to reference detailed work instructions, where appropriate.

Each database identified in the Database Management Plan shall be:

5. Implemented, managed and maintained on a schedule that makes it available for use when needed at the NBL.
6. Accessible to NASA personnel who are approved by NASA Management

d. Format: Plan and Databases: Contractor discretion, unless otherwise agreed upon between NASA and the Contractor

e. Distribution:

v. Plan: Per contracting officer's letter.

vi. Databases: Electronic and hard copy reports of sorted records for each database shall be provided upon request.

f. Submission:

1. Plan:
   A. Initial: Contract start + 45 days
   B. Final: Contract start + 90 days
   C. Approval: Contract start + 180 days

2. Databases: As required to support NBL requirements.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

i. Plan: Update as required.
ii. Databases: Update as required to ensure all data is correct and up-to-date

Table 1: List of NOC

Database	**Description**	**Language/application**	**Size** (MB)
Db_library [1]	Resource library for training group. Allows employees to checkout learning materials.	MySQL/PHP	0.083
LMS Atrixware [1]	Learning Management System (COTS product). Application to administers tests. This version has old data.	MySQL/PHP/Zend	81
Training [1]	Training Management database that controls training records and certifications.	MySQL/PHP	7
NSOC (iMaint)	NSOC combined maintenance tracking tool (COTS) – tracks loose equipment	SQL Server	1469
NBL Parts	NBL i-Maint – maintenance tracking tool (COTS product) – provides parts tracking	SQL Server	211
NBLDataBase2003 [1]	Diver log – Logs the dive times for all underwater activities.	SQL Server	106
NBL LSS	Scuba equipment maintenance database	SQL Server	34
Diver Database [1]	Contains diver access certifications	Access	5.4
NBL SEC	List of all System Entry Control (SEC) documents used to enter critical systems at the NBL.	Excel	1

NBL iMaint	NBL i-Maint (COTS) – Maintenance tracking tool for NBL Systems.	SQL Server	605
Insight ENT	System Database for Video Insight software – COTS	SQL Server	81

1 – The databases denoted with the superscript 1 belong to the current Training Management System (TMS). These databases will exist at contract transition but will be archived as part of transition process.

ATTACHMENT J-10
DATA REQUIREMENTS SHEETS

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Workforce Reports	11/01/16	DRD-NOC-27	80JSC017C0001

4. Use:	5. DRD Category:
This information will be used in Contractor performance evaluation.	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 1.1

8. Preparation Information:

a. Data Type: 2

b. Scope: The reports provide workforce data by geographic location. There are two types of reports:

i. Monthly Workforce Report by location,
ii. As Requested Workforce Report.

c. Content: The monthly workforce report should provide Equivalent Personnel (EPs) by location, specifically on or off site (JSC), and by State for workforce outside of the Clear Lake area. The data should be reconcilable to other financial deliverables. The content of the As Requested Workforce Report will vary based on specific direction provided by NASA Headquarters to support congressional inquiries. Its most common form is an annual request to provide workforce by ZIP code.

d. Format: Specific formatting to be tailored by NASA and the Contractor.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
i. Initial: 10 business days after the end of the first month.
ii. Final: N/A
iii. Approval: N/A
iv. Frequency:
(1) Monthly Workforce Report: Monthly, no later than the 10th business day after the close of the accounting period.
(2) As Requested Workforce Report: As directed and with the FY Operating Plan and PPBE.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
NF533 Cost Reporting	10/25/16	DRD-NOC-28	80JSC017C0001

4. Use:

The NASA Form 533 (NF533) reports provide data necessary for the following:

1. Projecting costs and hours to ensure that dollar and labor resources realistically support project and program schedules.
2. Evaluating contractors' actual cost and fee data in relation to negotiated contract value, estimated costs, and budget forecast data.
3. Planning, monitoring, and controlling project and program resources.
4. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements.

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA Procedural Requirements (NPR) 9501.2E entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract. An NF533 format is provided in *Appendix A*.

NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment.

The reports (NF533M [Monthly] and NF533Q [Quarterly]) are the official cost documents used at NASA for cost type, price determination, and Fixed Price Incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles (GAAP). Supplemental cost reports submitted in addition to the NF533 must be reconcilable to both the NF533M & NF533Q.

5. DRD Category:

- ☐ Technical
- ☒ Administrative
- ☐ SR&QA

6. References:

a. NFS 1852.242-73, NASA Contractor Financial Management Reporting
b. NPD 9501.1H, NASA Contractor Financial Management Reporting System
c. NPR 9501.2E, NASA Contractor Financial Management Reporting

7. Interrelationships:

SOW 2.1

8. Preparation Information:

Common NF533 Cost Elements

Examples of accrual accounting for common cost elements reported on the NF533 follow:

Cost Elements	*Definitions*
Labor	Reported to NASA as hours and cost are incurred.

Equipment & Materials (commercial off the shelf)	Generally reported to NASA when received and accepted by the contractor.
Manufactured Equipment	Defined as any equipment that is produced to specific requirements that make it useless to anyone else without rework. Cost should be reported to NASA as the equipment is being manufactured. The straight-line method for estimating accrued costs, or the use of supplemental information obtained from the vendor, are acceptable methods used to calculate the cost accrual amount.
Leases	Reported to NASA using a proration over the life of the lease.
Travel	Reported to NASA as costs are incurred.
Subcontracts & Other Direct Costs	Actual and estimated costs reported by prime contractors shall include subcontractors' incurred costs for the same accounting period. Where subcontract costs are material, they should be separately identified on NF533 reports. The prime contractor shall include in the total cost of each subdivision of work the accrued cost (including fee, if any) of related subcontractor effort. Subcontractors should, therefore, be required to report cost to the prime contractor, using the accrual method of accounting. If the G&A and fee reported by a subcontractor are at the total subcontractor level, these costs must be allocated to specific sub- divisions of work. Data submitted by the subcontractor should be structured similar to the prime contractor's NF533 to enable the prime contractor to properly report to NASA. For Firm Fixed Price subcontracts with a contract value greater than $500,000, the prime contractor is required to document the methodology used to generate the sub-contractor costs reported and provide this information to the NASA Contracting Officer and Center Deputy Chief Financial Officer of Finance.
Unfilled Orders	Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.

Fee	Fee should be reported on the NF533 following the "Total Cost" line. Award fee must be reported by the following categories: Base Fee, Fee Earned, Interim Fee, Provisional Fee, Potential Additional Fee, and Total Fee. If any of the above fee categories do not pertain, they should not be included in the NF533.
Prompt Payment Discounts	Cumulative cost reported to NASA should be the full incurred cost. The prompt payment discount amount taken should be reported as a separate line item on the NF533 below the cumulative cost amounts for the contract.

Common NF533 Data Elements

The following NF533 Data Elements shall be included:

Data Element Name	Description
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Cost Incurred for Month (7a)	Prior month actual cost incurred for each RC (column 7a on NF533)
HR/WYE Incurred for Month (7a)	Prior month actual HR/WYE incurred for each RC (column 7a on NF533)
Contract prior month planned cost (7b)	Planned cost for prior month for each RC (column 7b on NF533)
HR/WYE contract prior month planned hours (7b)	Prior month planned HR/WYE for each RC (column 7b on NF533)
Current FY Cum to Date Actual (7c1)	Actual cumulative cost and hours incurred for the current Government Fiscal Year through the prior month for each RC (column 7c1 on NF533)
Current FY Cum to Date Plan (7d1)	Planned cumulative cost and hours for the current Government Fiscal Year through prior month for each RC (column 7d1 on NF533)
Contract ITD cost (7c2)	Contract ITD cost for each RC (column 7c2 on NF533)
Contract planned ITD cost (7d2)	Contract planned ITD cost for each RC (column 7d2 on NF533)
Current month estimated cost (8a)	Cost estimate (not Plan) for the current month for each RC (column 8a on NF533)
Current month estimated HR/WYE (8a)	HR/WYE estimate (not plan) for the current month for each RC (column 8a on NF533)
Next month estimated cost (8b)	Estimated cost for next month for each RC (column 8b on NF533)

Balance of Contract (8c)	Balance of contract for the remaining estimate to complete for each RC (column 8c on NF533)
Government Fiscal Year EAC (8d)	Actual cumulative cost and hours incurred plus remaining estimated cost and hours for the current Government Fiscal Year (column 8d on NF533)
Contractor Estimate (9a)	Contractor estimate for the total estimate to complete entire scope of contract for each RC (column 9a on NF533)
Contract Value (9b)	Contract value based upon contract modifications for each RC (column 9b on NF533)
Unfilled orders outstanding (10)	Unfilled orders outstanding at the end of the reporting period for each RC (column 10 on NF533)
Reporting Category level	Used by NASA's accounting system to determine the RC level
Reporting Category Identifier	Identifies if the RC is an actual Reporting Category or a Sub-Reporting Category

A Reporting Category (RC) correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported. Each RC can have Sub-Reporting Category line items (detailed cost elements) that add up to a RC. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the contractor shall use to comply with this data requirement.**

Column 7b (planned cost incurred/hours worked for the month) and 7d (cumulative planned cost incurred/hours worked) of the NF533M represent the negotiated baseline plan for the contract. There may not be a relationship between the estimates provided in columns 8 of the NF533M to columns 7b and 7d. Columns 7b and 7d represent the legally binding contract negotiated baseline plan plus all authorized changes.

Uncompensated overtime hours worked should be reported on NF533 reports as a separate line item or in the footnotes.

Short and long-term cost estimates, which include all data entered in columns 8 and 9a on the NF533M and NF533Q reports, shall be based on the most current and reliable information available.

Prior period cost adjustments shall be reported in column 7a and 7c of NF533M and column 7a of the NF533Q as soon as identified. In a footnote, the cost adjustment shall be delineated by government fiscal year, discuss the reasons for, the amounts of, and the time period for which the adjustment(s) relate.

Property, Plant & Equipment (PP&E) Reporting

(A.) For PP&E items the contractor plans to purchase, fabricate, or modify, the contractor shall obtain, from the JSC Finance Property Office, the NASA Capitalization/Expense determination. This determination shall be obtained by the contractor prior to any cost being incurred for the PP&E purchase/fabrication/modification. This will help ensure appropriate 533 reporting for items identified as capital. The capitalization/expense determination governs the contractor's cost reporting requirements associated with the PP&E.

The JSC Finance Property Office makes the capitalization/expense determination based on information provided by the NASA Project Manager, using the Form NF1739 Capitalization Determination Form (CDF), which is required for each asset valued at, or greater than $500K. The JSC Finance Property Office may utilize a supplemental questionnaire and/or additional communication with the project manager, or their associates, to ensure adequate information is obtained to make the appropriate accounting treatment determination (i.e., to Capitalize or Expense the asset).

(B) For PP&E purchased, fabricated or modified, and determined by the JSC Finance Property Office to be Capital, the contractor shall:

1. Report the costs of each capital asset (i.e., each individual end item deliverable) as a separate reporting category on the NF 533 or other required cost reporting format.

2. Maintain a reporting structure that allows for the contractor's accumulation and reporting of cost separately for each identified capital asset (i.e., each individual end item deliverable).

(C) For PP&E purchased, fabricated or modified, and determined by the JSC Finance Property Office to be Expensed (Non-Capital), the contractor is not required to report costs at the detail asset level (i.e., as a separate reporting category on the NF 533 or other required cost reporting format).

NF533 Due Dates

The due dates for the NF533M and NF533Q reports are outlined in Chapter 3 of NPR 9501.2E. The following is a summary of the NF533 due date requirements:

NF533 Report	Due Date
NF533M	Due no later than the 10th working day following the close of the contractor's accounting period or the 15th calendar day of the month, whichever is earlier.
NF533Q	Due no later than the 15th calendar day of the month preceding the quarter being reported. The Government may unilaterally waive this requirement after the initial NF533Q is provided by the contractor.

The due dates reflect the date the NF533 reports are received by personnel on the distribution list, not the date the reports are generated or mailed by the contractor. It is critical that the NF533 reports are submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

An initial Baseline report is required (in the NF533Q format) to be used as a baseline for the life of the contract. The initial baseline report shall be submitted by the contractor within 30 days after authorization to proceed has been granted. The initial report shall reflect the original contract value detailed by negotiated reporting categories and shall be the original contract baseline plan.

The first NF 533 M reporting shall begin no later than 10 days following the close of the contractor's accounting period after initial incurrence of cost.

NF533 Final Submission Upon Contract Completion

Monthly NF533 reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates or forecasts). The contractor must continue to submit monthly NF533 reports as long as estimates for the following period are included. If the final cost of a contract changes after the submission of the "final" contractor cost report, the contractor must submit a revised NF533 report in the month the cost change is recognized.

2.9 Electronic NF533 Flat File Requirement

2.10 (will only be submitted if requested during the course of the contract)

If requested by NASA, the contractor shall submit a Flat File NF533M electronically by the same due date. The data shall be submitted via email using the Government prescribed flat file format (if requested, an example of the Agency Defined File Format layout details will be provided by NASA).

NF533 Report Distribution

LF3 Cost Accounting (1 electronic - FCMS. If electronic copy is not signed, a signed hardcopy is required)

BR Contracting Officer (1 electronic copy – FCMS*)

LC4 Budget/Program Analyst (1 electronic copy – FCMS*)

CA Technical (1 electronic copy – FCMS*)

*unless otherwise directed a single electronic file delivered to FCMS will constitute delivery to BR, LC4, CA, and if signed LF3.

NF533 Supplemental Reporting

Supplemental reporting requirements will be submitted during the course of the contract in accordance with direction in *Appendix B.*

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

APPENDIX A. NF533 Format

PAGE _____ OF _____ PAGES

National Aeronautics and Space Administration

Monthly Contractor Financial Management Report

Form Approved
O.M.B. No. 2700-0003

2. REPORT FOR MONTH ENDING AND NUMBER OF WORKING DAYS

TO:

FROM:

3. CONTRACT VALUE
a. COST $ | b. FEE $

1. DESCRIPTION OF CONTRACT
a. TYPE
b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.
4. FUND LIMITATION $
c. SCOPE OF WORK
d. AUTHORIZED CONTRACTOR REPRESENTATIVE (Signature) | DATE
5. BILLING
a. INVOICE AMTS. BILLED $ | b. TOTAL PYTS. REC'D. $

6. REPORTING CATEGORY	7. COST INCURRED/HOURS WORKED				8. ESTIMATED COST/HOURS TO COMPLETE			9. ESTIMATED FINAL COST/HOURS		10. UNFILLED ORDERS OUTSTANDING
	DURING MONTH		CUM. TO DATE		DETAIL		BALANCE OF CONTRACT			
	ACTUAL a.	PLANNED b.	ACTUAL c.	PLANNED d.	a.	b.	c.	CONTRACTOR ESTIMATE a.	CONTRACT VALUE b.	

Baseline Plan Identification (Col. 7b & 7d): Revision No. _____ , Dated _____

NASA FORM 533M SEP 11 PREVIOUS EDITIONS ARE OBSOLETE. NRRS 9500

http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/NF533M.pdf

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

PAGE _____ OF _____ PAGES

National Aeronautics and Space Administration

Quarterly Contractor Financial Management Report

Form Approved
O.M.B. No. 2700-0003

2. REPORT FOR QUARTER BEGINNING

TO:

FROM:

3. CONTRACT VALUE
a. COST $
b. FEE $

1. DESCRIPTION OF CONTRACT
a. TYPE
b. CONTRACT NO. AND LATEST DEFINITIZED MODIFICATION NO.
4. FUND LIMITATION $
c. SCOPE OF WORK
d. AUTHORIZED CONTRACTOR REPRESENTATIVE (Signature) DATE
5. BILLING
a. INVOICE AMTS. BILLED $
b. TOTAL PYTS. REC'D. $

6. REPORTING CATEGORY	7. COST INCURRED/ HOURS WORKED			8. ESTIMATED COST/HOURS TO COMPLETE										9. ESTIMATED FINAL COST/HOURS		10. ESTIMATED COMPLETION DATE	11. UNFILLED ORDERS OUTSTANDING
	CUMULATIVE ACTUAL THROUGH PRIOR MONTH a.	CURRENT MONTH ESTIMATE b.	CUMULATIVE ESTIMATE TO DATE c.	MONTH ▼ a.	MONTH ▼ b.	MONTH ▼ c.	QUARTER ▼ d.	QUARTER ▼ e.	QUARTER ▼ f.	BALANCE OF FY- g.	NEXT FY- h.	BALANCE OF CONTRACT i.	TOTAL TO COMPLETE j.	CONTRACTOR ESTIMATE k.	CONTRACT VALUE l.		

NASA FORM 533Q NOV 11 PREVIOUS EDITIONS ARE OBSOLETE.

http://nodis3.gsfc.nasa.gov/npg_img/N_PR_9501_002E_/NF533Q.pdf

APPENDIX B. Required Supplemental Reporting

Annual Accounting Calendar: The contractor's accounting calendar for the contract period of performance shall be provided in electronic format via the FCMS system to the LC4 resource analyst, and LF3 Cost Accountant within 10 business days after contract award. Updates to the accounting calendar shall be provided in electronic format via the FCMS system to the LC4 resource analyst and LF3 Cost Accountant before the delivery of the subsequent NF533.

Contractor Variance Report: The contractor shall submit variance reports along with the NF533M when NF533M variances meet or exceed +/- 5% for each Reporting Category for the following items:

1. Column 7A current month (actuals) to 8A previous month (estimate)
2. Column 7A current month (actuals) to 7B current month (plan)

Monthly Unfilled Orders: The contractor shall submit a report in conjunction with the delivery of the monthly NF533M if there are *Unfilled Orders Outstanding (10)*. The report shall be broken down by reporting category and include the item description, the originally reported delivery date and costs, updated delivery date and costs, justifications for delays of greater than 30 days, and justifications for changes in costs greater than 5%. The following format shall be used for this report.

A	B	C	D	E	F	G	H
Rept. Category	**Item**	**Original Estimated Delivery Date**	**Adjusted Estimated Delivery Date**	**Justification for delays greater than 30 days**	**Original Estimated Costs**	**Adjusted Estimated Costs**	**Justification for cost changes greater than 5%**

Quarterly Estimate Report: If the contractor's month-end reporting does not align with the last day of the calendar month, the contractor shall provide a supplemental report for each calendar-month ending a government fiscal quarter (December, March, June, and September). The report shall be broken down by reporting category and include the original and adjusted 533M *Current Month Estimated Cost and Hours* (8a) that reflects the estimated costs and hours accrued through the last day of the calendar month. All estimated costs shall include unfilled orders expected to be delivered during the adjusted period. The following format **shall** be used for this report.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

A	B	C	D	E	F	G
Reporting Category	**533M Current Month Estimate (8a) - Costs**	**533M Current Month Estimate (8a) - Hours**	**Current Month Est. Adj. (Costs)**	**Current Month Est. Adj. (Hours)**	**Total Adj. Current Month Est. (Costs)**	**Total Adj. Current Month Est. (Hours)**
					= B + D	= C + E

Annual Economic Impact Assessment: The contractor shall submit answers to the following four questions back to the LC4 resource analyst in conjunction with the delivery of the October NF533M. The answers should be estimates only, as this requirement is not intended to be an extensive exercise. The information provided will be rolled-up to create Center-level estimates, and will not identify any specific contract. This information will not be shared at the contract-level with anyone outside NASA.

1. What was the on-board total headcount for this contract as of September 30th? (Please include in-directs and an estimate for your major subcontractors.)

2. For the total workforce indicated in #1 above, approximately how many worked in the local Clear Lake area, including JSC? (JSC includes JSC proper, Sonny Carter Training Facility, and Ellington Field.)

3. What was the approximate dollar value of goods and services (including labor) purchased in the Houston area under this contract during the prior Government Fiscal Year?

4. What was the approximate dollar value of goods and services (including labor) purchased outside the Houston area but within the State of Texas?

Athena Reports: The Athena files provide data for the FOD project management financial system Athena. This data is oaded into Athena on a monthly basis and is required with the delivery of the 533. Athena flat file deliveries will be made to the FCMS

There are two different types of Athena file reports: 1) Athena Data File and 2) Athena Labor File.

Athena Data File Requirements

- Separate Excel files for Plan and Actual data.
- Two worksheets for each file:

1) Summary of data by resource type for all months of the fiscal year (See *Sample Below – Athena File Report Example, SUMMARY tab*)
2) Detail Data (See *Sample Below – Athena File Report Example, DETAIL tab)*

- No blanks/null values in monthly data columns, input a value of zero instead.
- The file should include the actuals to date and the forecast for the remaining months of the FY.
- Include Information on the total Contractor monthly productive hours available for the fiscal month required in the Summary of data. An accounting calendar for the fiscal year shall be provided 6 months prior to the start of each fiscal year as a separate attachment.

Athena Data File Content:

COLUMN	COLUMN TITLE	CONTENT DESCRIPTION
A	FISCAL YEAR	GOVERNMENT FISCAL YEAR
B	CHARGE CODE	CHARGE CODE USED BY THE EMPLOYEES WHEN WORKING THE TASK
C	CHARGE CODE DESCRIPTION	DESCRIPTIVE TITLE OF THE CHARGE CODE USED BY THE EMPLOYEES WHEN WORKING THE TASK.
D	FUND SOURCE	6 DIGIT IDENTIFIER WITH FUND SOURCE (AS PROVIDED BY NASA COR)
E	PROGRAM	ISS, ORION, CST-100, HSFO, AGENCY IT SERVICES, ETC
F	PROJECT	MISSION OPS, SFCO, COMPUTING SERVICES, ETC
G	ELEMENT/ SYSTEM	FROM THE GENERIC FOD WBS. EXAMPLES INCLUDE: MGMT SERVICES, T-38, ETC.
H	TASK	FROM THE GENERIC FOD WBS. EXAMPLES INCLUDE: IT SUPPORT TASKS, CONTRACT MANAGEMENT, ETC.
I	SUBTASK	ADDITIONAL DETAIL ABOUT THE TASK. THIS FIELD IS NOT MANDATORY

J	CONTRACTOR TECH WBS	CONTRACTOR'S TECHNICAL WBS
K	DIVISION	NASA DIVISION
L	RESOURCE TYPE	EQUIVALENT PEOPLE (INCLUDES PRIME, ALL SUBS, & PURCHASED SERVICES) WHERE MONTHLY ACTUAL TOTAL PRODUCTIVE HOURS / MONTHLY TOTAL AVAILABLE HOURS = MONTHLY EP. ANNUAL EP SHOULD BE BASED ON THE SAME CALCULATION BUT BASED ON THE ANNUAL ACTUAL IS DIVIDED BY THE ANNUAL AVAILABLE HOURS. PRICE (COST INCLUDING FEES) TOTAL PRODUCTIVE HOURS (PRIME, ALL SUBS, & PURCHASED SERVICES)
M	SOURCE	PLAN OR ACTUALS
N-R	OCT-SEP	ALL MONTHS OF THE FISCAL YEAR, ACTUALS FOR FUTURE MONTHS WILL REFLECT THE FORECAST. ALL MONETARY VALUES SHOULD BE DEFINED AS DOLLARS.
S	ANNUAL	TOTAL OF ALL MONTHS IN THE GOVERNMENT FISCAL YEAR

Athena Data File Sample

Summary Worksheet:

SOURCE	Baseline Operating Plan	*Two files will be delivered, one for plan and one for actuals

	Values												
RESTYPE2	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Annual
Total Price (COST + FEES)	8,069,077.65	10,474,444.85	7,741,616.78	8,027,041.03	8,362,284.36	11,171,641.70	9,126,846.20	10,902,700.80	8,942,210.14	8,748,201.53	11,101,965.72	2,471,436.78	105,139,467.54
Equivalent People	607.47	601.29	563.35	589.44	607.01	637.31	638.04	619.62	623.10	607.13	637.30	611.27	612.79
Productive Labor Hours	97195.95	120257.76	90135.74	94311.16	97122.27	127462.97	102086.11	123923.05	99695.94	97140.65	127459.12	97803.34	1274594.06
Fiscal Month Hours	160	200	160	160	160	200	160	200	160	160	200	160	2080

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

FISCAL YEAR	CHARGE CODE	CHARGE CODE DESCRIPTION	FUND SOURCE	PROGRAM	PROJECT	ELEMENT/ SYSTEM	TASK	SUBTASK	CONTRACTOR TECH WBS	DIVISION	RESTYPE	SOURCE	Oct (actua)	Nov (actual)	Dec (actua)	Jan (actua)	Feb (actual)	Mar (actua)	Apr (forecast)	... (Forecast)	Sep (forecast)	Annual
2018	MSS51161ED	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	Equivalent People	Act/Fcst	0.01	0.01	0.01	0.01	0.01	0.01	0.01	...	0.01	0.01
2018	MTC1311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	Equivalent People	Act/Fcst	0.01	0.01	0.01	0.01	0.01	0.01	0.01	...	0.01	0.01
2018	MSS51161ED	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	ST Productive Labor Hours Total	Act/Fcst	1.61	1.99	1.52	1.53	1.61	2.16	1.71	...	1.60	21.17
2018	MTC1311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	ST Productive Labor Hours Total	Act/Fcst	1.94	2.37	1.81	1.82	1.94	2.59	2.05	...	1.92	25.35
2018	MSS51161ED	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	OT Compensated Labor Hours	Act/Fcst	0.01	0.01	0.01	0.01	0.01	0.01	0.01	...	0.01	0.12
2018	MTC1311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	OT Compensated Labor Hours	Act/Fcst	0.01	0.02	0.01	0.01	0.01	0.02	0.01	...	0.01	0.16
2018	MSS51161ED	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	ST Uncompensated Labor Hours	Act/Fcst	21.03	25.64	19.69	19.98	21.03	(107.36)	-	...	-	0.01
2018	MTC1311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	ST Uncompensated Labor Hours	Act/Fcst	0.03	-	-	-	-	-	-	...	-	0.03
2018	MSS51161ED	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	Total Price	Act/Fcst	116.59	145.86	116.64	117.97	120.93	157.47	126.00	...	86.72	1 555.16
2018	MTC1311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	Total Price	Act/Fcst	83.56	104.53	83.59	85.53	87.44	126.44	101.16	...	101.26	1,228.73

Detail Worksheet: (Charge Code Description, Task, & Subtasks names are for example only)

Athena Labor File Requirements:

- One file with all employee data including both prime and subcontractors.
- No blanks/null values in PP END data columns, input a value of zero instead.

Athena Labor File Content:

COLUMN	COLUMN TITLE	CONTENT DESCRIPTION
A	CHARGE CODE	CHARGE CODE USED BY THE EMPLOYEES WHEN WORKING THE TASK
B	CHARGE CODE DESCRIPTION	DESCRIPTIVE TITLE OF THE CHARGE CODE USED BY THE EMPLOYEES WHEN WORKING THE TASK.
C	FUND	6 DIGIT IDENTIFIER WITH FUND SOURCE (AS PROVIDED BY NASA COR)
D	PROGRAM	ISS, ORION, CST-100, HSFO, AGENCY IT SERVICES, ETC
E	PROJECT	MISSION OPS, SFCO, COMPUTING SERVICES, ETC
F	ELEMENT/ SYSTEM	FROM THE GENERIC FOD WBS. EXAMPLES INCLUDE: MGMT SERVICES, T-38, ETC.
G	TASK	FROM THE GENERIC FOD WBS. EXAMPLES INCLUDE: IT SUPPORT TASKS, CONTRACT MANAGEMENT, ETC.
H	SUBTASK	ADDITIONAL DETAIL ABOUT THE TASK. THIS FIELD IS NOT MANDATORY
I	CONTRACTOR TECH WBS	CONTRACTOR'S TECHNICAL WBS
J	DIVISION	NASA DIVISION OF THE EMPLOYEE
K	BRANCH	NASA BRANCH OF THE EMPLOYEE

L	TYPE HRS	THE TYPE OF HOURS THE EMPLOYEE CHARGED (i.e. REGULAR HOURS, LEAVE TAKEN, COMPTIME EARNED, ETC).
M	WORK SCHEDULE	PART-TIME OR FULL-TIME
N	EMPLOYEE NAME	NAME OF THE EMPLOYEE
O-TBD	PP END DATE XX/XX/XX	THERE SHOULD BE A COLUMN FOR EACH PAY PERIOD IN THE FY. THIS COLUMN INCLUDES THE HOURS THE EMPLOYEE CHARGED TO THE GIVEN CHARGE CODE AND TYPE.

CHARGE CODE	CHARGE CODE DESCRPTION	FUND SOURCE	PROGRAM	PROJECT	ELEMENT/ SYSTEM	TASK	SUBTASK	CONTRACT OR TECH WBS	DIVISION	BRANCH	TYPE HRS	WORK SCHEDULE	EMPLOYEE NAME	PP End Date 1*	PP End Date 2*	PP End Date 3*
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	REGULAR HOURS	FULL-TIME	S. Smithers	40.0	40.0	40.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	LEAVE TAKEN	FULL-TIME	S. Smithers	0.0	0.0	0.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	COMPTIME EARNED	FULL-TIME	S. Smithers	2.0	2.0	2.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	COMPTIME USED	FULL-TIME	S. Smithers	0.0	0.0	0.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	PAID OVERTIME	FULL-TIME	S. Smithers	5.0	5.0	5.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	REGULAR HOURS	FULL-TIME	J. Brown	38.0	38.0	38.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	LEAVE TAKEN	FULL-TIME	J. Brown	2.0	2.0	2.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	COMPTIME EARNED	FULL-TIME	J. Brown	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	COMPTIME USED	FULL-TIME	J. Brown	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	PAID OVERTIME	FULL-TIME	J. Brown	0.0	0.0	0.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	REGULAR HOURS	FULL-TIME	K. Green	35.0	35.0	35.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	LEAVE TAKEN	FULL-TIME	K. Green	0.0	0.0	0.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	COMPTIME EARNED	FULL-TIME	K. Green	0.0	0.0	0.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	COMPTIME USED	FULL-TIME	K. Green	5.0	5.0	5.0
MSS61161E0	Sharepoint Support to FOD Divisions	609524	ISS	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) Sharepoint	2.5.1.1	CD	CD24	PAID OVERTIME	FULL-TIME	K. Green	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	REGULAR HOURS	PART-TIME	G. Scotts	30.0	30.0	30.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	LEAVE TAKEN	PART-TIME	G. Scotts	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	COMPTIME EARNED	PART-TIME	G. Scotts	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	COMPTIME USED	PART-TIME	G. Scotts	0.0	0.0	0.0
MTC2311000	IT Resource Management Support	747797	Orion	Mission Ops	Mgmt Services	IT Support Tasks	(FOD) IT Resource Mgmt & Admin	2.1.3.1	CD	CD25	PAID OVERTIME	PART-TIME	G. Scotts	0.0	0.0	0.0

*PP End Date would be replaced with the actual ending date of the pay period

NOTE: Requesting Employee Name with labor hours data submittal. If HR guidelines preclude inclusion of employee name, request that a number replace the employee name.
This number should remain constant for designated employee during the contract duration.

Example Athena Labor File

Resource Analyst Forecast Data Requirements Report: The Resource file provides data for the financial analysts use in development of the FOD forecast. This data is required to be delivered at the same time as the 533. The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish the breakout required for this file (i.e. there will be a contract summary tab and then tabs for lower level groupings).

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Forecast data content:

COLUMN	COLUMN TITLE	CONTENT DESCRIPTION
A	FISCAL YEAR	GOVERNMENT FISCAL YEAR
B	FUND SOURCE	6 DIGIT IDENTIFIER WITH FUND SOURCE (AS PROVIDED BY NASA COR)
C	RESOURCE TYPE	EQUIVALENT HEADCOUNT, EP, LABOR, SUPPLIES, TRAVEL, TRAINING, ODC, FRINGE, OVERHEAD, PROCUREMENT BURDEN, G&A, TOTAL COST, FEE, TOTAL PRICE
D-O	OCT-SEP	ALL MONTHS OF THE FISCAL YEAR, ACTUALS FOR FUTURE MONTHS WILL REFLECT A VALUE OF ZERO
P	FY TOTAL	TOTAL OF ALL MONTHS IN THE GOVERNMENT FISCAL YEAR

Resource Analyst Forecast Example:

FISCAL YEAR	FUND SOURCE	RESOURCE TYPE	Actuals Oct	Actuals Nov	Actuals Dec	Actuals Jan	Actuals Feb	Actuals Mar	Actuals Apr	Actuals May	Actuals Jun	Forecast Jul	Forecast Aug	Forecast Sep	Total Months
FY2018	NASA Program	Equivalent Headcount	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FY2018	NASA Program	EP													
FY2018	NASA Program	Prime EP	0.38	0.36	0.32	0.33	0.42	0.38	0.32	0.32	0.37	0.38	0.36	0.32	0.35
FY2018	NASA Program	Subs EP	0.33	0.30	0.24	0.25	0.39	0.34	0.30	0.28	0.35	0.33	0.30	0.24	0.30
FY2018	NASA Program	**Total EP**	0.71	0.66	0.55	0.58	0.81	0.72	0.61	0.60	0.72	0.71	0.66	0.55	0.66
FY2018	NASA Program	Hours Direct													
FY2018	NASA Program	Hours Direct Prime	100.00	100.00	150.00	150.00	100.00	150.00	200.00	100.00	100.00	100.00	100.00	150.00	1,500.00
FY2018	NASA Program	Hours Direct Subs	100.00	100.00	50.00	100.00	100.00	50.00	100.00	100.00	100.00	100.00	100.00	50.00	1,050.00
FY2018	NASA Program	**Total Hours**	200.00	200.00	200.00	250.00	200.00	200.00	300.00	200.00	200.00	200.00	200.00	200.00	2,550.00
FY2018	NASA Program	Prime Direct Labor Cost													
FY2018	NASA Program	S/T productive	50.00	50.00	25.00	50.00	50.00	25.00	50.00	50.00	50.00	50.00	50.00	25.00	525.00
FY2018	NASA Program	Premiums	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
FY2018	NASA Program	Total Prime Direct Labor Costs	60.00	60.00	35.00	60.00	60.00	35.00	60.00	60.00	60.00	60.00	60.00	35.00	645.00
FY2018	NASA Program	Travel	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
FY2018	NASA Program	ODC													
FY2018	NASA Program	Training	10.00	10.00	0.00	10.00	10.00	0.00	10.00	10.00	10.00	10.00	10.00	0.00	90.00
FY2018	NASA Program	Supplies	80.00	80.00	45.00	80.00	80.00	45.00	80.00	80.00	80.00	80.00	80.00	45.00	855.00
FY2018	NASA Program	Other ODC	220.00	220.00	125.00	220.00	220.00	125.00	220.00	220.00	220.00	220.00	220.00	125.00	2,355.00
FY2018	NASA Program	**Total ODC**	310.00	310.00	170.00	310.00	310.00	170.00	310.00	310.00	310.00	310.00	310.00	170.00	3,300.00
FY2018	NASA Program	Subcontracts													
FY2018	NASA Program	Labor	320.00	320.00	275.00	370.00	320.00	275.00	420.00	320.00	320.00	320.00	320.00	275.00	3,855.00
FY2018	NASA Program	Premium Labor	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
FY2018	NASA Program	**Total Subcontract Cost**	395.00	395.00	350.00	445.00	395.00	350.00	495.00	395.00	395.00	395.00	395.00	350.00	4,755.00
FY2018	NASA Program	Indirects													
FY2018	NASA Program	Fringe	50.00	50.00	50.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	650.00
FY2018	NASA Program	Overhead	50.00	50.00	50.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	650.00
FY2018	NASA Program	Procurement burden	50.00	50.00	50.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	650.00
FY2018	NASA Program	G&A	50.00	50.00	50.00	100.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	650.00
FY2018	NASA Program	**Total Indirect Cost**	200.00	200.00	200.00	400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,600.00
FY2018	NASA Program	**Total Cost Before Fee**	975.00	975.00	765.00	1,225.00	975.00	765.00	1,075.00	975.00	975.00	975.00	975.00	765.00	11,420.00
FY2018	NASA Program	**Fee**	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
FY2018	NASA Program	**Total Price (Cost & Fee)**	995.00	995.00	785.00	1,245.00	995.00	785.00	1,095.00	995.00	995.00	995.00	995.00	785.00	11,660.00

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

CFO Supplemental Cost Report: The Monthly CFO Supplemental Cost Report provides data necessary for the following:

1. Planning, monitoring, and controlling project and program resources.
2. Accruing cost in NASA's accounting system, providing program and functional management information, and resulting in liabilities reflected on the financial statements.

Cost is a financial measurement of resources used in accomplishing a specified purpose, such as performing a service, carrying out an activity, acquiring an asset, or completing a unit of work or project. NASA is required by law to maintain accrual accounting, which requires cost to be reported in the period in which benefits are received, without regard to time of payment. The report format is provided in *the example below*.

Supplemental Cost Report Data Elements
The following Data Elements shall be included:

Data Element Name	Description
Reporting Category (RC)	Task, Delivery Order, Work Breakdown Structure
Current Month Cost Actuals	Prior month actual cost incurred for each RC
Current Month Equivalent People (EP) Actuals	Prior month actual EPs incurred for each RC
Inception to Date (ITD) Cost Actuals	Contract ITD cost for each RC
Next month cost estimate	Cost estimate for the following month for each RC
Next month Equivalent People (EP) estimate	EP estimate for the following month for each RC

A Reporting Category (RC) correlates to a task order, delivery order, or Work Breakdown Structure (WBS) and is the level at which cost is reported against specific NASA fund sources. **The Contractor is required to coordinate with the NASA Resource Analyst assigned to the contract in order to establish and maintain the Reporting Categories the Contractor shall use to comply with this data requirement.**

The report is divided into three sections: summary, prime, and subcontractor. The subcontractor section shall include the cost and EPs for all subcontractors working on the contract. The prime section shall include the cost and EPs for only the prime Contractor. The summary section shall include the total cost and EPs (prime + subcontractor) for the entire contract.

Due Date
The CFO Monthly Supplemental Cost Report is due at the same time as the 533.
The due dates reflect the date the Monthly Supplemental Cost Report is received by personnel on the distribution list, not the date the report is generated or mailed by the Contractor. It is critical that the report is submitted in a timely manner to ensure adequate time for NASA to analyze and record the cost into the NASA accounting system.

Final Submission Upon Contract Completion
Monthly supplemental cost reporting is no longer required once the contract is physically complete, provided the final cost report includes actual cost only (no estimates). The Contractor must continue to submit monthly supplemental cost reports as long as estimates for the following period are included.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Contractor Cost and Equivalent People
Summary
As of Month, Year

Reporting Category	Current Month Cost Actuals	Current Month Equivalent People Actuals	ITD Cost Actuals	Next Month Cost Estimate	Next Month Equivalent People Estimate	FYTD Cost Actuals	FYTD Equivalent People Actuals
xxxxxx yyyyyy zzzzzz							
Grand Total							

Contractor Cost and Equivalent People
Prime Contractor
As of Month, Year

Reporting Category	Current Month Cost Actuals	Current Month Equivalent People Actuals	ITD Cost Actuals	Next Month Cost Estimate	Next Month Equivalent People Estimate
xxxxxx yyyyyy zzzzzz					
Prime Contractor Total					

Contractor Cost and Equivalent People
Subcontractors
As of Month, Year

Reporting Category	Current Month Cost Actuals	Current Month Equivalent People Actuals	ITD Cost Actuals	Next Month Cost Estimate	Next Month Equivalent People Estimate
xxxxxx yyyyyy zzzzzz					
Subcontractor Total					

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Total Compensation Plan	10/08/15	DRD-NOC-29	80JSC017C0001

4. Use:	5. DRD Category:
The Contracting Officer must evaluate the reasonableness of compensation for service contracts in accordance with FAR 52.222-46 and NFS1852.231-71.	☐ Technical ☒ Administrative ☐ SR&QA
6. References: FAR 52.222-41, "Service Contract Labor Standards" FAR 52.222-46, "Evaluation of Compensation for Professional Employees" FAR 52.237-10, "Identification of Uncompensated Overtime" FAR 52.222-62, "Paid Sick Leave Under Executive Order 13706" NFS 1852.231-71, "Determination of Compensation Reasonableness"	7. Interrelationships: SOW 1.1

8. Preparation Information:

Data Type: 2

Scope: The Total Compensation Plan shall identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Labor Standards, and those exempt from both of the above. The Total Compensation Plan and Compensation Templates (a) through (d) shall be required for both the prime team members and all subcontractors that meet the criteria in NFS 1852.231-71(d). The Plan shall address the requirements of the Service Contract Labor Standards and commit to the compliance of all wage determinations. The Total Compensation Templates shall be provided as part of the Cost/Price Volume of the proposal, and will be evaluated as part of both the Total Compensation Plan and the Cost/Price Volume.

Total Compensation Plan shall become a part of the contract as Attachment J-08.

Content:

(1) State the company name(s) of the prime Offeror (or joint venture team members) and subcontractor(s), using the subcontractor definition found at NFS 1852.231-71(d). For subcontractors that will submit a TCP, state whether the Government can share your compensation data with the prime Offeror. If no preference is stated, then the Government will share your compensation data with the prime Offeror.

(2) Provide the Contractor's company salary range/wage information for each labor classification identified. Describe planned escalations for exempt and non-exempt employees.

(3) If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, "Identification of Uncompensated Overtime". If proposed, the Contractor shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The Contractor shall provide a copy of the company policy for uncompensated overtime with proposal.

(4) The Contractor shall describe incentives to motivate and reward performance and to encourage the recruitment and retention of personnel. The Contractor shall describe the policies, procedures, and experience related to these incentives.

(5) Explain how wage/salary ranges were established. Supporting information shall include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in

establishing this proposed TCP. The Contractor shall provide written support to demonstrate that its proposed compensation is reasonable.

(6) The Contractor shall describe their commitment for compliance with the Service Contract Labor Standards and all wage determinations. The Contractor shall include the rationale for any conformance procedures used or those Service Contract Labor Standards employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

(7) State the policies on seniority for benefits with regard to exempt employees. For example, with regard to leave and retirement programs, from what date is seniority calculated – the date of hire, service on the prior NASA contract, or service on all prior NASA contracts?

Discuss the Contractor's company's fringe benefit policies and practices. The fringe benefits listed in this table below are examples only of common fringe benefits. Each Offeror must propose a compensation structure that is sufficient to recruit and retain employees.

- For each benefit, discuss whether the benefit applies to exempt employees, non-exempt and non-union employees, and/or non-exempt and union employees, (or some combination thereof).
- For Vacation (or Paid-Time Off) map the hours to the years of service. For example: 1-5 years = X hours; 5-10 years = X hours; 10 -15 years = X hours, 15-20 years = X hours, and 20+=X hours.
- For insurance benefits, discuss whether the benefit applies to the employee only, or the employee and family.
- If a category is non-applicable, then insert: "N/A" in the box.
- Offerors may add fringe benefit categories to the table below. The table may be modified to be convey the information; however, all items must be addressed.

Fringe Benefit	Company Share of Premiums (both % and dollar value)	Employee Share of Premiums (both % and dollar value)	Specific Benefit	Deductibles Amount	Vesting Period	Exempt, Non-Exempt, and/or CBA?
Vacation Leave						
Sick Leave						
Paid-Time Off						
Bereavement Leave						
Leave Carry Over						
Jury Duty Leave						
Holiday Leave						
Comp Time						

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Military Leave						
Short-Term Disability						
Long-Term Disability						
Life Insurance						
Accidental Death and Disability						
Overtime Pay						
Health Insurance Plan A						
Health Insurance Plan B						
Escalation of Health Insurance Costs						
Retirement Benefits						

Format: Contractor's format is acceptable but must include the content listed above.

Distribution:
(1) Contracting Officer (1 electronic copy)
(2) Contracting Officer's Representative (1 electronic copy)
(3) BD/Contractor Industrial Relations Officer (1 electronic copy)

Submission:
(1) Initial: Due with proposal
(2) Frequency: Update and submit upon any major TCP changes, and update every three years.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Mockup and System Data Status Report	11/22/16	DRD-NOC-30	80JSC017C0001

4. Use:	5. DRD Category:
The data packages will be used to evaluate the status on mockup and system critical documents and analyses.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 2.2

8. Preparation Information:

a. Data Type: 2

b. Scope: Mockup and System Data Status shall be split into two sections. The first will cover NBL mockup data. The second section will cover NBL systems data. The list of mockups and systems are provided in Attachment J-19, Mockups and Systems List.

c. Content: For each item report the location of the data. If the data is not all available, provide a percentage of data that is available.

1. NBL Mockup Data shall include, but not be limited to:
   i. As-built drawings
   ii. Structural analysis
   iii. Tip over analysis
   iv. Certificate of Compliance (Base Material, Fasteners, Lifting Equipment, Casters)
   v. Weld inspections (if applicable).
   vi. NBL Robotics Systems Approved Payloads List (if applicable).
   vii. Live Hazards
   viii. Critical lift package (SLOA, Hazard Analysis, Checklist, Lift Diagram)
   ix. List of approved interfaces to stands and other mockups.
   x. Hazard Analysis
   xi. Acceptance Test Procedures
2. NBL System Data shall include, but not be limited to:
   i. As-built drawings including electrical and fluid
   ii. System software source code
   iii. Interface Control Documents (ICDs)
   iv. Operating Procedures (include COTS Manuals)
   v. Maintenance Procedures (include COTS Manuals)
   vi. Failure Modes and Effects Analysis (FMEA)
   vii. Hazard Analysis
   viii. Acceptance Test Procedures

d. Format: Contractor format acceptable, unless otherwise directed by NASA.

e. Distribution: Per Contracting Officer's letter.

f. Submission:
   i. Initial: Contract start + 90 days
   ii. Final: Due at contract completion
   iii. Approval: 90 calendar days from contract start. N/A
   iv. Frequency: Annual, Delivered at the beginning of the calendar year.

g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title Deliverable Data and Software	2. Date of current version 11/22/16	3. DRL Line Item No. DRD-NOC-31	RFP/Contract No. 80JSC017C0001
4. Use: Provide content and format requirements for delivery to NASA of data items, computer databases and documentation developed to support the use of data items. Also addresses delivery and/or licensing of non-commercial computer software, and non-commercial computer software documentation.			5. DRD Category: ☐ Technical ☒ Administrative ☐ SR&QA
6. References:			7. Interrelationships: SOW 1.9

8. Preparation Information:

a. Data Type: 2

b. Scope: Data items, computer databases and documentation developed to support the use of data items shall be submitted in accordance with this DRD. Non-commercial computer software and non-commercial computer software documentation shall be delivered or licensed for use in accordance with this DRD. All databases and software that are inherited or generated during support of the NOC shall be considered property of the Government and shall be released to the Government. The databases and software shall be released to the Government in it's entirety.

c. Content:

1. The Contractor shall deliver to the Government the following table of non-commercial computer software, non-commercial computer software documentation and computer databases, wherein said non-commercial computer software, computer software documentation, and computer databases are used in performance of this contract:

Functional Areas of Contract Performance	Full name & version number of Non-Commercial Software; Non-Commercial Computer Software Documentation; or Computer Database *(Offeror to fill-in)*	Functional description of Non-Commercial Software Non-Commercial Computer Software Documentation; or Computer Database *(Offeror to fill-in)*	Item's Origin *(Offeror to fill-in)*
Systems used to view, modify or create configuration-controlled data (e.g., mockup or system drawings, technical or operational processes and procedures, change requests, task orders			
Systems used to view, modify or create records (e.g., inventory, maintenance, inspections, training, parts tracking)			
Systems used to view, modify, create or monitor Safety-related data, Safety processes, Test Readiness Reviews and Safety Reviews (e.g., hazard reports, formal approvals, audits)			
Systems used to view, modify, create, assign or monitor action items			

Systems used to view, analyze or monitor management information (e.g., operational and project costs, project schedules, NOC performance metrics)			
Systems used to deliver NOC-provided training (e.g., training lessons/lectures, computer-based training classes, required examinations)			

2. The Contractor shall deliver to the Government the following data and all documentation developed to support the use of this data wherein said data and documentation are developed in performance of the contract:
   i. Mockup Drawings
   ii. System Drawings
   iii. Technical and operational processes
   iv. Technical and operational procedures
   v. Change Requests (CRs)
   vi. Delivery Orders (DOs)
   vii. Inventory records
   viii. Maintenance records
   ix. Inspection records
   x. Training records
   xi. Parts tracking records
   xii. Test Readiness Review records
   xiii. Safety Review records
   xiv. Audit records
   xv. Hazard reports
   xvi. Action item reports and related records (e.g., records describing the results of action item investigations and records supporting final action item disposition/resolution decisions)
   xvii. Operational cost reports and records
   xviii. Project cost reports and records
   xix. Project Plans
   xx. Performance metric reports and records
   xxi. Training lessons and briefings
   xxii. Training examinations
   xxiii. Computer-based training classes

3. Data: Upon direction of the Contracting Officer, the Contractor shall deliver to the Government the data items, documentation developed to support the use of data items, non-commercial computer software, computer databases and non-commercial computer software documentation, as identified in parts (c)(1) and (c)(2) of this DRD.

4. Non-commercial software for which no restricted rights are claimed and non-commercial software documentation for which no limited rights are claimed: Upon direction by the Contracting Officer, the Contractor shall deliver to the Government such non-commercial computer software and non-commercial computer software documentation identified in part (c)(1) of this DRD.

5. Non-commercial software for which restricted rights are claimed and non-commercial software documentation for which limited rights are claimed: Upon direction of the Contracting Officer, the Contractor shall either:
   i. Deliver to the Government such non-commercial computer software, non-commercial computer software documentation, or both identified in part (c)(1) of this DRD.

      OR

   ii. License to the Government for use of such non-commercial computer software and deliver to the Government such non-commercial computer software documentation identified in part (c)(1) of this DRD, effective during contract performance and up to a period of 1 year after acceptance of all items to be delivered under this contract.

d. Format: All submissions shall be in electronic format compatible with desktop standard applications provided by NASA Office IT Contractor or other ISS Program standard tools. Organizational format of the supporting documentation shall be the Contractor's format.

e. Distribution: Per Contracting Officer's letter

f. Submission:

Part (c)(1):

i. Initial: Contract Start + 45 Calendar Days Final: N/A
ii. Final: N/A
iii. Frequency: Per Contracting Officer's direction (NOTE: The Government estimates this will be required one time, near the end of the contract.)

iv. Initial: Contract Start + 45 Calendar Days
v. Final: N/A
vi. Approval: N/A
vii. Frequency: Annual

Parts (c)(2), (c)(3), (c)(4) and (c)(5):

iv. Initial: N/A
v. Final: N/A
vi. Approval: N/A
vii. Frequency: Per Contracting Officer's direction (NOTE: The Government estimates this will be required one time, near the end of the contract.)

h. Maintenance: All data items, documentation developed to support the use of data items, non-commercial computer software, computer databases and non-commercial computer software documentation shall be: 1) maintained electronically; and, 2) updated as necessary to perform the functions for which they were developed.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Re-procurement Data Package	10/08/15	DRD-NOC-32	80JSC017C0001

4. Use:	5. DRD Category:
Provides requirements for delivery to NASA of information on specific items and supporting documentation related to resource/cost information, to be used for re-procurement activities. In the event of a competitive solicitation for a follow-on effort, NASA may provide non-proprietary historical information such as average composite direct labor rates and approximate seniority profiles of incumbent personnel to all interested parties in order to increase the probability of realistic pricing. NASA may also provide a list of external customers and other pertinent information to all interested parties. The Government does not intend to disclose any Contractor proprietary information.	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships: None

8. Preparation Information:

A. DATA TYPE: 2

B. SCOPE:

Resource/cost information shall be submitted in accordance with this Data Requirement Description (DRD).

C. CONTENT:

A data package shall be submitted containing the following resource/cost information. This data is required from the prime and major subcontractors, defined as subcontractors with $3M annual/total contract value:

1. Labor Resources
   a. List of directly charged labor skills by contractor labor category, mapped to NASA's Standard Labor Categories (SLCs) as identified in Attachment J-21, and segregated by current Statement of Work (SOW) section. Include the number of Work Year Equivalents (WYEs) currently supporting each SOW section. The WYE detail shall be at the lowest SOW level for which current contract tracking is available. Ensure that WYEs counted at the lowest SOW level are not counted again at the next highest SOW level. See example provided below in Table 1. The Contractor's format is acceptable, but must include the requested content.

Table 1: Example of Data Required per Paragraph (1a):

NASA SLC	Contractor Labor Category	SOW Section	*No. of WYEs
Business Specialist	Accountant I	1.2	1.75
Engineer I	Jr Mechanical Eng	3.2.4	6.25 (Not Included in 3.0)
Engineer II	Jr Mechanical Eng	6.1	4.5

*A WYE is defined as the work of a full-time equivalent person based on your accounting system. For example, if your accounting system dictates that a WYE constitutes 1,880 productive hours (total hours minus paid time off), then four people working 470 hours per year would make up one WYE.

   b. The average current straight time labor rate for each direct-charged labor category identified in paragraph (1a). Further, provide both the date when these wages were last adjusted for escalation by Contractor labor category, and the rate of escalation applied. Also indicate whether any adjustments are projected to be made prior to contract expiration. If so, provide the anticipated date and rate of escalation, and identify the

Contractor labor categories expected to be affected. See example provided below in Table 2. The Contractor's format is acceptable, but must include the requested content. Please ensure that all data clearly map to NASA SLCs.

Table 2: Example of Data Required per Paragraph (1b):

NASA SLC	Contractor Labor Category	No. of WYEs	**Direct Labor Rate	Last Escalation Date and Amount	Future Escalation Date and Amount	Exempt or Non-exempt?
Business Specialist	Accountant I	1.75	$23.25	April 2014 (2.70%)	April 2015 (2.20%)	Exempt
Engineer I	Jr Mechanical Eng	15.55	$26.12	April 2014 (2.70%)	April 2015 (2.20%)	Exempt

**This is the current weighted average straight-time direct labor rate with NO BURDENS APPLIED and is NOT the contract's Section B rate table rates, if there are any.

c. Seniority level of all WYEs identified in paragraph (1a) above, for fringe benefit calculation purposes. Provide data separately for exempt and non-exempt personnel:
   i. Number of WYEs with 0 to 5 years of experience.
   ii. Number of WYEs with greater than 5 years and up to 10 years of experience.
   iii. Number of WYEs with greater than 10 years and up to 15 years of experience.
   iv. Number of WYEs with greater than 15 years of experience.

2. Non-Labor Resources
   a. Provide total non-labor cost incurred for the most recent 12-month period grouped by expense type (examples may include travel, training, facilities).

3. Technical and Process Information: i. DRD-NSOC-02, Management Plan ii. DRD-NSOC-03, Configuration Management Plan iii. DRD-NSOC-11, Government Property Management Plan iv. DRD-NSOC-28, Information Technology (IT) Plan and Reports v. DRD-NSOC-29, Technical Metrics Plan and Reports

4. External Customer Data
   a. The Contractor shall deliver to the Government a complete list of all external customers who have used NOC Facilities under the authority of clause H.8. To facilitate future access to NSOC facilities under follow-on contracts, as part of this re-procurement data package, upon the Contracting Officer's request, the contractor is required to deliver to the Government a complete list of all external customers who have used NSOC Facilities under the authority of clause H.17. The list of external customers shall include the end customer, not just the company who contracted with the Prime Contractor or via the prime's subcontractor. The contractor shall request this information on NASA's behalf and shall ensure adequate information is available to meet NASA acquisition objectives and protect the interest of all of industry and commercial partners. The contractor shall provide an executed schedule of External Customer activities for the preceding twelve months. For each Annex to the Umbrella SAA, the contractor shall identify the skill sets utilized and the total number of labor hours per skill set per year. The Government intends to make the external customer list, skill sets and number of labor hours, SAA's, and Annex summaries available to interested parties during the follow-on procurement activity.

5. Release of NOC Contract Databases

a. The Government will be releasing the databases that have been used during the execution of NOC. The databases will be released to potential Offerors in the next follow contract. Examples of these databases are the Configuration Data Management (CDM), Maintenance Database (iMaint), Discrepancy Reporting Database, etc. The NOC Contractor shall coordinate with the Government to determine what data is considered proprietary prior to delivery of the databases.

D. FORMAT:
Contractor's format is acceptable, but must include the requested content.

E. SUBMISSION:
See Attachment J-09, Data Requirements List. The Contractor and major subcontractor(s) shall each provide 1 electronic copy in Excel of the requested data, due within 30 days of a written request from the Contracting Officer. Subcontractors may submit the requested data directly to the Contracting Officer.

F. DISTRIBUTION:
Distribution: Per Contracting Officer's letter

G. MAINTENANCE:

Revisions shall be incorporated by a complete reissue of the document. Revisions are subject to Contracting Officer approval.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Financial Reporting Contractor Held Property	12/04/15	DRD-NOC-33	80JSC017C0001

4. Use:	5. DRD Category:
Report NASA Property in the Custody of Contractors on both a monthly and annual basis	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships:
NASA FAR Supplement Subpart 1845.7101	SOW 1.1(e)

8. Preparation Information:

Submission:

a. The due date for the Monthly Property Financial Reporting submission is the 21st day after the close of the previous month, except for the month of September which is due the 15th day, beginning at the first month after contract start. Example due dates for the monthly submission are as follows:

August 21 for the month ending July 31
September 21 for the month ending August 31
October 15 for the month ending September 30

b. The due date for Annual Property Reporting via NASA Form (NF) 1018 is October 15 reflecting data from October 1 the previous year to September 30 the current year.

c .All reports shall be submitted electronically.

Data Preparation Information:

a. Monthly Property Financial Reports are required to be submitted using the format located at the URL referenced in the paragraph below.
b. Annual Property NF 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) or other format supplied by NASA. The NF1018 report provides annual summary-level property management and financial data on Government-furnished and contractor-acquired NASA property.
c. The NF1018 shall be completed in accordance with NASA FAR Supplement Subpart 1845.7101 and any supplemental guidance provided by NASA.

Contents:

Monthly Property Financial Reports

a. Monthly property financial reports are required with item level supporting data. This data shall be submitted for all items with an acquisition cost of $500,000 or more, in the contractor's and its subcontractors' possession, in the following classifications: real property, equipment, special test equipment, special tooling, and agency peculiar property (if applicable). Monthly reporting is not required for property in the above classifications with an acquisition cost under $500,000. Monthly data shall also be submitted for items of any acquisition cost in the classifications of materials and contract work-in-process (WIP). Itemized monthly data is required for materials and WIP line items of $500,000 and over. Summary monthly data is required for materials and WIP line items under $500,000. The monthly reports shall be electronically submitted using the Contractor-Held Asset Tracking System (CHATS) (http://nasachats.gsfc.nasa.gov/) using the format described in the CHATS user's manual.

b. Acquisition costs shall be developed using actual costs to the greatest extent possible, especially costs directly related to fabrication such as labor and materials. Supporting documentation shall be maintained and available for all amounts reported, including any amounts developed using estimating techniques.
c. All Adjustments shall be thoroughly explained and directly related to a specific fiscal year. If the fiscal year cannot be determined, the default shall be the previous fiscal year. Adjustments to the monthly report must be coordinated with JSC Finance.

NF 1018 Reports

a. Contractors shall report all NASA-owned property in US dollars, regardless of location.
b. Negative or zero reports are required.
c. This reporting shall be completed in accordance with the NASA FAR Supplement (NFS) Subpart 1845.7101 and any supplemental guidance provided by NASA.
d. Adjustments to the 1018 shall be thoroughly explained in the 1018 Comments section and must be approved by the JSC Industrial Property Officer prior to submittal of the report, after first being coordinated with the cognizant Government Property Administrator (PA).
e. Entries in Type of Deletion 21 "h. OTHER" must be explained in detail in the Comments section.
f. Entries should not be placed in Type of Deletion 21 "d" or "e" since they should be reflected in "c.".
g. The 1018 report consists of two pages; a Summary first page and a Deletions second page. Both must be accurately completed for submittal.

Distribution:

a. The monthly reports shall be electronically submitted using the Contractor-Held Asset Tracking System (CHATS) (http://nasachats.gsfc.nasa.gov/) using the format described in the CHATS user's manual.
b. NASA Form (NF) 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) (http://ness.gsfc.nasa.gov/) or other format supplied by NASA.

Maintenance:

a. Revisions to the NASA Form 1018 data shall be coordinated with the cognizant Government PA. Revisions to CHATS data shall be coordinated with JSC Finance.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Staffing and Critical Skills Plan	11/01/16	DRD-NOC-34	80JSC017C0001

4. Use:	5. DRD Category:
This information will be used in Contractor performance evaluation.	☒ Technical ☐ Administrative ☐ SR&QA
6. References:	7. Interrelationships: SOW 2.0, Clause H.3

8. Preparation Information:

a. Data Type: 1

b. Scope: The Staffing and Critical Skills Plan describes the process for attracting and retaining uniquely and highly qualified personnel to meet the required staffing levels of this hazardous environment critical facility.

c. Content: At a minimum, the Contractor shall address the following elements:

i. A narrative that describes the basis of the overall staffing approach to recruit, staff, train and retain a qualified workforce with the needed critical skills and certifications to assume and perform the requirements of the SOW

ii. Staffing of the proposed organizational structure including proposed teaming partners and subcontractor personnel, including the numbers and types of for all contract years.

iii. Sources of the proposed staff including its plans to use qualified personnel from within the its own organization, other corporate divisions, new hires, incumbent personnel and other resources, with each source cited as a percentage of the total work force to be applied to this contract. Provide rationale for hiring or replacing incumbent personnel. The Contractor shall identify the extent of commitment and availability of personnel.

iv. Job descriptions and qualifications by proposed skill levels, including mapping of the Contractor's proposed labor categories to the government-provided SLCs. If new SLCs are proposed, the SLC descriptions shall include details similar to the government-provided SLC description.

v. Retention Plans for maintaining and retaining a qualified workforce for expected high attrition positions throughout the course of the contract.

vi. Describe the process for employee recognition and reward for exceptional performance.

vii. Plans for staffing flexibility to accommodate changes in requirements, fluctuation in workload and unexpected attrition including how staffing will be managed for newly authorized IDIQ work.

viii. Provide a discussion of this proposed approach to accommodating fluctuating requirements, including such information as the length of time the Contractor (or other elements of the company) have used the approach and the successes experienced.

ix. Identify all critical skills, certifications and certified positions across the contract and explain how and to what level those critical skills will be maintained. Also include how the loss of a critical skill or key personnel (Clause H.3) will be mitigated.

x. Identify key personnel including name, position, and job description.

xi. At proposal, provide key personnel resumes.

d. Format: Electronic format of all submissions shall be compatible with IRD provided desktop standard applications. Organizational format of the supporting documentation shall be the Contractor's format.

e. Distribution: Per Contracting Officer's letter.
f. Submission:
    i. Initial – Due with proposal.
    ii. Final –Contract Start + 30 calendar days.
    iii. Approval – Final submission + 15 calendar days.
    iv. Frequency – As required.
g. Maintenance: Revisions shall be incorporated by a complete reissue of the document.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Wage, Salary, and Fringe Benefits for Conformed Diver Positions	11/16/16	DRD-NOC-35	80JSC017C0001

4. Use:	5. DRD Category:
This DRD is used to assist the Contracting Officer in evaluating the conformed rate of the diver positions.	☐ Technical ☒ Administrative ☐ SR&QA
6. References:	7. Interrelationships:
FAR 52.222-41, Service Contract Labor Standards	Attachment J-16

8. Preparation Information *(Include complete instructions for document preparation)*

a. Data Type: 2

b. Scope: This DRD shall be submitted by the Contractor, and any subcontractors, which employ non-exempt Diver labor categories, to the Contracting Federal Agency.

c. Content: The DRD shall contain the data included in the enclosed DRD forms, titled "Diver Wage/Salary Rate Information", and "Fringe Benefits for Diver Employees". The Diver Wage/Salary Rate Information shall contain a listing of all Diver labor classifications on the contract. Separate forms shall be used for classifications working in different geographic areas and for each subcontractor. Information shall be included for each diver employee. (*The DRD does not have to list each employee by name or provide otherwise protected personnel data*.) Separate Fringe Benefit forms shall be completed for the prime and each subcontractor.

d. Format: Contractor's format is acceptable traceable to the content listed above, and consistent with the solicitation and DRD instructions.

e. Distribution:
Initial: As stated in the solicitation instructions
Subsequent: BR/Contracting Officer

f. Submission: The first report will be submitted at the end of the phase-in period. Subsequent reports will be submitted 30 days prior to the bi-annual anniversary date of the contract, and 30 days prior to the exercise of an option or contract extension.

Diver Wage/Salary Rate Information

Standard Labor Category	Contractor's Labor Category	Conformed Hourly Rate	Actual Hourly Rate Paid to Employee

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

Fringe Benefits For Diver Employees

For Period from _____ to _____

Contractor: _____

Number of nonexempt diver employees on contract (or subcontract):

_____

1. Health and Welfare Items and Other Fringe Items:
(This table is representative of common fringe benefits. Insert "N/A" as appropriate or add additional categories.)

Fringe Benefit	Coverage Provided	Average Hourly Cost
Life Insurance		
Accidental Death & Disability		
Short-Term Disability		
Long-Term Disability		
Health Care		
Dental/Vision Insurance		
Retirement Plan/401K		
Tuition Reimbursement		
Other (Describe)		

2. Paid Absences:
(This table is representative of common fringe benefits. Insert "N/A" as appropriate or add additional categories.)

Leave Type	Service Requirement	Day per Year
Vacation		
Paid Time-Off		
Sick Leave		
Jury Leave		
Bereavement Leave		
Military Leave		
Other (Describe)		

_____ _____

Signature of Company Representative Date