

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) >		RATING DQ-C9	PAGE 1 OF 260
2. CONTRACT NO. NNJ06HB47C	3. SOLICITATION NO. NNJ05064093R	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED March 23, 2005	6. REQUISITION/PURCHASE NO. 4200064093
7. ISSUED BY LYNDON B. JOHNSON SPACE CENTER, NASA Projects: Procurement Office MAILCODE: BH HOUSTON, TX 77058-3696			CODE	8. ADDRESS OFFER TO (If other than Item 7) LYNDON B. JOHNSON SPACE CENTER, NASA Support Office Facility Building Building 416 N HOUSTON, TX 77058-3696	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

SOLICITATION

9. Sealed offers in original and 15 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository designated in Provision L.12 until **11:00 a.m.** local time, on the date designated in **Provision L.12**.
CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL: >	A. NAME Stephanie D. Hunter	B. TELEPHONE NO. (NO COLLECT CALLS)			C. EMAIL ADDRESS Stephanie.d.hunter@nasa.gov
		AREA CODE 281	NUMBER 483-8523	EXT.	

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within **180** calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, clause No. 52-232-B) >	10 CALENDAR DAYS 0 %	20 CALENDAR DAYS 0 %	30 CALENDAR DAYS 0 %	___ CALENDAR DAYS 0 %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION). For offers and related documents numbered and dated:	AMENDMENT NO	DATE	AMENDMENT NO	DATE
	1	3/24/05	2	4/4/05
	3	4/7/05	4	4/14/05

15. NAME AND ADDRESS OF OFFEROR Wyle Laboratories, Inc., 1290 Hercules, Houston, TX 77058	CODE 5H755	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER Robert M. Ellis, Senior Vice President & General Manager
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15B. TELEPHONE NO. (Include area code) 281.212.1215	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER <input checked="" type="checkbox"/> SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE August 22, 2005
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
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22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()	23. SUBMIT INVOICES TO ADDRESS SHOWN IN: (4 copies unless otherwise specified)	ITEM
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24. ADMINISTERED BY (If other than Item 7) CODE	25. PAYMENT WILL BE MADE BY CODE
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26. NAME OF CONTRACTING OFFICER (Type or print) Stephanie D. Hunter	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	28. AWARD DATE
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IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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(a) For purposes of payment of cost, exclusive of fee, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$3,200. This allotment is for the Occupational Medicine and Occupational Health Contract and covers the following estimated period of performance:

August 1, 2006 to July 31, 2009.

(b) An additional amount of \$0 is obligated under this contract for payment of fee.

(c) For purposes of payment of fixed costs for Phase In, in accordance with the Limitation of Funds clause, the total amount allotted by the Government to this contract is \$46,800. This allotment is for the Occupational Medicine and Occupational Health Contract Phase-In Period and covers the following estimated Phase-In period of performance:

July 1, 2006 to July 31, 2006.

(End of Clause)

B.2 ESTIMATED COST AND PERFORMANCE INCENTIVE FEE (PIF)

(a) The total estimated cost for the completion form portion of this contract is \$30,761,381.

(b) The total estimated cost for the level-of-effort portion of this contract is \$1,944,976

(c) The total estimated cost for complete performance of this contract [(a)+(b)] is \$32,706,357.

(d) The total amount available for performance incentive fee is \$2,140,500.

(e) The total estimated cost and performance incentive fee available [(c)+(d)] is \$34,846,857

(f) The total estimated cost for the completion of the phase-in-plan requirements is not to exceed \$46,800.

(g) The pricing of level-of-effort task orders for this contract shall be in accordance with the negotiated and fully burdened average labor rates as shown in Table B-1.

See Table B-1 on next page

Table B-1 - LOE Rates
Applies Only to SOW 3.0

(End of Clause)

B.3 PERFORMANCE INCENTIVE FEE – TERMS AND CONDITIONS

In order to motivate excellent performance by the contractor, a performance incentive fee plan has been included in this contract. This plan will enable the contractor to earn fee in compensation for achieving desired objectives at a high level of performance.

(a) Performance Incentive Fee (PIF) Evaluation Factors - PIF evaluation factors are objective criteria in the areas of management, subcontracting, and safety that are defined in the Performance Evaluation and Award-Term Plan (Attachment J-2). Any changes, deletions, or additions to the evaluation factors for a specific period may be made unilaterally by the Government and will be provided in writing to the contractor prior to the start of the evaluation period.

The contractor's performance to the defined PIF evaluation factors for the period will be the basis for the Government's determination of the contractor's performance and for awarding performance incentive fee, if any. PIF evaluation factors defined for a period are separate and distinct from performance evaluated for the Award Term Incentive. Therefore, Award-Term evaluation factors will not impact the determination of PIF.

(b) Performance Incentive Fee Determinations - The Government will determine the contractor's numeric and adjective rating for the evaluation period based on the contractor's performance to the PIF evaluation factors. At the end of each six-month evaluation, the Performance Evaluation Board Integration Team (PEB IT) will make the final Fee Determination in accordance with the Performance Evaluation and Award-Term Plan.

The contractor will be awarded a PIF only if the following conditions are met:

- (1) As determined by the Government, the Contractor meets the performance criteria; and
- (2) Funds are available.
- (c) Available PIF - The maximum available performance incentive fee is defined in the Performance Evaluation and Award-Term Plan.

(End of Clause)

B.4 LEVEL OF EFFORT ACTIVITIES FOR THE FLIGHT MEDICINE PROGRAM

The following provision applies only to the activities for the Flight Medicine Program as depicted in the Statement of Work, WBS 3.0.

- (a) (1) During the base period of the contract (3 years), the contractor is obligated to provide not less than _____ below nor more than _____ above total direct labor hours. The total direct labor hours under this contract are _____ per year based on _____ hours per FTE per year.
- (2) Should the Government extend the contract period of performance as reflected in Clause F.5 CHANGES TO TERMS AND CONDITIONS FOR ONE-YEAR PERIODS, direct labor hours for the additional one-year period shall be increased by the Yearly Labor Hours stated above and within the _____ limitations.
- (3) Should the Government extend the contract period of performance as reflected in Clause F.5 CHANGES TO TERMS AND CONDITIONS FOR SIX-MONTH OPTIONS, direct labor hours shall be increased by _____ % of the Labor Hours stated above and within the _____ limitations.

(b) Direct labor hours are those productive hours expended by the contractor's personnel in performing work under this contract that are charged as direct labor hours under the contractor's accounting policy and procedures. The term does not include sick leave, vacation, holiday leave, military leave, or any other type of administrative leave but does include direct labor hours provided under level-of-effort subcontracts.

(c) If during the term of this contract, the Government desires to initiate negotiations for an increase in the maximum number of hours indicated herein, the contractor agrees to promptly enter into such negotiations. Any contract modifications resulting from such negotiations will provide for an adjustment in the estimated maximum number of hours.

(d) Once the maximum number of direct labor hours is reached or the contract term has ended, the contractor's obligation under Statement of Work 3.0 is fulfilled, even though the specified work may not have been completed. The contractor is not authorized to exceed the maximum of direct labor hours specified in paragraph (a) of this clause.

(e) The fee(s) are based upon the furnishing of the specified minimum level-of-effort. If the Contractor provides less than the specified minimum level-of-effort prior to expiration of the contract term, and the Government has not invoked its rights under the Termination clause of this contract to adjust the contract for such reduced effort, the Contracting Officer will unilaterally make an equitable downward adjustment to the contract fee. The downward adjustment in fee will be based upon the difference between the minimum direct labor hours specified under this clause and the amount of direct labor hours provided by the Contractor. At the Contracting Officer's discretion, the adjustment may take into consideration efficiencies in the Contractor's performance, including productivity improvements, if any, which contributed to the lesser number of direct labor hours being provided.

(End of Clause)

[END OF SECTION]

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1.0 INTRODUCTION AND GENERAL REQUIREMENTS

1.1 SCOPE OF CONTRACT

The Contractor shall provide all necessary resources to establish and conduct a comprehensive program that fulfills the defined requirements for Occupational, Emergency, and Preventive Medicine, Flight Medicine, Occupational Health, and Human Test Support at JSC, Sonny Carter Training Facility (SCTF), Ellington Field, the Space Center Houston (SCH) First Aid Clinic, facilities in Russia housing both NASA and JSC contractor personnel, and other potential remote locations (domestic and international) as determined by the Contracting Officer's Technical Representative (COTR).

The scope of this contract includes sampling and analytical functions for the JSC Center Operations Environmental Office.

The contract scope includes industrial hygiene and occupational medicine programs at the White Sands Test Facility (WSTF), Las Cruces, New Mexico.

The Contractor shall be responsible for operation or support of the following programs in the OHO and FMC offices of Space Medicine and Health Care Systems:

- Occupational Medicine Program (Section 2.0)
- Flight Medicine Program (Section 3.0)
- Human Test Support Program (Section 4.0)
- Occupational Health Program (Section 5.0)
- White Sands Test Facility (WSTF) Industrial Hygiene and Occupational Medicine Program (Section 6.0)

The Contractor shall provide resources and support to meet the occupational health program requirements of all applicable outside regulatory bodies, Federal, State, and local. The Contractor shall provide all resources and support required to meet the occupational health program requirements as defined in all Occupational Health Program documents of the NASA Office of the Chief Health and Medical Officer, and NASA JSC.

SOW Attachment C-1 contains workload sizing data which may be used to estimate workload and work tasks.

1.2 DEFINITIONS

For the purpose of this SOW, the following definitions shall apply:

Civil Service Personnel - NASA employees assigned to JSC and any other Federal government employees.

Joint Commission on Accreditation of Healthcare Organizations (JCAHO) - JCAHO standards are based upon consensus, performance-based metrics that are patient-focused and address the key functions that healthcare organizations must do well in order to achieve excellent outcomes of care.

Longitudinal Study of Astronaut Health (LSAH) - The LSAH examines the long-term effects of space flight on the health of astronauts. Risk of morbidity and mortality among the astronaut corps are compared to a comparison group of JSC civil service employees to identify differences which may be attributed to exposure to the space environment.

Non-Occupational Illness - An illness experienced by an employee wherein the environmental conditions of the employee's assigned work place were not a contributing factor in the development of that illness.

Non-Occupational Injury - An injury sustained by an employee while not officially engaged in the pursuit of a work assignment.

Occupational Illness - An illness experienced by an employee wherein the environmental conditions of the employee's assigned work place, (as defined by the Occupational Safety and Health Administration (OSHA)) were a contributing factor in the development of that illness.

Occupational Injury - An injury sustained by an employee wherein the environmental conditions of the employee's assigned work place, (as defined by (OSHA)) were a contributing factor in the development of that illness.

Onsite Contractor Personnel - Contractor personnel having official duty stations at JSC, Ellington Field, SCTF, and WSTF.

Primary Contact - Individuals who are known to require face-to-face access (within 6 feet) to the prime and backup crew within the 7-day period that immediately precedes a space mission.

Qualified Contractor Personnel - Contractor employees that are allowed to use the JSC Occupational Medicine Clinic (OMC) for job related physical examinations by their governing NASA contract.

1.3 GENERAL REQUIREMENTS

1.3.1 Performance and Personnel Standard

The Contractor shall ensure that all personnel assigned and utilized for performance of this contract possess all licenses, training, registrations, certifications, and certificates required by NASA Headquarters and JSC, as well as Federal, State, and local governments. The Contractor shall identify and document all certifications, licenses, registrations, and training requirements for each staff position. The Contractor shall provide this information and the status of each requirement as defined in the DRDs

The requirements for specific critical positions are detailed in Section J-8.

The Contractor shall ensure that:

- all clinical personnel, are current in Cardio-pulmonary Resuscitation (CPR) and maintain currency.
- all clinical personnel, with the exception of Emergency Medical Technician-Basics (EMT-B), are current in Advanced Cardiac Life Support (ACLS) and maintain currency.
- all nurses assigned to the JSC OMC or FMC are registered nurses (RN) with current licenses to practice in the state of Texas.
- all clinical personnel assigned to WSTF shall have appropriate current New Mexico licenses or certifications.
- any physician assigned to Russia shall possess a valid medical license from any state in the United States.

The Contractor shall ensure that all handling and use of ionizing radiation sources onsite at JSC is conducted under the authority of the U.S. Nuclear Regulatory Commission (NRC) licenses issued to JSC.

The Contractor shall develop and maintain a listing of cross trained and backup coverage personnel that is made available to the COTR.

1.3.2 Safety and Health

The Occupational Safety and Health Program requirements for Federal departments and agencies, and for private industry employees, including those who support government operations, are established by the Occupational Safety and Health Act of 1970, Executive Order 12534, and Title 29 of the Code of Federal Regulations (CFR) Parts 1960, 1910, and 1926. The Contractor shall be responsible for implementing the provisions of these regulations and implementing programs as they apply to occupational medicine and occupational health. The Contractor shall also implement Environmental Protection Agency (EPA) standards (40 CFR 1-799), where applicable, to occupational health and to those functions supporting environmental programs. The Contractor shall be responsible for continually reviewing those standards codified in the Federal Register relating to this Executive Order and all other applicable regulations affecting occupational health and occupational medicine. The Contractor shall be responsible for developing and implementing programs to comply with the above requirements for civil service and qualified contractor personnel.

The Contractor shall ensure the protection of personnel, property, equipment, and the environment in all contractor products and activities performed in support of institutional and space flight program objectives. The Contractor shall develop and implement a safety and health program in accordance with a contractor developed and NASA-approved safety and health plan. This shall ensure compliance with pertinent NASA policies and requirements and Federal, State, and local regulations for safety, health, environmental protection, and fire protection.

As applicable, the Contractor shall implement system safety engineering tasks for flight and institutional program activities and products in accordance with the schedule and applicable flight and institutional requirements in the contractor developed and NASA approved system safety program plans.

The Contractor shall develop and implement risk management techniques (including risk assessment). These shall be applied to hazards identified from analyses of activities and products, for the purpose of eliminating or controlling all hazards.

1.3.3 Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)

The Contractor shall fully support the JSC Safety and Health (S&H) OSHA VPP efforts and continued operation of the JSC's "Star" certified program, primarily performing the role as subject-matter expert for all occupational health programs for the Center and those topics relating to the OMOH program. The Contractor shall support, develop, and participate in periodic audits, annual continuous improvement efforts, annual and periodic summary reports, and continuing JSC VPP certification activities.

The Contractor shall provide health program support for any onsite contractor attempt at OSHA VPP recognition.

The Contractor is highly encouraged to pursue VPP "Star" certification.

1.3.4 Facility Management

The Contractor shall provide facility management as described in the JSC Facility Manager Handbook. As directed by the COTR, the Contractor shall provide facility managers.

1.3.5 Program Audits/Reviews/Inspections

The Contractor shall provide administrative and technical support to periodic internal and external program audits including those by OSHA VPP, NASA Headquarters (HQ) Office of the Chief Health and Medical Officer (OCHMO), NASA HQ Safety or Environmental Functional Reviews, and other outside agencies. The Contractor shall also prepare audit reports and follow up reports to respond to any audit findings.

1.3.6 Student/Co-Op/Medical Resident Programs

At the direction of the COTR, the Contractor shall provide administrative, laboratory, technical, scientific, mentoring, and logistics (i.e., desk space, office supplies, phone, computer etc) support to OHO student programs. These student programs shall include, but not be limited to: summer students, co-ops, and aerospace or occupational medicine residents. The salary costs of these individuals will not be the responsibility of the Contractor.

1.3.7 Space Life Sciences Communication/Chain of Command

Every employee within the Occupational Medicine and Occupational Health Contract (OMOHC) has the authority and is expected to “stop work” for any Immediately Dangerous to Life and Health, (IDLH) or unsafe/unhealthy act that is encountered in the workplace. This action can take place without regard to normal lines of communication and authority. For all other routine and non-IDLH hazard situations, all contract employees shall follow appropriate SLSD lines of communication. The SLSD chain of command is as follows: OMOHC, OHO (COTR and Chief), Space Medicine and Health Care Systems Office, and SLSD.

The Contractor shall participate in management meetings for the purpose of communicating current project status and priorities with OHO personnel. These meetings shall occur semi-monthly, or as directed by the COTR.

The Contractor shall ensure that any requests for services from senior management are reported to OHO. Any senior staff, directorate, or division level articles, presentations, or briefings to be given across the center or to JSC senior management, shall be reviewed with the COTR and OHO prior to dissemination, except where agreed to in advance by the Contractor, COTR, and OHO management.

Contractor personnel will interact with all levels of organizations and management in the normal course of their job. Contractor personnel are prohibited from giving verbal technical direction or offering official positions to any other contractor. Official positions or communications providing direction shall be in writing.

The Contractor shall notify JSC OHO (COTR and Chief) immediately of the following:

- any “Stop Work” or IDLH situation
- significant workplace injury or illness responded to, or reported at the OMC
- any significant anomaly experienced during Human Test Support activities

- significant, actual, or suspected exposure to physical, chemical, or biological hazards in the workplace
- other occupational health issues found by the Contractor that may have impact to the Center.

Due to the critical nature of this notification, every effort shall be made to speak directly with the COTR or Chief OHO via telephone. E-mail and voice-mail messages are not considered acceptable for this notification.

The Contractor shall give no official direction that could result in added scope or cost directly to any Center Operations construction contractor. All communication must be conducted through the NASA project manager or through the project manager's onsite construction contract support. Communication must be followed up in writing and filed in project documents.

1.3.8 JSC OHO Documents, Web Sites and Databases

The Contractor shall be responsible for the periodic technical review and configuration management of all OHO documents, data bases and health programs on the JSC Homepage. This includes but is not limited to: JSC Total Health Homepage and Total Health Wellness Tool, OHO program documents, JSC Procedures and Guidelines (JPG), JSC Procedural Requirement (JPR), JSC Safety and Health Manual, JSC Emergency Preparedness Plan (EPP), Occupational Health databases and report repository.

The list of databases currently in use is shown in Section J-9. The Contractor shall ensure that the data within all occupational health databases is reviewed monthly, and any new information added to the appropriate database within two weeks. Upon concurrence from the COTR, the Contractor may alter the structure or the platform of any individual database(s). The data shall be available to the COTR and to OHO.

The Contractor is responsible for developing and maintaining the JSC Total Health Homepage and shall review content every other month to ensure that any outdated information is updated or removed. Overall design and format shall be proposed by the Contractor and approved by COTR.

The contractor shall implement an interactive web-based contract tailored application, the TH-eWeb, including full integration of all OMOHC databases, and completely meeting the needs of the contract for all deliverables, data management, and technical/clinical program evaluation.

1.3.9 Health Program Development

For the purpose of supporting continuous improvement of JSC's safety and health program (VPP) and determining impacts of new or proposed S&H regulations, the Contractor shall:

- Recommend improvements to enhance JSC occupational and preventive health programs based on accepted medical and clinical recommendations.
- Review Federal, State, and NASA documents, and trade publications to determine applicability and impact of any new or proposed regulations or best practices on operations. The Contractor shall alert JSC OHO, in writing, of regulation and program changes and shall recommend an implementation plan.

- Develop and distribute health awareness information through established JSC communications methods such as; Safe Alerts, JSC Today, Roundup, Senior Staff "One-Pagers", etc.

1.3.10 Documentation and Reports

The Contractor shall be ISO 9001:2000 certified (registered) within one year of contract start.

Specific reporting requirements are defined in Section J-1, Data Requirements Lists and Documents.

To meet the deliverable requirements of the OMOHC, the contractor shall establish, maintain, and utilize the Performance Excellence Office, which shall be responsible for developing a set of reports, including all contractor deliverables to be readily available to the NASA COTR and CO, through the Total Health electronic Web (TH-eWeb)

The Contractor shall maintain and revise manuals for each area of the SOW, including general operating procedures, standard operating procedures, and work instructions.

The Contractor shall be responsible for developing, maintaining and providing periodic revisions of the OMOH sections of JPG 1700.1, the JSC S&H Handbook, and other safety and health guidance documents at the Center.

The Contractor shall prepare or assist in the preparation of narrative, statistical, trending, financial, exposure reports, and OHO metrics as may be required by regulatory agencies, OHO, JSC, and NASA OCHMO.

The Contractor shall provide "trip reports" when traveling for operational or technical support activities for the purpose of conveying the results of these activities to SLSD management.

The Contractor shall develop written reports on field investigations and shall deliver these reports to the customer within three weeks of final data receipt, or by the due date negotiated with the customer.

The Contractor shall develop project folders for all construction and renovation project support for the purpose of documenting findings and tracking resolutions of those findings.

Both OHO and SLSD utilize "Action Tracking Systems" to assign technical direction for specific project and technical support. Additional center action tracking systems, e.g., Coordination Action Tracking Log (CATL), may also be used for action assignment and monitoring. Technical direction to the Contractor will be made utilizing these systems.

Utilization of local area computer networks in the electronic collection of data and report writing is required for all functions within the contract. This includes support and interface with the JSC FMC and OMC Electronic Medical Record (EMR) System. Liaison with Space Medicine and Health Care Systems personnel and associated contractor personnel for computers is necessary.

All functional areas within the contract shall utilize existing JSC hazard reporting systems, such as the Hazard Abatement Tracking System (HATS), Close Call System, and the Incident Reporting and Information System (IRIS) for the documentation of hazards and incidents encountered in the workplace. The Contractor shall enter regulatory compliance findings (OSHA, NASA, JSC, etc.) into the appropriate hazard tracking system for corrective action and closure. The JSC Safety and Fire Services

(SFS) Contractor manages the JSC hazard reporting databases and will grant access to a limited number of OMOH contract personnel. Recommendations and "Good Practice" items shall not be put into reports or hazard tracking unless determined to be necessary to reduce hazard or exposure specifically requested by a customer.

The Contractor shall not respond directly to any Freedom of Information Act (FOIA) or any "outside of the Center" data request. The NASA OHO office shall be notified of any such requests; all requests for such data shall be executed through the JSC OHO.

1.3.11 Emergency Preparedness

The Contractor shall be responsible for all health aspects of the JSC Center Operations Directorate (COD) managed Emergency Preparedness and Emergency Response Team (ERT). Health aspects include ambulance and emergency medical support, Employee Assistance Program (EAP), all field functions of occupational health, (industrial hygiene, radiation, environmental, laboratory), and the hurricane rideout team. Activities to be supported include planning, drills, responses and response critique activities. The Contractor shall make recommendations and is the technical lead for dispatcher training for medical, hazardous materials (HAZMAT) exposure, and confined space emergency response. The Contractor shall comply with JSC 05900, the JSC Emergency Preparedness Manual. The Contractor shall annually update and revise all occupational health sections and annexes of JSC 05900.

The Contractor shall ensure that appropriately trained personnel are available for onsite emergency response, 24 hours a day, 7 days a week for all ERT support functions. Contractor personnel shall be available by pager or cell phone, and shall make contact with the JSC Emergency Operator's Center (EOC) within 30 minutes of receipt of a phone call or page, and shall respond onsite within one hour if onsite presence is necessary.

All emergency response personnel shall have Incident Commander training within six months of hire. Personnel without incident commander training shall not be designated for emergency response.

The Contractor shall manage, stock, and maintain all medical equipment and supplies required to support the hurricane rideout team.

1.3.12 Mishap Investigation

For the purpose of determining root cause of JSC mishaps the Contractor shall conduct, participate as a board member, and provide expertise to mishap investigations in accordance with JPG 1700.1 as directed by the COTR or OHO. The Contractor clinical personnel may be required to provide expertise for any mishap involving injury or illness. OMOHC personnel shall investigate all suspected or actual exposure and illness incidents, shall make as specific as possible root cause determination, develop a corrective action plan, and, as appropriate, provide exposure conclusions.

1.3.13 Safety and Health (S&H) Program Committees

The Contractor shall participate in, or lead, various JSC S&H committees as directed by the COTR. This participation may include such activities as chairing, organizing, coordinating, or providing administrative support for action tracking and resolution. These committees include but are not limited to the Executive Safety Committee (ESC) Coordination Subcommittee, Environmental Stewardship Subcommittee, the Aerospace Medicine Board (AMB), the Radiation Safety Committee, the Hearing Conservation

Executive Board, the Aerospace Medicine Dive Medicine Board (ASDMB), and the Committee for the Protection of Human Subjects (CPHS).

1.3.14 Biohazardous Waste

The Contractor shall collect, contain and dispose of all biohazardous waste generated by JSC OMOHC activities in accordance with the regulations of the Texas Department of State Health Services (TDSHS) and Texas Commission on Environmental Quality (TCEQ). The Contractor shall notify and coordinate with the JSC Environmental Office on questions of regulatory interpretation and prior to contacting environmental regulatory authorities.

The Contractor shall provide disposal services for all biohazardous wastes generated by other organizations across site with the exception of the Bioastronautics contractor. The Contractor shall sign all EPA, TCEQ, and TDSHS waste manifests (on behalf of JSC).

The Contractor shall provide "sharps containers" when requested and shall provide disposal services for these containers, and their small amounts of biohazardous waste when returned (example: from diabetic testing or injections).

1.3.15 Supply System

The Contractor shall procure all pharmaceuticals, supplies, and equipment that are used in all functional areas defined in this contract.

The Contractor is required to procure supplies in a cost efficient manner and may use any available Government supply system. JSC Store Stocks are not available for use by JSC contractors. The Contractor shall use Government sources whenever available.

(a) **Pharmaceuticals** - All pharmaceuticals that are procured in support of the OMOHC shall be dispensed through the JSC pharmacy located in Building 8 with the exception of those used in support of the WSTF Clinic. The JSC pharmacy is operated by the Bioastronautics contract. The Contractor shall work closely with the JSC pharmacy to ensure adequate supplies of prescription and non-prescription medications are available. The Contractor shall purchase supplies as directed by the chief pharmacist to maintain clinical supply inventories at a sufficient level to sustain the daily operation of the OMC and FMC. The Contractor shall develop a Memorandum of Agreement (MOA) with the Bioastronautics Contractor for pharmacy operations.

All drugs regulated by the Drug Enforcement Administration (DEA) under the Controlled Substances Act are subject to controls established by JPD 1815.1 and are subject to all applicable Federal and State regulations.

(b) **Clinical Supplies** - The Contractor shall provide all necessary clinical supplies to support the operation of all functional areas of this contract.

The Contractor shall supply first aid kits and contents for restocking at the request of JSC organizations as required.

(c) **Protective Equipment** - The Contractor shall provide prescription safety glasses to onsite (civil servant and contractor) personnel working in eye hazardous areas. These prescription safety glasses shall be provided at the maximum frequency of one pair every two years unless the employee's prescription has changed or their current pair has been lost or damaged.

NASA flight crew and Aircraft Operations Division (AOD) personnel shall be provided with hearing protection through the FMC.

The Contractor shall supply all necessary personal protective equipment (PPE) (level A, B and C) for NASA OHO and the OMOH Contractor emergency response personnel.

(d) Other Supplies - The Contractor shall maintain adequate levels of equipment and supplies to ensure timely operations in all other functional areas of the contract

(e) Pharmaceutical Disposal – The Contractor shall notify and coordinate with the JSC Environmental Office in order to determine the proper method for disposing of unused or out of date pharmaceuticals.

1.3.16 Protocol Compliance Review and Approval

The Contractor shall provide a physician to act as the Protocol Compliance Officer to the JSC CPHS. This includes review of research protocols, serving as a voting member of the CPHS and monitoring the conduct of research in JSC laboratories.

1.3.17 Medical Records Management

The Contractor shall ensure confidentiality, availability, and integrity of JSC medical records.

The contractor shall support the JSC implementation and reporting requirements of NASA OCHMO Electronic Health Records system.

The Contractor shall utilize, and upgrade as appropriate, the existing JSC EMR System (EMRS) which supports both the OMC and FMC. The Contractor shall plan, implement, and maintain development of the EMRS. The overall OMC and FMC EMR system is managed through the Bioastronautics contract. While NASA is not required to be HIPAA compliant at this time, the Contractor shall meet the standards required by HIPAA and shall develop and implement processes compliant with HIPAA and the Privacy Act of 1974 in their management of patient medical records. The Contractor shall:

- Develop an agreement with the Bioastronautics Contractor for interaction, operations and maintenance of the EMRS.
- Provide copies of patient medical records as requested to any requesting party named in any properly executed patient release form. All records released shall be delivered through processes approved by the OHO and the JSC Legal office.
- Train the members of the clinical design teams on workflow processes and development of converting the paper process to the electronic process.
- Train all users in existing and future software and system upgrades.
- Develop customized encounter forms and templates.
- Maintain the encounter forms, evaluate their usage, and log changes identified by the clinical teams.
- Assist the technical team with the evaluation and implementation of additional software and system modifications.
- Work with administrative and clinical staff at the clinic level to assess, plan, and design new workflows and customization of the system to the OMC's needs.
- Create customized reports to facilitate reporting of metrics.
- Track performance improvement initiatives to increase standard of care delivered. Improve on any problem areas and track and test the changes.
- Communicate with software vendor and other contractors as needed in order to upgrade the software, then train staff and users to the continual upgrades.
- Develop a plan for managing the privileges and preferences of users.
- Maintain the clinical "Help" desk.

- Develop policies within the clinic and medical records specialists for the ongoing use of the EMRS.

2.0 OCCUPATIONAL MEDICINE PROGRAM

2.1 GENERAL INTRODUCTION

The Contractor is responsible for the operation of the occupational, emergency and preventive medicine program. The Contractor shall also provide all of the necessary resources to conduct all additional medical efforts for the functions listed in this section and to provide support as outlined in Section 3.0, Flight Medicine Program.

The Contractor shall be compliant with JCAHO Ambulatory Care Standards and all applicable Federal (including OCHMO), State, and local regulatory requirements for the operation of all clinic facilities. The Contractor is not required to be JCAHO accredited, but shall meet all applicable JCAHO standards.

2.2 MEDICAL TREATMENT – OCCUPATIONAL

JSC civil service personnel, other Federal Government employees assigned to JSC, Armed Forces personnel detailed to JSC and all onsite contractors having an occupational injury or illness shall be provided diagnosis and medical treatment. When medical services are required, which are beyond the capabilities of the clinic, the patient will be referred to an appropriate physician. Military personnel will be referred to a physician within the Department of Defense (DOD) extended medical care network, should outside referral be necessary.

Onsite contractor personnel, who have an on-the-job injury or have an occupational illness, shall be provided diagnostic and medical treatment, primarily of a first aid nature, at the JSC OMC, within its capacity. Suspected cases of occupational illness or injury shall be referred to the employer's designated occupational physician, as appropriate. The JSC OMC shall act as the occupational physician for NASA civil service personnel.

2.2.1 Injury/Illness Case Management/Workers Compensation

The Contractor shall operate an injury/illness case management program to respond to civil servant and contractor injuries and illnesses. The intent of the program is to successfully return employees back to work at full function as soon as possible following a mishap. For civil servants, this support shall include initial diagnosis, injury/illness classification, work status determination, case notification and discussion with all need to know parties (employee, their management, OHO and the Safety and Mission Assurance Directorate (S&MA)), case management support during any extended rehabilitation, and return to work authorization.

NASA JSC civil servant mishaps are medically managed under the Department of Labor (DOL) workers compensation program. The Contractor shall perform follow-up for all civil servant and contractor injuries and illnesses, arranging for outside medical testing, and assisting employee management in return to work issues.

After initial treatment at the OMC, contractor injuries and illnesses shall be turned over to the appropriate contractor case management personnel.

Both confirmed and suspected occupational injuries and illnesses shall be reported to S&MA and Industrial Hygiene for hazard control and investigation within one hour of

clinic presentation. OHO shall be notified of incidents as noted in Section 1.4.6, SLSD Communication/Chain of Command.

Clinic reports of occupational injury or illness forms shall be processed at the end of each day for notification to S&MA and the Occupational Health Officer. The COTR shall be notified of any significant cases within one hour of report to clinic or ambulance run. Results of any illness investigation or exposure determination to determine workplace causal association shall be placed in the employee's medical file.

The OMC shall ensure appropriate notification of suspected occupational exposure is made to industrial hygiene for investigation and documentation. Examples include suspected illness due to poor indoor air quality, hearing threshold shifts, blood-borne pathogen and chemical exposure. The Contractor shall assist the OHO and S&MA in determining OSHA record-ability requirements of such exposures, shall ensure that these cases and exposures are recorded, and shall collect metrics for analysis and trending.

The Contractor shall initiate and process civil servant Workers' Compensation claims and coordinate the handling and reporting of these claims with the DOL Office of Worker's Compensation Program (29 CFR 1904). The Contractor shall provide metrics and reports to the JSC OHO COTR, the HQ OCHMO, and the DOL for worker's compensation activity. The Contractor shall ensure that personnel processing worker's compensation claims attend the Department of Labor Worker's Compensation Course within 6 months of contract start.

The Contractor shall utilize the NASA Information Reporting and Incident System (IRIS) for NASA Headquarters mishap reporting.

2.2.2 Support of Flight Medicine Clinic

OMC personnel shall perform certain functions for JSC FMC patients, including astronauts, astronaut dependents, active duty members of the U.S. Armed Forces, payload specialists, actively flying AOD personnel, and retired astronauts, in accordance with NPD 8900.3 (Astronaut Medical and Dental Observation, Study and Care Program). Accordingly, the following functions shall be performed by the OMC personnel in support of the FMC:

- Procurement of medical supplies, in-clinic diagnostic equipment, and linens.
- Perform X-rays, ECGs, optometric testing, audiometric testing, pulmonary function testing, exercise-tolerance testing, and proctosigmoidoscopy exams, coordinate laboratory analysis and testing.
- Medical diagnostic and testing services for astronauts, astronaut candidates, AOD personnel and astronaut family members.
- Medical evaluation of astronaut candidates and support for astronaut selection as directed by the Chief, FMC.

Medical evaluations and consultations shall be performed by JSC approved medical specialists, as required. Other examination procedures, as requested by Flight Medicine or the examining physician, shall be arranged by the Contractor to be performed at outside medical facilities.

2.3 MEDICAL TREATMENT – NON-OCCUPATIONAL

JSC Civil Service, Federal Government employees, Armed Forces personnel, and onsite contractor employees on duty at NASA JSC experiencing a non-occupational illness

during work hours shall be provided primary diagnosis and treatment with subsequent referral to their personal physician. The Contractor shall make reasonable attempts to diagnose, treat (within their capabilities) and return to work employees who have minor personal health issues.

Upon written request of the personal physician of the employee, medications (e.g. including but not limited to allergy medications, immune globulin, etc.) supplied by the employee shall be administered by the OMC. Injections shall be given only when a physician is present in the Clinic and shall follow medically acceptable protocols, which include a regulated observation period. The number of personnel utilizing this service shall not be limited; the Contractor shall develop a process for administering these injections.

2.4. PHYSICAL EXAMINATIONS

2.4.1 Health Maintenance Examinations

The Contractor shall provide Preventive Health examinations to civil servants in accordance with U.S. Preventive Services Task Force, and current preventive health guidelines. The current physical exam protocol, "Civil Servant Health Screening Physical Examination" is found in Attachment C-2. The frequency or content of these protocols may be changed at the direction of the COTR. Where multiple physical examinations are required (for example a health screening and a respirator exam), both physicals shall be conducted at the same time

In addition to providing examinations for civil service personnel located at or assigned to JSC, the Contractor shall provide examinations for other civil service personnel as authorized by Memoranda of Agreement (MOA) with other Federal Agencies. The employment status shall be furnished to the cognizant Federal Agencies, with copies retained by the Clinic.

JSC assigned active duty Armed Forces personnel requiring complete or partial periodic certification examinations shall receive these exams as required.

Personnel shall be given additional tests or may be examined at more frequent intervals if medical findings, hazards in the work environment, or job-related conditions warrant this evaluation and are prescribed by the evaluating physician.

2.4.2 Job Related Physicals

The Contractor shall provide physical examinations (initial/pre-placement, periodic, termination) for civil servants and qualified contractor personnel as required by OSHA regulations or as found in the NASA Occupational Health Program Requirements, NPR 1800.1, the JSC Safety and Health Handbook, JPG 1700.1, or other applicable adopted standard. Where multiple physical examinations are required (for example a health screening and a respirator exam), both physicals shall be conducted at the same time

Civil service and onsite contractor personnel engaged in special occupations determined to be potentially hazardous to them or indirectly hazardous to others, shall be given examinations which include special tests and procedures that are appropriate for the specific hazards to which the individual is exposed. Some personnel will be required to have pre-placement and termination exams. The Contractor shall develop a process to ensure that employees and their management are notified in writing or electronically of the results, pass or fail, of all job related physical examinations. This information shall also be available for review by the COTR. The Contractor shall support requests for

case review through the AMB or ASDBM, for those employees who do not meet the medical requirements of their job.

2.4.3 Medical Examinations and Consultations

The Contractor shall provide medical examinations, consultations, and recommendations for reasonable accommodations for performance of job assignments for individuals with disabilities or who are convalescing after a serious illness or injury.

The Contractor shall also evaluate and approve the assignment of reserved parking spaces to onsite employees in order to accommodate a disability or to support convalesce after a serious illness or injury.

2.4.4 LSAH Control Examinations

The Contractor shall provide physical examinations to a control population of civil servants, according to the requirements of the LSAH, which will be extended to control subjects even after they are no longer NASA civil servants at JSC. The current LSAH physical examination schedule is found in Attachment C-3.

2.5 LABORATORIES AND SERVICES

2.5.1. Radiology

The Contractor shall operate the onsite X-ray services located in Building 8. X-ray preparation and interpretation shall be provided in conjunction with the medical treatment and health examination programs. A registered x-ray technologist shall accomplish the preparation of x-rays. An interpretation shall be made by a board-certified radiologist within 72 hours, or as directed by the treating physician.

The contractor shall provide digital X-Rays.

2.5.2. Clinical Laboratory

The Contractor shall utilize the JSC onsite Clinical Laboratory, operated by the Bioastronautics Contractor, located in Building 37 for all routine and "STAT" clinical laboratory analysis. Sample collection will be conducted in Building 8 or Building 37, depending on employee exam protocol. When the capability does not exist to perform a test onsite, arrangements shall be made to perform the tests at an outside laboratory through and approved by the NASA Space Medicine and Health Care Systems Clinical Laboratory Medical Director. Agreements for analysis turn around time, patient scheduling and any necessary pick-up, delivery, and disposition of samples shall be accomplished with the Medical Director of the Building 37 Clinical Laboratory. The OMOH Contractor shall develop an agreement with the Bioastronautics contractor for completion of this task.

2.5.3. Cardiopulmonary Laboratory (CPL)

The Contractor shall operate the onsite Building 8 CPL in which cardiovascular/pulmonary evaluations shall be conducted. All testing protocols shall be approved by SLSD medical personnel. The Contractor shall monitor all tests according to current medical standards, and all contractor personnel working in the CPL shall have current training in CPR and ACLS. A physician current in ACLS shall monitor all exercise tests. A board-certified cardiologist with aerospace medicine experience shall

interpret all of the results of the tests. These tests, intended to detect latent disease, shall be designed and conducted for the following:

- (a) Preventive and Occupational Medicine Examinations - Treadmill exercise tolerance tests and electrocardiograms, unless clinically contraindicated, shall be offered to civil service personnel and to participants in LSAH based on U.S. Preventive Services Task Force recommendations and keyed to NASA specific protocols. Treadmill tests shall also be provided when indicated by a physician to determine employee status for certain job related activities or to supplement occupational medicine examinations.
- (b) Flight Personnel Examinations - The CPL shall provide cardiovascular and pulmonary evaluations for the purpose of assessing the health status of astronauts, astronaut candidates, all others to be certified for space flight, AOD flight crew members, and retired astronauts, as outlined in the specific FMC testing protocols.

The contractor shall provide digital cardiology.

2.5.4. Audiometric Testing

All personnel who perform audiometric testing shall be Council in Accreditation for Occupational Hearing Conservation (CAOHC) certified within six months of contract start.

2.5.5. Medical Support for Personnel in Russia

The Contractor shall staff an extended occupational medicine and environmental health program to support NASA-affiliated travelers in Russia, which includes NASA civil service personnel, contractor personnel, immediate family members, investigator teams, dignitaries, and others as designated by the Director of Operations, Russia. The objective of this program is to provide NASA affiliated travelers with services that are at least comparable to care available at JSC.

The Contractor shall operate the pre-travel medical clearance program at JSC for personnel traveling to Russia. The Contractor shall be responsible for screening travelers who are NASA employees or affiliated contractor personnel. As requested by the COTR, this shall include family members who will accompany the primary traveler. Screening shall include a physical examination and a behavioral health screening process with referral to appropriate specialists, as indicated. Further, specific counseling shall be provided for those personnel and their dependents moving to Russia.

This program shall provide NASA affiliates in Russia with pre-travel medical evaluations and immunizations, medical care/medical oversight while in Russia and other services necessary to assure optimum health and productivity before, during, and after the travel period.

Medical care and services shall be provided 24 hours/day in Russia.

This program shall be based in Moscow and shall be supported by services of the JSC OMC via the contractor Russian Program Administrator. Medical support shall include appropriate staffing, equipment and pharmaceutical supplies to effectively provide primary care type services to personnel in Russia. The Contractor shall be able to access specialists and to assist in hospital admissions in Russia or triage services for aeromedical evacuation out of the country, including accompanying an evacuated patient, as needed.

Personnel assigned to this program shall provide assistance to the NASA Director of Operations in Russia and shall provide back-up support to the NASA physician stationed at the Gagarin Cosmonaut Training Center (GCTC) in Star City and to NASA Flight Medicine personnel in Baikonur.

2.6 ADDITIONAL MEDICAL EFFORTS

2.6.1 Immunizations

All immunizations required by local, State, Federal, or International laws or regulations shall be provided by the Contractor to JSC civil service personnel, assigned Armed Forces personnel, and contractor employees if the requirement is based upon a JSC assignment. Tetanus, influenza, hepatitis A, and B, and other immunizations compatible with good public health and preventive medicine measures shall be offered. The Contractor shall supply immunization materials and immunizations.

The Contractor shall operate the annual JSC Flu Shot program, purchasing, offering and providing flu shots to JSC contractors and civil servants.

2.6.2 Headquarters Health Initiatives

The Contractor shall manage and implement all HQ OCHMO health initiatives, such as the "Solar Safe" skin cancer awareness and screening campaign. The Contractor shall keep and report metrics as required by the COTR.

2.6.3 Personnel Reliability Program (PRP) Program

The Contractor shall implement OMOH aspects of the JSC PRP program in accordance with NASA and JSC guidance. The Personnel Reliability Program is designed to ensure individuals assigned to critical job functions within NASA are physically and mentally able to perform.

2.6.4 Health Stabilization Program

The Contractor shall implement the requirements of the Health Stabilization Program as defined in JSC 22538. This shall include primary contact physical examinations, program promotion, and appropriate administrative requirements. The Health Stabilization Program ensures that assigned astronauts are protected from potentially contagious diseases prior to flight.

2.6.5 International Travel

The Contractor shall operate the pre-travel medical clearance program, as required by JSC and NASA OCHMO, for personnel traveling internationally on official business. The Contractor shall be responsible for screening travelers who are NASA employees or affiliated contractor personnel. As requested by the COTR, this shall include family members who will accompany the primary traveler. Screening shall include a physical examination and a behavioral health screening process with referral to appropriate specialists, as indicated. In addition, prior to a traveler's departure, the Contractor shall provide travelers with non-prescription medical items appropriate to the traveler's destination.

2.6.6 Space Center Houston First Aid Clinic

The Contractor shall provide adequate personnel and resources including all clinical supplies to operate a satellite first aid clinic at SCH during SCH operational hours. The Contractor shall treat minor injuries or illnesses for the SCH operations staff and guests; follow up of employee mishaps; maintain all applicable health programs such as infection control and blood borne pathogens; and administration of the Automated External Defibrillator (AED) CPR Programs for the SCH owned AED.

SCH provides all non-disposable equipment such as an exam table, bed, recliner, computer, and two-way radios. SCH is also responsible for providing items that may be unique to SCH such as name badges.

2.6.7 AED Program and Crash Carts Management

The Contractor shall be responsible for managing and implementing all aspects of the JSC AED program according to JSC 29209, Procedure for Operating Automated External Defibrillator Program at JSC, and NPR 1800.1, NASA Occupational Health Program Procedures.

The contractor shall propose program changes or modifications, as required, and present them to OHO management, then AED committee, and then JSC S&H committees for concurrence and recommendations for implementation strategies specific to JSC.

The Contractor shall provide recommendations and program inspections to WSTF for the operation of their AED program.

The Contractor shall manage, stock, and maintain all JSC "crash carts". The Contractor shall chair the JSC crash cart committee.

2.6.8 Employee Assistance Program (EAP)

The EAP is designed to monitor and improve the mental and behavioral health, and over-all well-being of JSC civil service and contractor personnel. The Contractor shall perform the following professional and administrative functions in accordance with the NASA EAP NPD 1830.1 and the Privacy Act of 1974. The EAP shall work under the direction of the OMOHC Medical Director and OHO. The Contractor shall:

- Provide awareness information to employees and supervisors concerning the EAP.
- Conduct separate and confidential interviews with employees, dependents, and supervisors to assess the problem and determine solution options.
- Work with employees to explore options and offer help in making referrals for outside treatment or other community resources.
- Limit the number of visits for a specific case in accordance with NPD 1830.1. Exception(s) may be allowed when requested by COTR or Human Resources.
- Perform follow-up to ensure referral agreements are implemented.
- Maintain complete confidentiality of employee information in accordance with relevant laws and regulations.
- Provide assistance in programs such as the Federal Drug Free Workplace Program and the AIDS-in-the-Workplace Program.
- Provide resources, oversight and review to conduct the EAP efforts at WSTF and the NASA operations in Russia.
- Develop and maintain a Critical Incident Stress Debriefing (CISD) program, using volunteers from across the Center that could be quickly deployed to respond to any

mass need for counseling within the Center. The CISD must be large enough in scope to handle the Center population.

- Participate in the JSC Emergency Preparedness Program in accordance with JPD 1040.2 JSC Emergency Preparedness Program.

2.6.9 Health Education/Promotion (Total Health)

The Contractor shall support and maintain the JSC Employee Wellness and Health Promotion (Total Health) program for the purposes of encouraging employees to maintain personal health on the job, as well as, healthful work habits off the job.

Examples of previous campaigns include nutrition, stress evaluation and control, coronary risk assessment and control, smoking cessation, substance abuse (to include alcohol, legal and illegal drugs), and body fat assessment and control, and other programs designed to protect and enhance the health of civil servant and contractor employees. Information shall be disseminated to employees through all available media at JSC, Total Health Homepage, Safety and Total Health (S&TH) Newsletter, pamphlets, presentations, etc.

At the direction of the COTR, the Contractor shall develop health presentations for management level events and meetings such as Senior Staff and the ESC.

The Contractor shall support, through planning and participation, JSC sponsored safety and health events such as S&TH Day, Spring Safety and Health Fair, JSC Open House, VPP training and teaming events, etc.

The Contractor shall manage, maintain, and update an "off the shelf" web-based wellness tool provided by the government and placed on the Total Health Homepage. The tool, at a minimum, shall include health risk appraisal, clinical, medical, pharmaceutical, and nutritional information. The tool shall be interactive, available to all employees and their family members. The contractor shall work with NASA Exchange Wellness Coordinator and IRD to implement and disseminate the tool.

The Contractor shall also maintain the blood pressure machines located in the JSC cafeterias, Buildings 3 and 11, and the Gilruth Center.

The JSC Wellness program is jointly shared by OHO and the JSC Exchange Operations, within Human Resources. The JSC Wellness Director is detailed to the JSC Exchange, working jointly with JSC OHO, the JSC Exchange, and other onsite organizations.

2.6.10 Health Related Physical Fitness Program

The Contractor shall implement the Health Related Fitness Program as defined in JPD 1830.5, the JSC Health-Related Fitness Program (HRPF).

2.6.11 Starport Fitness Center at the Gilruth

The Contractor shall provide exercise and fitness program prescriptions to members of the Starport Fitness Center. The Contractor shall provide facility safety training, including weight safety training, to users of the Starport facility. At the direction of the COTR, the Contractor shall support day-to-day operation of the Starport Fitness Facility.

The Contractor shall administer a medical screening program to qualify individuals for use of any of the Fitness Center facilities or programs.

2.6.12 Medical Review of NASA Substance Abuse and Testing Program

The Contractor shall provide a physician to act as the JSC Medical Review Officer (MRO) in accordance with NPR 3792.1, Plan for a Drug-Free Workplace. The MRO shall be current in qualifications. A summary of activities will be communicated in activity reports.

The contractor shall provide sample collection support for NASA Human Resources case specific requests for drug testing.

2.7 EMERGENCY MEDICINE

2.7.1 First Aid/Medical Treatment

First aid treatment and emergency care shall be provided to any individual who becomes ill or is injured whether onsite at JSC, SCTF, or while conducting NASA operations at Ellington Field or as directed by the COTR for other locations in the Clear Lake area. Physicians and clinical staff shall have adequate capabilities to treat those emergencies related to the nature of the operations at JSC and such items as minor suturing, x-ray interpretation, labs and diagnostics related to workplace exposures, and other minor workplace trauma. Such capability shall be available during duty hours and at additional times as requested by the COTR. The Contractor shall make a reasonable attempt to treat minor mishaps. Such treatment, however, is at the discretion of the attending physician, who may request transport of any patient to another health care facility as deemed appropriate.

2.7.2 Ambulance Operations

The purpose of ambulance operations program is to respond to emergency incidents and to render emergency medical care and transportation to the sick and injured. Ambulances shall respond onsite at JSC, at SCTF, within the NASA operations area of Ellington Field, and other locations in the Clear Lake area as defined by the COTR.

The Contractor shall operate the two government furnished ambulances at JSC and the one government furnished ambulance at Ellington Field. All ambulances shall be operated by personnel currently certified by the TDSHS. Each in-service ambulance shall be operated with a minimum of one Paramedic (either a Licensed Paramedic (LP) or an Emergency Medical Technician – Paramedic (EMT-P)) and one EMT-B. The EMT-B shall have current Basic Trauma Life Support (BTLS) – Basic training and the paramedic shall have current ACLS and BTLS - Advanced training.

Transportation may be to an appropriate emergency medical care facility in the Clear Lake area, Houston, or Galveston. At the discretion of the OMC physician and the paramedic, minor incidents may be transported to the JSC OMC.

When in service:

- (a) the ambulance(s) stationed at JSC shall be the primary emergency medical response onsite at JSC
- (b) the ambulance stationed at Ellington Field shall be the primary emergency response for Ellington Field and
- (c) and there are two ambulances in service onsite at JSC, an ambulance stationed at JSC shall be the primary emergency response for the SCTF or to other locations in the Clear Lake area as directed by the COTR.

The Contractor shall maintain all ambulances to Department of Transportation (DOT) ambulance standards and shall ensure that the ambulance equipment and personnel are compliant with the Texas Health and Safety Code Section 773.044 and 25 Tex. Admin. Code §157.11, Mobile Intensive Care Unit (MICU) Provider Qualifications. The Contractor shall equip these ambulances to a level which will allow care consistent with ACLS standards as well as allow treatment of other life threatening medical emergencies that may be encountered. The Contractor shall be compliant with the requirements for maintaining a TDSHS Emergency Medical Services (EMS) Provider License but is not required to obtain this license.

At the direction of the COTR, the Contractor shall provide ambulance personnel to operate an ambulance and provide support for crew activities and special events. When in service, the JSC and Ellington Field ambulances shall act as back up for any onsite mass-casualty medical emergency where incident command has been transferred to the Houston Fire Department.

The Contractor shall designate a physician who shall act as the Medical Director for ambulance operations, the SCH First Aid Clinic, and paramedics providing medical care in the Human Test Support Group. The Medical Director shall comply with the Texas State Board of Medical Examiners Rules for EMS (Chapter 197.1 to 197.5). The Medical Director shall be familiar with the community standards for emergency medical care and shall ensure that the emergency medical care protocols are maintained in accordance with current Emergency Cardiac Care recommendations and at or above other local community standards. These protocols shall be reviewed annually.

The Contractor shall ensure that the continuing medical education needs of all personnel assigned to ambulance operations are met.

A least every six months, the Contractor shall ensure the competence of those non-physicians required to perform advanced life support tasks. This includes, but is not limited to, intravenous fluid administration, endotracheal intubation, static and dynamic ECG recognition, and medication administration. These data shall be available upon request of the COTR.

3.0 FLIGHT MEDICINE PROGRAM

The Flight Medicine Clinic (FMC) will be supported by the contractor as a level of effort (LOE) activity. All activities listed below, as well as any others deemed necessary to support the operations of the FMC, shall be carried out by the Contractor under the direction of the Chief, Flight Medicine Clinic (NASA). In order to support these activities, the Contractor shall provide staffing at the following levels for direct FMC support:

- Physicians – 1 FTE
- Chief Nurse – 1 FTE
- Staff Nurses – 2 FTE
- Dental Hygienist – 1 FTE
- Process Improvement Coordinator – 1 FTE
- Medical Transcriptionist – 1 FTE

Typical tasks for each of these support individuals will be listed in subsequent sections, with the exception of the dental hygienist who shall perform standard dental related duties at the request of the Chief, FMC and additional duties as listed under the general tasks of FMC personnel.

3.1 INTRODUCTION

The primary mission of the Flight Medicine Clinic is to provide quality outpatient medical care for all active astronauts and their immediate family (i.e. spouse and unmarried children under the age of 23). Flight Medicine is also responsible for medical selection and retention certification of all flight crewmembers. Flight Medicine physicians and staff provide support for each short and long duration space mission in addition to the support provided to these crews before and following their missions.

The Contractor shall ensure that the above listed personnel resources are available in order to perform all of the daily clinical, diagnostic, examination, operational and administrative requirements involved with providing primary medical care to the JSC FMC for all of the patients authorized care in this clinic. The Contractor shall ensure that required staffing levels are maintained when the primary individual assigned to the activity is away from work for planned and unplanned absences.

The specific qualifications are detailed in Section J-8, Critical Positions List.

3.2 PHYSICIAN(S) DUTIES

Physicians assigned to the FMC will perform duties as assigned by the FMC, Chief.

Typical tasks include:

- Providing clinical care to the astronauts, astronaut candidates, and AOD flying personnel as directed by the Chief, FMC.
- Performing Federal Aviation Administration (FAA) Aviation Medical Examiner (AME) examinations.
- Performing annual examinations on retired astronauts who return for their annual LSAH examinations.
- Providing primary and pediatric medical care to the families of the active astronauts.
- Performing periodic astronaut physical examinations related to flight and non-flight activities and astronaut dependent healthcare as directed by the Chief, FMC and required by NMI 8900.3, Astronaut Medical and Dental Observation, Study, and Care Program.
- Performing all diagnostic testing as directed by the Chief, Flight Medicine Clinic.
- Chairing the JSC Pharmacy and Therapeutics Committee and serving as Executive Secretary of the AMB.
- Functioning as the Lead of the FMC when the Chief, FMC is not available.
- Assisting with clinic policy development, updates, and revisions, and actively participating in the Flight Medicine Clinic's Process Improvement program.

3.3 NURSING DUTIES

Nursing personnel assigned to the FMC shall support daily operational and clinical activities under the direction of the Chief, FMC. The nursing staff will provide clinical care to all FMC patients, during both scheduled and unscheduled visits. In addition, one individual will be designated as Chief Nurse of the FMC. Typical tasks of the Chief Nurse include:

- Providing oversight of all nursing clinical practice in the FMC.
- Scheduling nurses for all clinic functions.
- Maintaining JSC FMC nursing credentials.
- Overseeing patient clinical education.
- Coordinating and staffing the FMC nurse contingency response plan.

- Scheduling, organizing, and coordinating the agenda and the minutes for the monthly FMC Staff Meeting.
- Providing orientation and mentoring of all FMC nurses.

3.4 PROCESS IMPROVEMENT COORDINATOR

The Process Improvement Coordinator shall be responsible for coordinating the process improvement efforts within the FMC for the purpose of achieving and maintaining, for the FMC, the standards outlined in the JCAHO Ambulatory Care Standards. Typical tasks which will be performed by the process improvement coordinator include:

- Serving as the focal point in the FMC to document, codify, and track all new FMC initiatives to meet or exceed the JCAHO Ambulatory Care Standards.
- Managing and overseeing the credentials of all NASA physicians providing medical care in the FMC. This credentials management process will include primary source verification.
- Coordinating the development, implementation, and revisions of all JSC FMC policies and procedures.
- Managing the biannual FMC Patient Satisfaction Survey, and managing and tracking to resolution all positive and negative patient feedback.
- Serving as the point of contact for all external audits and inspections in the FMC.
- Scheduling, organizing, and coordinating the minutes for the periodic FMC Ombudsman Meeting.
- Generating the Credentials Report, the Flight Medicine Clinic Metrics Report, and the JCAHO Compliance Report.

3.5 MEDICAL TRANSCRIPTIONIST

Typical tasks which will be provided by the medical transcriptionist include:

- Ensuring the completion of all administrative tasks associated with all physical examinations.
- Developing the weekly Physical Examination Status Report.
- Transmitting data to the FAA and designated branches of the US Military Services relative to flight certification and period physical evaluations.
- Completing necessary paperwork on FAA physicals to ensure proper FAA certifications.
- Transcribing physician's examination notes.

3.6 HEALTH STABILIZATION PROGRAM

The Contractor shall implement the requirements of the Health Stabilization Program as defined in JSC 22538. This shall include primary contact physical examinations, program promotion, and appropriate administrative requirements. The Health Stabilization Program ensures that assigned astronauts are protected from potentially contagious diseases prior to flight.

3.7 GENERAL ADMINISTRATIVE TASKS

As part of the support to the FMC, the contractor shall perform a number of duties as assigned by the Chief, FMC. These activities may be performed by one or more of the contractor staff. Examples of these tasks include:

- Serving as the FMC Infection Control Monitor coordinating the development, implementation, and revision of all JSC FMC Infection Control policies and procedures.
- Auditing and evaluating the JSC FMC operations to ensure compliance with all applicable FMC policies and procedures.
- Providing oversight of the ordering and stocking of clinic supplies.
- Coordinating and ensuring the timely disposition of all in house and outside diagnostic testing and consultations for FMC patients.
- Performing quality assurance reviews on all annual physical examinations and all clinic patient visits.
- Participating, to the level directed, in at least the following meetings and committees as assigned:
 - ◆ Executive Committee of the Medical Staff (ECOMS)
 - ◆ Clinic Ombudsman Meeting
 - ◆ All Docs Meeting
 - ◆ Pharmacy and Therapeutics Committee
 - ◆ Clinic Staff Meeting
 - ◆ Clinic Safety Meeting
 - ◆ Aerospace Medicine Board
 - ◆ Hearing Conservation Executive Committee

3.8 ASTRONAUT SELECTION SUPPORT

The contractor shall support a number of activities associated with the periodic selection of new astronaut candidates. The specific tasks will be defined by the Chief, FMC. Typical tasks will include:

- Assisting administratively with all aspects of astronaut selection as required and outlined by the Chief, Flight Medicine Clinic.
- Performing a thorough dental evaluation on all of the astronaut candidates at the time of astronaut selection.
- Performing a thorough optometric evaluation on all of the astronaut candidates at the time of astronaut selection.
- **The costs associated with Astronaut selection activities will not be included in the contract cost baseline used to determine the Award Term cost gate factor.**

3.9 ADDITIONAL MEDICAL REQUIREMENTS

(a) Operation of Dental Clinic - The Contractor shall manage and operate the JSC onsite Dental Clinic. This clinic provides clinical dental care and consultations for astronauts, AOD flying personnel, NASA flight surgeons, and astronaut family members (on a space available basis), as well as, research dedicated to the identification and resolution of potential dental problems in human space flight.

(b) Operation of Optometry Clinic - The Contractor shall manage and operate the onsite JSC Optometry Clinic. The optometry clinic provides optometric care and consultations for astronauts, AOD flying personnel, NASA flight surgeons, and astronaut family members (on a space available basis), as well as, research dedicated to the identification and resolution of potential optometric problems in human space flight. All astronaut prescription eyewear as needed for general and specific operational tasks shall be provided as directed by the optometrist and the Chief, FMC.

(c) **Psychiatric Support** - The Contractor shall administer payment for the costs for all psychiatric care of astronauts, cover the costs for all outpatient psychiatric care for astronaut dependents, cover the costs for psychiatric coverage for aeromedical evaluations when the NASA flight surgeon psychiatrist is not available and, as required by the Chief, FMC, for other patients' mental health needs.

(d) **Payment of Astronaut Medical Bills** - The FMC contractor is responsible for administering the payment of costs of outside astronaut medical bills. The contractor is expected to administer the payment of these costs under a reimbursable agreement with the government. Efficiencies and methods for reducing and controlling the costs of outside medical care will be considered. Typically, the contractor is expected to:

- Pay all astronaut medical bills and medically related astronaut selection costs. **(These costs are excluded from the cost baseline used for determining the Award Term cost gate factor).**
- Provide oversight, quality control, and an assessment of reasonableness of such bills, and shall ensure timely payment of FMC patients' bills. Any bills thought to be unreasonable or questionable shall be brought to the attention of the Chief, FMC.
- Produce a monthly report of all astronaut and AOD medical bills paid through this contract to the Chief, FMC, as outlined in the DRD. Astronaut and AOD medical bills shall be reported separately.

For the purpose of this contract, dental, optometric, psychiatric services described above, and AOD qualified medical bills are considered to be a part of astronaut medical bills. The services provided by the dental hygienist are not included in these bills and are instead contained in the level of effort portion of the contract.

4.0 HUMAN TEST SUPPORT PROGRAM

4.1 GENERAL INTRODUCTION

The Contractor shall plan, coordinate, and supervise the medical support to human testing and training programs in altered pressure and hazardous environments at JSC, and as required, at sites remote to JSC. The contractor shall operate and maintain designated hyperbaric and hypobaric chambers at JSC and the SCTF.

4.2 GENERAL ACTIVITIES

The Contractor shall:

- Attend and participate in planning, pretest, and review meetings, safety and team briefings, drills, wet-runs, dry-runs, and altitude runs for all testing involving humans.
- Monitor test schedules and coordinate required medical support. Depending on the test, the Contractor shall be required to support test activities either in continuous station support, irregular or staggered tours of duty, or on call or "standby" status for various intervals and report to work as required to facilitate the test.
- Participate in reviews, briefings, and boards for test and facility readiness.
- Perform on-station monitoring for all human and hazardous testing.
- Maintain the medical reference library by updating technical manuals, directives, and medical records. This includes standard and general operating procedures, system level procedures, work instructions, and various test documents available in the work areas.
- Prepare and maintain the necessary medical equipment to support testing including pretest preparations, operation, post-test checkouts, and storage.

- Provide preflight briefings to subjects and test team members on potential health hazards and symptom recognition, as requested by JSC FMC or the crew flight surgeon.
- Collect and maintain biomedical, physiological, training, and test data on the crewmembers.
- Analyze data and prepare graphs and reports.
- Provide ECG samples and other pertinent physiologic performance data to the crew flight surgeon.
- Maintain pertinent training and medical data documentation records and databases regarding medical support for all test operations. This includes data from medical examinations, medical training, certifications, studies, presentations, and test medical data.
- Maintain medical supplies and equipment, including necessary drugs, in the Test Support Emergency Rooms located in Buildings 7, 32, and at SCTF.
- Perform all necessary pre- and post-test physical examinations in support of human testing.
- Provide emergency medical care and treatment of individuals involved in test operations. As appropriate, JSC Occupational Medicine Clinic and emergency response systems are used for additional medical resources.

4.3 MEDICAL SUPPORT TO VACUUM AND THERMAL VACCUM HUMAN TESTING

The purpose of vacuum testing to is evaluate human and hardware response in the absence of an atmosphere or at a specific temperature or pressure.

The Contractor shall perform the following activities in support of vacuum and thermal vacuum human testing:

- Provide preflight briefings to chamber subjects and test team members on potential health hazards and symptom recognition of conditions (e.g., Decompression Sickness (DCS), hypercapnia, hypoxia, frostbite).
- Assist physician in conducting pre- and post-test physical examinations on participants, including astronauts, test subjects, and test participants, such as rescue technicians and lock observers.
- Observe, when required, the application of biomedical sensors on test participants, to ensure proper placement.
- Implement policies for the monitoring, suiting, and medical examination of test subjects.
- Provide hyperbaric chamber standby readiness with emergency medical support during vacuum test activities, which may be conducted through second shift and weekends.

The Chambers currently used for human testing are the following:

- Chamber "A" or "B", Building 32, for suit and hardware thermal vacuum tests
- 2-foot Chamber, Building 7, for glove thermal vacuum tests
- 11-foot Chamber, Building 7, for suit and hardware vacuum tests
- Environmental Test Article (ETA)/Airlock Chamber, Building 7, for Shuttle cabin and astronaut suit vacuum tests
- Space Station Airlock Test Article (SSATA) Chamber, Building 7, for ISS airlock and astronaut suit vacuum tests

- 20-foot Chamber, Building 7, for advanced life support systems tests
- 10-foot Chamber, Building 7, for advanced life support systems tests

4.4 MEDICAL SUPPORT TO HUMAN TESTING AND DIVING ACTIVITIES AT THE NEUTRAL BUOYANCY LABORATORY (NBL)

JSC conducts reduced gravity testing and training at the NBL. The purpose of the medical program support to NBL activities is monitoring and ensuring the health and well-being of test participants (suited subjects) and all support personnel. The Contractor shall perform the following activities:

- Prepare and present regular medical safety briefings to NBL staff and divers.
- Conduct pre- and post-test physical examinations on personnel entering the water at the NBL. Personnel include astronaut crew members, test subjects, divers, and observers.
- Monitor personnel while they are in the water, and in treating any accidents/illnesses during NBL test activities.
- Provide hyperbaric chamber standby readiness with emergency medical support during all diving activities whenever these activities occur.
- Conduct medical oversight of second "configuration" shift activities at the NBL with, at a minimum, the skills and certifications associated with TDSHS certified Paramedics, and aerospace physiologists. Contractor personnel shall have the capability of recalling appropriate resources as necessary.
- Establish an agreement with the NBL/Space Vehicle Mockup Facility (SVMF) Operations Contractor (NSOC), authorizing designated NSOC Contractor personnel to begin emergency hyperbaric treatment during off hours, while recalling OMOHC personnel.
- Respond within 30 minutes to any recall notification of OMOHC personnel in the event that hyperbaric chamber operation is required during off-hours.
- Participate as a subject matter expert (e.g. medical, hyperbaric, human factors) in Test Readiness Reviews (TRRs), training drills, etc.
- Provide ASDMB support that includes but is not limited to chairman, review of physical examinations results, determination of fitness for duty, and evaluation of incidence response.
- Provide initial diagnosis and treatment of minor injuries and illnesses reported at the NBL Human Test Support Emergency Medicine Clinic. All suspected work related injuries and illnesses shall be managed following established JSC injury/illness case management processes.
- Report all incidents and medical treatments per SOW, Sections 1.3.7 and 2.2.1.

4.5 MEDICAL SUPPORT FOR OTHER JSC FACILITIES AND PROGRAMS

4.5.1 Medical Support for Micro-Gravity Research Flights

Micro-gravity (zero-G) flights evaluate human performance and hardware response in reduced gravity. The Contractor shall perform the following activities:

- Provide in-flight medical team members on Zero-G flights.
- Train and certify all personnel on Zero-G flights, including U.S. and foreign citizens (scientists, investigators, test subjects, students, astronauts, cosmonauts, European Space Agency (ESA) astronauts, etc.)

- Maintain health/physiological database and training records on personnel who are qualified to participate in JSC altered pressure environment activities. This includes personnel not stationed at JSC who participate in microgravity flights, neutral buoyancy laboratory activities, and vacuum and thermal vacuum chamber activities.

4.5.2 Hyperbaric Treatment Chambers

The Hyperbaric Treatment Chambers are utilized for emergency treatment of suspected or actual decompression sickness (DCS). The hyperbaric chambers are currently located at JSC and at SCTF. The Contractor shall perform the following medically related activities:

- Provide hyperbaric chamber emergency medical treatment for NASA activities as required and, on occasion, for victims referred from local hospitals or private physicians, and for military aviators referred from Ellington Field. Typically, this is treatment for DCS, carbon monoxide (CO) poisoning, etc.
- Operate the hyperbaric therapy chamber at all crew positions. Personnel shall be cross-trained for all crew positions.
- Maintain the chamber in proper operating condition per JSC 26964, NBL Hyperbaric Chamber SOP. This includes performing minor or preventive maintenance and repair on the Hyperbaric Chamber, oxygen equipment, and other associated equipment.

4.5.3 Physiological Training Program

The Physiologic Training Program utilizes classroom and hypobaric ("Altitude") chambers at JSC and SCTF to educate personnel on the hazards of altered pressure environments. The Contractor shall conduct the Physiologic Training Program, in accordance with JPD 1830.2, Physiologic Training Program, at a minimum monthly, and additionally as needed to meet the training needs of JSC.

Personnel participating in the Physiologic Training Program include astronauts; payload specialists; test investigators, test directors, and test subjects; inside chamber and lock observers; NASA aircrew members (pilots, flight engineers, test conductors); safety officers; video and still photographers; "Zero-G" test conductors; suit technicians and engineers; NBL divers; and students (high school, college, and university) participating in human test areas.

4.5.4 Medical Research and Special Projects

The Contractor shall assist and support medical research and special projects as needed. These special projects may include, but are not limited to, DCS Studies and Pre-breathe Protocol Studies. The Contractor shall provide the following:

- Operate hyper/hypobaric chambers for investigators using the chambers for human research.
- Provide chamber and emergency procedures familiarization briefings to all subjects in research projects.
- Conduct tests as requested in the medical chamber facilities, such as the hyperbaric and altitude chambers.

4.6 ADDITIONAL HUMAN TEST AND FLIGHT SUPPORT ACTIVITIES

4.6.1 Flight Support Activities

The Contractor shall provide medical support for other test and flight related activities for JSC and SCTF. The Contractor shall:

- Certify that all personnel assigned to a flight manifest meet JSC requirements for up-to-date physicals and physiological training.
- Screen all Air Force Flying Class III flight physical examination requests and assist in physical requirement definitions for various certifications.
- Provide and maintain aircraft first-aid kits for all NASA aircraft assigned to Ellington Field. Inspect, refurbish, and repack the FMC Aircraft Mishap Response Kits and the Remote Site training medical support kits.
- Conduct tours and lectures of medical chamber facilities, support teacher workshops, and perform related events in conjunction with the Public Affairs Office (PAO), or as directed by the COTR.
- Provide technical expertise in various Accident Investigation and Incident Boards involving medical problems, accidents, or incidents, including aircraft, chamber, testing, and other boards as assigned.
- Provide operational support for hardware tests in hypobaric and hyperbaric chambers, at the direction of COTR.

4.6.2 Medical Training

The Contractor shall provide medical training for personnel involved in Human Test Support, Crew Training and Flight Operations. The Contractor shall:

- Provide First Aid lectures to astronauts, flight personnel, and personal equipment specialists.
- Conduct CPR and AED training for astronauts, equipment specialists, physicians, nurses, paramedics, and other healthcare providers.
- Train hyperbaric chamber operators at JSC and other NASA centers.
- Provide training certification and re-certification of medical personnel involved in human testing, including proficiency runs in the hypobaric and hyperbaric chambers.

4.7 TRAINING AND PROFICIENCY FOR HUMAN TEST SUPPORT PERSONNEL

The Contractor shall ensure that all personnel involved in Test Support activities are provided with continuing proficiency training to ensure updated skill capabilities and readiness for their assigned duties.

The Contractor shall ensure that, at a minimum, all Test Support physicians receive an annual hyperbaric recertification training course.

The Contractor shall ensure that all aerospace physiologists participate in at least one week of proficiency training, once every two years.

The Contractor shall ensure that the continuing medical education needs of all Paramedics are met to maintain Texas Certification.

At least every six months, the Contractor shall ensure the competence of non-physician Human Test Support Group personnel required to perform advanced life support tasks. This includes, but is not limited to, intravenous fluid administration, endotracheal intubation, static and dynamic ECG recognition, and medication administration.

The Contractor shall document all training and shall make this documentation available upon request of the COTR.

5.0 OCCUPATIONAL HEALTH PROGRAM

5.1 GENERAL INTRODUCTION

The Occupational Health Program is concerned with the management, assessment, control and prevention of hazards and exposures to biological, chemical, and physical (radiation, heat, noise, ergonomic, etc.) hazards. The Occupational Health Program includes the fields of industrial hygiene, hazard communication (HAZCOM) and health training, radiological health, environmental surveillance, ergonomics, emergency response, and environmental health laboratory (EHL) activities. The Contractor shall perform the Occupational Health Program functions for JSC civil service and contractor personnel. JSC includes Ellington Field, SCTF and other locations in the Clear Lake area as defined by the COTR. WSTF support is outlined in section 6.0. Specific project support may occur after hours and on weekends.

5.2. INDUSTRIAL HYGIENE

The Industrial Hygiene (IH) function consists of the recognition, evaluation, and control of those environmental factors or stresses, arising in or from the work place which may cause illness, discomfort, or potential impairment of health and well being. The Contractor shall perform IH functions in the following areas:

5.2.1 Industrial Hygiene Exposure Assessments

The Contractor shall conduct surveys, studies, investigations, and follow-up to identify, evaluate, and control chemical, physical, or biological agents which may be encountered in the work environment and to determine compliance with applicable laws, appropriate guidance and accepted industry standards.

The contractor shall be proactive and shall work cooperatively with other contractors to accomplish these functions to assure compliance. The contractor shall conduct a site wide baseline industrial hygiene exposure assessment, within one year of contract start. The contractor may use any and all previous studies and records, in addition to data gathered during workplace health inspections, to develop such assessments.

The Contractor shall ensure that there is a current baseline exposure assessment for all OSHA substance specific standards within one year of contract start. The Contractor shall develop a sampling plan and strategy to be used to direct further work. Upon concurrence by the COTR, annual exposure assessment and sampling strategy shall be placed on the JSC Homepage for reference. The contractor shall perform the annual worksite assessment in accordance with the agreed upon sampling plan and strategy.

The Contractor is responsible for acquiring any known monitoring records collected by contractors other than the OMOH Contractor. The Contractor shall communicate all exposure monitoring results to the affected employees within timelines established by specific standards or recommended guidance.

5.2.2 Facility Design Review

In order to assess any potential health hazards associated with the new construction, renovation, modification or demolition of JSC facilities, the Contractor shall review all facility engineering designs and plans. The Contractor shall ensure that all personnel conducting design reviews have the required expertise. This is anticipated to include all facility design initiated by COD, Construction of Facilities (CoF), Work Authorization Directive (WAD) and, on a limited basis, other JSC Directorate level organizations. The

Contractor shall act as the health consultant on these projects throughout planning, design, procurement, construction, acceptance phases, and startup of routine operational phases.

5.2.3 Illness Investigation

The Contractor shall investigate and report the circumstances surrounding each case of suspected occupational illness or disease. Conclusions of any investigation shall be made in writing and reported back to the employee organization, Nurse Case Manager, COTR and as appropriate, placed in employee's medical file. The Contractor may be required to provide expertise in support of mishap boards.

5.2.4 Personal Protective Equipment

The Contractor shall provide guidance and recommendations, to JSC organizations concerning selection, use and control of PPE. The Contractor shall periodically review (during Workplace Health Inspections (WHI)) PPE use at the Center.

The Contractor shall conduct qualitative and quantitative respirator fit tests for NASA and contractor employees who wear respirators. The Contractor shall periodically review any other contractors who conduct their own respirator fit testing.

The Contractor shall provide IH standby support, as requested, in areas that have a potential health hazard due to the nature of the operation in progress.

5.2.5 Field Monitoring Equipment

The Contractor shall have on hand appropriate equipment (direct reading, immediate and long term) to monitor (Limits of Detection to the part per million or as necessary for the chemical) JSC workplaces for potential contaminants that may be generated from JSC operations, and those activities within close proximity that could affect JSC personnel. The Contractor shall properly maintain monitoring equipment and shall ensure that it is ready on-site for use at all times and shall take no actions that would compromise emergency preparedness. The Contractor shall ensure that all equipment is calibrated to manufacturer's or consensus standard recommendations.

5.2.6 Pesticide Program

The Contractor shall evaluate pesticide control measures, for compliance with applicable regulations. Review shall include handling (PPE) and application techniques, and any proposed changes in pesticides. The Contractor shall inspect JSC pesticide storage facilities, contractor programs, personnel certification and operations on an annual basis and make appropriate recommendations for program improvement.

5.2.7 Food Service Program

In order to assure compliance with applicable sanitation practices and to review food service contractor programs, the Contractor shall inspect all food service facilities and food vending operations. The Contractor shall ensure compliance with TDSHS sanitation standards, Hazard Analysis Critical Control Point (HACCP) guidance and personnel certification requirements and provide recommendations to the responsible operating organizations. The Contractor shall conduct inspections at least quarterly, and may be increased as directed by COTR. The Contractor shall perform inspections of food service activities at special events as directed by the COTR.

5.2.8 Hazard Reporting and Tracking

The Contractor shall utilize existing JSC electronic systems for hazard reporting and hazard abatement. The Contractor shall enter findings, compliance and as necessary "good practices" into HATS (or the current JSC hazard tracking system). The Contractor shall support the affected organizations in developing corrective actions and documenting closure.

5.2.9 Safety and Health Program Support

The Contractor shall lead or participate in (at the direction of the COTR) S&H committees, investigation teams or accident investigation boards. The Contractor shall also be actively involved in or lead standing JSC S&H forums and committees, such as the environmental stewardship, coordination, ergonomics, hazardous material, chemical inventory, or their working groups.

5.2.10 Workplace Health Inspections (WHIs)

To assure compliance with 29 CFR 1960 and to address occupational health issues in JSC facilities the Contractor shall conduct annual WHIs of all JSC facilities. The Contractor shall conduct inspections which include review of chemical use, employee chemical exposure and review of civil servant and all contractor written health programs. The Contractor shall document findings in a written report provided electronically to the appropriate personnel.

5.2.11 Confined Space Program

To assure compliance with 29 CFR 1910.146 and to address occupational health issues, the Contractor shall maintain and oversee the JSC confined space program. This includes maintenance of the JSC confined space database, review of confined space entry procedures, and conducting entry monitoring at JSC confined space entries. The Contractor shall be responsible for overseeing the labeling of JSC confined spaces (labeling or ensuring that they are labeled). The Contractor shall also conduct annual confined space program evaluations and develop a written summary report.

5.2.12 Indoor Air Quality

The purpose of the JSC Indoor Air Quality Program is to maintain employee health and productivity. The Contractor shall conduct indoor air quality studies at the request of JSC management, facility users or as directed by the COTR. The Contractor's study shall be comprehensive and attentive to employees needs, utilizing professional resources from different functional areas within the OMOHC to investigate complex complaints. The Contractor shall: report findings to requestor and COTR; recommend corrective actions; meet with employee groups and management to discuss findings; enter hazards into HATS database; and work with COD on corrective actions to achieve adequate closure.

5.2.13 Exhaust Ventilation Program

In accordance with applicable standards and guidelines, the Contractor shall perform periodic certification of all exhaust ventilation systems at the Center and review and approve all proposed systems and system modifications. The Contractor shall maintain an exhaust ventilation system database and shall provide information and reports as directed by the COTR.

5.2.14 Chemical Alarm Program

The Contractor shall operate and oversee the JSC chemical alarm program (JPG 1700.1). The Contractor shall periodically assess all systems on site, make recommendations, maintain a database, and provide information and reports as directed by the COTR. The Contractor shall chair the chemical alarm working group.

5.2.15 Hearing Conservation

To ensure compliance with all federal and NASA requirements, the Contractor shall operate the JSC institutional Hearing Conservation Program. The Contractor shall assess all work areas, identify and monitor all potential homogeneous exposure groups, identify specific hearing conservation program participants, investigate all potential threshold shifts and maintain all associated databases. The Contractor shall provide an annual report of hearing conservation program statistics and develop reports as directed by the COTR.

5.2.16 Imminent Health Threat

The Contractor shall immediately stop any operation which appears to represent a potential IDLH exposure or imminent health hazard. The Contractor shall immediately inform the organization responsible for the activity, the COTR, OHO, and the JSC EOC. The Contractor shall then support any activities to alleviate hazardous conditions and implement corrective actions.

5.2.17 Metrics

The Contractor shall provide periodic written reports including inventory, trending, and statistical analysis to the COTR, as required by the DRDs.

5.2.18 Ergonomics

In order to resolve computer workstation and other ergonomic issues, the Contractor shall manage and operate the JSC ergonomics program, utilizing standard IH practices. The Contractor shall lead the JSC ergonomics working group. The Contractor shall coordinate with COD Logistics to resolve workstation and furniture issues.

5.2.19 Chemical Hygiene

The Contractor shall audit chemical hygiene plans for facilities and organizations required to comply with 29 CFR 1910.1450, Occupational Exposure to Hazardous Chemicals in Laboratories. The Contractor shall assist organizations with the development of chemical hygiene plans. The Contractor shall conduct periodic chemical hygiene reviews.

5.2.20 Drinking Water Program

To ensure compliance with all Federal, State, local, and agency requirements, the Contractor shall annually assess the drinking water program and system on-site, and make recommendations for improvement as appropriate.

5.3 ASBESTOS CONTROL

The Contractor shall manage all health and environmental aspects of the JSC asbestos control program in compliance with all applicable Federal, State and JSC (OSHA,

TDSHS, Toxic Substances Control Act (TSCA), JPG 1700.1) requirements. Exceptions include EPA National Emissions Standards for Hazardous Air Pollutants (NESHAP) and TDSHS/TCEQ asbestos notifications, waste management and disposal and asbestos release clean up, which are managed by COD. The Contractor shall:

- Oversee activities of all other organizations that work with or disturb Asbestos Containing Materials (ACM) and organizations whose employees occupy facilities with ACM.
- Monitor all asbestos abatement and asbestos disturbance activities either through direct exposure and environmental monitoring or through oversight where other organizations conduct direct monitoring during asbestos disturbance activities.
- Conduct periodic employee exposure monitoring as per the developed industrial hygiene sampling strategy for those facilities with ACM (all activities involving potential asbestos exposure and office personnel).
- Maintain all aspects of the asbestos information and locations database (currently found in the JSC S&TH Webpage). Database shall be kept current with any updated asbestos removal information, environmental sampling results, "negative" suspect asbestos materials, additional asbestos containing materials, etc.
- Conduct annual ambient environmental monitoring and inspections in facilities (including mechanical rooms) with spray applied ACM and asbestos containing ceiling tile (as found in the JSC asbestos locations database).
- Conduct quarterly environmental monitoring and inspection in areas with exposed asbestos containing acoustical insulation (as found in the JSC asbestos locations database).
- Conduct qualitative and quantitative analysis, by transmission electron microscopy, of all asbestos sample results exceeding 0.01 fibers per cubic centimeter.
- Support all facility construction, modification, renovation, and demolition activities as they pertain to asbestos. This may include the identification of ACM within the scope of any facility project, developing specifications for ACM removal or ACM hazard mitigation, and conducting oversight, monitoring, and final inspection during ACM related activities. The Contractor shall respond to the COTR and project managers with sample results within agreed upon time limits.
- Provide an annual report of asbestos related activities, including environmental and personal data collection, spill response, visual inspections and analysis, etc.
- Respond to all reported suspected spill/releases of ACM. The Contractor shall assess and characterize all such events, make recommendations for occupant protection, spill clean-up, workplace clearance monitoring (as necessary) and return back to occupants, for resumption of normal operations. The Contractor is responsible for releasing worksite back to user following spill response and Center Operations clean up. The Contractor shall ensure that NASA OHO office is notified when workplace spills are reported. The Contractor shall keep and maintain statistics on all spills for program assessment.
- Place and maintain all asbestos identification signs throughout the Center, as required by OSHA, EPA, applicable State, NASA and JSC regulations.
- Develop an agreement with the Center Operations Support Contractor for asbestos program responsibilities where potential overlap may exist.

5.4 RADIOLOGICAL HEALTH

This function consists of program activities to assure JSC compliance with ionizing and non-ionizing radiation requirements and standards. The Contractor shall manage the

institutional radiation safety program in compliance with applicable Federal (NRC, OSHA, NASA, JSC (JPD 1860.4 Radiological Protection Policy, JHB 1860.2 Radiological Health Manual) and State Regulations. The Contractor shall:

- Ensure that individuals, who are designated as Radiation Safety Officer, possess the required certifications per NRC requirements, to act as the JSC Radiation Safety Officer (RSO).
- Conduct all administrative requirements for the JSC Radiation Safety Committee.
- Prepare, submit, maintain, and update all applications and licenses with the NRC on behalf of JSC. The Contractor shall communicate with the NRC on behalf of JSC and manage all aspects and requirements of the JSC NRC license.
- Prepare all reports to external agencies or organizations required of the JSC Radiological Health. The Contractor shall submit such correspondence to OHO and the COTR for coordination, concurrence, and signature by the responsible NASA office.
- Perform site survey of radiation sources for the purpose of developing a site hazard assessment, periodic sampling strategy, and exposure monitoring database.
- Perform comprehensive surveys and submit reports of findings, conclusions, and recommendations for the use of ionizing and non-ionizing radiation.
- Review proposals and provide health hazard analysis of radiation uses and plans for related facilities and equipment. This shall include review of certain purchase requests, radiation use requests, and radiation work permits.
- Provide radiation safety training (ionizing and non-ionizing).
- Provide recommendations to JSC and designated contractors in such areas as regulatory requirements and application for use of radiation sources.
- Maintain and provide inventory records of radiation sources under the administrative control of JSC. All inventories shall be placed in the JSC hazardous material database.
- Maintain a central laboratory and counting facility in Building 263 and 263A, for use by authorized JSC and contractor personnel in the performance of radiochemical analyses and other radiological procedures.
 - ◆ Labeling and supervision of radioactive material being shipped to or from JSC in accordance with U.S. NRC regulations and DOT regulations, as applicable.
 - ◆ Leak testing of sealed sources.
 - ◆ Collection, preparation, and analysis of environmental samples to determine levels of radioactive contamination.
 - ◆ Management of dosimetry devices.
 - ◆ Calibration of radiological monitoring instrumentation.
- Perform radio assays for identification and qualification of radio nuclides in biological specimens and potable water samples as furnished by the Clinical Medicine staff or the IH staff.
- Supply and distribute radiation caution signs, labels, notices, and instructions.
- Perform malfunction analyses of radiological equipment and recommend corrective measures and repairs. Advise users on the operations, maintenance, and repair of radiological instrumentation and equipment. The Contractor is responsible for the upkeep and maintenance of all necessary equipment to conduct business.
- Collect, package, and dispose of all radioactive waste in accordance with transportation and disposal regulations. Disposal shall be coordinated with the COTR, JSC Environmental Office, and JSC Transportation Office. The Contractor shall conduct audits of all disposal and transportation service providers by site

inspection, and inquiry to local, State and Federal agencies. The Contractor shall provide recommendations to the COTR for concurrence prior to any radiation waste transportation and disposal. Contractor shall notify the JSC Environmental Office of any "mixed" (hazardous combined with radioactive) waste.

- Provide personal dosimetry devices appropriate for the type of radiation (x-ray, alpha, beta, gamma, neutron, etc.). Procedures shall be in accordance with monitoring requirements of 10 CFR 20. Appropriate exposure records shall be maintained.
- Provide radiological health services for launch and research operations and activities associated with any payload, medical, or toxicological experiment involving radioactive materials for nuclear material contingency plans or other requested project support. This will require travel to launch sites and cooperative effort with the radiation protection staff of other centers and other government agencies.
- Review and maintain all NASA, JSC, NRC and appropriate radiation health requirements, manuals, etc.
- Conduct radiological testing or monitoring on site waste water discharge and on any below grade locations (radon) as directed by COTR.
- Manage and implement the JSC Laser Safety Program, and act as the JSC Laser Safety Officer as defined by NASA Occupational Health Program Requirements, NPR 1800.1, the JSC Safety and Health Handbook, JPG 1700.1, the NASA Safety Manual, NPR 8715.3, or other applicable adopted standard.
- Conduct all activities necessary for the oversight and management of non-ionizing radiation sources at the Center.

5.5 HAZARD COMMUNICATION (HAZCOM)

This function consists of conducting a hazardous chemical management and educational information program at JSC for the purpose of compliance with applicable regulations and standards. The Contractor shall conduct this program in accordance with OSHA "Hazard Communication" Standard (29 CFR 1910.1200); EPA "Emergency Planning and Community Right-to-Know Act (EPCRA, 40 CFR 302 & 311 to 313); and the TDSHS (Tex. Health & Safety Code Ann. Ch. 505-507).

Specific contractor support requirements include the following:

- Provide education and training in the identification, evaluation and communication of chemical hazards in the workplace, as required by the OSHA Hazard Communication Standard, as well as any JSC general and hazard specific training.
- Maintain and update monthly an electronic Material Safety Data Sheets (MSDS) information database for JSC facilities with the ability to provide and distribute electronic and hardcopy MSDSs upon request. The Contractor shall also ensure that JSC MSDSs are available electronically, in scanned PDF format, available for download by JSC employees or organizations from the JSC Total Health Home Page.
- Assist JSC organizations in the non-routine acquisition of MSDS.
- Assist JSC organizations in the proper inventory, listing, and reporting of chemical products in their respective workplaces. Support and assist with improving chemical inventory management (e.g. utilizing hand held computerized systems to perform real time inventories).
- Update chemical inventory quarterly.
- Acquire specific information on "Trade-Name" products for purposes of emergency or first aid treatment.

- Provide technical assistance to other organizational elements in the final implementation of all health aspects of the OSHA HAZCOM Standard and the JSC HAZCOM Program.
- Prepare and submit JSC chemical inventory Reports. The Contractor shall ensure the integrity of data and reports submitted. Examples of reports include: the TDSHS Tier II annual hazardous chemical inventory report, EPCRA Toxic Release Inventory (TRI) Form "R" report, and the TECQ Annual Air Emissions Inventory State Implementation Plan (SIP) report. All reports shall be submitted through the COTR and JSC Environmental Office.
- Participate in working groups to manage and direct JSC's hazardous materials program for identifying and reducing, substituting or eliminating hazardous materials across JSC facilities.
- Serve as an active member of the JSC Environmental Stewardship committee providing expertise for development and implementation of environmental programs at JSC.

5.6 OCCUPATIONAL HEALTH TRAINING

This function consists of conducting an occupational health training program at JSC to ensure compliance with applicable JSC, NASA and applicable federal standards.

The Contractor shall provide health training in all areas of Occupational Health and Medicine, including but not limited to: hearing conservation, respiratory protection, ergonomics, laboratory safety, asbestos awareness and class III and IV asbestos worker, CPR, first-aid, AED, blood-borne pathogens, and confined space entry. Training shall be conducted by technically qualified personnel. All trainers shall have field expertise in the subject area in which they are conducting training.

All training shall meet Federal, JSC, or certifying organization's requirements. Health training class offerings shall be published on JSC S&TH homepage and other venues to ensure employees have access for scheduling. The Contractor may propose computer-based training classes, however, these shall be offered only if they can be demonstrated to meet applicable compliance, and with COTR approval.

All training records shall be maintained by the Contractor and available for review and provided to organizations at their request. Records shall include, at a minimum, attendance, date of class and expiration, result of training (pass, fail, attended) and the results of any certification (if applicable). The Contractor shall support JSC Safety, Environmental and Human Resources in the development of any common training database. The Contractor shall implement appropriate privacy measures for training records.

The Contractor shall develop JSC specific health training to be administered by outside training providers, such as the Association of Reciprocal Safety Councils (eg Houston Area Safety Council). This outside administered training allows JSC construction contractors to receive S&H training prior to working on-site at JSC.

5.7 ENVIRONMENTAL SURVEILLANCE

This function consists of program activities to assure JSC compliance with environmental laws in the areas of water and air pollution, hazardous waste, and as applicable, asbestos workplace monitoring. Collection, processing, analysis, quality control, and reporting of sample results required by EPA, TCEQ, and TDSHS regulations must be consistent with regulatory requirements. All processes from receipt of sample

requests to issuance of reports shall be under the direction of the EHL. The Contractor shall:

- Conduct a program of ground water monitoring in accordance with Federal and State remediation, restoration, and monitoring requirements for all areas of identified past contamination.
- Support a program of soil and ground water (including surface streams and ditches) contamination assessment at JSC, SCTF and Ellington Field, and conduct statistical analyses for identifying trends in contaminant concentrations.
- Collect and analyze wastewater effluent from "Manhole M" and other locations as directed by COTR, in accordance with the schedule specified by EPA, TCEQ and Clear Lake City Water Authority (CLCWA) permit conditions.
- Conduct a program of Federal, State, and local regulatory compliance monitoring for potable and bottled water, waste water discharges, and hazardous waste treatment, storage and disposal.
- Sample and analyze potable water in response to employee complaints.
- Support the COD Facility Engineering Division by obtaining all required EPA, TCEQ and TDSHS drinking water samples for analysis.
- Provide reports to the COTR and COD Facility Engineering Division with recommendations for cleaning, repair, refurbishment or replacement of drinking water components to assure the healthful quality of onsite potable water.
- Sample, analyze and characterize all TCEQ Industrial Solid Wastes at JSC.
- Sample and analyze JSC air emission sources to determine compliance with EPA, TCEQ, TDSHS, and applicable local regulatory requirements.
- Sample and analyze hazardous chemical spills to determine when clean up is necessary and complete.
- Determine the characteristics and recommend disposition of unidentified hazardous wastes.
- Update and maintain an inventory (including location) of all hazardous facility and equipment components (as required by DRD).
- Monitor for *Legionella* in onsite cooling towers and other outdoor and indoor sources. Sampling shall be conducted semi-annually and as necessary, when counts are elevated.
- Conduct lead testing in JSC facilities or test equipment as requested for facility modification, project support or as requested by any facility.

5.8 ENVIRONMENTAL HEALTH LABORATORY (EHL)

The Contractor shall operate onsite at JSC an EHL for the purposes of performing chemical and physical analyses of: industrial hygiene, environmental and breathing gas samples. This includes personal breathing zones, ambient air, stack emissions, breathing gases, industrial atmospheres, potable water, waste water, industrial chemicals, soil, ground water, vegetation, biological specimens, food and drugs, and other substances as directed by the COTR.

The Contractor shall conduct all field sampling, preservation, processing, analysis, and quality control of all environmental samples in accordance with EPA, TDSHS, or other agency regulatory requirements and recommended guidance materials. All environmental samples from collection to final report stage shall be conducted under either project specific or media specific Sampling and Analysis Plan and Procedures (SAPP), and Quality Assurance Plans and Procedures (QAPP).

The Contractor shall:

- Achieve American Industrial Hygiene Association (AIHA) accreditation for the laboratories, within one year of contract start.
- Achieve accreditation by the National Environmental Laboratory Accreditation Commission (NELAC), within one year of contract start.
- Pursue and maintain EPA, TCEQ, TDSHS or equivalent drinking water laboratory certification.
- Perform tests on biological specimens submitted by the OMC or Occupational Health staff to measure exposures to occupational contaminants.
- Analyze every bottle or container of JSC Logistics procured breathing gases and as directed by COTR, from other sources.
- Document all laboratory analyses in a format suitable for individual personnel records, group evaluations, or statistical analysis.
- Certify the quality of compressed gases in accordance with applicable specifications, based on samples collected and submitted to the laboratory by personnel from operational use points. Test results shall be provided to the user and maintained in permanent records.
- Analyze bulk and asbestos air samples materials
- Submit monthly laboratory metric summaries per DRD.
- Participate at least annually in a regulatory or recognized Lab Audit Analytical Evaluation Testing program for drinking water contaminants, hazardous wastes, asbestos, and other constituents of health and regulatory concern at JSC facilities.
- Manage, maintain and update the Laboratory Information Management System (LIMS) and the active and archived analytical data records. The Contractor shall ensure that the LIMS is capable of exporting data in a NASA JSC supported commercial off the shelf (COTS) software, i.e. Access, Excel, for statistical manipulation.
- Conduct laboratory evaluation audits of offsite reference laboratories of all new subcontract labs and annually for all currently used reference labs.
- Document and maintain a strict cradle-to-grave "Chain-of-Custody" for all samples.
- Manage a laboratory analytical testing program to meet requestor's turnaround times for receipt of draft and final data packages (routine to rush), and requested Quality Assurance (QA) package level (1-5).
- Demonstrate that all environmental samplers, [EHL, IH, HAZCOM personnel, etc.,] meet environmental regulatory training, i.e., Resource Conservation and Recovery Act (RCRA), and Hazardous Waste and Emergency Operations (HAZWOPER) as applicable, and demonstrate proficiency in collection of groundwater, asbestos, hazardous wastes, etc.
- Provide and manage a comprehensive EHL Quality Assurance and Quality Control program.
- The Contractor shall utilize qualified outside laboratories for analysis where necessary to meet the analytical needs or turnaround time of the customer. The Contractor shall ensure that sample turnaround times are negotiated with the customer and shall perform "rush" or expedited analysis when requested.

6.0 WHITE SANDS TEST FACILITY

6.1 GENERAL INTRODUCTION

The Contractor shall operate the WSTF onsite occupational, emergency and preventive medicine clinic. The Contractor shall also operate the WSTF onsite industrial hygiene and field occupational health program. The Contractor shall ensure that all personnel shall perform operations in accordance with all applicable Federal, agency, state, and local regulations and standards including JSC 1700.1 and all NASA OCHMO applicable NPD's, NPR's, procedures and guidelines.

The purpose of the programs are to monitor the general health and well being of the WSTF workforce, to ensure personnel are fit and able to perform assigned duties, and assist in employee health awareness and improvement potential. Medical and health services shall be provided to each WSTF NASA and contractor employee consistent with the potential hazards associated with their individual duties and workplace. Physical examinations shall be provided in support of occupational health maintenance programs and OSHA mandated programs such as respiratory protection, asbestos handlers, and heavy equipment operators.

The Contractor shall also perform industrial hygiene program management to ensure workplace conditions are monitored and resulting data is integrated with employee health maintenance efforts.

WSTF operates on a 9 day 80 hour work schedule. Site population is usually less than 50 on the 10th day of the two week schedule. Clinical staff shall ensure core hours coverage during the 80 hour time period, with reduced staffing for the non-core hours and the 10th day. Field occupational health personnel shall follow the 9/80 schedule, supporting 10th day operations as requested by the COTR. Contractor shall also provide clinical or field support for tests or special events as requested by the COTR.

6.2 OCCUPATIONAL AND PREVENTIVE MEDICINE CLINIC

The Contractor shall:

- Operate the WSTF medical clinic to provide emergency first aid, care for occupational injuries or illnesses, treatment for relief from minor illnesses, whether job related or not, and other medical and public health programs as described.
- Provide treatment for minor illnesses; e.g., colds, headaches, sore throats, whether job incurred or not. Treatments, including prescription and over-the-counter drugs, will be limited to symptomatic medical care.
- Provide diagnostic and medical treatment, primarily of a first aid nature to onsite civil service and contractor personnel, who have an on-the-job injury or have an occupational illness. For suspected cases of occupational illness or injury, the individual shall be referred to the employer's designated occupational physician.
- Act as NASA civil service occupational physician for the purpose of managing civil servant work related injuries and illnesses.
- Ensure availability of preventive occupational health measures such as immunizations or injections.
- Provide medical surveillance and fitness for duty examinations for personnel directly involved in occupations as defined in JSC 1700.1 or WSTF specific requirements, e.g., odor panel, respiratory protection, asbestos abatement, and heavy equipment operations.

- Conduct injury/illness case management for all suspected occupational injuries and illnesses. Report any suspected occupational exposures to the Chief, WSTF Quality Assurance, Reliability, and Safety Office (QARSO); the WSTF Industrial Hygienist; and the OMOHC COTR. The contractor shall mirror the process used by JSC for documenting and reporting occupational injuries and illnesses.
- The Contractor clinical personnel may be required to provide expertise for any mishap involving injury or illness. Occupational health contractor field personnel shall investigate all suspected or actual exposure and illness incidents.
- Perform health screening physical examinations on all employees (civil service and contractor) on an annual basis. Where multiple physical examinations are required (for example a health screening and a respirator exam), both physicals shall be conducted at the same time. Frequency and physical exam protocols may be modified as the request of the COTR.
- Conduct an employee wellness program including:
 - ◆ A wellness library including current pamphlets and information on common physical and mental health, substance abuse, and physical fitness topics.
 - ◆ Education and awareness on current health topics.
 - ◆ General wellness and weight monitoring and consultation including recommendation of fitness regimen and employee assistance when required.
 - ◆ Annual clinic visits for cholesterol, blood pressure, weight check, medical history update, and licensed medical doctor consultation.
 - ◆ Recommendations of appropriate medical testing and analysis based on age, medical history, and wellness factors as provided by licensed medical doctor.
 - ◆ Ongoing medical screening to follow up on problems, specialized risks, or workplace hazards as indicated by medical history or licensed medical doctor.
- The Contractor shall ensure confidentiality, continuing availability, and integrity in their management of the WSTF medical records. While NASA is not required to be HIPAA compliant at this time, the Contractor shall meet the standards required by HIPAA and shall develop and implement processes compliant with HIPAA and the Privacy Act of 1974 in their management of patient medical records.
- Support the implementation of the NASA HQ OCHMO EHRS. The Contractor shall support data collection and reporting requests.
- Provide consultation on NASA Occupational Health initiatives, policies, and directives and provide implementation options to WSTF Management and the Chief, WSTF QARSO.
- Provide EAP services to NASA WSTF personnel consistent with requirements defined in SOW Section 2.6.8.
- Perform quarterly medical assessment of the WSTF Occupational Health Program for compliance with agency, JSC, New Mexico occupational health requirements, and submit report to JSC OHO, WSTF Management, and the Chief, S&MA-WSTF.
- Manage and implement all site occupational health promotions and VPP certification activities as directed by QARSO and OMOHC COTR.
- Provide responses to NASA HQ OCHMO and JSC OHO, surveys, annual reports, and data and metrics requests.
- Provide medical support to Space Shuttle landings at White Sands Space Harbor (WSSH) as directed by the COTR.
- Inspect and verify readiness of medical supplies and pharmaceuticals stored at WSSH used to support Space Shuttle landings. This inspection shall be conducted quarterly.

- Ensure that any Contractor physician, physician assistant, nurse practitioner, or nurse assigned to WSTF support attends the annual Space Operations Medical Support Training Course (SOMSTC) sponsored by NASA-JSC.
- Provide a physician qualified to act as WSTF Medical Review Officer.
- Ensure that all staff nurses at the WSTF are current in ACLS and any other clinical training required to maintain skills and proficiency.

6.3 INDUSTRIAL HYGIENE

As part of a comprehensive industrial hygiene program at WSTF, and for the purpose of evaluating and characterizing workplace health hazards, the Contractor shall:

- Characterize and assess workplace exposures.
- Maintain workplace survey plan and assessment data. Conduct annual workplace health inspections as required by 29 CFR 1960.
- Develop an exposure assessment and annual IH sampling strategy and plan.
- Assist Asbestos Program Manager and Chemical Hygiene Committee with program implementation and assessment.
- Provide recommendations to WSTF resident contractor personnel on industrial hygiene requirements, guidelines and practices.
- Conduct, participate as a board member, and provide expertise to mishap investigations in accordance with JPG 1700.1 as directed by the COTR or OHO for all categories of mishaps.
- Support the WSTF OMC in injury/illness case management for all suspected occupational injuries and illnesses.
- Inspect all food service facilities and food vending operations at least quarterly or as directed by COTR
- Perform quarterly safety and health assessments at the El Paso Forward Operating Location as directed by OHO, and submit report to AOD and OHO.
- Provide written reports for survey and inspection activities, per DRD.
- Prepare and submit a monthly report summarizing occupational health activities and site health trends.
- Manage and implement all site occupational health promotions and VPP certification activities as directed by QARSO and OMOHC COTR.
- Provide responses to NASA HQ OCHMO and JSC OHO, surveys, annual reports, and data and metrics requests.
- Provide the WSTF RSO and alternate RSO for the ionizing and non-ionizing radiation safety program. The RSO may be located at JSC however the alternate RSO must be located at WSTF.

ATTACHMENT C-1 - WORKLOAD SIZING DATA

The workload sizing data set forth below shall be used independently for each year of performance. The workload sizing data are not all inclusive of every task to be performed by the Contractor. These data were based on previous activity levels over approximately ten years. The definitions for each element are provided below.

See Section H.13, "Contract Adjustment" for further information.]

	Lower Threshold	Nominal	Upper Threshold
JSC Occupational Medicine	(-20%)		(+20%)
Clinic Encounters/Visits	18,400	23,000	27,600
Health Screening (Civil Servant exams)	1,200	1,500	1,800
Job Related Examinations	2,240	2,800	3,360
Immunizations Administered	4,160	5,200	6,240
EAP Counseling Units	1480	1850	2220
EAP Education Units	144	180	216
Ambulance Responses – JSC and SCTF	64	80	96
Ambulance Responses – Ellington	131	164	197
Special Events – Ambulance & Clinic	20	25	30
First Aid Kits (number on site)	80	100	120
Prescription Safety Glasses	160	200	240
X-Rays	1,920	2,400	2,880
Program Audits	176	220	264
Crash Carts		8	12
AED's	64	80	96

	Lower Threshold	Nominal	Upper Threshold
Human Test Support	(-20%)		(+20%)
Human Test Training	132	165	198
Number of Test Subject Exams Performed	656	820	984
Number of Underwater and Vacuum Chamber Tests	328	410	492
Number of Research Proposals	80	100	120

	Lower Threshold	Nominal	Upper Threshold
JSC Occupational Health	(-20%)		(+20%)
IH Field Visits/Surveys	2240	2800	3360
Environmental Surveillance Field Visits	2800	3500	4200
EHL Samples Analyzed	5920	7400	8880
Radiological Health Field Visits	400	500	600
Training	26,400	33,000	39,600
Special Project Support (After Hours/Weekends)	128	160	192

	Lower Threshold	Nominal	Upper Threshold
WSTF Occupational Medicine	(-20%)		(+20%)
Clinic Encounters/Visits	2,960	3,700	4,440
Health Screening (Civil Servant exams)	560	700	840
Job Related Examinations	360	450	540
EAP Counseling Units	19	24	29

	Lower Threshold	Nominal	Upper Threshold
WSTF Occupational Health	(-20%)		(+20%)
IH Field Visits/Surveys	160	200	240

Definitions

Clinic Encounter - an employee presenting themselves to one of the clinics for purposes other than their scheduled health screening exam or job related physical exams. Examples of reasons for presenting include: blood pressure check, allergy shot administration, and presentation for non-occupational illness or injury.

Civil Service Health Screenings - full Health Screening physical examinations which are conducted according to the protocol in Attachment C-2. Off year "Birthday" checks are not included in this metric. Longitudinal Study Control physical examinations should not be counted separately. Although these physicals are usually conducted over two visits, they shall count as one physical exam in the metric.

Job Related Examinations - medical surveillance or fitness for duty physical examinations as required by JPG 1700.1, NASA, Federal, State and other applicable requirement. Although these physicals are usually conducted over two visits, they shall count as one physical exam in the metric.

Any physical or examination is considered a single unit – even if it fulfills the requirements of both the civil service health screening and a job related physical.

Immunizations Administered – the majority of immunizations are administered during the center-wide "flu-shot" campaign. During this campaign, contractor personnel have traditionally spent several days at the more heavily occupied buildings on site as well as Ellington Field and the NBL administering the flu vaccines.

EAP Counseling Unit – a single interaction with one or more individuals, lasting at least 30 minutes.

EAP Education Unit – a class or training session. This may be a class that is scheduled by EAP, and offered to any or all employees; or one that is requested by employees to be given on a specific topic of interest. Metric is one session or course.

Ambulance Responses – Includes all responses: False alarms, standbys, refusal of treatment, treatment but no transport, and transports.

Special Events – The number of days when activities at JSC occur outside the normal scope of work. These activities include Open House, Lunar Rendezvous, Management Sponsored Events, Chili Cook-Offs, etc.

First Aid Kits – Institutional and NASA aircraft first aid kits containing items such as bandages, band-aids, and antibiotic ointments. The contractor shall replace kits and contents at the request of the user. Number in table indicates the number of kits on-site and in aircraft. Requests for restocking are variable.

Safety Glasses – Value represents the average number of pairs of prescription safety glasses provided on an annual basis. Current guidelines allow replacement of prescription safety glasses every two years or when change in prescription occurs.

X-Rays – Number represents the number of views.

Program Audits – figure represents the number of external and internal program person audit days that the contractor is expected to support. Figure represents support of those

activities covered by WBS section 1.3.5. All other routine audits, inspections, evaluations are considered part of normal business. Contractor shall provide for technical (primary), logistical or administrative support.

Crash Carts – this figure represents the number of crash carts located in various medical treatment rooms at JSC and SCTF. These crash carts are typical of those that would be found in an Emergency Center and contain supplies necessary for administration of Advanced Life Support to a patient.

Human Test Training – physiological, crew medical, first aid or other human test training for altered pressure environment participants. Metric unit is one course.

Test Subject Exams – “Test subject” examinations will be the total number of examinations performed for both “underwater tests” and “human tests”. For example, an NBL session with three subjects will be considered as one underwater test; and three test subject exams.

Underwater or Vacuum Chamber Test – an “underwater test” is defined as a scheduled NBL session lasting between 1-6 hours and consisting of 1-3 suited subjects plus all supporting dive personnel. Routine dives for the purposes of mockup maintenance, repair, upgrade, reconfiguration, etc. where suited subjects are not present, are not considered to be underwater tests.

Research Proposals – review by the Protocol Compliance Officer of any proposed human research proposal from the CPHS or a proposal from any other source.

IH Field Visit – is any response in the field for purpose of WHI, survey, complaint investigation, ergonomic evaluation, sample placement and retrieval (where samples are placed in the field, sample placement and pick-up is counted as a single visit).

Environmental Surveillance Field Visit – is any response in the field for purpose of WHI, survey, complaint investigation, sample placement and retrieval (where samples are placed in the field, sample placement and pick-up is counted as a single visit).

EHL Sample – the receipt, catalog and analysis of a single sample in the environmental health laboratory, whether it is analyzed in-house, or sent out for analysis.

Radiological Health Field Visit – specifically pertaining to Ionizing and Non-Ionizing Radiation, is any response in the field for purpose of WHI, survey, complaint investigation, ergonomic evaluation, sample placement and retrieval (where samples are placed in the field, sample placement and pick-up is counted as a single visit).

Training – any scheduled or un-scheduled occupational health training for the purpose of certification, compliance or information. Each single student in attendance is counted as a single training unit. Each computer based training encounter is included as a single training unit toward the total.

Special Project Support – any after hours or weekend Occupational Health Services support for JSC construction, renovation, or emergency response projects or activities. Figure represents the number of 8 hour person days. While these projects are primarily in support of Center Operations projects, any JSC organization may require support. Independent work is expected whenever possible.

ATTACHMENT C-2 – CIVIL SERVICE PHYSICAL EXAMINATION SCHEDULE

Physical Exam	Flexible Sigmoidoscopy	Treadmill	PSA	PAP	Mammogram
Baseline then every 3 years to 45	None	None	None	Annually all ages	Baseline by age 40
			40		Every 2 years 40-50
42					
Every 2 years 45-61	Every 4 years 45-61	Every 4 years 45-61	Every 2 years 45-61		Annually after 50
Annually after 61	Annually after 61				

ATTACHMENT C-3 – LSAH HEALTH SCREENING EXAMINATION SCHEDULE

Physical Exam	Flexible Sigmoidoscopy	Treadmill	PSA	PAP	Mammogram
Baseline then every 2 years starting at 21*	Baseline at first exam	None	None	Annually all ages	Baseline by age 40
		25			
		31			
		35			
	40-41	41	40		Every 2 years 40-50
	45	Every 2 years after age 41	Every 2 years 43-61		
	49				
	Every 2 years after age 49		Annually after age 61		Annually after age 61

* Chest x-ray at selection and thereafter as needed.

ATTACHMENT C-4 - DUTY HOURS

The Contractor shall ensure that all managers, leads and field support personnel have the means to be contacted (pager or cell phone) for consultation during duty hours, after hours, on weekends, and holidays as necessary for specific project or program support or information. When managers or technical personnel are not available, back-up coverage for supported projects or responsibilities is required. The Contractor normal hours of operations shall be:

Occupational Medicine Clinic

Monday - Friday	7:30am to 4:00pm (normal operations)
Monday – Friday	4:00pm to 5:00pm (walk ins and emergent care)
Federal Holidays	7:30am to 5:00pm (walk ins and emergent care)

The Occupational Medicine Clinic is closed on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. After 4:00pm and on Federal Holidays when the clinic is open, it shall be staffed to provide walk-in and emergent care. At the direction of the COTR, the clinic may be required to be open and staffed during special events held at JSC where the general public is allowed access to JSC grounds outside normal hours of operation. Examples of these events are the JSC Open House and the Ballunar Festival.

Flight Medicine Clinic

Monday – Friday	7:30am to 4:30pm
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The FMC is closed on all Federal Holidays.

Human Test Support

Monday – Friday	6:30am to 5:00pm as required
Monday – Friday	3:30pm to 11:00pm (NBL 2 nd shift)

Human Test Support hours may vary based on testing schedules and could include operations outside the indicated hours, on weekends, and on Federal Holidays. Support for the NBL 2nd shift (reconfiguration shift) shall be a Texas DSHS certified Paramedic certified to provide ACLS and other emergent care and an Aerospace Physiologist.

JSC Ambulance

Monday – Friday	7:30am to 4:00pm	two ambulances
Monday – Friday	4:00pm to 10:30pm	one ambulance
Saturday	9:00am to 3:00pm	one ambulance
Federal Holidays	7:30am to 5:00pm	varies

No ambulance will be in operation on New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. One ambulance shall be in service all other Federal Holidays that occur on Monday – Friday. An ambulance may be required to be staffed during certain special events outside normal hours of operation. Examples of these events are the JSC Open House and the Ballunar Festival.

Ellington Field Ambulance

Monday – Friday	7:30am to 11:00pm
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Ambulance staffing is not required on Federal Holidays. An ambulance may be required to be staffed during certain special events outside normal hours of operation.

Occupational Health Services

Monday - Friday 7:00am to 5:00pm

Shall be staffed for the listed hours; however, after hours, weekend and holiday support may be required for specific projects. Leads and field personnel shall be immediately available by cell phone or pager for consultation.

Starport Fitness Facility at the Gilruth Center

Monday - Friday 6:30am to 10:30pm
Saturday 10:00am to 6:30pm

Contractor shall be staffed during the indicated times; hours may be varied to meet loading as directed by the COTR.

Space Center Houston First Aid Station

Daily

Space Center Houston is closed Christmas Day. Operational hours change seasonally to accommodate visitor attendance. During "non-peak" season, SCH is open 10:00am to 5:00pm during the week and 10:00am to 7:00pm on the weekends. During "peak season", when public schools are not in session (summer, Thanksgiving, Christmas and Spring Break), SCH hours are 10:00am to 7:00pm, daily. Hours of operation are subject to change based on SCH's operating calendar, which is generated in November for the following calendar year. Staffing may be required at special events outside the hours indicated.

Russian Operations Support

Daily 24 hours / day

Russian Operations Support is required on a continuous basis however this is not intended to imply that there is a staffed facility available for walk-in at all times. This support may be provided through the use of on-call personnel available for medical consultation and treatment,

White Sands Test Facility Clinic

Monday - Friday 7:00am to 3:30pm

The WSTF Clinic is closed on all Federal Holidays. The clinic shall be staffed for the listed hours; however, after hours, weekend and holiday support may be required for specific projects or events on an infrequent basis.

White Sands Test Facility Industrial Hygiene

Monday - Friday 7:00am to 3:30pm

Industrial Hygiene shall be staffed for the listed hours; however, after hours, weekend and holiday support may be required for specific projects. All field personnel are expected to be immediately available by cell phone or pager for consultation.

ATTACHMENT C-5 – ACRONYM LIST

ABIH	American Board of Industrial Hygiene
ACGIH	American Conference of Governmental Industrial Hygienists
ACLS	Advanced Cardiac Life Support
ACM	Asbestos Containing Materials
AED	Automated External Defibrillator
AIDS	Acquired Immunodeficiency Syndrome
AIHA	American Industrial Hygiene Association
AMD	Aerospace Medicine Board
AME	Aviation Medical Examiner
AOD	Aircraft Operations Division
ASMDB	Aerospace Medicine Dive Medicine Board
BOE	Basis of Estimate
BTLS	Basic Trauma Life Support
CAOHC	Council on Accreditation for Occupational Hearing Conservation
CATL	Coordination Action Tracking Log
CFR	Code of Federal Regulations
CISD	Critical Incident Stress Debriefing
CLCWA	Clear Lake City Water Authority
CMIS	Computerized Medical Information System
CO	Carbon Monoxide
CO	Contracting Officer
COD	Center Operations Directorate
CoF	Construction of Facilities
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-The-Shelf
CPHS	Committee for the Protection of Human Subjects
CPL	Cardiopulmonary Laboratory
CPR	Cardiopulmonary Resuscitation
DCS	Decompression Sickness
DEA	Drug Enforcement Administration
DOD	Department of Defense
DOL	Department of Labor
DOT	Department of Transportation
DRD	Data Requirements Document
EAP	Employee Assistance Program
ECG	Electrocardiogram
ECOMS	Executive Committee of the Medical Staff
EHL	Environmental Health Laboratory
EMR(S)	Electronic Medical Records (System)
EMS	Emergency Medical Services
EMT(-B)(-P)	Emergency Medical Technician (-Basic) (-Paramedic)
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPP	Emergency Preparedness Plan
EPCRA	EPA "Emergency Planning and Community Right-to-Know Act"
ERT	Emergency Response Team
ESA	European Space Agency
ESC	Executive Safety Committee
ETA	Environmental Test Article

FAA	Federal Aviation Administration
FMC	Flight Medicine Clinic
FOIA	Freedom of Information Act
GCTC	Gagarin Cosmonaut Training Center
HACCP	Hazard Analysis and Critical Control Point
HATS	Hazard Abatement Tracking System
HAZCOM	Hazard Communication
HAZMAT	Hazardous Material
HAZWOPER	Hazardous Waste and Emergency Operations
HERS	Health Environmental Resource System
HIPPA	Health Information Portability Protection Act
HQ	Headquarters
IDLH	Immediately Dangerous to Life and Health
IH	Industrial Hygiene
IRIS	Incident Reporting and Information System
IT	Information Technology
IV	Intravenous
ISO	International Organization for Standards
ISS	International Space Station
ISW	Industrial Solid Waste
JCAHO	Joint Commission on Accreditation of Healthcare Organizations
JHB	JSC Handbook
JMI	JSC Management Instruction
JPD	JSC Policy Directive
JPG	JSC Procedures and Guidelines
JPR	JSC Procedural Requirements
JSAT	JSC Safety Action Team
JSC	Johnson Space Center
LIMS	Laboratory Information Management System
LP	Licensed Paramedic
LSAH	Longitudinal Study of Astronaut Health
MICU	Mobil Intensive Care Unit
MOA	Memorandum of Agreement
MRO	Medical Review Officer
MSDS	Material Safety Data Sheet
NASA	National Aeronautics and Space Administration
NBL	Neutral Buoyancy Laboratory
NELAC	National Environmental Laboratory Accreditation Committee
NESHAP	National Emissions Standards for Hazardous Air Pollutants
NMI	NASA Management Instruction
NPR	NASA Procedural Requirements
NRC	Nuclear Regulatory Commission
NSOC	NBL/SVMF Operations Contract
OCHMO	Office of the Chief Health and Medical Officer
OHO	Occupational Health Office
OMC	Occupational Medicine Clinic
OMOH	Occupational Medicine and Occupational Health
OMOHC	Occupational Medicine and Occupational Health Contract
OSHA	Occupational Safety and Health Administration
PAO	Public Affairs Office
PCB	Polychlorinated Biphenyl

PDA	Personal Digital Assistant
PDF	Portable Document Format
PEB (IT)	Performance Evaluation Board (Integration Team)
PIF	Performance Incentive Fee
PPE	Personal Protective Equipment
PRP	Personnel Reliability Program
QA	Quality Assurance
QAPP	Quality Assurance Plans & Procedures
QARSO	Quality Assurance, Reliability, and Safety Office (WSTF)
RCRA	Resource Conservation and Recovery Act
RIC	Radioactive Isotope Committee
RN	Registered Nurse
ROM	Rough Order of Magnitude
RSO	Radiation Safety Officer
SA	Space Life Sciences Directorate Mail Code
S&H	Safety and Health
S&MA	Safety and Mission Assurance
S&TH	Safety & Total Health
SAPP	Sampling and Analysis Plan and Procedures
SCH	Space Center Houston
SCTF	Sonny Carter Training Facility
SD	Space Medicine and Health Care Systems Division Mail Code
SFS	Safety and Fire Services
SIP	State Implementation Plan
SLSD	Space and Life Sciences Directorate
SOMSTC	Space Operations Medical Support Training Course
SOW	Statement of Work
SSATA	Space Station Air Lock Test Article
SVMF	Space Vehicle Mockup Facility
TDSHS	Texas Department of State Health Services
TCEQ	Texas Commission on Environmental Quality
TDH	Texas Department of Health (former name of the TDSHS)
TRI	Toxic Release Inventory
TRR(B)	Test Readiness Review (Board)
TSCA	Toxic Substance Control Act
VPP	Voluntary Protection Program (OSHA)
WAD	Work Authorization Directive
WHI	Workplace Health Inspection
WSTF	White Sands Test Facility , Las Cruces, New Mexico

SECTION D - PACKAGING AND MARKING

D.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of Clause)

[END OF SECTION]

SECTION E - INSPECTION AND ACCEPTANCE

E.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.246-5	APR 1984	INSPECTION OF SERVICES-- COST-REIMBURSEMENT

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of Clause)

E.2 INSPECTION AND ACCEPTANCE (JSC 52.246-90) (JUN 1991)

Final inspection and acceptance shall be accomplished by the CO or his/her duly authorized representative at NASA Lyndon B. Johnson Space Center.

(End of Clause)

E.3 QUALITY ASSURANCE SURVEILLANCE PLAN (JSC 52.246-93) (JUL 1996)

A Quality Assurance Surveillance Plan (QASP) will be developed and implemented by the Contracting Officer's Technical Representative (COTR) as a part of the contract administration and monitoring activities conducted to assure that the Government receives products and services that conform to contract requirements. The nature and extent of quality assurance surveillance contemplated in this plan will be based, in part, on the specific content of the contractor's quality Plan (included in Section J).

(End of Clause)

[END OF SECTION]

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE I)(APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of Clause)

F.2 COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)

All work required under this contract, including submission of all reports, shall be completed on or before **July 31, 2009**.

(End of Clause)

F.3 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 1997)

All documentation shall be shipped to the addresses cited in the associated Data Requirements List (DRL) item.

Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer, Building 421
 NASA Johnson Space Center
 2101 NASA Parkway
 Houston, TX 77058-3696

Mark for: Accountable Property Officer 807402

Mark with: Contract Number: **NNJ06HB47C**

For reissue to:

Contracting Officer's Technical Representative (COTR)
 SD3
 Bldg. 29, Room 101C

(End of Clause)

F.4 COMPLETION DATE EXTENSION, TERMS AND CONDITIONS

(a) Introduction - The period of performance under this contract may be extended if the contractor earns additional Award-Term or unilaterally by the Government via an exercised option. An option will be exercised only if the conditions identified in Section G.15(d) are not met. Should either additional Award-Term be awarded or an option be exercised, the terms and conditions for the Award-Term and the options for each one year period will be the same. The changes to the contract for earned Award-Term or an option exercised are reflected below in F.5 and F.6.

(b) Award Term - The period of performance may be extended in accordance with Section G.15(d) and Section J-2 if all conditions exist. If an Award-Term is earned, the contracting officer will unilaterally issue a contract modification.

(c) Contract Terms and Conditions with Options - The Government may require the contractor to continue to perform services under this contract if the conditions identified in Section G.15(d) are not met. The Government may exercise a combination of a one-year and a six-month option for a total 18 month extension. The CO may exercise this option by issuance of a unilateral contract modification 30 days or more before the end of the period of performance set forth in section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes in F.5 and F.6 below.

F.5 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90) (OCT 1996)

The Government may require the contractor to continue to perform services under this contract. The contracting officer may exercise this option by issuance of a unilateral contract modification 30 days or more before the completion date set forth in Section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option.

F.6 CHANGES TO CONTRACT TERMS AND CONDITIONS FOR ONE-YEAR PERIODS

(a) Award Term 1 or Option 1 -- Period August 1, 2009 to July 31, 2010

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,431,231.

The total amount available for performance incentive fee is \$748,255.

The total estimated cost and performance incentive fee available is \$12,179,486.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2010**."

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,055 or the overtime premium is paid for work - -“

(b) Award Term 2 or Option 2 -- Period **August 1, 2010 to July 31, 2011.**

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,837,463.

The total amount available for performance incentive fee is \$774,845.

The total estimated cost and performance incentive fee available is \$12,612,308.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2011.**”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,161 or the overtime premium is paid for work - -“

(c) Award Term 3 or Option 3 -- Period **August 1, 2011 to July 31, 2012.**

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$12,275,809.

The total amount available for performance incentive fee is \$803,535.

The total estimated cost and performance incentive fee available is \$13,079,344.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2012.**”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,274 or the overtime premium is paid for work - -“

(d) Award Term 4 or Option 4 -- Period **August 1, 2012 to July 31, 2013.**

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,290,727.

The total amount available for performance incentive fee is \$869,717.

The total estimated cost and performance incentive fee available is \$14,160,445.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2013.**”

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,392 or the overtime premium is paid for work - -"

(e) Award Term 5 or Option 5 -- Period **August 1, 2013 to July 31, 2014.**

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,194,905.

The total amount available for performance incentive fee is \$863,709.

The total estimated cost and performance incentive fee available is \$14,058,614.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2014.**

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,514 or the overtime premium is paid for work - -"

(f) Award Term 6 or Option 6 -- Period **August 1, 2014 to July 31, 2015.**

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,661,555.

The total amount available for performance incentive fee is \$894,268.

The total estimated cost and performance incentive fee available is \$14,555,823.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2015.**

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,636 or the overtime premium is paid for work - -"

(g) Award Term 7 or Option 7 -- Period **August 1, 2015 to July 31, 2016**

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,032,369.

* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

SECTION F - DELIVERIES OR PERFORMANCE

F.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.242-15	AUG 1989	STOP-WORK ORDER (ALTERNATE I)(APR 1984)
52.247-34	NOV 1991	F.O.B. DESTINATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

(End of Clause)

F.2 COMPLETION OF WORK (JSC 52.211-95) (OCT 2001)

All work required under this contract, including submission of all reports, shall be completed on or before **July 31, 2009**.

(End of Clause)

F.3 SHIPPING INSTRUCTIONS (JSC 52.247-94) (APR 1997)

All documentation shall be shipped to the addresses cited in the associated Data Requirements List (DRL) item.

Shipment of all other items shall be as follows:

Parcel Post Shipments and Freight Shipments

Ship to: Transportation Officer, Building 421
 NASA Johnson Space Center
 2101 NASA Parkway
 Houston, TX 77058-3696

Mark for: Accountable Property Officer 807402

Mark with: Contract Number: **NNJ06HB47C**

For reissue to:

Contracting Officer's Technical Representative (COTR)
 SD3
 Bldg. 29, Room 101C

(End of Clause)

F.4 COMPLETION DATE EXTENSION, TERMS AND CONDITIONS

(a) **Introduction** - The period of performance under this contract may be extended if the contractor earns additional Award-Term or unilaterally by the Government via an exercised option. An option will be exercised only if the conditions identified in Section G.15(d) are not met. Should either additional Award-Term be awarded or an option be exercised, the terms and conditions for the Award-Term and the options for each one year period will be the same. The changes to the contract for earned Award-Term or an option exercised are reflected below in F.5 and F.6.

(b) **Award Term** - The period of performance may be extended in accordance with Section G.15(d) and Section J-2 if all conditions exist. If an Award-Term is earned, the contracting officer will unilaterally issue a contract modification.

(c) **Contract Terms and Conditions with Options** - The Government may require the contractor to continue to perform services under this contract if the conditions identified in Section G.15(d) are not met. The Government may exercise a combination of a one-year and a six-month option for a total 18 month extension. The CO may exercise this option by issuance of a unilateral contract modification 30 days or more before the end of the period of performance set forth in section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option, except for the following changes in F.5 and F.6 below.

F.5 OPTION TO EXTEND COMPLETION DATE (JSC 52.217-90) (OCT 1996)

The Government may require the contractor to continue to perform services under this contract. The contracting officer may exercise this option by issuance of a unilateral contract modification 30 days or more before the completion date set forth in Section F. Should the option be exercised, the resultant contract will include all terms and conditions of the basic contract as it exists immediately prior to the exercise of the option.

F.6 CHANGES TO CONTRACT TERMS AND CONDITIONS FOR ONE-YEAR PERIODS

(a) Award Term 1 or Option 1 -- Period August 1, 2009 to July 31, 2010

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,431,231.

The total amount available for performance incentive fee is \$748,255.

The total estimated cost and performance incentive fee available is \$12,179,486.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2010**."

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,055 or the overtime premium is paid for work - -"

(b) Award Term 2 or Option 2 -- Period August 1, 2010 to July 31, 2011.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,837,463.

The total amount available for performance incentive fee is \$774,845.

The total estimated cost and performance incentive fee available is \$12,612,308.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2011**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,161 or the overtime premium is paid for work - -"

(c) Award Term 3 or Option 3 -- Period August 1, 2011 to July 31, 2012.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$12,275,809.

The total amount available for performance incentive fee is \$803,535.

The total estimated cost and performance incentive fee available is \$13,079,344.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2012**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,274 or the overtime premium is paid for work - -"

(d) Award Term 4 or Option 4 -- Period August 1, 2012 to July 31, 2013.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,290,727.

The total amount available for performance incentive fee is \$869,717.

The total estimated cost and performance incentive fee available is \$14,160,445.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2013**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,392 or the overtime premium is paid for work - -"

(e) Award Term 5 or Option 5 -- Period August 1, 2013 to July 31, 2014.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,194,905.

The total amount available for performance incentive fee is \$863,709.

The total estimated cost and performance incentive fee available is \$14,058,614.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2014**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,514 or the overtime premium is paid for work - -"

(f) Award Term 6 or Option 6 -- Period August 1, 2014 to July 31, 2015.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$13,661,555.

The total amount available for performance incentive fee is \$894,268.

The total estimated cost and performance incentive fee available is \$14,555,823.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2015**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,636 or the overtime premium is paid for work - -"

(g) Award Term 7 or Option 7 -- Period August 1, 2015 to July 31, 2016

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$11,032,369.

* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total amount available for performance incentive fee is \$722,099.

* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total estimated cost and performance incentive fee available is \$11,754,467.

* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2016**.”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$3,759 or the overtime premium is paid for work - -”

F.7 CHANGES TO CONTRACT TERMS AND CONDITIONS FOR SIX-MONTH OPTIONS

(a) Option 8 – Period August 1, 2009 to January 31, 2010

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,670,678.

The total amount available for performance incentive fee is \$371,186.

The total estimated cost and performance incentive fee available is \$6,041,864.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2010**.”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,441 or the overtime premium is paid for work - -”

(b) Option 9 – Period February 1, 2010 to July 31, 2010

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,760,554.

The total amount available for performance incentive fee is \$377,069.

The total estimated cost and performance incentive fee available is \$6,137,623.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2010**.”

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,440 or the overtime premium is paid for work - -"

(c) Option 10 – Period August 1, 2010 to January 31, 2011.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,855,390.

The total amount available for performance incentive fee is \$383,276.

The total estimated cost and performance incentive fee available is \$6,238,666.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2011**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,490 or the overtime premium is paid for work - -"

(d) Option 11 – Period February 1, 2011 to July 31, 2011

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,982,073.

The total amount available for performance incentive fee is \$391,569.

The total estimated cost and performance incentive fee available is \$6,373,642.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2011**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,489 or the overtime premium is paid for work - -"

(e) Option 12 – Period August 1, 2011 to January 31, 2012.

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,086,228.

The total amount available for performance incentive fee is \$398,385.

The total estimated cost and performance incentive fee available is \$6,484,613.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2012**.”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,540 or the overtime premium is paid for work - -“

(f) Option 13 – Period February 1, 2012 to July 31, 2012

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,189,582.

The total amount available for performance incentive fee is \$405,150.

The total estimated cost and performance incentive fee available is \$6,594,732.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2012**.”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,540 or the overtime premium is paid for work - -“

(g) Option 14 – Period August 1, 2012 to January 31, 2013.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,860,728.

The total amount available for performance incentive fee is \$448,956.

The total estimated cost and performance incentive fee available is \$7,309,684.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2013**.”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,594 or the overtime premium is paid for work - -“

(h) Option 15 – Period February 1, 2013 to July 31, 2013.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,429,999.

The total amount available for performance incentive fee is \$420,761.

The total estimated cost and performance incentive fee available is \$6,850,760.

Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2013**.

(2) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,594 or the overtime premium is paid for work - -"

(i) Option 16 – Period August 1, 2013 to January 31, 2014

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,546,512.

The total amount available for performance incentive fee is \$428,520.

The total estimated cost and performance incentive fee available is \$6,975,032.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2014**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,652 or the overtime premium is paid for work - -"

(j) Option 17 – Period February 1, 2014 to July 31, 2014

(1) Clause B.1, entitled "Estimated Cost and Performance Incentive Fee," shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,648,393.

The total amount available for performance incentive fee is \$435,189.

The total estimated cost and performance incentive fee available is \$7,083,583.

(2) Clause F.2, entitled "Completion of Work," shall be modified to state:

"All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2014**.

(3) Clause I.1, entitled "Payment of Overtime Premiums," paragraph (a) shall be modified to state:

"The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,651 or the overtime premium is paid for work - -"

(k) Option 18 – Period August 1, 2014 to January 31, 2015.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,764,569.

The total amount available for performance incentive fee is \$442,800.

The total estimated cost and performance incentive fee available is \$7,207,369.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2015.**”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,711 or the overtime premium is paid for work - -“

(l) Option 19 – Period February 1, 2015 to July 31, 2015.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$6,896,986.

The total amount available for performance incentive fee is \$451,468.

The total estimated cost and performance incentive fee available is \$7,348,454.

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **July 31, 2015.**”

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,711 or the overtime premium is paid for work - -“

(m) Option 20 - Period August 1, 2015 to January 31, 2016.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,987,361

*subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total amount available for performance incentive fee is \$391,891. *subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total estimated cost and performance incentive fee available is \$6,379,252. *subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **January 31, 2016**.

(2) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,773 or the overtime premium is paid for work - -“

(n) Option 21 – Period February 1, 2016 to July 31, 2016.

(1) Clause B.1, entitled “Estimated Cost and Performance Incentive Fee,” shall be modified to state:

The total estimated cost for complete performance of this contract is \$5,045,008.* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total amount available for performance incentive fee is \$330,208.* subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

The total estimated cost and performance incentive fee available is \$5,375,215. * subject to negotiations at the time of award. Due to delay in contract start Nov 05 – July 06 was added to the end of the contract

(2) Clause F.2, entitled “Completion of Work,” shall be modified to state:

“All work required under this contract, including submissions of all reports, shall be completed on or before **November 30, 2015**.

(3) Clause I.1, entitled “Payment of Overtime Premiums,” paragraph (a) shall be modified to state:

“The use of overtime is authorized under this contract if the overtime premium cost does not exceed \$1,772 or the overtime premium is paid for work - -“

(End of Clause)

F. 8 OPTION FOR THE INCREMENTAL INCREASE OF EFFORT REQUIRED DURING CONTRACT PERFORMANCE

The Government may increase the number of labor-hours required to be furnished during any individual 1 year period of performance by an amount ranging from 1 to 15,000 labor hours. If the Government elects to exercise its option to increase the number of labor-hours to be furnished, the Contractor will be so notified by a contract modification executed by the Contracting Officer. The terms and conditions relating to the Government’s option rights as provided herein are as follows:

(a) The Government may increase the labor-hours to be furnished (up to the maximum amount specified) by the exercise of one option, or by the exercise of multiple options, during any 1-year period of performance.

(b) If the Government exercises one or more options pursuant to this provision, the estimated cost and fee values will be increased as follows:

Options
Option exercised during year 1
Option exercised during year 2
Option exercised during year 3
Option exercised during year 4
Option exercised during year 5
Option exercised during year 6
Option exercised during year 7
Option exercised during year 8
Option exercised during year 9
Option exercised during year 10

(c) The total direct labor hours for the year for which additional labor-hours are ordered will be increased by the amount specified by the Contracting Officer in the contract modification affecting the exercise of the option.

(End of Clause)

[END OF SECTION]

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
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None included by reference.

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
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1852.223-71	DEC 1988	FREQUENCY AUTHORIZATION
1852.227-70	MAY 2002	NEW TECHNOLOGY
1852.227-72	JUL 1997	DESIGNATION OF NEW TECHNOLOGY REPRESENTATIVE AND PATENT REPRESENTATIVE HA/Technology Transfer & Commercialization Office NASA, Johnson Space Center Houston, TX 77058
1852.227-86	DEC 1987	COMMERCIAL COMPUTER SOFTWARE-LICENSING
1852.242-71	DEC 1988	TRAVEL OUTSIDE OF THE UNITED STATES
1852.242-73	NOV 2004	NASA CONTRACTOR FINANCIAL MANAGEMENT REPORTING
1852.245-70	NOV 2004	CONTRACTOR REQUESTS FOR GOVERNMENT- OWNED EQUIPMENT

(End of Clause)

G.2 SUBMISSION OF VOUCHERS FOR PAYMENT (NFS 1852.216-87) (MAR 1998)

(a) The designated billing office for cost vouchers for purposes of the Prompt Payment clause of this contract is indicated below. Public vouchers for payment of costs shall include a reference to the number of this contract.

(b) (1) If the contractor is authorized to submit interim cost vouchers directly to the NASA paying office, they shall be prepared in accordance with paragraph (c) of this clause and submitted to:

NASA Johnson Space Center
Attn: LF321/Accounts Payable Group
2101 NASA Parkway
Houston, TX 77058-3696

(2) For any period that the Defense Contract Audit Agency has authorized the Contractor to submit interim vouchers directly to the Government paying office, interim vouchers are not required to be sent to the Auditor, and are considered to be provisionally approved for payment, subject to final audit.

(3) Copies of vouchers should be submitted as follows:

- (i) Copy 1 - NASA Contracting Officer
 - (ii) Copy 2 - DCAA Auditor
 - (iii) Copy 3 - Contractor
 - (iv) Copy 4 - Contract Administration Office, if delegated
 - (v) Copy 5 - GRC Project Manager
- (c) If the contractor is not authorized to submit interim cost vouchers directly to the paying office as described in paragraph(b), the contractor shall prepare and submit vouchers as follows:
- (1) One original Standard Form (SF) 1034, SF 1035, or equivalent Contractor's attachment to the cognizant DCAA office
 - (2) Five copies of SF 1034A, SF 1035A, or equivalent Contractor's attachment to the following offices by insertion in the memorandum block of their names and addressees:
 - (i) Copy 1 - NASA Contracting Officer
 - (ii) Copy 2 - DCAA Auditor
 - (iii) Copy 3 - Contractor
 - (iv) Copy 4 - Contract Administration Office, if delegated
 - (v) Copy 5 - GRC Project Manager
 - (3) The Contracting Officer may designate other recipients as required.
 - (d) Public vouchers for payment of fee shall be prepared similarly to the procedure in paragraph (c) of this clause, and be forwarded to:

NASA Johnson Space Center
 Attn: LF321/Accounts Payable Group
 2101 NASA Parkway
 Houston, TX 77058-3696

This is the designated billing office for fee vouchers for purposes of the Prompt Payment clause of this contract.

- (e) In the event that amounts are withheld from payment in accordance with provisions of this contract, a separate voucher for the amount withheld will be required before payment for that amount may be made.

(End of Clause)

G.3 TECHNICAL DIRECTION (NFS 1852.242-70) (SEP 1993)

- (a) Performance of the work under this contract is subject to the written technical direction of the Contracting Officer Technical Representative (COTR), who shall be specifically appointed by the Contracting Officer in writing in accordance with NASA FAR Supplement 1842.270. "Technical direction" means a directive to the Contractor that approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work or documentation items; shifts emphasis among work areas or tasks; or furnishes similar instruction to the Contractor. Technical direction includes requiring studies and pursuit of certain lines of inquiry regarding matters within the general tasks and requirements in Section C of this contract.

- (b) The COTR does not have the authority to, and shall not, issue any instruction purporting to be technical direction that--
- (1) Constitutes an assignment of additional work outside the statement of work;
 - (2) Constitutes a change as defined in the changes clause;
 - (3) Constitutes a basis for any increase or decrease in the total estimated contract cost, the fixed fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
 - (5) Interferes with the Contractor's rights to perform the terms and conditions of the contract.
- (c) All technical direction shall be issued in writing by the COTR.
- (d) The Contractor shall proceed promptly with the performance of technical direction duly issued by the COTR in the manner prescribed by this clause and within the COTR's authority.

If, in the Contractor's opinion, any instruction or direction by the COTR falls within any of the categories defined in paragraph (b) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within five working days after receiving it and shall request the Contracting Officer to take action as described in this clause. Upon receiving this notification, the Contracting Officer shall either issue an appropriate contract modification within a reasonable time or advise the Contractor in writing within 30 days that the instruction or direction is--

- (1) Rescinded in its entirety; or
 - (2) Within the requirements of the contract and does not constitute a change under the changes clause of the contract, and that the Contractor should proceed promptly with its performance.
- (f) A failure of the Contractor and Contracting Officer to agree that the instruction or direction is both within the requirements of the contract and does not constitute a change under the changes clause, or a failure to agree upon the contract action to be taken with respect to the instruction or direction, shall be subject to the Disputes clause of this contract.
- (g) Any action(s) taken by the Contractor in response to any direction given by any person other than the Contracting Officer or the COTR shall be at the Contractor's risk.

(End of Clause)

G.4 INSTALLATION-ACCOUNTABLE GOVERNMENT PROPERTY 1852.245-71 (NOV 2004) ALTERNATE I (NOV 2004)

- (a) The Government property described in the clause at 1852.245-77, List of Installation-Accountable Property and Services shall be made available to the Contractor on a no-charge basis for use in performance of this contract. This property shall be utilized only within the physical confines of the NASA installation that provided the property. Under this clause, the Government retains accountability for, and title to, the property, and the Contractor assumes the following user responsibilities:

Property Custodian Responsibilities: Reference NPR 4200.2B

Chapter 2: Responsibilities

Section 2.3. Property Custodians

Section 2.4. Full Time Property Custodians

Paragraphs 2.4.1 and 2.4.2

Chapter 4: Operational Procedures

Section 4.2. Identification of Equipment

Paragraphs 4.2.8, 4.2.9, 4.2.10

Section 4.3. Standard NEMS Reports for Property Custodians.

Paragraphs 4.3.1 through 4.3.4.5

Section 4.4. Inventory Procedures.

Paragraphs 4.4.1 through 4.4.5

Chapter 5: (Entire Content)

User Responsibilities: Reference Document (NPG 4200.2)

Chapter 2.

2.7. Responsibility of the Individual. The contractor shall ensure that each employee is responsible for Government property as follows: "An employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes." Additional responsibilities include the following:

2.7.1. Reporting any missing or un-tagged (meeting the criteria for control) equipment, transfer, location change, or user change of equipment to the property custodian immediately.

2.7.2. Notifying the property custodian, supervisor, and the Center security officer immediately if theft of Government property is suspected.

2.7.3. Ensuring that equipment is used only in pursuit of approved NASA programs and projects.

2.7.4. Notifying the property custodian of equipment not actively being used for determination of proper disposition.

2.7.5. Ensuring that equipment is returned through the property custodian when no longer needed. Under no circumstances will an employee throw away Government equipment.

2.7.6. Assigned users retain all responsibilities including notifying property custodians of all activity associated with the user's assigned equipment.

2.8. The contractor must ensure that all onsite contractor employees notify the contracting officer, property custodian, and SEMO upon termination of employment.

Chapter 4.

4.2.11. The user will assist the custodian in completing NF 1618 and sign in the designated block.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities.

The contractor shall establish and adhere to a system of written procedures for compliance with these user responsibilities. Such procedures must include holding employees liable, when appropriate, for loss, damage, or destruction of Government property.

(b) (1) The official accountable recordkeeping, physical inventory, financial control, and reporting of the property subject to this clause shall be retained by the Government and accomplished by the installation Supply and Equipment Management Officer (SEMO) and Financial Management Officer. If this contract provides for the contractor to acquire property, title to which will vest in the Government, the following additional procedures apply:

(i) The contractor shall not utilize the installation's central receiving facility for receipt of Contractor-acquired property. However, the Contractor shall provide listings suitable for establishing accountable records of all such property received, on a quarterly basis, to the Contracting Officer and the Supply and Equipment Management Officer.

(ii) The contractor shall furnish a copy of each purchase order, prior to delivery by the vendor, to the installation central receiving area:

(iii) The contractor shall establish a record of the property as required by FAR 45.5 and 1845.5 and furnish to the Industrial Property Officer a DD Form 1149 Requisition and Invoice/Shipping Document (or installation equivalent) to transfer accountability to the Government within 5 working days after receipt of the property by the contractor. The contractor is accountable for all contractor-acquired property until the property is transferred to the Government's accountability.

(iv) Contractor use of Government property at an off-site location and off-site subcontractor use require advance approval of the contracting officer and notification of the SEMO. The contractor shall assume accountability and financial reporting responsibility for such property. The contractor shall establish records and property control procedures and maintain the property in accordance with the requirements of FAR Part 45.5 until its return to the installation.

(2) After transfer of accountability to the Government, the contractor shall continue to maintain such internal records as are necessary to execute the user responsibilities identified in paragraph (a) and document the acquisition, billing, and disposition of the property. These records and supporting documentation shall be made available, upon request, to the SEMO and any other authorized representatives of the contracting officer.

(End of Clause)

G.5 FINANCIAL REPORTING OF NASA PROPERTY IN THE CUSTODY OF CONTRACTORS (NFS 1852.245-73) (OCT 2003)

(a) The Contractor shall submit annually a NASA Form (NF) 1018, NASA Property in the Custody of Contractors, in accordance with the provisions of 1845.505-14, the instructions on the form, subpart 1845.71, and any supplemental instructions for the current reporting period issued by NASA.

(b) (1) Subcontractor use of NF 1018 is not required by this clause; however, the Contractor shall include data on property in the possession of subcontractors in the annual NF 1018.

- (2) The Contractor shall mail the original signed NF 1018 directly to the cognizant NASA Center Deputy Chief Financial Officer, Finance, unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.
- (3) One copy shall be submitted to the following address:

NASA Johnson Space Center
Attn: LF631/Property Accounting
2101 NASA Parkway
Houston, TX 77058-3696

unless the Contractor uses the NF 1018 Electronic Submission System (NESS) for report preparation and submission.

(c) (1) The annual reporting period shall be from October 1 of each year through September 30 of the following year. The report shall be submitted in time to be received by October 15. The information contained in these reports is entered into the NASA accounting system to reflect current asset values for agency financial statement purposes. Therefore, it is essential that required reports be received no later than October 15. Some activity may be estimated for the month of September, if necessary, to ensure the NF 1018 is received when due. However, contractor's procedures must document the process for developing these estimates based on planned activity such as planned purchases or NASA Form 533 (NF 533 Contractor Financial Management Report) cost estimates. It should be supported and documented by historical experience or other corroborating evidence, and be retained in accordance with FAR Subpart 4.7, Contractor Records Retention. Contractors shall validate the reasonableness of the estimates and associated methodology by comparing them to the actual activity once that data is available, and adjust them accordingly. In addition, differences between the estimated cost and actual cost must be adjusted during the next reporting period. Contractors shall have formal policies and procedures, which address the validation of NF 1018 data, including data from subcontractors, and the identification and timely reporting of errors. The objective of this validation is to ensure that information reported is accurate and in compliance with the NASA FAR Supplement. If errors are discovered on NF 1018 after submission, the contractor shall contact the cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(End of Clause)

G.6 LIST OF GOVERNMENT-FURNISHED PROPERTY (NFS 1852.245-76)
(OCT 1988)

For performance of work under this contract, the Government will make available Government property identified below or in Attachment J-4, of this contract on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at locations listed in Section C, Statement of Work, of this contract and at other location(s) as may be approved by the Contracting Officer. Under the FAR 52.245 Government Property clause of this contract, the Contractor is accountable for the identified property.

(End of Clause)

G.7 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES
(NFS 1852.245-77) (JULY 1997) JSC VERSION (APR 2003)

In accordance with the clause 1852.245-71, Installation - Accountable Government Property the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

- (a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.
- (b) General - and special-purpose equipment, including office furniture.
 - (1) Equipment to be made available is listed in Attachment J-4. The Government retains accountability for this property under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.
 - (2) If the contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.
 - (3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.
- (c) Publications and blank forms stocked by the installation.
- (d) Safety and fire protection for Contractor personnel and facilities.
- (e) Installation service facilities:
 - (1) Audiovisual: Presentation services, sound services, Release Print Film Library, Film Repository, and loan of audiovisual equipment.
 - (2) Automatic Data Processing (ADP) Services (onsite only): Generally, this includes access to large general-purpose computer systems, workstations, and the accessing media; i.e., terminals, printers, data communications, and consultation and training in the use of said systems. Unless otherwise specified in the contract, this does not include providing computer systems or ADP services for the Contractor business management, accounting, and administrative functions.

- (3) **Transportation:** Shuttle bus service for Contractor employees within the parameters provided for Government employees.
- (4) **Disposal Services:** Disposal services for excess onsite and offsite Contractor-held/Government-owned property.
- (5) **Fabrication Services:** Fabrication services such as machining, sheet metal and welding, electronics, metal finishing, model and plastics, and precision cleaning.
- (6) **Photography, Processing, and Closed-Circuit Television:** For technical and scientific photography, photographic processing, photographic sciences, and closed-circuit television.
- (7) **Pickup and Delivery of Official Mail:** Within the Center and to and from the Albert Thomas Post Office, provided the mail is properly sealed and stamped. Such mail will be picked up or dropped from only one point as designated by JSC or, if preferred, JSC will provide a box in the central mailroom for the Contractor to pick up and deposit its mail.
- (f) **Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during onsite duty.**
- (g) **Cafeteria privileges for Contractor employees during normal operating hours.**
- (h) **Building maintenance for facilities occupied by Contractor personnel.**
- (i) **Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided onsite, as approved by the Contracting Officer.**
- (j) **The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation- Accountable Government Property.**

(End of Clause)

G.8 SECURITY/BADGING REQUIREMENTS FOR FOREIGN NATIONAL VISITORS AND EMPLOYEES/REPRESENTATIVES OF FOREIGN CONTRACTORS (JSC 52.204-91) (MAR 2002)

- (a) **An employee of a domestic Johnson Space Center (JSC) contractor or its subcontractor who is not a U.S. citizen (foreign national) may not be admitted to the JSC site for purposes of performing work without special arrangements. In addition, all employees or representatives of a foreign JSC contractor/subcontractor may not be admitted to the JSC site without special arrangements. For employees as described above, advance notice must be given to the Security Office of the host installation [JSC or White Sands Test Facility (WSTF)] at least three weeks prior to the scheduled need for access to the site so that instructions on obtaining access may be provided.**
- (b) **All visit/badge requests for persons described in (a) above must be entered in the NASA Request for Request (RFR) and Foreign National Management System (NFNMS) for acceptance, review, concurrence, and approval purposes. When an authorized company official requests a JSC or WSTF badge for site access, he/she is certifying that steps have been taken to ensure that its contractor or subcontractor employees, visitors, or representatives will not be given access to export-controlled or classified information for which they are not authorized. These individuals shall serve as the contractor's representative(s) in certifying that all visit/badge request forms are processed in accordance with JSC and WSTF security and export control procedures. No foreign**

national, representative, or resident alien contractor/subcontractor employee shall be granted access into JSC or WSTF until a completed RFR has been approved and processed through the NFNMS. Unescorted access will not be granted unless a favorable National Agency Check (NAC) has been completed by the JSC Security Office.

(c) The contractor agrees that it will not employ for the performance of work onsite at JSC or WSTF any individuals who are not legally authorized to work in the United States. If the JSC or WSTF Industrial Security Specialist or the contracting officer has reason to believe that any employee of the contractor may not be legally authorized to work in the United States and/or on the contract, the contractor may be required to furnish copies of Form I-9 (Employment Eligibility Verification), U.S. Department of Labor Application for Alien Employment Certification, and any other type of employment authorization document.

The contractor agrees to provide the information requested by JSC or WSTF Security Office in order to comply with NASA policy directives and guidelines related to foreign visits to NASA facilities so that (1) the visitor/employee/ representative may be allowed access to JSC or other NASA centers for performance of this contract, (2) required investigations can be conducted, and (3) required annual or revalidation reports can be submitted to NASA Headquarters. All requested information must be submitted in a timely manner in accordance with instructions provided by JSC or any other center to be visited.

(End of Clause)

G.9 USE OF JSC CALIBRATION LABORATORY (JSC 52.204-92) (OCT 1997)

The contractor shall utilize the services of the JSC Calibration Laboratory to the maximum extent practicable for calibration of all instruments (Government property or contractor property) utilized under this contract, the total cost for maintenance of which would otherwise be a direct charge to the Government. The procedures for obtaining calibration of instruments are described in JSC Procedures and Guidelines 5151.2 - "JSC Support Contractor Procedures and Guidelines."

(End of Clause)

G.10 JSC HAZARDOUS MATERIALS USE (JSC 52.223-92) (DEC 1999)

(a) This clause is JSC-unique, and the requirements are in addition to any U.S. Environmental Protection Agency, U.S. Occupational Safety and Health Administration, or other state or Federal regulation or statute. Therefore, the following requirements do NOT supercede any statutory or regulatory requirements for any entity subject to this clause.

(b) "Hazardous materials," for the purposes of this clause, consist of the following:

(1) Those materials defined as "highly hazardous chemicals" in Occupational Safety and Health Administration Process Safety Management Regulation, 29 CFR 1010.119, without regard for quantity.

(2) Those "extremely hazardous substances" subject to the emergency planning requirements in the Environmental Protection Agency Emergency Planning and Community Right-to-Know Regulation, 40 CFR 355, Part 355, without regard for quantity.

- (3) Those "hazardous substances" subject to the release notification requirements under Environmental Protection Agency's Emergency Planning and Community Right-to-Know Regulation, 40 CFR 302.4, without regard for quantity.
- (4) Any radioisotope material or device that produces ionizing radiation.
- (5) Any Class II, III, or IV laser as defined by the American National Standards Institute No. Z136.1 (1986)
- (6) Any explosive or any pyrotechnics.
- (7) Any pesticide.
- (c) The contractor shall develop and maintain an inventory listing the identity and quantity of hazardous materials stored or used onsite at JSC for the performance of the contract.
- (d) The contractor shall ensure that the proper training of its employees in the use and inherent hazards of these materials is accomplished prior to use.
- (e) The contractor shall notify the JSC Occupational Health and Human Test Support Office (SD3) prior to any initial use or different application of these materials.
- (f) The contractor shall use all hazardous materials properly and take all necessary precautions to ensure no harm is done to humans or the environment.
- (g) The contractor shall insert the substance of this clause, including this Paragraph F with appropriate changes of designations of the parties, in subcontracts under which hazardous materials will be utilized, or may reasonably be expected to be utilized, onsite at JSC.
- (h) In the event the contractor fails or refuses to comply with any aspect of this clause, such failure or refusal may be considered a material breach of this contract.

(End of Clause)

G.11 UNDERSTANDING WITH RESPECT TO COST VARIATIONS (JSC 52.232-93) (MAR 1989)

The estimated cost of this contract is based on cost estimates for a number of cost elements (e.g. direct labor, overhead, materials, travel). One or more of these estimates was made by the Government and provided to the contractor in the solicitation leading to this contract. The parties recognize that the contractor's obligation to perform tasks within the scope of the Statement of Work could result in actual contractor expenditures which are greater or less than the Government's estimates provided to the contractor for the related cost element. Should such be the case, the parties agree that there will be no adjustment to the fee provided for in this contract, nor to any other terms and conditions hereof, except the contract estimated cost, should that become necessary. Any such adjustment in estimated cost will be subject to the terms of the "Limitation of Cost" or "Limitation of Funds" clause hereof, whichever is applicable.

(End of Clause)

G.12 IDENTIFICATION OF EMPLOYEES (JSC 52.242-92) (MAR 2002)

At all times while on Government property, the contractor, subcontractors, their employees and agents shall wear badges which will be issued by the NASA Badging & Visitor Control Office, located in Building 110 at the Johnson Space Center (JSC), or at

the Main Gate at the White Sands Test Facility (WSTF). JSC employee badges will only be issued 7:30am to 4:00pm, Monday through Thursday, and 7:30am to 12:00pm on Friday. JSC visitor badges will be issued 6:00am to 10:00pm, 7 days a week. WSTF employee badges will only be issued between the hours of 8:00am and 2:00pm, Monday through Friday. WSTF visitor badges will be issued on a 7-day a week, 24-hour a day basis. Resident aliens and foreign nationals/representatives shall be issued green foreign national badges.

Each individual who wears a badge shall be required to sign personally for the badge. The contractor shall be held accountable for issued badges and all other related items and must assure that they are returned to the NASA Badging and Visitor Control Offices upon completion of work under the contract in accordance with Security Management Directive (SMD) 500-15, "Security Termination Procedures." Failure to comply with the NASA contractor termination procedures upon completion of the work (e.g., return of badges, decals, keys, CAA cards, clearance terminations, JSC Public Key Infrastructure (PKI)/special program deletions, etc.) may result in final payment being delayed.

(End of Clause)

G.13 REPAIR OF GOVERNMENT PROPERTY (JSC 52.245-91) (JUN 1986)

When removal of Government-owned property from its place of use for repair is necessary, the contractor must prepare a JSC Form 1318 prior to removing the equipment. The form and instructions regarding its use are available from the Equipment Management Section, Building 419, Room 146, phone number 483-6524. The repaired Government property is to be returned to the location from which it was removed unless otherwise directed by the Government.

(End of Clause)

G.14 HUMAN RESEARCH POLICY AND PROCEDURES

The contractor shall follow the human research policy and procedures defined in NPD 7100.8 — Protection of Human Research Subjects. The contractor shall furnish to the contracting officer, upon request, copies of protocols and contractor documents showing contractor CPHS approval of such protocols.

(End of Clause)

G.15 AWARD-TERM – TERMS AND CONDITIONS

In order to motivate excellent performance by the contractor, an Award-Term Incentive plan has been included in this contract. This plan will enable the contractor to earn additional period(s) of performance in compensation for achieving desired objectives at a high level of performance.

(a) Period of Performance - The basic three-year contract term may be extended on the basis of the Government's determination of the excellence of the contractor's performance, resulting in a contract period of performance lasting up to a maximum of ten years. These seven, one-year additional periods of performance, which are referred to herein as "Award-Terms," are available for possible award to the contractor. As Award-Term(s) are awarded, each year of performance will be added to the end of the period of performance at the time of the Award-Term determination. The contract may end at the basic three-year period of performance if the Government determines that the

contractor's performance does not reflect a level of performance as described in the Performance Evaluation and Award-Term Plan (Attachment J-2).

(b) **Award-Term Evaluation Factors** - Award-Term evaluation factors are objective technical criteria that are defined in the Performance Evaluation and Award-Term Plan. Any changes, deletions, or additions to the evaluation factors for a specific period may be made unilaterally by the Government and will be provided in writing to the contractor prior to the start of the Award-Term period.

The contractor's performance to the defined Award-Term evaluation factors for the period will be the basis for the Government's determination of the contractor's performance for awarding an additional Award-Term, if any. Award-Term evaluation factors defined for a period are contingent upon the contractor meeting the cost gate as outlined in the Award-Term Plan.

Cost Gate - The cost gate is a target that the contractor must meet before an additional term may be awarded. The cost gate is based on the negotiated cost baseline, **(excluding cost associated with Astronaut Medical Bills, Astronaut Selection activities, and travel costs)**, as modified through contract changes, if any. The contractor must meet or under-run cost for the period before an award-term determination can take place. Calculation of the contractor's score to the cost gate is further detailed in the Award-Term Plan.

(c) **Award-Term Determinations** - The Government will determine the contractor's adjective rating for the award-term period based on the contractor's performance against the Award-Term evaluation factors. At the end of each six-month Award-Term evaluation, the Performance Evaluation Board (PEB) will make a recommendation to the Award Determination Official (ADO). The ADO will make the final Award-Term Determination in accordance with the Performance Evaluation and Award-Term Plan.

The contractor will be awarded Award-Term period of contract performance only if the following conditions are met:

- (1) The Contractor has met the cost gate;
- (2) The Government determines that the Contractor meets the performance criteria;
- (3) The Government has a continuing need for the requirement to be met;
- (4) Funds are available.

The Government may cancel any award-term period by notifying the Contractor in writing within 60 days prior to the beginning of the award-term period if any of the conditions listed above are not met.

(e) **Declining Earned Award-Term** - Should the Contractor choose to decline an award-term period, notification shall be given to the Contracting Officer in writing no less than 18 months prior to the end of the contract's period of performance, specified in Clause F.4. The Contractor shall continue to perform to the required standards of the contract during this 18-month period.

(f) **Contract Termination** - The Government may terminate the contract for convenience or default in accordance with FAR 52.249-6, Termination (Cost Reimbursement), clause included in Section I, and nothing herein shall be considered in derogation of the Government's rights under that, or any other clause of this contract.

(End of Clause)

**G.16 REPAIR OR REPLACEMENT OF INSTALLATION AND CONTRACTOR
ACCOUNTABLE GOVERNMENT SUPPLIED PROPERTY**

The Contractor is responsible for paying the initial costs up to \$10,000 per occurrence for repair, maintenance, or replacement of installation accountable government property, unless covered by other JSC service agreements (e.g. GSA maintenance on ambulances, ODIN serviced computers, etc).

Contractor accountable government furnished property shall be repaired, maintained, and/or replaced by the contractor, as required, to ensure 100% availability to perform its intended function.

(End of Clause)

[END OF SECTION]

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.208-81	NOV 2004	RESTRICTIONS ON PRINTING AND DUPLICATING
1852.223-70	APR 2002	SAFETY AND HEALTH
1852.223-75	FEB 2002	MAJOR BREACH OF SAFETY OR SECURITY
1852.223-76	JUL 2003	FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORTING
1852.225-70	FEB 2000	EXPORT LICENSES Paragraph (b): Johnson Space Center
1852.242-72	SEP 1989	OBSERVANCE OF LEGAL HOLIDAYS (ALTERNATE I)
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.246-70	MAR 1997	MISSION CRITICAL SPACE SYSTEMS PERSONNEL RELIABILITY PROGRAM

(End of Clause)

H.2 LIMITATION OF FUTURE CONTRACTING (NFS 1852.209-71) (DECEMBER 1988)

(a) The Contracting Officer has determined that this acquisition may give rise to a potential organizational conflict of interest. Accordingly, the attention of the contractor is invited to FAR Subpart 9.5 --Organizational Conflicts of Interest.

(b) The nature of this conflict is the contractor may be in conflicting roles that might bias the contractor's judgment. By way of illustration and not restriction, these roles may include: investigating mishaps; auditing, overseeing, or inspecting the activities performed under a separate Government contract or subcontract; or acting as contractor or subcontractor on another Government contract that audits, oversees, or inspects the activities performed under this contract.

(c) The restrictions upon future contracting are as follows:

(1) If the Contractor, under the terms of this or another contract, is required to evaluate its own performance, or those of a competitor, it shall not do so without proper

safeguards (i.e., an approved Conflict of Interests Avoidance Plan), to ensure objectivity to protect the Government's interests;

(2) If the Contractor, under the terms of this contract, or through the performance of tasks pursuant to this contract, is required to develop specifications or statements of work that are to be incorporated into a solicitation, the Contractor shall be ineligible to perform the work described in that solicitation as a prime or first-tier subcontractor under an ensuing NASA contract. This restriction shall remain in effect for a reasonable time, as agreed to by the Contracting Officer and the Contractor, sufficient to avoid unfair competitive advantage or potential bias (this time shall in no case be less than the duration of the initial production contract). NASA shall not unilaterally require the Contractor to prepare such specifications or statements of work under this contract.

(3) To the extent that the work under this contract requires access to proprietary, business confidential, or financial data of other companies, and as long as these data remain proprietary or confidential, the Contractor shall protect these data from unauthorized use and disclosure and agrees not to use them to compete with those other companies.

(d) The Contractor is under a continuing obligation throughout performance of this contract to promptly identify all existing and potential conflicts of interest, to notify the Contracting Officer thereof, and to keep its Conflict of Interests Avoidance Plan current. The Contractor shall not proceed with any work involving an actual or potential conflict of interest without obtaining written consent from the Contracting Officer.

(End of Clause)

H.3 TASK ORDERING PROCEDURE (1852.216-80) (OCTOBER 1996) (Clause H.3 applies only to Statement of Work 3.0)

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract and as specified in the schedule. The Contractor may incur costs under this contract in performance of task orders and task order modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 30 calendar days after receipt of the Contracting Officer's request, the Contractor shall submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the order.

- (2) Contract number and order number.
- (3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.
- (4) Performance standards, and where appropriate, quality assurance standards.
- (5) Maximum dollar amount authorized (cost and fee or price). This includes allocation of award fee among award fee periods, if applicable.
- (6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.
- (7) Delivery/performance schedule including start and end dates.
- (8) If contract funding is by individual task order, accounting and appropriation data.
- (e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 5 calendar days after receipt of the task order.
- (f) If time constraints do not permit issuance of a fully defined task order in accordance with the procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.
- (g) The Contracting Officer may amend tasks in the same manner in which they were issued.
- (h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(End of Clause)

H.4 CROSS-WAIVER OF LIABILITY FOR SPACE SHUTTLE SERVICES (NFS 1852.228-72) (SEPTEMBER 1993)

- (a) As prescribed by regulation (14 CFR 1266), NASA agreements involving Space Shuttle flights are required to contain broad cross-waivers of liability among the parties and the parties related entities to encourage participation in space exploration, use, and investment. The purpose of this clause is to extend this cross-waiver requirement to Contractors and related entities under their contracts. This cross-waiver of liability shall be broadly construed to achieve the objective of encouraging participation in space activities.
- (b) As used in this clause, the term:
 - (1) "*Contractors*" and "*Subcontractors*" include suppliers of any kind.
 - (2) "*Damage*" means:
 - (i) Bodily injury to, or other impairment of health of, or death of, any person;
 - (ii) Damage to, loss of, or loss of use of any property;
 - (iii) Loss of revenue or profits; or
 - (iv) Other direct, indirect, or consequential damage;
 - (3) "*Party*" means a person or entity that signs an agreement involving a Space Shuttle service;
 - (4) "*Payload*" means all property to be flown or used on or in the Space Shuttle; and

(5) "*Protected Space Operations*" means all Space Shuttle and payload activities on Earth, in outer space, or in transit between Earth and outer space performed in furtherance of an agreement involving Space Shuttle services or performed under this contract. "Protected Space Operations" excludes activities on Earth which are conducted on return from space to develop further a payload's product or process except when such development is for Space Shuttle-related activities necessary to implement an agreement involving Space Shuttle services or to perform this contract. It includes, but is not limited to:

- (i) Research, design, development, test, manufacture, assembly, integration, operation, or use of the Space Shuttle, transfer vehicles, payloads, related support equipment, and facilities and services;
- (ii) All activities related to ground support, test, training, simulation, or guidance and control equipment, and related facilities or services.

(6) "*Related entity*" means:

- (i) A party's Contractors or subcontractors at any tier;
- (ii) A party's users or customers at any tier; or
- (iii) A Contractor or subcontractor of a party's user or customer at any tier.

(c) (1) The Contractor agrees to a waiver of liability pursuant to which the Contractor waives all claims against any of the entities or persons listed in paragraphs (c)(1)(i) through (c)(1)(iii) of this clause based on damage arising out of Protected Space Operations. This waiver shall apply only if the person, entity, or property causing the damage is involved in Protected Space Operations and the person, entity, or property damaged is damaged by virtue of its involvement in Protected Space Operations. This waiver shall apply to any claims for damage, whatever the legal basis for such claims, including but not limited to delict (a term used in civil law countries to denote a class of cases similar to tort) and tort (including negligence of every degree and kind) and contract, against:

- (i) Any party other than the Government;
- (ii) A related entity of any party other than the Government; and
- (iii) The employees of any of the entities identified in (c)(1)(i) and (c)(1)(ii) of this clause.

(2) The Contractor agrees to extend the waiver of liability as set forth in paragraph (c)(1) of this clause to subcontractors at any tier by requiring them, by contract or otherwise, to agree to waive all claims against the entities or persons identified in paragraphs (c)(1)(i) through (c)(1)(iii) of this clause.

(3) For avoidance of doubt, this cross-waiver includes a cross-waiver of liability arising from the Convention on International Liability for Damage Caused by Space Objects, (March 29, 1972, 24 United States Treaties and other International Agreements (U.S.T.) 2389, Treaties and Other International Acts Series (T.I.A.S.) No. 7762 in which the person, entity, or property causing the damage is involved in Protected Space Operations, and the person, entity, or property damaged is damaged by virtue of its involvement in Protected Space Operations.

(4) Notwithstanding the other provisions of this clause, this waiver of liability shall not be applicable to:

- (i) Claims between any party and its related entities or claims between the Government's related entities (e.g., claims between the Government and the Contractor are included within this exception);
 - (ii) Claims made by a natural person, his/her estate, survivors, or subrogees for injury or death of such natural person;
 - (iii) Claims for damage caused by willful misconduct; and
 - (iv) Intellectual property claims.
- (5) Nothing in this clause shall be construed to create the basis for a claim or suit where none would otherwise exist.

(End of Clause)

H.5 CROSS-WAIVER OF LIABILITY FOR SPACE STATION ACTIVITIES (NFS 1852.228-76) (DECEMBER 1994)

- (a) The Intergovernmental Agreement for the Space Station contains a broad cross-waiver provision to encourage participation in the exploration and use of outer space through the Space Station. The purpose of this clause is to extend this cross-waiver requirement to Contractors and subcontractors as related entities of NASA. This cross-waiver of liability shall be broadly construed to achieve this objective of encouraging participation in space activities.
- (b) As used in this clause, the term:
 - (1) "*Damage*" means:
 - (i) Bodily injury to, or other impairment of health of, or death of, any person;
 - (ii) Damage to, loss of, or loss of use of any property;
 - (iii) Loss of revenue or profits; or
 - (iv) Other direct, indirect, or consequential damage.
 - (2) "*Launch Vehicle*" means an object (or any part thereof) intended for launch, launched from Earth, or returning to Earth which carries payloads or persons, or both.
 - (3) "*Partner State*" means each contracting party for which the "Agreement among the Government of the United States of America, Governments of Member States of the European Space Agency, Government of Japan, and the Government of Canada on Cooperation in the Detailed Design, Development, Operation, and Utilization of the Permanently Manned Civil Space Station" (the "Intergovernmental Agreement") has entered into force, in accordance with Article 25 of the Intergovernmental Agreement, and also includes any future signatories of the Intergovernmental Agreement. It includes the Cooperating Agency of a Partner State. The National Aeronautics and Space Administration (NASA) for the United States, the Canadian Space Agency (CSA) for the Government of Canada, the European Space Agency (ESA) and the Science and Technology Agency of Japan (STA) are the Cooperating Agencies responsible for implementing Space Station cooperation. A Partner State also includes any entity specified in the Memorandum of Understanding (MOU) between NASA and the Government of Japan to assist the Government of Japan Cooperating Agency in the implementation of that MOU.
 - (4) "*Payload*" means all property to be flown or used on or in a launch vehicle or the Space Station.

(5) *"Protected Space Operations"* means all launch vehicle activities, space station activities, and payload activities on Earth, in outer space, or in transit between Earth and outer space performed in furtherance of the Intergovernmental Agreement or performed under this contract. *"Protected Space Operations"* also includes all activities related to evolution of the Space Station as provided for in Article 14 of the Intergovernmental Agreement. *"Protected Space Operations"* excludes activities on Earth which are conducted on return from the Space Station to develop further a payload's product or process except when such development is for Space Station-related activities in implementation of the Intergovernmental Agreement or in performance of this contract. It includes, but is not limited to:

- (i) Research, design, development, test, manufacture, assembly, integration, operation, or use of launch or transfer vehicles, payloads, related support equipment, and facilities and services;
- (ii) All activities related to ground support, test, training, simulation, or guidance and control equipment and related facilities or services.

(6) *"Related entity"* means:

- (i) A Partner State's Contractors or subcontractors at any tier;
- (ii) A Partner State's users or customers at any tier; or
- (iii) A Contractor or subcontractor of a Partner State's user or customer at any tier.

(7) *"Contractors"* and *"Subcontractors"* include suppliers of any kind.

(c) (1) The Contractor agrees to a cross-waiver of liability pursuant to which the Contractor waives all claims against any of the entities or persons listed in paragraphs (c)(1)(i) through (c)(1)(iii) of this clause based on damage arising out of Protected Space Operations. This waiver shall apply only if the person, entity, or property causing the damage is involved in Protected Space Operations and the person, entity, or property damaged is damaged by virtue of its involvement in Protected Space Operations. The cross-waiver shall apply to any claims for damage, whatever the legal basis for such claims, including but not limited to delict (a term used in civil law countries to denote a class of cases similar to tort) and tort (including negligence of every degree and kind) and contract against:

- (i) Any Partner State other than the United States;
- (ii) A related entity of any Partner State other than the United States; and
- (iii) The employees of any of the entities identified in paragraphs (c)(1)(i) and (ii) of this clause.

(2) The Contractor agrees to extend the waiver of liability as set forth in paragraph (c)(1) of this clause to subcontractors at any tier by requiring them, by contract or otherwise, to agree to waive all claims against the entities or persons identified in paragraphs (c)(1)(i) through (c)(1)(iii) of this clause.

(3) For avoidance of doubt, this cross-waiver includes a cross-waiver of liability arising from the Convention on International Liability for Damage Caused by Space Objects, (March 29, 1972, 24 United States Treaties and other International Agreements (U.S.T.) 2389, Treaties and other International Acts Series (T.I.A.S.) No. 7762) in which the person, entity, or property causing the damage is involved in Protected Space Operations.

(4) Notwithstanding the other provisions of this clause, this cross-waiver of liability shall not be applicable to:

(i) Claims between the United States and its related entities or claims between the related entities of any Partner State (e.g., claims between the Government and the Contractor are included within this exception);

(ii) Claims made by a natural person, his/her estate, survivors, or subrogees for injury or death of such natural person;

(iii) Claims for damage caused by willful misconduct; and

(iv) Intellectual property claims.

(5) Nothing in this clause shall be construed to create the basis for a claim or suit where none would otherwise exist.

(End of Clause)

H.6 KEY PERSONNEL AND FACILITIES (NFS 1852.235-71) (MAR 1989)

(a) The personnel and/or facilities listed below (or specified in the contract Schedule) are considered essential to the work being performed under this contract. Before removing, replacing, or diverting any of the listed or specified personnel or facilities, the Contractor shall (1) notify the Contracting Officer reasonably in advance and (2) submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on this contract.

(b) The Contractor shall make no diversion without the Contracting Officer's written consent; provided that the Contracting Officer may ratify in writing the proposed change, and that ratification shall constitute the Contracting Officer's consent required by this clause.

(c) The list of personnel, functions and facilities (shown below or as specified in the contract Schedule) may, with the consent of the contracting parties, be amended from time to time during the course of the contract to add or delete personnel and/or facilities.

(End of Clause)

H.7 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS (JSC 52.209-90) (SEP 1988)

This contract incorporates Section K, Representations, Certifications, and Other Statements of Offerors, as set forth in the contractor's proposal NNJ05064093R dated April 25, 2005, by reference, with the same force and effect as if it were given in full text.

(End of Clause)

**H.8 SMALL BUSINESS SUBCONTRACTING GOALS (JSC 52.219-90)
(JAN 2003)**

For purposes of this clause, the terms, "HUBZone Small Business Concern," "Small Disadvantaged Business Concern," "Service- Disabled, Veteran-Owned Small Business Concern," "Veteran-Owned Small Business Concern," "Women-Owned Small Business Concern," and "Historically Black College or University (HBCU)" are defined in paragraph 2.101 of the Federal Acquisition Regulation.

The total small business goal, expressed as a percent of total contract value, is 31.5 percent. The small business percentage goal, (31.5 percent), includes the following goals expressed as a percent of total contract value:

Small Disadvantaged Business Concerns: 16 percent

Woman-Owned Small Business Concerns: 3 percent

HUBZone Small Business Concerns: 1 percent

Veteran-Owned Small Business Concern: 2 percent

Service-Disabled, Veteran-Owned Small Business Concern: 1 percent

HBCU's (includes other minority institutions): 0.5 percent

(End of Clause)

**H.9 (LIMITED) RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS
INFORMATION (CBI) (JSC 52.227-91) (MAY 2002)**

(a) NASA may find it necessary to release information submitted by the Contractor pursuant to the provisions of this contract, to individuals not employed by NASA. Business information that would ordinarily be entitled to confidential treatment may be included in the information released to these individuals. Accordingly, by signature on this contract, the Contractor hereby consents to a limited release of its confidential business information (CBI).

(b) Possible circumstances where the Agency may release the Contractor's CBI include the following:

(1) To other Agency contractors and subcontractors, and their employees tasked with assisting the Agency in handling and processing information and documents in the administration of Agency contracts, such as providing post award audit support and specialized technical support to NASA;

(2) To NASA contractors and subcontractors, and their employees engaged in information systems analysis, development, operation, and maintenance, including performing data processing and management functions for the Agency.

(c) NASA recognizes its obligation to protect the contractor from competitive harm that could result from the release of such information to a competitor. Except where otherwise provided by law, NASA will permit the limited release of CBI under subparagraphs (1) or (2) only pursuant to non-disclosure agreements signed by the assisting contractor or subcontractor, and their individual employees who may require access to the CBI to perform the assisting contract.

(d) NASA's responsibilities under the Freedom of Information Act are not affected by this clause.

(e) The Contractor agrees to include this clause, including this paragraph (e), in all subcontracts at all levels awarded pursuant to this contract that require the furnishing of confidential business information by the subcontractor.

(End of Clause)

H.10 PROVIDING FACILITY ITEMS (JSC 52.245-97) (FEB 2003)

The purpose of this clause is to set forth the parties' intent regarding their respective responsibilities for providing facility items under this contract. The parties accordingly agree as follows:

(a) "Provide", as used in this clause, has the same meaning as set forth in NASA FAR Supplement 1845.301. "Facilities", as used in this clause, has the same meaning as set forth in FAR 45.301.

(b) The Government shall provide to the contractor the facilities identified in Attachment J-4 for use in performance of this contract.

(c) The contractor shall replace any of the existing facilities identified in (b) above that reach the end of their useful life during the contract period or which are beyond economical maintenance or repair, if the facilities are still needed for contract performance. Such replacements shall be made with contractor-owned facilities and shall not be a direct charge to the contract.

(d) The contractor shall not acquire facility items for the Government, unless specifically authorized by the contract or consent has been obtained in writing from the contracting officer pursuant to FAR 45.302-1(a). The contractor agrees to provide all facilities necessary for performance of this contract except as provided in (b) above.

(End of Clause)

H.11 CAPITAL EQUIPMENT

(a) Introduction. The parties recognize that the Contractor may, from time to time, during the performance of the contract, purchase equipment, for the purpose of performing the work described in Section C. Any such capital equipment is subject to the provisions of this clause. The parties further recognize and agree that any such equipment will be capitalized and depreciated in accordance with the Contractor's established cost accounting practices and procedures, which must be in conformance to any applicable requirements and standards of this contract.

(b) Contractor Records. The Contractor agrees to maintain complete records of capital equipment which is subject to this clause. Such records shall include date of purchase, purchase price, depreciation schedule, and amount of depreciation recorded from time to time. The Contractor further agrees to make these records available to the Contracting Officer promptly upon the latter's request, along with the Contractor's best estimate of the undepreciated balance of each item of equipment.

(c) Right to Purchase. At the completion of the contract, and if the Government does not thereafter contract with the Contractor for the performance of the same, or substantially the same services contemplated by this contract, the Contractor will, upon request by the Contracting Officer, transfer title to any equipment identified by the

Contracting Officer from the records referenced above, to either (a) the Government, or (b) a successor Contractor.

If a request for transfer of title to the Government is made, the Government agrees to recognize as allowable costs under the contract, for identified capital equipment, so much of the cost of the equipment that has not been depreciated as of the end of the contract. Payment of such undepreciated balances will be made no later than 60 days after transfer of title.

If a request for transfer of title to a successor Contractor is made, the Contractor agrees to transfer title to identified capital equipment to the successor Contractor for applicable undepreciated balances, subject to reasonable terms and conditions regarding payment and other matters to be agreed upon by the parties.

(d) Capital Equipment. The Government may direct the Contractor to loan Contractor Furnished Property that the contractor has purchased to replace GFP on this contract to another Government entity or contractor in support of this contract. The contractor agrees to loan said equipment per a request from the Contracting Officer. The Government will ensure said equipment is returned in an operable state less fair wear and tear. Prior to the Government direction, the contractor will ensure that the loan of equipment does not impact Johnson Space Center operations.

(End of Clause)

H.12 SPECIAL PROVISION FOR CONTRACT CHANGES

The parties agree that notwithstanding the provisions of Changes Clause 52.243-2 Alternate II (Aug 1987) of this contract, no change made pursuant to such Clause shall give rise to an equitable adjustment in the estimated cost, fee, delivery schedule, or any other contract provision when said change causes an increase or decrease of \$100,000 or less in the estimated cost of this contract. Each change shall be controlling in making this determination, and such change shall not, for purposes of determining the applicability of this clause, be added to any other change(s). The parties recognize that several changes may be grouped together in a bilateral contract modification for definitization; however, the dollar value of each individual change will be controlling in determining whether or not an equitable adjustment is in order.

(End of Clause)

H.13 CONTRACT ADJUSTMENT

(a) The purpose of this clause is to set forth the terms and conditions governing adjustments to the estimated cost and fee, if any, to account for growth or shrinkage in the work to be performed.

(b) The Government's objective is to have the Statement of Work performed in the most efficient manner possible, consistent with the furnishing of high quality services. One means of achieving this objective is to minimize changes, and thus reduce or eliminate the administrative costs to both parties that are caused by issuing, pricing, and negotiating changes. The contract adjustment provisions set forth herein are intended to achieve that objective, while at the same time compensating the contractor fairly for the furnishing of services that are within a reasonable range of the baseline work (including metrics) projected to be performed under the contract.

(c) Adjustment Provisions

(1) The elements of the work described in the SOW are in some instances accompanied by "metrics". These data represent the Government's estimates of the level of services required, and are only intended to reflect the amount of activity anticipated for those elements of work. Workload sizing data do not constitute a limitation on the contractor's obligation to perform work in the areas to which they relate.

(2) Workload sizing data define the thresholds which must be met before the performance of work which exceeds or is less than the threshold may become the basis for a contract adjustment. Work performed under the contract which falls within a range of plus or minus 20 percent of the metrics will not be subject to contract adjustment (unless an adjustment is necessitated by some other provision of this contract). The fact that the contractor has performed work that is 20 percent above the metrics shall not relieve the contractor of its obligation to continue to perform such work to the extent it is required by the Government.

(3) An equitable adjustment (either upwards or downwards) will be made in the contract cost and fee provided for in this contract if the following conditions are met at the end of each performance period of the contract.

(i) The contractor's proposal demonstrates that the cost incurred for the work load sizing data thresholds are in excess of or have not been met in one or more of the metrics by 20 per cent; and

(ii) the net cost increase or decrease of all metrics combined is greater than \$200,000; and

(iii) the contractor demonstrates in its proposal that any increase in cost is attributable to increased effort in excess of the metric threshold(s) and is not reasonably attributable to an overrun of cost incurred on effort within the metric threshold(s) or to cost incurred on other work covered by the Statement of Work.

The adjustment provisions of this clause shall not be construed as a limitation of the Government's rights under the Termination clause of this contract.

(d) The contractor is responsible for: tracking the performance of work in each area which is subject to metrics; keeping current, complete, and accurate records regarding the quantum of work performed in relation to the applicable metrics; making such records available to the Contracting Officer as may be requested from time to time; and submitting an adjustment proposal if the contractor believes the conditions of paragraph (c) above are met, or if requested by the Contracting Officer. If initiated by the contractor, the contractor's proposal shall be submitted within 90 days of the last day of the contract performance period. If requested by the Contracting Officer, the proposal shall be submitted within 90 days of the request.

(End of Clause)

H.14 SUBCONTRACTING WITH RUSSIAN ENTITIES FOR GOODS OR SERVICES

(a) The Contractor shall not subcontract with:

(1) the Russian Aviation and Space Agency (Rosaviakosmos),

(2) any organization or entity under the jurisdiction or control of Rosaviakosmos, or

(3) any other organization, entity, or element of the Government of the Russian Federation, without NASA Contracting Officer Authorization.

- (b) "Organization or entity under the jurisdiction or control of Rosaviakosmos" means an organization or entity that
- (1) was made part of the Russian Space Agency upon its establishment on February 25, 1992;
 - (2) was transferred to the Russian Space Agency by decree of the Russian Government on July 25, 1994, or May 12, 1998;
 - (3) was or is transferred to the Russian Aviation and Space Agency or Russian Space Agency by decree of the Russian Government at any other time before, on, or after March 14, 2000; or
 - (4) is a joint stock company in which the Russian Aviation and Space Agency or Russian Space Agency has at any time held controlling interest.
- (c) The Contractor shall obtain the contracting officer's permission to subcontract with any Russian entity or with any other non-U. S. entity performing any part of the contract in the Russian Federation. The Contractor shall support such a request with facts (and, if requested, supporting documentation) sufficient to establish to the contracting officer's satisfaction that the entity with which the Contractor seeks permission to subcontract is not an entity described in paragraphs (a) and (b).
- (d) The contracting officer may direct the Contractor to provide the information required under paragraph (c) for any other prospective or existing subcontract at any tier. The contracting officer may direct the Contractor to terminate for the convenience of the government any subcontract at any tier with an entity described in paragraphs (a) and (b), subject to an equitable adjustment.
- (e) The Contractor shall include the substance of this clause in all its subcontracts, and shall require such inclusion in all other subcontracts of any tier.

(End of Clause)

H.15 SPECIAL CONDITIONS

- a) There shall be no cost to the Government, during the term of this contract, for the TH-eWeb license used by Wyle Laboratories, Inc. or any of its subcontractors under this contract. The cost of any license upgrades shall not be allowable under this or any other Government contract. The contractor shall maintain records associated with the TH-eWeb upgrades throughout the contract for audit purposes; and shall provide such records to the Government Contracting Officer.
- b) Telephone case reviews, utilizing pre-arranged and coordinated channels, for the purpose of physician-to-physician advice and care management, between any subcontractor corporate physician and any physicians (Government or contractor) at NASA/JSC, SCTF (NBL), WSTF, or Russia, concerning any NASA or NASA contractor treated patients, shall be at no cost to the Government during the term of this contract.
- c) Wyle Laboratories, Inc. or its subcontractor shall furnish, at no cost to the Government, usage of ambulances during downtime of Government furnished ambulances. The cost of this ambulance usage shall not be allowable under this or any other Government contract.

[END OF SECTION]

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 2003	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	OCT 2003	CENTRAL CONTRACTOR REGISTRATION
52.209-6	JAN 2005	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUESTS
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-- MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
	Insert:	30th in Paragraph (a)(3)

52.216-18	OCT 1995	ORDERING
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT
	Insert:	"30" and "60", respectively, in paragraph (a) "10 years" in paragraph (c)
52.219-4	OCT 2004	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-9	JAN 2002	SMALL BUSINESS SUBCONTRACTING PLAN (ALTERNATE II) (OCT 2001)
52.219-16	JAN 1999	LIQUIDATED DAMAGES SUBCONTRACTING PLAN
52.219-23	JUN 2003	NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS
	Insert:	10% in Paragraph (b) (1)
52.219-25	OCT 1999	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM—DISADVANTAGED STATUS AND REPORTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-29	JUN 2003	NOTIFICATION OF VISA DENIAL
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995)
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT TO KNOW INFORMATION
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-1	JUN 2003	BUY AMERICAN ACT—SUPPLIES
52.225-13	DEC 2003	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT

52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-11	JUN 1997	PATENT RIGHTS RETENTION BY THE CONTRACTOR (SHORT FORM) AS MODIFIED BY NFS 1852.227-11
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	NOV 1999	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-17	JUN 1996	INTEREST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT (ALTERNATE I) (FEB 2002)
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER-- OTHER THAN CENTRAL CONTRACTOR REGISTRATION
	Insert:	no later than 15 days prior to submission of first request for payment in Paragraph (b)(1)
52.233-1	JUL 2002	DISPUTES (ALTERNATE I)(DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD (ALTERNATE I) (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-7	JAN 1997	INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE
	Insert:	\$1,000,000
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST REIMBURSEMENT (ALTERNATE II) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (ALTERNATE I) (AUG 1998)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	JUL 2004	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-5	MAY 2004	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND- MATERIAL, OR LABOR-HOUR CONTRACTS)
52.245-19	APR 1984	GOVERNMENT PROPERTY FURNISHED "AS IS"
52.246-25	FEB 1997	LIMITATION OF LIABILITY-- SERVICES
52.247-1	APR 1984	COMMERCIAL BILL OF LADING NOTATIONS
52.247-63	JUN 2003	PRFERENCE FOR U.S. FLAG AIR CARRIERS
52.249-6	MAY 2004	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES

52.251-2	JAN 1991	INTERAGENCY FLEET MANAGEMENT SYSTEMS VEHICLES AND RELATED SERVICES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.216-89	JUL 1997	ASSIGNMENT AND RELEASE FORMS
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG AND ALCOHOL-FREE WORKFORCE
1852.227-84	DEC 1989	PATENT RIGHTS CLAUSES
1852.231-70	JUN 1995	PRECONTRACT COSTS
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.243-70	OCT 2001	ENGINEERING CHANGE PROPOSALS (ALTERNATE I) (JUL 1997) (ALTERNATE II) (SEP 1990)
1852.243-71	MAR 1997	SHARED SAVINGS

(End of Clause)

I.2 APPROVAL OF CONTRACT (FAR 52.204-1) (DEC 1989)

This contract is subject to the written approval of the NASA JSC Procurement Officer and shall not be binding until so approved.

(End of Clause)

I.3 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2) (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$30,689 or the overtime premium is paid for work-

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall-

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the

affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

- (2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

* Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

(End of Clause)

I.4 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage-Fringe Benefits
SEE SECTION J-3, WAGE DETERMINATION	

(End of Clause)

I.5 DRUG-FREE WORKPLACE (FAR 52.223-6) (MAY 2001)

(a) Definitions. As used in this clause-

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct

cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"*Individual*" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall- within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration-

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about-

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b)(1) of this clause;

(4) Notify such employees in writing in the statement required by paragraph (b)(1) of this clause that, as a condition of continued employment on this contract, the employee will-

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;

(5) Notify the Contracting Officer in writing within ten days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(6) Within 30 days after receiving notice under subdivision (b)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Taking appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b)(1) through (b)(6) of this clause.

(c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.

(d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR 23.506, render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

(End of Clause)

I.6 TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS (FAR 52.229-8)
(MAR 1990)

(a) Any tax or duty from which the United States Government is exempt by agreement with the Government of Russia or any other foreign government, or from which the Contractor or any subcontractor under this contract is exempt under the laws of Russia or any other foreign government, shall not constitute an allowable cost under this contract.

(b) If the Contractor or subcontractor under this contract obtains a foreign tax credit that reduces its Federal income tax liability under the United States Internal Revenue Code (Title 26, U.S. Code) because of the payment of any tax or duty that was reimbursed under this contract, the amount of the reduction shall be paid or credited at the time of such offset to the Government of the United States as the Contracting Officer directs.

(End of Clause)

I.7 STATE OF NEW MEXICO GROSS RECEIPTS AND COMPENSATING TAX
(FAR 52.229-10) (APR 2003)

(a) Within thirty (30) days after award of this contract, the Contractor shall advise the State of New Mexico of this contract by registering with the State of New Mexico, Taxation and Revenue Department, Revenue Division, pursuant to the Tax Administration Act of the State of New Mexico and shall identify the contract number.

(b) The Contractor shall pay the New Mexico gross receipts taxes, pursuant to the Gross Receipts and Compensating Tax Act of New Mexico, assessed against the contract fee and costs paid for performance of this contract, or any part or portion thereof, within the State of New Mexico. The allowability of any gross receipts taxes or local option taxes lawfully paid to the State of New Mexico by the Contractor or its subcontractors will be determined in accordance with the Allowable Cost and Payment clause of this contract except as provided in paragraph (d) of this clause.

(c) The Contractor shall submit applications for Nontaxable Transaction Certificates, Form CSR-3C, to the State of New Mexico Taxation and Revenue Department, Revenue Division, P.O. Box 630, Santa Fe, New Mexico 87509. When the Type 15 Nontaxable Transaction Certificate is issued by the Revenue Division, the Contractor shall use these certificates strictly in accordance with this contract, and the agreement between the National Aeronautics and Space Administration and the New Mexico Taxation and Revenue Department.

(d) The Contractor shall provide Type 15 Nontaxable Transaction Certificates to each vendor in New Mexico selling tangible personal property to the Contractor for use in the performance of this contract. Failure to provide a Type 15 Nontaxable Transaction

Certificate to vendors will result in the vendor's liability for the gross receipt taxes and those taxes, which are then passed on to the Contractor, shall not be reimbursable as an allowable cost by the Government.

(e) The Contractor shall pay the New Mexico compensating user tax for any tangible personal property which is purchased pursuant to a Nontaxable Transaction Certificate if such property is not used for Federal purposes.

(f) Out-of-state purchase of tangible personal property by the Contractor which would be otherwise subject to compensation tax shall be governed by the principles of this clause. Accordingly, compensating tax shall be due from the contractor only if such property is not used for Federal purposes.

(g) The National Aeronautics and Space Administration may receive information regarding the Contractor from the Revenue Division of the New Mexico Taxation and Revenue Department and, at the discretion of the National Aeronautics and Space Administration, may participate in any matters or proceedings pertaining to this clause or the above-mentioned Agreement. This shall not preclude the Contractor from having its own representative nor does it obligate the National Aeronautics and Space Administration to represent its Contractor.

(h) The Contractor agrees to insert the substance of this clause, including this paragraph (h), in each subcontract which meets the criteria in 29.401-4(b)(1) through (3) of the Federal Acquisition Regulation, 48 CFR Part 29.

(i) Paragraphs (a) through (h) of this clause shall be null and void should the Agreement referred to in paragraph (c) of this clause be terminated; provided, however, that such termination shall not nullify obligations already incurred prior to the date of termination.

(End of Clause)

I.8 CONTINUITY OF SERVICES (FAR 52.237-3) (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to-

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees

are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of Clause)

I.9 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of Clause)

I.10 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCE (NFS 1852.204-76) (NOV 2004)

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

- (1) Computer control of spacecraft, satellites, or aircraft or their payloads;
- (2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and
- (3) Access to NASA networks or computers at a level beyond that granted the general public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

- (1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;

- (2) NASA Procedures and Guidelines (NPR) 2810.1, Security of Information Technology; and
- (3) Chapter 3 of NPR 1620.1, NASA Security Procedural Requirements.
- (c) Within 30 days after contract award, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.
- (d) (1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810.1, Section 4.5; NPR 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.
- (2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):
- (i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.
- (ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.
- (iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.
- (3) Screening for individuals shall employ forms appropriate for the level of risk as follows:
- (i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;
- (ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and
- (iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of –

- (i) Current or recent national security clearances (within last three years);
- (ii) Screening conducted by NASA within last three years; or
- (iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of Clause)

I.11 OMBUDSMAN (NFS 1852.215-84) (OCT 2003)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

- (b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman:

Randy K. Gish
Mail Code: AC
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058-3696

Phone: 281-483-0490

- (c) Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman:

James A Balinskas
Director, Contract Management Division
Suite 1940D-2
NASA Headquarters
Washington DC 20546-0001

Phone: 202-358-0445 FAX: 202-358-3083

e-mail: james.a.balinskas@nasa.gov

Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of Clause)

**I.12 SMALL BUSINESS SUBCONTRACTING REPORTING (NFS 1852.219-75)
(MAY 1999)**

- (a) The Contractor shall submit the Summary Subcontract Report (Standard Form (SF) 295) semiannually for the reporting periods specified in block 4 of the form. All other instructions for SF 295 remain in effect.
- (b) The Contractor shall include this clause in all subcontracts that include the clause at FAR 52.219-9.

(End of Clause)

I.13 MINIMUM INSURANCE COVERAGE (NFS 1852.228-75) (OCT 1988)

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

- (a) Worker's compensation and employer's liability insurance as required by applicable Federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.
- (b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(End of Clause)

I.14 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL
(52.204-9) (JAN 2006)

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

(End of clause)

[END OF SECTION]

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 LISTING OF CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following contract clauses pertinent to this section are hereby incorporated by reference:

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

CLAUSE NUMBER	DATE	TITLE
52.202-1	JUL 2004	DEFINITIONS
52.203-3	APR 1984	GRATUITIES
52.203-5	APR 1984	COVENANT AGAINST CONTINGENT FEES
52.203-6	JUL 1995	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT
52.203-7	JUL 1995	ANTI-KICKBACK PROCEDURES
52.203-8	JAN 1997	CANCELLATION, RESCISSION AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-10	JAN 1997	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY
52.203-12	JUN 2003	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS
52.204-2	AUG 1996	SECURITY REQUIREMENTS
52.204-4	AUG 2000	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER
52.204-7	OCT 2003	CENTRAL CONTRACTOR REGISTRATION
52.209-6	JAN 2005	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT
52.211-15	SEP 1990	DEFENSE PRIORITY AND ALLOCATION REQUESTS
52.215-2	JUN 1999	AUDIT AND RECORDS--NEGOTIATION
52.215-8	OCT 1997	ORDER OF PRECEDENCE - UNIFORM CONTRACT FORMAT
52.215-11	OCT 1997	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA-- MODIFICATIONS
52.215-13	OCT 1997	SUBCONTRACTOR COST OR PRICING DATA - MODIFICATIONS
52.215-17	OCT 1997	WAIVER OF FACILITIES CAPITAL COST OF MONEY
52.215-19	OCT 1997	NOTIFICATION OF OWNERSHIP CHANGES
52.215-21	OCT 1997	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA -- MODIFICATIONS
52.216-7	DEC 2002	ALLOWABLE COST AND PAYMENT
	Insert:	30th in Paragraph (a)(3)

52.216-18	OCT 1995	ORDERING
52.217-9	MAR 2000	OPTION TO EXTEND THE TERM OF THE CONTRACT
	Insert:	"30" and "60", respectively, in paragraph (a) "10 years" in paragraph (c)
52.219-4	OCT 2004	NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS
52.219-8	MAY 2004	UTILIZATION OF SMALL BUSINESS CONCERNS
52.219-9	JAN 2002	SMALL BUSINESS SUBCONTRACTING PLAN (ALTERNATE II) (OCT 2001)
52.219-16	JAN 1999	LIQUIDATED DAMAGES SUBCONTRACTING PLAN
52.219-23	JUN 2003	NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS
	Insert:	10% in Paragraph (b) (1)
52.219-25	OCT 1999	SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM—DISADVANTAGED STATUS AND REPORTING
52.222-1	FEB 1997	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES
52.222-3	JUN 2003	CONVICT LABOR
52.222-21	FEB 1999	PROHIBITION OF SEGREGATED FACILITIES
52.222-26	APR 2002	EQUAL OPPORTUNITY
52.222-29	JUN 2003	NOTIFICATION OF VISA DENIAL
52.222-35	DEC 2001	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-36	JUN 1998	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES
52.222-37	DEC 2001	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS
52.222-41	MAY 1989	SERVICE CONTRACT ACT OF 1965, AS AMENDED
52.223-3	JAN 1997	HAZARDOUS MATERIAL IDENTIFICATION AND MATERIAL SAFETY DATA (ALTERNATE I) (JUL 1995)
52.223-5	AUG 2003	POLLUTION PREVENTION AND RIGHT TO KNOW INFORMATION
52.223-10	AUG 2000	WASTE REDUCTION PROGRAM
52.224-1	APR 1984	PRIVACY ACT NOTIFICATION
52.224-2	APR 1984	PRIVACY ACT
52.225-1	JUN 2003	BUY AMERICAN ACT—SUPPLIES
52.225-13	DEC 2003	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES
52.227-1	JUL 1995	AUTHORIZATION AND CONSENT

52.227-2	AUG 1996	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT
52.227-11	JUN 1997	PATENT RIGHTS RETENTION BY THE CONTRACTOR (SHORT FORM) AS MODIFIED BY NFS 1852.227-11
52.227-14	JUN 1987	RIGHTS IN DATA--GENERAL As modified by 1852.227-14 NASA FAR Supplement (OCT 1995)
52.227-16	JUN 1987	ADDITIONAL DATA REQUIREMENTS
52.228-7	MAR 1996	INSURANCE--LIABILITY TO THIRD PERSONS
52.230-2	APR 1998	COST ACCOUNTING STANDARDS
52.230-6	NOV 1999	ADMINISTRATION OF COST ACCOUNTING STANDARDS
52.232-17	JUN 1996	INTEREST
52.232-22	APR 1984	LIMITATION OF FUNDS
52.232-23	JAN 1986	ASSIGNMENT OF CLAIMS
52.232-25	OCT 2003	PROMPT PAYMENT (ALTERNATE I) (FEB 2002)
52.232-34	MAY 1999	PAYMENT BY ELECTRONIC FUNDS TRANSFER-- OTHER THAN CENTRAL CONTRACTOR REGISTRATION
	Insert:	no later than 15 days prior to submission of first request for payment in Paragraph (b)(1)
52.233-1	JUL 2002	DISPUTES (ALTERNATE I)(DEC 1991)
52.233-3	AUG 1996	PROTEST AFTER AWARD (ALTERNATE I) (JUN 1985)
52.233-4	OCT 2004	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM
52.237-2	APR 1984	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION
52.237-7	JAN 1997	INDEMNIFICATION AND MEDICAL LIABILITY INSURANCE
	Insert:	\$1,000,000
52.239-1	AUG 1996	PRIVACY OR SECURITY SAFEGUARDS
52.242-1	APR 1984	NOTICE OF INTENT TO DISALLOW COSTS
52.242-3	MAY 2001	PENALTIES FOR UNALLOWABLE COSTS
52.242-4	JAN 1997	CERTIFICATION OF FINAL INDIRECT COSTS
52.242-13	JUL 1995	BANKRUPTCY
52.243-2	AUG 1987	CHANGES--COST REIMBURSEMENT (ALTERNATE II) (APR 1984)
52.244-2	AUG 1998	SUBCONTRACTS (ALTERNATE I) (AUG 1998)
52.244-5	DEC 1996	COMPETITION IN SUBCONTRACTING
52.244-6	JUL 2004	SUBCONTRACTS FOR COMMERCIAL ITEMS
52.245-5	MAY 2004	GOVERNMENT PROPERTY (COST-REIMBURSEMENT, TIME-AND- MATERIAL, OR LABOR-HOUR CONTRACTS)
52.245-19	APR 1984	GOVERNMENT PROPERTY FURNISHED "AS IS"
52.246-25	FEB 1997	LIMITATION OF LIABILITY-- SERVICES
52.247-1	APR 1984	COMMERCIAL BILL OF LADING NOTATIONS
52.247-63	JUN 2003	PRFERENCE FOR U.S. FLAG AIR CARRIERS
52.249-6	MAY 2004	TERMINATION (COST-REIMBURSEMENT)
52.249-14	APR 1984	EXCUSABLE DELAYS
52.251-1	APR 1984	GOVERNMENT SUPPLY SOURCES

52.251-2	JAN 1991	INTERAGENCY FLEET MANAGEMENT SYSTEMS VEHICLES AND RELATED SERVICES
52.253-1	JAN 1991	COMPUTER GENERATED FORMS

II. NASA FAR SUPPLEMENT (48 CFR CHAPTER 18) CLAUSES

CLAUSE NUMBER	DATE	TITLE
1852.216-89	JUL 1997	ASSIGNMENT AND RELEASE FORMS
1852.219-74	SEP 1990	USE OF RURAL AREA SMALL BUSINESSES
1852.219-76	JUL 1997	NASA 8 PERCENT GOAL
1852.223-74	MAR 1996	DRUG AND ALCOHOL-FREE WORKFORCE
1852.227-84	DEC 1989	PATENT RIGHTS CLAUSES
1852.231-70	JUN 1995	PRECONTRACT COSTS
1852.237-70	DEC 1988	EMERGENCY EVACUATION PROCEDURES
1852.242-78	APR 2001	EMERGENCY MEDICAL SERVICES AND EVACUATION
1852.243-70	OCT 2001	ENGINEERING CHANGE PROPOSALS (ALTERNATE I) (JUL 1997) (ALTERNATE II) (SEP 1990)
1852.243-71	MAR 1997	SHARED SAVINGS

(End of Clause)

I.2 APPROVAL OF CONTRACT (FAR 52.204-1) (DEC 1989)

This contract is subject to the written approval of the NASA JSC Procurement Officer and shall not be binding until so approved.

(End of Clause)

I.3 PAYMENT FOR OVERTIME PREMIUMS (FAR 52.222-2) (JUL 1990)

(a) The use of overtime is authorized under this contract if the overtime premium does not exceed \$30,689 or the overtime premium is paid for work-

(1) Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

(2) By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;

(3) To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or

(4) That will result in lower overall costs to the Government.

(b) Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall-

(1) Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the

affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;

- (2) Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
- (3) Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
- (4) Provide reasons why the required work cannot be performed by using multishift operations or by employing additional personnel.

* Insert either "zero" or the dollar amount agreed to during negotiations. The inserted figure does not apply to the exceptions in paragraph (a)(1) through (a)(4) of the clause.

(End of Clause)

I.4 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (FAR 52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

*This Statement is for Information Only:
It is not a Wage Determination*

Employee Class	Monetary Wage-Fringe Benefits
SEE SECTION J-3, WAGE DETERMINATION	

(End of Clause)

I.5 DRUG-FREE WORKPLACE (FAR 52.223-6) (MAY 2001)

(a) Definitions. As used in this clause-

"Controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct

cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"*Individual*" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall- within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration-

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about-

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b)(1) of this clause;

(4) Notify such employees in writing in the statement required by paragraph (b)(1) of this clause that, as a condition of continued employment on this contract, the employee will-

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;

(5) Notify the Contracting Officer in writing within ten days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(6) Within 30 days after receiving notice under subdivision (b)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Taking appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b)(1) through (b)(6) of this clause.

(c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.

(d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR 23.506, render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

(End of Clause)

**I.6 TAXES-FOREIGN COST-REIMBURSEMENT CONTRACTS (FAR 52.229-8)
(MAR 1990)**

(a) Any tax or duty from which the United States Government is exempt by agreement with the Government of Russia or any other foreign government, or from which the Contractor or any subcontractor under this contract is exempt under the laws of Russia or any other foreign government, shall not constitute an allowable cost under this contract.

(b) If the Contractor or subcontractor under this contract obtains a foreign tax credit that reduces its Federal income tax liability under the United States Internal Revenue Code (Title 26, U.S. Code) because of the payment of any tax or duty that was reimbursed under this contract, the amount of the reduction shall be paid or credited at the time of such offset to the Government of the United States as the Contracting Officer directs.

(End of Clause)

**I.7 STATE OF NEW MEXICO GROSS RECEIPTS AND COMPENSATING TAX
(FAR 52.229-10) (APR 2003)**

(a) Within thirty (30) days after award of this contract, the Contractor shall advise the State of New Mexico of this contract by registering with the State of New Mexico, Taxation and Revenue Department, Revenue Division, pursuant to the Tax Administration Act of the State of New Mexico and shall identify the contract number.

(b) The Contractor shall pay the New Mexico gross receipts taxes, pursuant to the Gross Receipts and Compensating Tax Act of New Mexico, assessed against the contract fee and costs paid for performance of this contract, or any part or portion thereof, within the State of New Mexico. The allowability of any gross receipts taxes or local option taxes lawfully paid to the State of New Mexico by the Contractor or its subcontractors will be determined in accordance with the Allowable Cost and Payment clause of this contract except as provided in paragraph (d) of this clause.

(c) The Contractor shall submit applications for Nontaxable Transaction Certificates, Form CSR-3C, to the State of New Mexico Taxation and Revenue Department, Revenue Division, P.O. Box 630, Santa Fe, New Mexico 87509. When the Type 15 Nontaxable Transaction Certificate is issued by the Revenue Division, the Contractor shall use these certificates strictly in accordance with this contract, and the agreement between the National Aeronautics and Space Administration and the New Mexico Taxation and Revenue Department.

(d) The Contractor shall provide Type 15 Nontaxable Transaction Certificates to each vendor in New Mexico selling tangible personal property to the Contractor for use in the performance of this contract. Failure to provide a Type 15 Nontaxable Transaction

Certificate to vendors will result in the vendor's liability for the gross receipt taxes and those taxes, which are then passed on to the Contractor, shall not be reimbursable as an allowable cost by the Government.

(e) The Contractor shall pay the New Mexico compensating user tax for any tangible personal property which is purchased pursuant to a Nontaxable Transaction Certificate if such property is not used for Federal purposes.

(f) Out-of-state purchase of tangible personal property by the Contractor which would be otherwise subject to compensation tax shall be governed by the principles of this clause. Accordingly, compensating tax shall be due from the contractor only if such property is not used for Federal purposes.

(g) The National Aeronautics and Space Administration may receive information regarding the Contractor from the Revenue Division of the New Mexico Taxation and Revenue Department and, at the discretion of the National Aeronautics and Space Administration, may participate in any matters or proceedings pertaining to this clause or the above-mentioned Agreement. This shall not preclude the Contractor from having its own representative nor does it obligate the National Aeronautics and Space Administration to represent its Contractor.

(h) The Contractor agrees to insert the substance of this clause, including this paragraph (h), in each subcontract which meets the criteria in 29.401-4(b)(1) through (3) of the Federal Acquisition Regulation, 48 CFR Part 29.

(i) Paragraphs (a) through (h) of this clause shall be null and void should the Agreement referred to in paragraph (c) of this clause be terminated; provided, however, that such termination shall not nullify obligations already incurred prior to the date of termination.

(End of Clause)

I.8 CONTINUITY OF SERVICES (FAR 52.237-3) (JAN 1991)

(a) The Contractor recognizes that the services under this contract are vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to-

(1) Furnish phase-in training; and

(2) Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

(b) The Contractor shall, upon the Contracting Officer's written notice, (1) furnish phase-in, phase-out services for up to 90 days after this contract expires and (2) negotiate in good faith a plan with a successor to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to the Contracting Officer's approval. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this contract are maintained at the required level of proficiency.

(c) The Contractor shall allow as many personnel as practicable to remain on the job to help the successor maintain the continuity and consistency of the services required by this contract. The Contractor also shall disclose necessary personnel records and allow the successor to conduct on-site interviews with these employees. If selected employees

are agreeable to the change, the Contractor shall release them at a mutually agreeable date and negotiate transfer of their earned fringe benefits to the successor.

(d) The Contractor shall be reimbursed for all reasonable phase-in, phase-out costs (*i.e.*, costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract.

(End of Clause)

I.9 CLAUSES INCORPORATED BY REFERENCE (FAR 52.252-2) (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses:

<http://www.arnet.gov/far/>

<http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm>

(End of Clause)

I.10 SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY RESOURCE (NFS 1852.204-76) (NOV 2004)

(a) The Contractor shall be responsible for Information Technology security for all systems connected to a NASA network or operated by the Contractor for NASA, regardless of location. This clause is applicable to all or any part of the contract that includes information technology resources or services in which the Contractor must have physical or electronic access to NASA's sensitive information contained in unclassified systems that directly support the mission of the Agency. This includes information technology, hardware, software, and the management, operation, maintenance, programming, and system administration of computer systems, networks, and telecommunications systems. Examples of tasks that require security provisions include:

- (1) Computer control of spacecraft, satellites, or aircraft or their payloads;
- (2) Acquisition, transmission or analysis of data owned by NASA with significant replacement cost should the contractor's copy be corrupted; and
- (3) Access to NASA networks or computers at a level beyond that granted the general public, e.g. bypassing a firewall.

(b) The Contractor shall provide, implement, and maintain an IT Security Plan. This plan shall describe the processes and procedures that will be followed to ensure appropriate security of IT resources that are developed, processed, or used under this contract. The plan shall describe those parts of the contract to which this clause applies. The Contractor's IT Security Plan shall be compliant with Federal laws that include, but are not limited to, the Computer Security Act of 1987 (40 U.S.C. 1441 et seq.) and the Government Information Security Reform Act of 2000. The plan shall meet IT security requirements in accordance with Federal and NASA policies and procedures that include, but are not limited to:

- (1) OMB Circular A-130, Management of Federal Information Resources, Appendix III, Security of Federal Automated Information Resources;

- (2) NASA Procedures and Guidelines (NPR) 2810.1, Security of Information Technology; and
- (3) Chapter 3 of NPR 1620.1, NASA Security Procedural Requirements.
- (c) Within 30 days after contract award, the contractor shall submit for NASA approval an IT Security Plan. This plan must be consistent with and further detail the approach contained in the offeror's proposal or sealed bid that resulted in the award of this contract and in compliance with the requirements stated in this clause. The plan, as approved by the Contracting Officer, shall be incorporated into the contract as a compliance document.
- (d) (1) Contractor personnel requiring privileged access or limited privileged access to systems operated by the Contractor for NASA or interconnected to a NASA network shall be screened at an appropriate level in accordance with NPR 2810.1, Section 4.5; NPR 1620.1, Chapter 3; and paragraph (d)(2) of this clause. Those Contractor personnel with non-privileged access do not require personnel screening. NASA shall provide screening using standard personnel screening National Agency Check (NAC) forms listed in paragraph (d)(3) of this clause, unless contractor screening in accordance with paragraph (d)(4) is approved. The Contractor shall submit the required forms to the NASA Center Chief of Security (CCS) within fourteen (14) days after contract award or assignment of an individual to a position requiring screening. The forms may be obtained from the CCS. At the option of the government, interim access may be granted pending completion of the NAC.
- (2) Guidance for selecting the appropriate level of screening is based on the risk of adverse impact to NASA missions. NASA defines three levels of risk for which screening is required (IT-1 has the highest level of risk):
- (i) IT-1 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause very serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of spacecraft, satellites or aircraft.
- (ii) IT-2 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause serious adverse impact to NASA missions. These systems include, for example, those that can transmit commands directly modifying the behavior of payloads on spacecraft, satellites or aircraft; and those that contain the primary copy of "level 1" data whose cost to replace exceeds one million dollars.
- (iii) IT-3 -- Individuals having privileged access or limited privileged access to systems whose misuse can cause significant adverse impact to NASA missions. These systems include, for example, those that interconnect with a NASA network in a way that exceeds access by the general public, such as bypassing firewalls; and systems operated by the contractor for NASA whose function or data has substantial cost to replace, even if these systems are not interconnected with a NASA network.
- (3) Screening for individuals shall employ forms appropriate for the level of risk as follows:
- (i) IT-1: Fingerprint Card (FC) 258 and Standard Form (SF) 85P, Questionnaire for Public Trust Positions;
- (ii) IT-2: FC 258 and SF 85, Questionnaire for Non-Sensitive Positions; and
- (iii) IT-3: NASA Form 531, Name Check, and FC 258.

(4) The Contracting Officer may allow the Contractor to conduct its own screening of individuals requiring privileged access or limited privileged access provided the Contractor can demonstrate that the procedures used by the Contractor are equivalent to NASA's personnel screening procedures. As used here, equivalent includes a check for criminal history, as would be conducted by NASA, and completion of a questionnaire covering the same information as would be required by NASA.

(5) Screening of contractor personnel may be waived by the Contracting Officer for those individuals who have proof of --

(i) Current or recent national security clearances (within last three years);

(ii) Screening conducted by NASA within last three years; or

(iii) Screening conducted by the Contractor, within last three years, that is equivalent to the NASA personnel screening procedures as approved by the Contracting Officer under paragraph (d)(4) of this clause.

(e) The Contractor shall ensure that its employees, in performance of the contract, receive annual IT security training in NASA IT Security policies, procedures, computer ethics, and best practices in accordance with NPR 2810.1, Section 4.3 requirements. The contractor may use web-based training available from NASA to meet this requirement.

(f) The Contractor shall afford NASA, including the Office of Inspector General, access to the Contractor's and subcontractors' facilities, installations, operations, documentation, databases and personnel used in performance of the contract. Access shall be provided to the extent required to carry out a program of IT inspection, investigation and audit to safeguard against threats and hazards to the integrity, availability and confidentiality of NASA data or to the function of computer systems operated on behalf of NASA, and to preserve evidence of computer crime.

(g) The Contractor shall incorporate the substance of this clause in all subcontracts that meet the conditions in paragraph (a) of this clause.

(End of Clause)

I.11 OMBUDSMAN (NFS 1852.215-84) (OCT 2003)

(a) An ombudsman has been appointed to hear and facilitate the resolution of concerns from offerors, potential offerors, and contractors during the preaward and postaward phases of this acquisition. When requested, the ombudsman will maintain strict confidentiality as to the source of the concern. The existence of the ombudsman is not to diminish the authority of the contracting officer, the Source Evaluation Board, or the selection official. Further, the ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Therefore, before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the contracting officer for resolution.

(b) If resolution cannot be made by the contracting officer, interested parties may contact the installation ombudsman:

Randy K. Gish
Mail Code: AC
NASA Johnson Space Center
2101 NASA Parkway
Houston, TX 77058-3696

Phone: 281-483-0490

(c) Concerns, issues, disagreements, and recommendations which cannot be resolved at the installation may be referred to the NASA ombudsman:

James A Balinskas
Director, Contract Management Division
Suite 1940D-2
NASA Headquarters
Washington DC 20546-0001

Phone: 202-358-0445 FAX: 202-358-3083

e-mail: james.a.balinskas@nasa.gov

Please do not contact the ombudsman to request copies of the solicitation, verify offer due date, or clarify technical requirements. Such inquiries shall be directed to the contracting officer or as specified elsewhere in this document.

(End of Clause)

I.12 SMALL BUSINESS SUBCONTRACTING REPORTING (NFS 1852.219-75)
(MAY 1999)

(a) The Contractor shall submit the Summary Subcontract Report (Standard Form (SF) 295) semiannually for the reporting periods specified in block 4 of the form. All other instructions for SF 295 remain in effect.

(b) The Contractor shall include this clause in all subcontracts that include the clause at FAR 52.219-9.

(End of Clause)

I.13 MINIMUM INSURANCE COVERAGE (NFS 1852.228-75) (OCT 1988)

The Contractor shall obtain and maintain insurance coverage as follows for the performance of this contract:

(a) Worker's compensation and employer's liability insurance as required by applicable Federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy, except when contract operations are so commingled with the Contractor's commercial operations that it would not be practical. The employer's liability coverage shall be at least \$100,000, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers.

(b) Comprehensive general (bodily injury) liability insurance of at least \$500,000 per occurrence.

(c) Motor vehicle liability insurance written on the comprehensive form of policy which provides for bodily injury and property damage liability covering the operation of all motor vehicles used in connection with performing the contract. Policies covering motor vehicles operated in the United States shall provide coverage of at least \$200,000 per person and \$500,000 per occurrence for bodily injury liability and \$20,000 per occurrence for property damage. The amount of liability coverage on other policies shall be commensurate with any legal requirements of the locality and sufficient to meet normal and customary claims.

(d) Comprehensive general and motor vehicle liability policies shall contain a provision worded as follows:

"The insurance company waives any right of subrogation against the United States of America which may arise by reason of any payment under the policy."

(e) When aircraft are used in connection with performing the contract, aircraft public and passenger liability insurance of at least \$200,000 per person and \$500,000 per occurrence for bodily injury, other than passenger liability, and \$200,000 per occurrence for property damage. Coverage for passenger liability bodily injury shall be at least \$200,000 multiplied by the number of seats or passengers, whichever is greater.

(End of Clause)

[END OF SECTION]

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

- J-1 Data Requirements List and Data Requirements Documents
- J-2 Performance Evaluation and Award-Term Plan
- J-3 Wage Determination
- J-4 Lists of Government Furnished Property
- J-5 Safety, Health, and Environmental Compliance Plan
- J-6 Small Business Subcontracting Plan
- J-7 Quality Assurance Plan
- J-8 Critical Positions List
- J-9 Contractor Managed Databases
- J-10 Conflict of Interests Avoidance Plan

J-1 Data Requirements List and Data Requirements Documents

JSC DATA REQUIREMENTS LIST (DRL)							Page 1 of 7	
(See reverse for instructions) Based on JSC-STD-123								
a. Title of Contract, Project, SOW, etc. Occupational Medicine and Occupational Health Contract				b. RFP/Contract No.. NNJ05064093R/NNJ06HB47C		c. DRL Date/Mod Date		
1. Line 1	2. DRD Title Monthly, Quarterly, and Annual Work Achievement and Metrics Report	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. MO	5. As-of- 10	6. 1 st subm. Award + 1	7. Copies a. P/E b. 2		
8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/Contracting Officer's Technical Representative (COTR)			9. Remarks Due 10 th working day of the month following the month being reported. Where noted, shall include quarterly and annual program information. Annual reports and summaries are due December 1 of each calendar year. Semi-annual reports are due June 1 and December 1 of each calendar year.					
1. Line 2	2. DRD Title Safety, Health, and Environmental Compliance Plan	3. Data <input checked="" type="checkbox"/> (1) Written <input type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. RT	5. As-of-	6. 1 st subm. See #9	7. Copies a. Type b. Number Print 4		
8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR SD3/Occupational Health and Human Test Support JA131/ Environmental Service, 2 copies			9. Remarks Due with Proposal Submittal					
1. Line 3	2. DRD Title NASA Financial Management Reporting	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. MO QU	5. As-of- 12 17	6. 1 st subm. Award + 1	7. Copies a. P/E b. 4		
8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR LS SD/Budget Analyst LF6/Cost Accounting			9. Remarks					
1. Line 4	2. DRD Title Patient/Customer Satisfaction Surveys	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. MO	5. As-of- 10	6. 1 st subm. See DRD	7. Copies a. E b. 2		
8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR			9. Remarks Contractor shall develop and administer customer satisfaction surveys for occupational medicine clinic and field occupational health activities. Survey results and raw data shall be converted to PDF format and placed on a secure site for review by COTR, CO and contractor.					

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)

Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc.
Occupational Medicine and Occupational Health Contract

b. RFP/Contract No..
NNJ05064093R/NNJ06HB47C

c. DRL Date/Mod

1. Line	2. DRD Title	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4.	5. As-of- See #9	6. 1 st subm. See #9	7. Copies a. b. P 3
5	Logistics Operation Report	<input checked="" type="checkbox"/> (2) Mandatory Submittal	BE	See #9	See #9	P 3
8. Distribution (Continue on a blank sheet if needed) CO/Contracting Officer SD3/COTR JF5/Property Administrator		9. Remarks See DRD for due dates.				
6	Performance Incentive and Award-Term Metrics Report	<input checked="" type="checkbox"/> (2) Mandatory Submittal	MO	10	See DRD	E
8. Distribution (Continue on a blank sheet if needed) BH3/Contracting Officer SD3/COTR		9. Remarks Contractor shall develop a system to demonstrate compliance with Award-Term (Technical) metrics.				
7	Standard Operating Procedures	<input checked="" type="checkbox"/> (2) Mandatory Submittal	AN	See #9	See #9	E 2
8. Distribution (Continue on a blank sheet if needed) BH3/Contracting Officer SD3/COTR		9. Remarks First submission at award plus 6 months with future submissions due on anniversary of contract award. Shall be provided in electronic form. Package shall be on a single table of contents and referable to the Contractors ISO processes and format.				
8	Workplace Health Inspection Reports	<input checked="" type="checkbox"/> (2) Mandatory Submittal	AR	See #9	See #9	P/E 4
8. Distribution (Continue on a blank sheet if needed) SD3/COTR Facility Manager SD3/Chief NT2/Chief		9. Remarks Workplace S&H inspections are required Facilities on an annual basis, 29CFR 1960.25. Contractor shall conduct workplace health inspections and report results. All facilities inspected annually. Summary report within one month of facility inspection and annual summary of inspections.				

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)

Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc.
Occupational Medicine and Occupational Health Contract

b. RFP/Contract No..
NNJ05064093R/NNJ06HB47C

c. DRL Date/Mod

1. Line	2. DRD Title	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4.	5. As-of-	6. 1 st subm.	7. Copies a. b. P/E
9	Annual Sampling Strategy, Exposure Monitoring, and Complaint Log Database		AN	12/1	See #9	1
8. Distribution (Continue on a blank sheet if needed) SD3/COTR			9. Remarks Contractor shall perform a baseline site assessment, and an annual sampling strategy. Data shall be entered into occupational and environmental exposure database. Data will be reviewed and statistically analyzed on an annual basis, report due at the end of November for use in annual S&H reports.			
10	Hazardous Building Material and Facility Components Database		AR	12/1	See #9	See 8
8. Distribution (Continue on a blank sheet if needed) Information will be available on the JSC Total Health Homepage			9. Remarks Contractor shall develop and maintain existing hazardous material locations databases. Databases shall be available within the JSC internal homepage and as directed by the COTR. New data shall be entered within 2 weeks of discovery.			
11	JSC Chemical Inventory and MSDS Database		AN	12/1	See #9	1
8. Distribution (Continue on a blank sheet if needed) SD3/COTR			9. Remarks Contractor shall maintain JSC MSDS repository and chemical inventory database. Contractor shall oversee and conduct hazardous material inventory as required by DRD and JSC environmental. Annual chemical inventory reports shall be generated for use by JSC.			
12	Environmental Compliance Deliverables		AN	1/31	1/31/2006	2
8. Distribution (Continue on a blank sheet if needed) SD3/COTR JA131/Environmental Services			9. Remarks			

JSC DATA REQUIREMENTS LIST (DRL)						
(See reverse for instructions) Based on JSC-STD-123				Page 4 of 7		
a. Title of Contract, Project, SOW, etc. Occupational Medicine and Occupational Health Contract			b. RFP/Contract No.. NNJ05064093R/NNJ06HB47C		c. DRL Date/Mod	
1. Line 13	2. DRD Title Flight Medicine Deliverables (weekly)	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. WK	5. As-of- Tuesday	6. 1 st subm. Start + 1 week	7. Copies a. b. P/E 1
	8. Distribution (Continue on a blank sheet if needed) SD2/Chief, Flight Medicine Clinic		9. Remarks			
1. Line 14	2. DRD Title Flight Medicine Deliverables (monthly)	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. MO	5. As-of- 10	6. 1 st subm. Start+1mo	7. Copies a. b. P/E 3
	8. Distribution (Continue on a blank sheet if needed) SD2/Chief, Flight Medicine Clinic BH4/Contracting Officer SD3/COTR		9. Remarks			
1. Line 15	2. DRD Title Flight Medicine Deliverables (quarterly)	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. QU	5. As-of- 10	6. 1 st subm. Start+3mo	7. Copies a. b. Type P/E 1
	8. Distribution (Continue on a blank sheet if needed) SD2/Chief, Flight Medicine Clinic		9. Remarks			
1. Line 16	2. DRD Title Lessons Learned	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AR	5. As-of- See #9	6. 1 st subm. See #9	7. Copies a. b. P/E 2
	8. Distribution (Continue on a blank sheet if needed) NS2/Occupational Safety Branch, SD3/COTR		9. Remarks The contractor shall provide a Lessons Learned Report 30 days after triggering event or 30 days after mishap investigation or hazard analysis / evaluation is completed.			

JSC DATA REQUIREMENTS LIST (DRL)							Page 5 of 7	
(See reverse for instructions)								
a. Title of Contract, Project, SOW, etc.				b. RFP/Contract No..		c. DRL Date/Mod		
Occupational Medicine and Occupational Health Contract				NNJ05064093R/NNJ06HB47C				
1. Line 17	2. DRD Title Monthly Safety and Health Metrics	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. MO	5. As-of- 10	6. 1 st subm. Award+1mo	7. Copies a. b. P/E 2		
	8. Distribution (Continue on a blank sheet if needed) NS2/Occupational Safety Branch SD3/COTR		9. Remarks					
1. Line 18	2. DRD Title Safety and Health Program Self Evaluation	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AN	5. As-of- 9/30	6. 1 st subm. See #9	7. Copies a. b. P 4		
	8. Distribution (Continue on a blank sheet if needed) NS/Safety and Test Operations Division SD13/Occupational Health Officer JA131/Environmental Services SD3/COTR		9. Remarks Report due September 30 th of each year. System Safety Plan will be required if any facility or operation falls under the applicable requirements of JSC system safety plan as defined in JHB 1700.1H.					
1. Line 19	2. DRD Title System Safety Program Plan	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AN	5. As-of- 9/30	6. 1 st subm. See #9	7. Copies a. b. P 1		
	8. Distribution (Continue on a blank sheet if needed) SD3/COTR		9. Remarks Report due September 30 th of each year. System Safety Plan will be required if any facility or operation falls under the applicable requirements of JSC system safety plan as defined in JHB 1700.1H.					
1. Line 20	2. DRD Title Contractor Information Technology Security Management Plan	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AN	5. As-of- 11/1	6. 1 st subm. See #9	7. Copies a. b. P 3		
	8. Distribution (Continue on a blank sheet if needed) SA/IT System Administrator SD3/COTR BH4/Contracting Officer and BH 4/Contract Specialist		9. Remarks Draft due at contract start with final approved by government at contract start + 30 days; annual updates thereafter					

JSC DATA REQUIREMENTS LIST (DRL)

(See reverse for instructions)
Based on JSC-STD-123

a. Title of Contract, Project, SOW, etc.
Occupational Medicine and Occupational Health Contract

b. RFP/Contract No..
NNJ05064093R/NNJ06HB47C

c. DRL Date/Mod

1. Line	2. DRD Title	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4.	5. As-of-	6. 1 st subm.	7. Copies a. b.
21	Facility Security Plan for Information Technology		AN	3/30 See #9	See #9	P 4
	8. Distribution (Continue on a blank sheet if needed) SA/IT System Administrator SD3/COTR BH4/Contracting Officer BH4/Contract Specialist		9. Remarks Initial submission at contract start with first update on 1/31/06 and final by 3/1/06; approved by 3/30 of each subsequent year			
22	DRD Master Schedule	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	AR	See #9	See #9	E 2
	8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR		9. Remarks Initial submission with proposal, then updated as required by the COTR.			
23	Database Management and Updates	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	AR	See #9	See #9	E 1
	8. Distribution (Continue on a blank sheet if needed) Electronic as needed to meet individual database requirements.		9. Remarks Databases maintained from contract start and continuously available for use. COTR approval required per DRD for			
24	Conflict of Interests Avoidance Plan	<input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	RT	11/1	See #9	Per RFP & #8
	8. Distribution (Continue on a blank sheet if needed) Initial Plan Submittal per RFP Revisions: BH4/CO SD3/COTR		9. Remarks Initial plan due per RFP, revisions are due as required.			

JSC DATA REQUIREMENTS LIST (DRL)							Page 7 of 7
(See reverse for instructions)							
Based on JSC-STD-123							
a. Title of Contract, Project, SOW, etc. Occupational Medicine and Occupational Health Contract				b. RFP/Contract No. NNJ05064093R/NNJ06HB47C		c. DRL Date/Mod	
1. Line 25	2. DRD Title Procurement Data Package	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AD	5. As-of-	6. 1 st subm.	7. Copies a. E b. 2	
	8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR		9. Remarks Due within 15 working days of request for data by CO.				
1. Line 26	2. DRD Title Quality Assurance Plan	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. RT	5. As-of-	6. 1 st subm. See #9	7. Copies E 2	
	8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer SD3/COTR		9. Remarks Draft due with proposal submittal, final approved version at contract start + 30 days. Plan requires NASA approval.				
1. Line 27	2. DRD Title Wage/Salary and Fringe Benefit Data	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AN	5. As-of- See #9	6. 1 st subm. See #9	7. Copies P 2	
	8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer BA2/Contract Labor Relations Officer		9. Remarks First submittal 30 days after start of contract with future submittals due 90 days prior to anniversary of contract.				
1. Line 28	2. DRD Title Information Technology (IT) Capital Planning and Investment Control (CPIC)	3. Data <input type="checkbox"/> (1) Written <input checked="" type="checkbox"/> (2) Mandatory Submittal <input type="checkbox"/> (3) Submitted upon	4. AR	5. As-of- See #9	6. 1 st subm. See #9	7. Copies P/E 1	
	8. Distribution (Continue on a blank sheet if needed) BH4/Contracting Officer		9. Remarks First submittal at 30 days post award and thereafter as required.				

DRL Information and Abbreviations

Block #3 - Data Type - Check the appropriate data type. Additional detail needed to clarify types or define subtypes may be added in block 9, REMARKS.

- (1) Written Approval - Data requiring written approval by the NASA OPR before implementation into procurement or development program.
- (2) Mandatory Submittal - Data submitted to NASA for coordination, information, review, and/or management control.
- (3) Submittal upon Request - Data prepared and retained by respondent to be made available to requiring organization upon request.

Block #4 – Frequency

AD	As Directed	BE	Biennially
DA	Daily	OT	One Time
RD	As Released	TY	Three Per Year
AN	Annually	BM	Bimonthly
DD	Deferred Delivery	PV	Per Vehicle
RT	One Time and Revisions	UR	Upon Request
AR	As Required	BW	Biweekly
MO	Monthly	QU	Quarterly
SA	SemiAnnually	WK	Weekly

Block #5 - As-Of Date – Reports to be submitted by this date (cutoff date and due date: e.g., 15/1 indicated input cutoff date of 15th and due date of 1st).

Block #6 - First Submittal - Month/Day/Year of initial submittal. If calendar date is not scheduled, enter number of days preceding or following event to which data requirement is related (e.g., 90 days prior to launch).

Block #7 - Copies - Codes

- (a) Type
 - P Printed Copies
 - E Electronic Copy compatible with Windows® Platform
 - M Microfilm Aperture Cards
 - R Reproducible Copy
 - O Other – See Block #9

- (b) Number - Number of copies required.

Block #8 - Distribution – Distribution instructions are given including mail codes and names of persons scheduled to receive data. If more than one copy is required, these requirements will be indicated here.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Monthly, Quarterly, and Annual Work Achievement and Metrics Report	2. Date of current version 12/2004	3. DRL Line 1	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Work Achievement and Metrics Report Evaluation of contractor performance and program effectiveness.		5. DRD Category: (check one) X Technical Administrative SR&QA	
6. References (Optional) Workload sizing	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

Report shall be prepared for each functional area to include the following. Narrative discussions in each area shall include, but not be limited to, topics such as achievements, accomplishments, issues, concerns, problems, anomalies, that the contractor deems worthy of documenting and conveying to the government.

MONTHLY REPORTS

OCCUPATIONAL MEDICINE PROGRAM

- Number of patients treated for the month
- Catagories of treatment
- Number of civil service personnel treated
- Number of contractor personnel treated
- Narrative

HUMAN TEST SUPPORT

- Description of tasks
- Number of persons assigned
- Narrative

CARDIOPULMONARY LABORATORY

- Description of tasks
- Number of personnel studies
- Narrative

OCCUPATIONAL HEALTH PROGRAMS

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> Industrial Hygiene Description of tasks Current status of completion | <ul style="list-style-type: none"> Ergonomic Description of tasks Current status of completion Current Status of followup | <ul style="list-style-type: none"> Health Training Number and type of training Narrative |
|--|---|---|

- Radiological Health
- Description of tasks
- Current status of completion
- Narrative

- Ergonomics/ Hazard Communication
- Description of tasks

EMPLOYEE ASSISTANCE PROGRAM

- Number of new cases
- Number of counseling sessions
- Number referred to outside providers
- Summary of patient presentations (issue, complaint, etc.)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

ENVIRONMENTAL HEALTH LABORATORY

Type and number of samples

Type and number of analyses

WELLNESS /HEALTH RELATED PHYSICAL FITNESS PROGRAM

Number of classes/sessions

Number of participants

Other wellness activities

PROGRAM METRICS – MONTHLY, QUARTERLY, SEMI-ANNUAL, AND ANNUAL REPORTS

Comparison of actuals to workload sizing data (monthly and year to date)

Civil Servant Health Screening Utilization “No Show” Report (Monthly)

Case Management Summary Report (Monthly)

Field Complaint Log Report (summary and resolution) (Monthly)

HQ Quaterly Preventive Health Data (quarterly requirement)

Tuberculosis Screening Report (Annual)

Asbestos Activity Report (Annual)

Hearing Conservation Report (Annual)

Sampling Strategy and IH Sampling Status (Semi-annual)

Workload Sizing Metrics (Monthly)

Ergonomic Report (Monthly)

AEID/CPR Program Report (Quarterly)

HATS Entries, Type and Number (Monthly)

Occupational Health Summary Report for Annual VPP Self-Evaluation (Annual)

Cost Control Narrative Summary (Monthly)

Copies:

BH4 / Contracting Officer

SD3 / Contracting Officer Technical Representative

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Safety, Health, and Environmental Compliance Plan	2. Date of current version 10/03	3. DRL Line 2	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes Safety, Health, and Environmental Compliance Plan for contractors providing support to JSC organizations		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) Safety and Health Program Self Evaluation		

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

APPLICABLE DOCUMENTS:

- OSHA TED 8.4 - Voluntary Protection Program (VPP) Policies and Procedures Manual
- JSC 17773 - Instructions for Preparation of Hazard Analysis for JSC Ground Operations
- JSC 1700.1 - JSC Safety and Health Handbook

Note: Upon NASA approval, the contractor's Safety, Health, and Environmental Compliance Plan ("The Plan") becomes a contractual requirement and will be incorporated into Section J of the contract.

Frequency of submission: One time only (with the proposal).

Distribution: After the plan is approved by NASA, the Contracting Officer will retain the plan in the contract file. The contractor will send additional copies to each of the following:

- NS Safety and Test Operations Division (2 copies)
- SD13 Occupational Health Officer (1 copy)
- JA131 Environmental Services (1 copy)
- SD3 Contracting Officer's Technical Representative (1 copy)

Subsequent revisions to the plan: The contractor may revise the plan at any time or at the direction of the Government. Revisions are subject to Government review and approval. Distributions of approved revisions will be as described above.

Other deliverables: The requirements for this plan as detailed in the instructions on plan content below include instructions for specific reports and data to be submitted to the Government. These instructions are to be included in the plan and represent contractual commitments by the contractor to provide this information.

Format: The format for the submission is defined below.

- (1) Cover page - to include as a minimum the signatures of Contractor's project manager and designated safety official (if different); NASA COTR; JSC Occupational Safety Branch; and the NASA Contracting Officer. Other signatures may be required at the discretion of the Government.
- (2) Table of Contents. See content below.
- (3) Body of plan - as required. Contractor's format is acceptable but should be traceable to the elements of the content below.
- (4) When preparing its plan, the offeror/contractor is expected to review all the items below and tailor its plan accordingly. Certain requirements set forth in this DRD may be specific for contractor operations performed at JSC, Ellington Field, or Sonny Carter Training Facility in the Clear Lake, Texas area or for operations at WSTF in New Mexico; tailoring of the plan to the requirements of specific establishments is

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

acceptable. The plan will clearly identify those resources to be provided by the contractor and provided by the Government. This review and supporting rationale is to be made 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.

Authority: FAR 52.223-1 through -5, -10; NFS 18-23.70, 18-52.223-70, 18-52.223-73.

Content:

- 1 Management Leadership and Employee Participation.
 - 1.1 Policy. Provide the contractor's safety, health, and environmental 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.
 - 1.2.1 Describe specific safety and health goals and objectives to be met. Discuss status of safety program using the "Performance Evaluation Profile" as safety performance criteria. Describe the contractor's approach to continuous improvement (including milestone schedule) using level 5 of the Performance Evaluation Profile as a guideline.
 - 1.2.2 Describe Environmental Goals & Objectives to be met for the following:
 - (a) Pollution Prevention and Source Reduction of:
 - (1) Hazardous and Industrial Solid Wastes
 - (2) Solid Wastes (trash, refuse)
 - (3) Wastewater Discharges (sanitary sewerage)
 - (4) Air Emissions
 - (5) Medical & Radiological Discharges
 - (b) Affirmative Procurement (Purchase of Environmentally Preferable Materials IAW Executive Order)
 - (c) Hazardous Materials Handling/Purchasing/Reduction/Replacement
 - (d) Elimination from Specifications and Standards requirements for the use of Hazardous/Toxic Substances & Materials
 - (e) Use of an Environmental Planning Checklist to review & document Impacts of New and Modified Programs, Projects, Activities and Operations.
 - (f) Life cycle analysis and costing
 - (g) Incorporating Environmental Requirements in Subcontracts
 - (h) Participation in JSC Recycling
 - (i) Outreach programs
 - 1.3 Management Leadership. Describe management's procedures for implementing its commitment to safety, health, and environmental compliance through visible management activities and initiatives including a commitment to exercise management prerogatives to ensure workplace safety and health. Describe processes and procedures to making this visible 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.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

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- 1.4 Employee Involvement. Describe procedures to promote and implement employee (e.g., non-supervisory) involvement in safety, health, and environmental compliance program development, implementation and decision-making. Describe the scope and breadth of employee participation to be achieved so that approximate safety and health risk areas of the contract are equitably represented.
- 1.5 Assignment of Responsibility. Describe line and staff responsibilities for safety and health program implementation. Identify any other personnel or organization that provides safety services or exercises any form of control or assurance in these areas. State the means of communication and interface concerning related issues used by line, staff, and others (such as documentation, concurrence requirements, committee structure, sharing of the work site with NASA and other contractors, or other special responsibilities and support.) As a minimum, the contractor will identify the following:
 - 1.5.1 Safety Representative - identify by title the individual who will be trained and certified in accordance with JPG 1700.1 to be responsive to Center-wide safety, health, environmental, and fire protection concerns and goals, and who will participate in meetings 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 (such as the company physician) by name, address, and telephone number to the JSC Clinic, mail code SD22. This will facilitate communication of medical data to contractor management. Prompt notification to the JSC Occupational Health/ Clinic shall be given of any changes that occur in the identity of the point of contact. A letter to the JSC Occupational Health Office can accomplish initial identification of point of contact and subsequent updates with a copy sent to the Contracting Officer. The initial letter is to be received by the Government prior to contract start.
 - 1.5.3 Building Fire Wardens - provide a roster of fire wardens (their names, phone numbers and pagers, and mail codes). Contractor fire wardens are needed to 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 in accordance with JPG 1700.1. The roster shall be maintained by letter to JSC Occupational Safety, mail code NS2, with copies to the Contracting Officer and Contracting Officer's Technical Representative. The initial letter shall be received by the Government not later than 15 days after contract start.
 - 1.5.4 Designated Safety 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 consistency of the plan for compliance with applicable NASA and JSC requirements and contractual direction as well as applicable Federal, state, and local regulations and how compliance will be maintained throughout the life of the contract.
- 1.7 Accountability. Describe procedures for ensuring that management and employees will be held accountable for implementing their tasks in a safe and healthful and environmentally compliant manner. The use of traditional and/or innovative personnel management methods (including discipline, motivational techniques, or any other technique that ensures accountability) will be referenced as a minimum and described as appropriate.
- 1.8 Program Evaluation. The program evaluation consists of:
 - 1.8.1 Participation in a Performance Evaluation Profile (PEP) survey at the request of the Government. The PEP survey normally will be scheduled and administered at the discretion of the Government. If the Government chooses not to do the PEP in a given year, the contractor may at its option initiate its own PEP by contacting JSC Occupational Safety, code NS2, for assistance. The contractor will not be required to take two or more PEP surveys in any contract year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- 1.8.2 [Reserved.]
- 1.8.3 A written self-evaluation report to be delivered by Sept 30 of each year. The self-evaluation shall follow the VPP program evaluation report format found in OSHA TED 8.4, Voluntary Protection Programs (VPP) Policies and Procedures Manual, Appendix D, "Annual Submissions", as mandated by the cognizant OSHA regional office. 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. The self-evaluation shall as a minimum cover the elements of the approved safety and health plan.
- 1.8.4 Miscellaneous Reports. The contractor will acknowledge the following as standing requests of the Government and to be handled as described below.
- (a) Roster of Terminated Employees. Identify personnel terminated by contractor. Send to the JSC Occupational Health Officer, mail code SD13, no later than 30 days after the end of each contract year or at the end of the contract, whichever is applicable. At the contractor's discretion, the report may be submitted for personnel changes during the previous year or cumulated for all years. Information required:
- (1) Date of report, contractor identity and contract number.
 - (2) For each person listed, provide name, social security number, and date of termination.
 - (3) Name, address, and telephone number of contractor representative to be contacted for questions or other information.
- (b) Material Safety Data. The contractor shall prepare and/or deliver Material Safety Data for hazardous materials brought onto Government property or included in products delivered to the Government. This data is required by the Occupational Safety and Health Administration (OSHA) regulation, 29 CFR 1910.1200, "Hazard Communication", EPA "Emergency Planning and Community Right-to-Know (EPCRA, ref. 40 CFR 302, 311, 312); and the Texas Department of State Health Services (TDSHS, ref. Chapters 505-507 of the Health and Safety Code), 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 copy of each MSDS will be sent upon receipt of the material for use on NASA property to the JSC Central Repository, Occupational Health and Test Support, Mail Code SD13, along with information on new or changed locations and/or quantities normally stored or used. If the MSDS arrives with the material and is needed for immediate use, the MSDS shall be delivered to the Central Repository by close of business of the next working day after it enters the site.
- (c) Hazardous Materials Inventory. The contractor shall compile an inventory report of all hazardous materials it has located on Government property not less than annually, 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. The call for this annual inventory and instructions for delivery will be issued by the JSC Occupational Health and Test Support Office, mail code SD13. This information shall use the format used by JSC for chemical inventory compilation to provide the following:
- (1) the identity of the material;
 - (2) the location of the material by building and room;
 - (3) the quantity of each material normally kept at each location
 - (4) peak quantity stored
 - (5) actual or estimated rate of annual usage of each chemical

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- 1.9 Government Access to Safety and Health Program Documentation. The contractor shall recognize in its plan that it will be expected to make all safety, health, and environmental documentation (including relevant personnel records) available for inspection or audit at the Government's request. Electronic access by the Government to this data is preferred as long as Privacy Act requirements are met and Government safety and health professionals and their representatives have full and unimpeded access for review and audit purposes. For contractor activities conducted on NASA property, the contractor will identify what records it will make available to the Government in accordance with the Voluntary Protection Program criteria of OSHA as implemented in JPG 1700.1, "JSC Safety and Health Handbook", as revised. For the purpose of this plan, safety, health, and environmental compliance 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, environmental protection, or emergency preparedness.
- 1.10 The contractor may be requested to participate in the review and modification of safety requirements that are to be implemented by the Government including any referenced documents therein. This review activity will be implemented at the direction of the NASA Contracting Officer's Technical Representative in accordance with established NASA directives and procedures.
- 1.11 Procurement. Identify procedures used to assure that procurements are reviewed for safety, health and environmental compliance considerations and those specifications contain appropriate safety criteria and instructions. Set forth authority and responsibility to assure that safety tasks are clearly stated in subcontracts.
- 1.12 Certified Professional Resources. Discuss your access to certified professional resources for safety, health, and environmental protection. Discuss their roles in motivation/awareness, worksite analysis, hazard prevention and control, and training.
- 2 Worksite Analysis. Hazards shall be systematically identified through a combination of surveys, analyses, and inspections of the workplace, investigations of mishaps and close calls, and the collection and trend analysis of safety and health data such as: records of occupational injuries and illnesses; findings and observations from preventive maintenance activities; reports on hazardous substance spills and inadvertent releases to the environment; facilities related incidents related to partial or full loss of systems functions; etc. Hazards identified by any of the techniques identified below shall be ranked and processed in accordance with JPG 1700.1. All hazards on NASA property, which are immediately dangerous to life or health, shall be reported immediately to the Occupational Safety Office. All safety engineering products that address operations, equipment, etc., on NASA property will be subject to JSC S&MA review and concurrence unless otherwise waived by the JSC Occupational Safety Office.
 - 2.1 Industrial Hygiene. Describe your industrial hygiene program and how it will be coordinated with the JSC government provided resources for industrial hygiene. In the event corporate resources are used to determine workplace exposures, copies of all monitoring data shall be provided to JSC Occupational Health within 15 days of receipt of results.
 - 2.2 Hazard Identification. Describe the procedures and techniques to be taken to compile an inventory of hazards associated with the work to be performed on this contract. This inventory of hazards shall address the work specified in this contract as well as operations and work environments in the vicinity or in close proximity to contract operations. The results will be reported 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:
 - 2.2.1 Comprehensive Survey – A "wall to wall" engineering assessment of the work site including facilities, equipment, processes, and materials (including wastes – (TCEQ/EPA solid & hazardous, radioactive,

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explosives, medical-infectious-biological)). The comprehensive survey will establish a baseline of hazards that may put contract assets at risk as early as is feasible, preferably at contract start.

- 2.2.2 Change (Pre-use) Analysis – Typically addresses modifications in facilities, equipment, processes, and materials (including waste); and related procedures for operations and maintenance. Change analyses periodically will be driven by new or modified regulatory and NASA requirements.
- 2.2.3 Hazard Analysis – may address facilities, systems/subsystems, operations, processes, materials (including waste), and specific tasks or jobs. Analyses and report formats will be in accordance with JSC 17773, "Instructions for Preparation of Hazard Analyses for JSC Ground Operations."
- 2.3 Inspections.
 - 2.3.1 Routine Inspections. Includes assignments, procedures, and frequency for regular inspection and evaluation of work areas for hazards and accountability for implementation of corrective measures. The contractor will describe administrative requirements and procedures for control of and regularly scheduled inspections for fire and explosion hazards. The contractor has the option, in lieu of this detail, to identify policies and procedures with the stipulation that the results (including findings) of inspections conducted on NASA property or involving Government furnished property will be documented in safety program evaluations or the monthly Accident/Incident Summary reports. Inspections will identify
 - (a) Discrepancies between observed conditions and current requirements, and
 - (b) New (not previously identified) or modified hazards.
 - 2.3.2 Protective Equipment. Set forth procedures for obtaining, inspecting, and maintaining all appropriate protective equipment, as required, or reference written procedure pertaining to this subject. Set forth methods for keeping records of such inspections and maintenance programs.
- 2.4 Employee Reports of Hazards – identification of methods to encourage employee reports of hazardous conditions (e.g., close calls) and analyze/abate hazards. The contractor will describe steps it will take to create reprisal-free employee reporting with emphasis on management support for employees and describe methods to be used to incorporate employee insights into hazard abatement and motivation / awareness activities.
- 2.5 Accident and Record Analysis.
 - 2.5.1 Mishap Investigation – identification of methods to assure the reporting and investigation of mishaps including corrective actions implemented to prevent recurrence. The contractor will describe the methods to be used to report and investigate mishaps on NASA property and on contractor or third-party property. The contractor will describe its procedures for implementing use of NASA forms as specified in JPG 1700.1 and alternate forms used by contractor with emphasis on timely notification of NASA; investigation procedures; exercise of jurisdiction over a mishap investigation involving NASA and other contractor personnel; follow up of corrective actions; communication of lessons learned to NASA; and solutions to minimize duplications in reporting and documentation including use of alternate forms, etc. The contractor will discuss its procedures for immediate notification requirements for fires, hazardous materials releases, and other emergencies. The contractor will include appropriate details to address the use of NASA Form 1627, "Mishap Report" (or equivalent), including 24-hour and ten-day mishap reports to JSC Occupational Safety, mail code NS2. Note: the NASA Form 1627 is not attached since it is a three part carbonless form not conducive to reproduction. This form can be obtained from JSC's Printing Services.
 - 2.5.2 Trend Analysis – describe 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

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trend analysis to be performed by the Government, the contractor will discuss method of providing data as follows:

- a. **Accident/Incident Summary Report.** The contractor shall prepare and deliver Accident/Incident Summary Reports as specified on JSC Form 288, "Accident / Incident Statistics" (attached), as revised. All new and open mishaps, including vehicle accidents, incidents, injuries, fires, and close calls shall be described in summary form along with current status. Negative reports are also required monthly. Report frequency is monthly; Date due is the 10th day of the month following each month reported. Report to be delivered to the Safety and Test Operations Division, mail code NS2, by fax to 281-244-0426 or by attaching to an e-mail and transmitting to mishaps@ems.jsc.nasa.gov.
 - b. **Log of Occupational Injuries and Illnesses.** For each establishment on and off NASA property that performs work on this Contract, the Contractor shall deliver to the Government a copy of its annual summary of occupational injuries and illnesses (or equivalent) as described in 29 CFR Part 1904.5. Copy of all summaries as required above under Contractor's cover letter. If contractor is exempt by regulation from maintaining and publishing such logs, equivalent data in contractor's format is acceptable (such as loss runs from insurance carrier) which contains the data required by JSC Form 288. Data shall be compiled and reported by calendar year and provided to the Government within 45 days after the end of the year to be reported (e.g. not later than February 15 of the year following.)
- 3 **Hazard Prevention and Control.** Identified hazards must be eliminated or controlled. In the multiple employer environment of the center, it is required that hazards including discrepancies and corrective actions be collected in a center wide information system (Hazard Abatement Tracking System (HATS) for risk management purposes. Describe your approach to implementing this requirement.
- 3.1 **Appropriate Controls.** Discuss approach to consideration and selection of controls. Discuss use of hazard reduction precedence sequence (see JPG 1700.1). Discuss approach to identifying and accepting any residual risk. Discuss implementation of controls including verifying effectiveness. Discuss scope of coverage (hazardous chemicals, equipment, discharges, waste, energies, etc.). Discuss need for coordination with safety, health, environmental services, and emergency authorities at NASA.
 - 3.2 **Hazardous Operations and Processes.** Establish 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. JPG 1700.1 will serve as a guide for defining, classifying, and prioritizing hazardous operations; 29 CFR Part 1910.119 will be the guide for hazardous processes. Develop and maintain a list of hazardous operations and processes to be performed during the life of this contract. The list of hazardous operations and processes will be provided to JSC as part of the plan for review and approval. JSC and the Contractor will decide jointly which operations and processes are to be considered hazardous, with JSC as the final authority. Before hazardous operations or processes commence, the Contractor will develop a schedule to develop written procedures with particular emphasis on identifying the job safety steps required. NASA will have access on request to any contractor data necessary to verify implementation. For all identified operations or processes that may have safety or health implications outside contract operations, the contractor shall identify such circumstances to the JSC Safety and Test Operations Division and Occupational Health and Test Support Office who will provide additional instructions for further NASA management review and approval.
 - 3.3 **Written Procedures.** Identification of methods to assure that the relevant hazardous situations and proper controls are identified in documentation such as inspection procedures, test procedures, etc., and other related information. Describe methods to assure that written procedures are developed for all hazardous operations, including testing, maintenance, repairs, and handling of hazardous materials and hazardous waste. Procedures will be developed in a format suitable for use as safety

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documentation (such as a safety manual) and be readily available to personnel as required to correctly perform their duties.

- 3.4 Hazardous Operations Permits. Identify facilities, operations and/or tasks where hazardous operations permits will be required as specified in JPG 1700.1 such as confined space entry, hot work, etc.) Set forth guidance to adhere to established NASA JSC procedures. Clearly state the role of the safety group or function to control such permits.
- 3.5 Operations Involving Potential Asbestos Exposures. Set forth method by which compliance is assured with JSC Asbestos Control Program as established in JPG 1700.1, as revised, and JHB 8800.6, "Asbestos Control Manual," as revised.
- 3.6 Operations Involving Exposures to Toxic or Unhealthful materials. Such operations must be evaluated by the JSC Occupational Health Office and must be properly controlled as advised by same. JSC Occupational Health Office must be notified prior to initiation of any new or modified operation potentially hazardous to health.
- 3.7 Environmental Operations & Activities
 - 3.7.1 Operations Involving Hazardous Waste. Identify procedures used to manage hazardous waste from point of generation through disposal. Clearly identify divisions of responsibility between contractor and NASA for hazardous waste generated throughout the life of the contract. Operations that occur on site at JSC, SCTF, Ellington Field, or WSTF must be evaluated by the JSC Environmental Services Office and must be properly controlled as advised by same. JSC Environmental Services Office must be notified prior to initiation of any new or modified operations, equipment, systems, or activities generating new hazardous wastes or where the chemicals change or there are volume increases of 25% or more onsite at JSC, SCTF, Ellington Field, WSTF.
 - 3.7.2 Operations Involving New or Modified Emissions/Discharges to the Environment. Set forth methods for identifying new or modified emissions/discharges and coordinating results with the Environmental Services Office, mail code JA131. Set forth a plan of procedures to conduct pollution prevention, waste minimization or source reduction/elimination of environmental pollution. Address management and continuous improvement for the reduction of hazardous materials; substitution of non-hazardous or less hazardous materials for hazardous materials; proper segregation of hazardous wastes from non-hazardous wastes; and other methods described by NASA, EPA, GSA, and Executive Order recycled content / affirmative procurement purchases. The JA131/Environmental Office is the single point of contact for coordinating all JSC environmental permits. Emphasis shall be placed on providing for sufficient lead time for processing permits through the appropriate state agency and/or the Environmental Protection Agency.
- 3.8 Discuss your responsibilities for maintaining facilities baseline documentation in accordance with JSC requirements. The contractor will implement any facilities baseline documentation tasks (including safety engineering) as provided in the contractor's plan approved by NASA or as required by Government direction.
- 3.9 Preventive Maintenance. Discuss approach to preventive maintenance. Describe scope, frequency, and supporting rationale for your preventive maintenance program including facilities and /or equipment to be emphasized or de-emphasized. Discuss methods to promote awareness in the NASA community (such as alerts, safety flashes, etc.) when preventive maintenance reveals design or operational concerns in facilities and equipment (and related processes where applicable).
- 3.10 Medical (Occupational Healthcare) Program. Discuss your medical surveillance program and injury /illness case management to evaluate personnel and workplace conditions to identify specific health issues and prevent degradation of personnel health as a result of occupational exposures. Discuss approach to Cardiopulmonary Resuscitation (CPR), first aid, and, return to work policies and the use

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of government provided medical and emergency facilities for the initial treatment of occupational injuries/illnesses.

- 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 online at <http://www.srqa.isc.nasa.gov/HATS/>). (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. Discuss your approach to communicating such conditions to the Government and other contractors whose personnel may be exposed to such unsafe conditions. Discuss communications with facility managers. Discuss use of the NASA Lessons Learned Information System for both obtaining lessons from other sources and as a repository for lessons learned during performance of the contract.
 - 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 Hazard Abatement Tracking System for all hazards that are not finally abated (all interim and final abatement actions completed) within 30 days of discovery. Discuss your approach to posting such plans using JSC Form 1240, "JSC Notice of Safety or Health Hazard and Action Plan", or equivalent. Discuss compatibility of your system with JSC's the role of facility managers in abatement planning, implementation, and verification.
- 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 discrepant safety and health performance.
- 3.13 Emergency Preparedness. Discuss approach to emergency preparedness and contingency planning which addresses fire, explosion, inclement weather, environmental spill /releases, etc. Discuss compliance with 29 CFR Part 1910.120 (HAZWOPER) and role in JSC Incident Command System (see JPG 1700.1 for details). Discuss methods to be used for notification of JSC emergency forces including emergency dispatcher, safety hotline, director's safety hotline, etc. Discuss establishment of pre-planning strategies through procedures, training, drills, etc. Discuss methods to verify emergency readiness.
- 4 Safety and Health Training. Describe the contractor's training program including identification of responsibility for training employees to assure understanding of safe work practices, hazard recognition, and appropriate responses for protective and/or emergency countermeasures, including training to meet federal, state, and local regulatory requirements. In doing so, the contractor will factor parallel requirements found in other mandates such as environmental protection [example: 29 CFR 1910.38 for emergency action plans and fire prevention plans versus EPA Resource Conservation & Recovery Act (RCRA) for Emergency Planning and Community Right-to-know (EPCRA).] Describe approach to identifying training needs including traceability to exercises such as job safety analyses, performance evaluation profiles, hazard analyses, mishap investigations, trend analyses, etc. Describe approach to training personnel in the proper use and care of protective equipment (PPE). Discuss tailoring of training towards specific audiences (management, supervisors, and employees) and topics (safety orientation for new hires, specific training for certain tasks or operations). Discuss approach to ensure that training is retained and practiced. Discuss personnel certification programs. Certifications should include documentation that training requirements and physical conditions have been satisfied (examples include physical examination, testing, and on-the-job performance). Address utilization of JSC safety and health training resources (such as asbestos worker training/certification, hazard communication, confined space entry, lockout/tagout, etc.) as appropriate with particular emphasis on programs designed for the multiple employer work environment on NASA property. All training materials and training records will be provided to NASA, and other federal, State, and local agencies for their review upon request. If the contractor wishes to

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train their personnel in any regulatory mandated training, an agreement will be secured with JSC Occupational Safety Branch and Occupational Health and Test Support office prior to beginning training. The agreement will ensure that safety and health training resources available from NASA are utilized where appropriate and to ensure that contractor-supplied training is in agreement with JSC safety and health processes.

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1. DRD Title NASA Financial Management Reporting	2. Date of current version 9/20/04	3. DRL Line Item 3	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide a basis for reporting and evaluating cost and workforce in support of this contract. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost or workforce reports submitted in addition to the NF 533M must be reconciled to the NF 533M.			5. DRD Category: (check one) Technical <input checked="" type="checkbox"/> Administrative SR&QA
6. References (Optional) NHB 9501.2	7. Interrelationships (e.g., with other DRDs) (Optional) DRD 10 - Performance Measurement System		

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

Reviewed By:

_____/original signed by Janice Nesbitt/
 Chief, Cost Accounting, Reports, and Property Branch
 Financial Management Division Date

Concurred By:

_____/original signed by John Chisler for John Beall/
 Chief Financial Officer Date

(a) SCOPE

The contractor shall submit financial data in accordance with NPR 9501.2D as amended or revised.

(b) MONTHLY REPORTS

Reports are due no later than the 12th calendar day of the month

The contractor shall provide the WBS reports listed below and detailed in attachments #1 - #7.

- Summary – Contract Summary Report
- WBS 1.0 – Introduction & General Requirements
- WBS 2.0 – Occupational Medicine Program
- WBS 3.0 – Flight Medicine Program
- WBS 4.0 – Human Test Support Program
- WBS 5.0 - Occupational Health Program
- WBS 6.0 – White Sands Test Facility Industrial Hygiene & Occupational Medicine Program

(c) CONTRACT INCEPTION REPORTS

(1) The contractor shall submit an initial NF 533Q no later than 30 days after authorization to proceed has been granted. This report will serve as the baseline for the life of the contract and reflect the original contract value detailed in negotiated reporting categories.

(2) The contractor shall submit the first set of reports detailed in the “Monthly Reports” section no later than 30 days after the incurrence of cost.

(d) VARIANCE ANALYSIS

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The contractor shall provide variance reports no later than the 15th calendar day of the month. A variance report shall include explicit information to substantiate the explanation. For example, if the variance is caused by a delay in expected delivery of materials, list the materials and anticipated delivery dates. If labor is the cause of variance due to unfilled priorities, provide a detailed explanation of when the priorities are anticipated to be filled and the rationale/basis of your estimate. If a project is delayed, provide a rationale for the schedule slip and when it is projected to be back on schedule.

A contract level variance analysis report shall be provided for variances of 5% or greater between the monthly actual as compared to the estimate (column 7a compared to 8a of the prior month).

(e) DISTRIBUTION

LF3 Cost Accounting (1 hardcopy)
 BH4 Contracting Officer (1 hardcopy)
 LF SD Budget/Program Analyst (1 hardcopy, 1 electronic copy via email)
 SD3 Contracting Officer's Technical Representative

(f) ADDITIONAL DIRECTION FROM THE JSC FINANCIAL MANAGEMENT DIVISION

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) 9501.2D entitled "NASA Contractor Financial Management Reporting," or its most current revision, identifies the cost reporting requirements for a contract.

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

Definitions of Cost Elements

Labor - Reported to NASA as hours 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 - 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

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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 Contracting Officer and Center Deputy Chief Financial Officer (Finance).

Unfilled Orders - Reported as the difference between the cumulative cost incurred to date and amounts obligated to suppliers and subcontractors.

Fee - Should be accrued as earned using a consistent and auditable method to determine the amount. For example: an acceptable method would be to use historical data to determine the amount to accrue each month. 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.

The NF533 reports are the official cost documents used at NASA for cost type, price redetermination, and fixed price incentive contracts. The data contained in the reports must be auditable using Generally Accepted Accounting Principles. Supplemental cost reports submitted in addition to the NF533 must be reconcilable to the NF533.

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

<u>NF533 Report</u>	<u>Due Date</u>
NF533M	Due not later than the 12 th calendar day of the month.
NF533Q	Due not later than the 17 th day of the month proceeding the quarter being reported.

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.

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

An initial NF533 report is required in the NF533Q format to be used as a baseline for the life of the contract. The initial (baseline) NF533Q 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. In addition to the initial (baseline) report, monthly NF533 reporting shall begin no later than 30 days after the incurrence of cost.

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.

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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 should be reported in column 7a and 7c of NF533M and column 7a of the NF533Q with a footnote discussing the reasons for and amounts of the adjustments.

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.

NF 533 Descriptions

<u>Data Element</u>	<u>Description</u>
Contract Number	NASA assigned contract number
Modification Number	Latest definitive Modification Number
Accrual Date	Date the data was generated for
Report Period End Date	Period ending date of the NF533
Operating Days	Number of operating days for the current NF533
Date Received/Submitted	Date the report is submitted
CCR Format	Monthly (NF533M) or Quarterly (NF533Q)
Cost Unit of Measure	Unit of measure used to report cost on the report NF533
HR/WYE Unit of Measure	Unit of measure used to report Hours/Work Year Equivalents (WYEs) on the NF533 report
Authorized Contractor Representative	Name of Contractor Approving Officer
Authorized Contractor Representative	Date the NF533 is approved and signed by the authorized Contractor Representative
Date Signed	
Monthly Grand Total Cost Incurred (7a)	Grand Total Actual Monthly cost for the prior month (column 7a on the NF533)
Monthly Grand Total HR/WYE (7a)	Grand Total Actual monthly hours/WYEs for the prior month (column 7a on the NF533)
Monthly Grand Total Cost Planned (7b)	Prior month planned cost (column 7b on the NF533)
Grand Total Cost Incurred ITD (7c)	Grand total contract cost from Inception to Date (ITD) (column 7c on the NF533)
Grand Total Planned Cost (7d)	Grand total planned contract cost (column 7d on the NF533)
Grand Total Estimated Cost (8a)	Grand total current month cost estimate (column 8a on the NF533)
Grand Total Estimated HR/WYE (8a)	Grand total current month HR/WYE estimate (column 8a on the NF533)

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Grand Total Next Month Estimated Cost (8b)	Grand total next month cost estimate (column 8b on the NF533)
Grand Total Balance of Contract (8c)	Contract Balance for the remaining estimate to complete
Grand Total Contractor Estimate (9a)	Contractor estimate to complete entire scope of contracts
Grand Total Contract Value (9b)	Contractor distribution of contract value by reporting categories (column 9b on the NF533)
Current GFY EAC (9c)	Current Government fiscal year cum actual and remaining Government fiscal year estimate
Grand Total Unfilled Orders Outstanding (10)	Unfilled order outstanding at the end of the reporting period

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Attachment #1 – Contract Summary Report

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)										2. Report Month Ending Number of Operating Days			
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center										3. Contract Value			
From:										a. Cost			
1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:										b. Fee			
Authorized Contract Representative:										4. Funding Limitation			
6. Reporting Category										5. Billing			
7. Cost Incurred/Hours Worked										a. Invoiced			
8. Estimated Cost/Hours										b. Payments Received			
Element of Cost	Prior Month		Cumulative		GFY Cumulative		8. Estimated Cost/Hours			9. Estimated Final		10. Unfilled Orders	
	Actual 7a	Plan 7b	Actual 7c	Plan 7d	GFY05 Actual 7e	GFY05 Plan 7f	Current 8a	Current +1 8b	Balance of Contract 8c	Contract EAC 9a	Contract Value 9b		Current GFY EAC 9c
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

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Attachment #2 – WBS 1.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)										2. Report Month Ending Number of Operating Days			
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center Attn:										3. Contract Value			
										a. Cost b. Fee			
From: 1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:					Authorized Contract Representative:					4. Funding Limitation			
										5. Billing			
6. Reporting Category										a. Invoiced b. Payments Received			
Element of Cost	7. Cost Incurred/Hours Worked				8. Estimated Cost/Hours			9. Estimated Final		10. Unfilled Orders			
	Prior Month		Cumulative		GFY Cumulative	Current	Current +1	Balance of Contract	Contract EAC		Contract Value	Current GFY EAC	
	Actual	Plan	Actual	Plan	GFY05 Actual	GFY05 Plan							
	7a	7b	7c	7d	7e	7f	8a	8b	8c	9a	9b	9c	10
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

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Attachment #3 – WBS 2.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)											2. Report Month Ending Number of Operating Days		
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center Attn:										3. Contract Value		a. Cost	
												b. Fee	
From:		1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:						Authorized Contract Representative:			4. Funding Limitation		
											5. Billing		
6. Reporting Category		7. Cost Incurred/Hours Worked				8. Estimated Cost/Hours			9. Estimated Final		10. Unfilled Orders		
Element of Cost		Prior Month		Cumulative		GFY Cumulative		Current	Current +1	Balance of	GFY Cumulative		10
		Actual	Plan	Actual	Plan	GFY05 Actual	GFY05 Plan			Contract	Contract EAC	Contract Value	
		7a	7b	7c	7d	7e	7f	8a	8b	8c	9a	9b	9c
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

JSC DATA REQUIREMENTS DESCRIPTION (DRD) (Based on JSC-STD-123)

Attachment #4 – WBS 3.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)											2. Report Month Ending Number of Operating Days		
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center Attn: From:										3. Contract Value			
										a. Cost b. Fee			
1. Description of Contract										4. Funding Limitation			
Type: Scope of Work: Contract Number: Latest Amendment:										5. Billing			
Authorized Contract Representative:										a. Invoiced b. Payments Received			
6. Reporting Category	7. Cost Incurred/Hours Worked				8. Estimated Cost/Hours			9. Estimated Final		10. Unfilled Orders			
Element of Cost	Prior Month		Cumulative		GFY Cumulative		Current	Current +1	Balance of Contract	Contract EAC	Contract Value	Current GFY EAC	10
	Actual 7a	Plan 7b	Actual 7c	Plan 7d	GFY05 Actual 7e	GFY05 Plan 7f							
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

JSC DATA REQUIREMENTS DESCRIPTION (DRD) (Based on JSC-STD-123)

Attachment #5 – WBS 4.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)											2. Report Month Ending Number of Operating Days		
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center Attn:										3. Contract Value			
From: 1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:										a. Cost b. Fee			
Authorized Contract Representative:										4. Funding Limitation			
6. Reporting Category										5. Billing			
7. Cost Incurred/Hours Worked										a. Invoiced b. Payments Received			
Element of Cost	Prior Month		Cumulative		GFY Cumulative		8. Estimated Cost/Hours			9. Estimated Final		GFY Cumulative	10. Unfiled Orders
	Actual 7a	Plan 7b	Actual 7c	Plan 7d	Actual 7e	Plan 7f	Current 8a	Current +1 8b	Balance of Contract 8c	Contract EAC 9a	Contract Value 9b	Current GFY EAC 9c	10
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

JSC DATA REQUIREMENTS DESCRIPTION (DRD) (Based on JSC-STD-123)

Attachment #6 – WBS 5.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)											2. Report Month Ending		
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center Attn:										3. Contract Value	Number of Operating Days		
											a. Cost b. Fee		
From:		1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:						Authorized Contract Representative:			4. Funding Limitation		
											5. Billing		
6. Reporting Category											a. Invoiced b. Payments Received		
Element of Cost	7. Cost Incurred/Hours Worked				8. Estimated Cost/Hours			9. Estimated Final		GFY Cumulative	10. Unfilled Orders		
	Prior Month		Cumulative		GFY Cumulative		Current	Current +1	Balance of Contract	Contract EAC	Contract Value	Current GFY EAC	
	Actual 7a	Plan 7b	Actual 7c	Plan 7d	GFY05 Actual 7e	GFY05 Plan 7f	8a	8b	8c	9a	9b	9c	10
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

Attachment #7 – WBS 6.0

MONTHLY CONTRACTOR FINANCIAL MANAGEMENT REPORT (533M)											2. Report Month Ending Number of Operating Days		
To: National Aeronautics & Space Administration Lyndon B. Johnson Space Center											3. Contract Value		
Attn:	1. Description of Contract Type: Scope of Work: Contract Number: Latest Amendment:								Authorized Contract Representative:		a. Cost		
From:											4. Funding Limitation		
6. Reporting Category											5. Billing		
	a. Invoiced												
Element of Cost	7. Cost Incurred/Hours Worked				8. Estimated Cost/Hours			9. Estimated Final		GFY Cumulative	10. Unfilled Orders		
	Prior Month		Cumulative		GFY Cumulative	Current	Current +1	Balance of	Contract	Contract	Current GFY		
	Actual	Plan	Actual	Plan	Actual	Plan	Actual	Plan	EAC	Value	EAC	10	
	7a	7b	7c	7d	7e	7f	8a	8b	8c	9a	9b	9c	
Base Labor Hours													
Base Hours													
Overtime Hours													
Direct Labor Hours													
Subcontractor Labor Hours													
Base Hours													
Overtime Hours													
Subcontractor Direct Labor Hours													
Base Labor Dollars													
Overtime Dollars													
Direct Labor Dollars													
Subcontractor Labor Dollars													
Total Labor Dollars													
Total Overhead													
Materials/Equipment													
Subcontracts													
Facilities													
Travel													
Other Direct Costs													
Astronaut Medical Bills													
Astronaut Selection Bills													
Total Astronaut Bills													
Total: Direct Cost													
Overhead													
Fringe													
G&A													
Performance Incentive Fee Earned													
Potential Incentive Fee Earned													
Total Cost & Fee													

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Patient/Customer Satisfaction Surveys	2. Date of current version 12/2004	3. DRL Line 4	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Measure quality of service. Use for program planning and performance evaluation.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

Contractor shall develop and implement customer satisfaction surveys to determine the level of customer satisfaction with provided services. Surveys shall be developed for occupational medicine clinic and field occupational health and training activities, shall have numeric scoring and have additional space for written comments. See Attachment J-7-3 for a sample patient survey.

Survey results and raw data shall be converted to PDF format and placed on a secure site for review by CO, COTR and Contractor.

Monthly data shall be placed on secure web site within ten days of the beginning of the month.

Distribution/Access:

SD3/COTR

BH4/Contracting Specialist

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Logistics Operations Report	2. Date of current 12/2004	3. DRL Line 5	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) These reports are required to determine the effectiveness of the Property Management System and as indicators of the volume of logistics activity. These reports will be forwarded to NASA HQs.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) NHB 4100.1B, NASA Material Management Manual	7. Interrelationships (e.g., with other DRDs) (Optional) NFSD Part 18-52.245-71 and Alternate No. 1		

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

The following reports are required to be prepared when onsite storage of materials exceeds \$20,000 for store stock or \$75,000 for program stock in one location (such as a storeroom):

1. Material Inventory Report (Line Item) – The semiannual report defines the following data elements as of 3/15 and 9/15 of each year.

Total number of line items; total number of receipts during the past 6 months; total number of issues in the last 6-Months; new line items added to the inventory; and items from inventor stock deleted since the last report.

Semiannual – due no later than 3/25 and 9/25.

2. Material Inventory Report (Dollar Value) – The semiannual report defines the following data elements as of 3/15 and 9/15 of each year:

Starting price; price of receipts; price of issues; and ending price.

NOTE: This will be broken out by each Object Class Code stocked in the storeroom. (See the JSC Stores Stock Catalog preface for a detailed explanation of these codes.)

Semiannual – due no later than 3/15 and 9/25.

3. Physical Inventory of Materials Report – This 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.)

Line items and dollar value of items inventoried; number of line items with variances; dollar value of discrepant items, including coverages, shortages, and gross discrepancies.

This report shall also identify whether inventoried items are stores, or program, or standby stock, and it will also identify the staff hours and dollar value expended in accomplishing and reconciling the inventory.

This report will also contain a brief explanation as to why the discrepancies arose and what will be done to minimize the chance for recurrences.

Semiannual – due no later than 3/25 and 9/25 if there was no inventory activity during the year or submit within 30 days of completion of an inventory action.

NOTE: Reports 1-3 above are to treat Contractor-Acquired Material (CAM) and Government-Furnished Material (GFM) as one lot.

4. Quarterly Report of Contractor – Acquired Material – This report will consist of two transfer documents (DD Form 1149 or similar) that identify material purchased and received by the contractor for onsite use. The two documents will be differentiated as follows:

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- a. Items bought for direct consumption onsite.
- b. Items issued to the storeroom(s) that will impact the dollar value of assets on hand.

The DD Form 1149 will be transferring accountability of these assets to NASA and will be accompanied by either attaching copies of the acquisition documentation or by including a listing that includes: Purchase Order Number; National Stock Number or Model Number; Quantity and unit total value of items received; and date of receipt.

The DD Forms 1149 will identify total number of line items and total value.

Submit 15 working days after the end of each fiscal year quarter.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Performance Incentive and Award-Term Metrics Report	2. Date of current version 12/2004	3. DRL Line 6	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) To conduct contract Performance Incentive Fee and Award-Term evaluation		5. DRD Category: (check one) Technical <input checked="" type="checkbox"/> Administrative	
6. References (Optional) Section J -2 Performance Evaluation and Award-Term Plan Section J-7 Quality Surveillance Plan	7. Interrelationships (e.g., with other DRDs) (Optional) See block 8		

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

1. Description/Use: The contractor shall develop a report that will allow the government to evaluate the contract Performance Incentive and Award-Term metrics.

- (a) The system shall be electronic in nature.
- (b) The system shall address each metric and the status of each requirement.
- (c) The use of data already generated for other DRD's is acceptable.
- (d) Raw data used to populate the system shall be available upon request.
- (e) The system shall allow CO and COTR, and others at the COTR's request access to the system.

2 Submission

- (a) Initial: One Month after contract start, due by the 10th of the month.
- (b) Every month thereafter, by the 10th of the month.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Standard Operating Procedures	2. Date of current version 12/2004	3. DRL Line 7	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) To assure that Standard Operating Procedures are available for training and reference.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

The contractor shall develop and maintain standard operating procedures (SOP) for all operations. Standard operating procedures shall conform to Contractor's ISO program.

The current ISO version of each SOP will be submitted in electronic form (which can be altered) and include an all inclusive table of contents.

Examples:

- Medical Records Management, Privacy Act Procedures
- Communication and Notification Procedures
- Physical Examination Protocols
- Clinical Laboratory Procedures
- Cardiopulmonary Laboratory Procedures
- Sigmoidoscope
- X-Ray Machine Procedures
- Waste Procedures
- Emergency Response Procedures
- Bloodborne Pathogen Procedures
- Infection Control Plan
- Hazard Communication
- Allergy Injections
- Calibration of Instruments
- Air Monitoring Procedures
- Environmental Health Laboratory Procedures
- Radioactive Material Handling Procedures
- Hazardous Waste Sampling Procedures
- Monitoring Well Sampling Procedures
- Drinking Water Sampling Procedures
- Ergonomic Field Evaluation and Follow Up
- Industrial Hygiene Field Investigation and Documentation
- Worker's Compensation
- Case Management Occupational Injury/Illness Treatment, Investigation and Follow Up
- Human Test Support Procedures
- Hazard assessment criteria and Complaint Procedures
- Asbestos Spill Response Procedures
- Hearing Conservation Program Processes and Procedures

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Workplace Health Inspection Reports	2. Date of current version 12/2004	3. DRL Line 8	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Provide JSC with a health and exposure status of the workplace, health and well being of employees, compliance with written health program requirements		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

In general reports shall contain but are not limited to:

- Description of operation, operators of the facility
- The status of the potential hazards in the facility
- Chemicals used in the facility and a statement of the exposure potential caused by the chemicals
- Summary and status of any exposure or environmental monitoring in the facility
- Status of any written health programs for the facility
- Health training and certification status of employees in the facility
- Overall results of the survey including the results of any field screening and the instruments used
- Recommendations
- Items entered into the JSC hazard abatement system
- Education activities performed
- Recommendations
- Follow up activities

Report shall be provided to Facility Manager within one month of inspection.

An annual summary report of Workplace Health Inspections is due within the first quarter of the calendar year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Annual Sampling Strategy, Exposure, Monitoring, and Complaint Log Database	2. Date of current version 12/2004	3. DRL Line 9	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Health exposure data for use in analyzing, trending, planning and corrective action.		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i> Section J-10 Contractor Managed Databases	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

Contractor shall develop and maintain occupational health environmental and personnel exposure database. The contractor shall perform reviews, statistical analysis, and trending of the sampling activities on an annual basis.

Database, and related tools, shall include but is not limited to:

- Name of Chemical, Physical or Biological Stressor
- Annual Sampling Strategy
- Environmental, Exposure monitoring or investigation results (ability to sort by hazard or facility)
- Date collected
- Collection location
- Laboratory Location and Analysis Method
- Applicable Standards
- Statistical analysis tools
- Trending (as appropriate)
- Complaint Log (summary and resolution) (monthly deliverable in DRD #1)

Information shall be kept current and periodically reviewed; any new data shall be entered into the database within two weeks.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Hazardous Building Material and Facility Components Database	2. Date of current version 12/2004	3. DRL Line 10	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>) Maintain data base of occupational health hazards and provide data for use in analyzing, trending, planning and corrective action.		5. DRD Category: (<i>check one</i>) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (<i>Optional</i>) Section J-10 Contractor Managed Databases	7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)		

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

Contractor shall develop and maintain Hazardous Building and facility component database. Contractor shall perform a review, statistical analysis, and trending of the findings on an annual basis.

Database and related tools shall include but is not limited to:

- Asbestos including locations of identified asbestos containing materials (sortable by type or location), locations of removed asbestos containing materials, suspect "non-asbestos" containing materials, spill summaries, etc.
- Lead Based Paint
- Confined Spaces
- Lasers
- Ionizing and Non-ionizing radiation sources
- Cooling Towers - *Legionella*
- PCB's
- Chemical Hygiene Laboratories (as defined by 29 CFR 1910.1450)
- Locations of other significant, quantity or toxicity, health hazards at the center.
- Statistical analysis tools
- Trending

Configuration, control and field verification processes shall be developed to assure data integrity. Data base shall be updated within two weeks of receipt of new data.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title JSC Chemical Inventory and MSDS Database	2. Date of current version 12/2004	3. DRL Line 11	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide JSC with chemical names locations, inventory and use data to generate required state and federal reports		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) Section J-10 Contractor Managed Databases	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

- (1) Hazardous Material Management Database - Contractor shall maintain and update a hazardous material management program and database, that allows JSC employees to electronically access and retrieve chemical inventory information at JSC facilities. At a minimum, chemical inventory information shall be available querying by a) Chemical Abstract System (CAS) number, chemical name, and common name, b) location, building and room number, c) inventory quantity d) peak quantity for the prior calendar year, e) actual or estimated quantity used annually The Contractor shall provide on-line instructions for users viewing information, updating chemical inventory information, and retrieving/downloading chemical inventory information.
- (2) Conduct JSC Chemical Inventory Updates - Conduct not less than quarterly, an updated JSC chemical inventory. Contractor shall conduct chemical inventory training annually prior to the annual center-wide inventory event. Training and instructions to NASA and other contractor personnel assisting with the inventory process shall be updated and revised annually to reflect improvements to the database and changes in the regulatory reporting requirements. Quality Assurance/Quality Control (QA/QC) shall be conducted on each years inventory information to assess the accuracy and completeness of the inventory. The Contractor shall assist in corrective action(s) to identified discrepancies for continuously improving the JSC chemical inventory.
- (3) MSDS Electronic Inventory - Contractor shall develop, maintain, and continuously update an electronic Material Safety Data Sheets (MSDS) Inventory that allows JSC employees to electronically access and retrieve MSDSs 24 hours/day, 365 days per year, querying by Chemical Abstract System (CAS) number, NASA JSC assigned number, chemical name, and common name.
- (4) The Contractor shall assist JSC in the development, preparation and filing of electronic and hardcopy report submittals that pertain to the quantities, use, and locations of hazardous chemicals at JSC, as required by local, state, and federal regulatory agencies
 - (a) Texas Department of State Health Services (TDSHS), "Texas Tier Two" Report and filings to the TDSHS, Houston Fire Department, and Local Emergency Planning Committee(s) (LEPCs). Regulatory authority for this report: Texas Community Right-to-Know Acts (TCRAs), federal Emergency Planning and Community Right-to-Know Act (EPCRA), 40 (CFR) 302-304, 311, and 312. The filing deadline for each year's reports is March 1st. Forms and instructions are updated annually by TDSHS and sent out in January of each calendar year. Information and forms are available electronically from TDSHS at the following web address: www.tdh.state.tx.us/ech/env/hazcom.htm
 - (b) Environmental Protection Agency (EPA), Toxic (Chemical) Release Inventory (TRI) Form "R" Report and filings to the EPA Emergency Planning and Community Right to Know Act (EPCRA) Reporting Center, and the Texas Natural Resource Conservation Commission (TNRCC). Regulatory authority for this report:

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

EPA EPCRA, Title III, 40 CFR 313. The filing deadline for each year's reports is July 1st. Forms and instructions are updated annually by EPA, and sent out in the spring of each calendar year. Information and forms are available electronically from the EPA at the following web address: www.epa.gov/opptintr/tri

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Environmental Compliance Deliverables	2. Date of current version 12/2004	3. DRL Line 12	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Comprehensive compliance assurance through plans, SOPs, reports, and updates		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

(1) Environmental Status Report - The Contractor shall track and report on their activities undertaken on JSC facilities in the last calendar year (or portion of the calendar year for the first or last year of the contract) to reduce the amount and toxicity of the wastes generated while accomplishing the contract requirements. This status report shall include a list and description of pollution prevention and source reduction projects evaluated for implementation and those actually implemented, cost of implementation, cost savings and/or cost avoidance, payback period, and the amount and types of pollution prevented to be reported in pounds or tons; a list of specifications and standards reviewed and the number that were changed to eliminate the requirement for a toxic or hazardous material; and a narrative on any other pollution prevention activities undertaken by the contractor for onsite activities.

(2) Recycling and Affirmative Procurement Report - Track and report the following information for the previous calendar year for each applicable item purchased by the contractor (except items purchased through JSC Supply) to accomplish contract requirements. Applicable items are any item specified in Executive Order 12873 and 13101 and their amendments.

- The quantity, in tons and/or units, and the dollar amount spent on each item
- The quantity, in tons and/or units, and the dollar amount spent on each item which contains recovered content
- The percent recovered content contained in each item
- Any impediment to purchasing an item with recycled content
- Justification for purchase of items without recovered content

(3) Ozone Depleting Compounds Report: Track and report the following information on Class 1 and Class 2 Ozone Depleting Substances used or purchased during the previous calendar year by the Contractor for onsite activities:

- The name of the Ozone Depleting Substance
- The amount in pounds used
- The average cost per pound
- The application the ODC is used in (e.g., solvent, cleaner, fire suppression)
- Typical quantity stored onsite in pounds
- Any control technologies used to capture or recover the ODCs and the percent recovered or reclaimed
- Identify any substitute investigation or testing that has been initiated for the ODC
- The name of the contractor using the ODC
- The location and description of the process using the ODC
- An estimated quantity that will be used in the next 2 years

(4) Groundwater Monitoring Systems - The Contractor shall be responsible for the operation, monitoring, and evaluation of the all groundwater monitoring and extraction well systems on JSC facilities for the following

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

activities which includes but is not limited to sampling and analysis, monitoring, operation, maintenance of “well wizard” systems (tubing & compressors), testing, and planning.

Activities shall be conducted in accordance with all applicable federal, state, and local environmental laws, Executive Orders, policies, and guidance documents, which includes, but is not limited to the Safe Drinking Water Act (SDWA), the Clean Water Act (CWA), Resource Conservation and Recovery Act (RCRA) as amended by the Hazardous and Solid Waste Amendments (HSWA), site and project specific records of decision, JSC Management Directives, Interim Guidelines and Specifications for preparing Quality Assurance Project Plans” Quality Assurance Management Staff (QAMS)-005-80, USEPA, 1980; Test Methods for Evaluation Solid Waste Physical/Chemical Methods, current edition, (EPA/SW846); and the RCRA Groundwater Monitoring Technical Enforcement Guidance Document, 1986).

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Flight Medicine Deliverables (weekly)	2. Date of current version 12/2004	3. DRL Line 13	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Measure of program effectiveness		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

Report shall be prepared for each functional area to include the following:

Physical Examination Report

- This report shall be prepared weekly both in hard copy and electronically
- This report outlines the status of all of the physical examinations that have been performed in the Flight Medicine Clinic and are not yet completed
- Information included in this report includes but is not limited to the patient name, examining physician, date of exam, outstanding reports or information, where the physical examination is in the administrative process, and whether the final QA review has been accomplished
- Once physical examinations have been completed, they are removed from this report. This report will be treated with the utmost confidentiality.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Flight Medicine Deliverables (monthly)	2. Date of current version 12/2004	3. DRL Line 14	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Measure of program effectiveness.		5. DRD Category: (check one) <input checked="" type="checkbox"/> Technical Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

Report shall be prepared for each functional area to include the following:

Crew Qualification Database

- This report shall be prepared monthly both in hard copy and electronically and reviewed for accuracy
- This report highlights the operational qualification status of each active astronaut to include qualification for short and long duration spaceflight, NBL training, EVA, and terrestrial flight duties.
- The database also tracks the most recent decisions relating to the qualification status determined by the flight certification boards
- This report will be treated with the utmost confidentiality

Flight Medicine Clinic Metrics Report

- This report shall be prepared monthly both in hard copy and electronically.
- This report highlights the number of patient visits in the Flight Medicine Clinic in the various categories as determined by the Executive Committee of the Medical Staff

Report Of Astronaut Medical Bills Paid Through This Contract

- This report shall be prepared monthly both in hard copy and electronically. Provide costs both "loaded" and "unloaded".
- This report tallies the astronaut medical bills paid through this contract in the various predetermined categories as designated by the Chief, Flight Medicine Clinic
- Comparison reports shall be available from previous years to assess the changes in medical costs for astronauts in the various categories of interest. Medical expenses for astronauts will be recorded separately from medical expenses for AOD flying personnel
- This report will be treated with the utmost confidentiality

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Flight Medicine Deliverables (quarterly)	2. Date of current version 12/2004	3. DRL Line 15	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Measure of program effectiveness		5. DRD Category: <i>(check one)</i> <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

Report shall be prepared for each functional area to include the following:

Credentials Report

- This report shall be prepared quarterly (every three months) both in hard copy and electronically
- This report will outline the training, certification, and licensing requirements and currency of each NASA and contractor physician who has been granted clinical privileges to practice medicine in the JSC Flight Medicine Clinic
- This report will be prepared in excel spreadsheet format and will be treated with the utmost confidentiality

JCAHO Compliance Report

- This report shall be prepared quarterly (every three months) both in hard copy and electronically
- This report will outline the outstanding issues and actions taken by clinic management and staff relative to these issues to achieve and surpass the JCAHO Ambulatory Care Standards in the JSC Flight Medicine Clinic

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Lessons Learned	2. Date of current version 08/2003	3. DRL Line 16	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Obtains Lessons learned from Contractor for possible publication in NASA Lessons Learned Information System (LLIS)		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD #2		

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

Criteria for Selecting Lessons Learned - Uncommon insight arising from any event or observation that will benefit from sharing with a larger community of interested parties. 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.

Content:

Subject:	one line subject of the lesson.
Lesson Learned:	usually one sentence that describes insight gained
Description of Event:	narrative of what happened.
Recommendations:	may be an action plan, suggestion, etc., that was adopted at event source.
Supporting documentation:	as needed to give clear picture of lesson (photographs, illustrations, drawings, etc.)

Contact name and e-mail address (for follow up by Government prior to publication of lesson)

Definitions

Refer to NASA Lessons Learned Information System (LLIS) at <http://llis.gsfc.nasa.gov/> for definitions of terms used.

Frequency of Submission

30 days after triggering event or 30 days after mishap investigation or hazard analysis / evaluation is completed.

Distribution

- NS2 Occupational Safety Branch (1 electronic copy including photographs, drawings, etc., in web-ready format such as HTML or JPG)
- SD3 Contracting Officer's Technical Representative (COTR) (1 copy)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Monthly Safety and Health Metrics	2. Date of current version 10/2003	3. DRL Line 17	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes selected Safety and Health Program metrics		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional) JPG 1700.1 JSC Safety and Health handbook	7. Interrelationships (e.g., with other DRDs) (Optional) DRD #2		

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

Definitions Refer to JPG 1700.1 and OSHA requirements for definitions of terms below.

Scope. The scope of the information required is JSC, SCTF, Ellington Field, and WSTF.

Content.

1. Management Commitment and Employee Involvement.

Date of Management Safety Committee Meeting		Type/Title of Meeting	No. of Managers attending		No. of supervisors attending		No. of non-supervisory attending	
This month	Year to date		This month	Year to date	This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

No. of Employee Safety Meeting		Type/Title of Meeting	No. of Employees attending		No. of managers/supervisors attending	
This month	Year to date		This month	Year to date	This month	Year to date

Include electronic copies of minutes or representative information

2. Worksite Analysis

Division	No. of Hazard Analyses				No. of Job Safety Analyses				No. of Routine Inspections			
	Required		Performed		Required		Performed		Required		Performed	
	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date	This month	Year to Date
Total												

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

3. Hazard Prevention and Control - hazards below were found during routine and special inspections, close calls, mishap investigations, etc., and require correction.

No. of Hazards found			No. of Hazards closed <30 days			No. of Hazards open <30 days	No. of Hazards open >30 days			No. of Hazards closed >30 days			No. of JF1240s in place
Prior to month	This month	Year to date	Prior to month	This month	Year to date		Prior to month	This month	Year to date	Prior to month	This month	Year to date	

Attach copies (electronic is acceptable if sent by e-mail) of JF 1240's (or equivalent) including monthly updates. Mark JF 1240's where abatement has been completed as closed.

4. Safety and Health Training - List courses specific to loss control initiatives (such as slips/trips falls, material handling; etc.) Report other training as "Generic safety training not otherwise specified" (examples include Hazard Communication, Confined Space entry, HAZWOPER, system safety, job safety analysis, etc.) Do not include job proficiency course work where safety is an issue (such as radiography, welding, painting, etc.)

Course Title	No. to be Trained	No. Trained	On Schedule

Frequency of Submission: Monthly by 10th of month following month being reported.

Format: Hard Copy with one electronic copy to NS2 in MS Excel format or in tables compatible with MS Word.

Distribution:

- NS2 Occupational Safety Branch (2 copies)
- SD3 Occupational Health and Human Test Support Manager
- SD3 Contracting Officer's Technical Representative (COTR)

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Safety and Health Program Self Evaluation	2. Date of current version 10/2003	3. DRL Line 18	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Self evaluation of Contractor's safety and health program performance.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) DRD #2		

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

- (1) The Contractor must conduct an annual self-evaluation of its safety and health program as required by its safety and health plan.
- (2) Information required:
 - (a) The internal assessment of safety and health program effectiveness during the report period (i.e., the previous year) indicating the status of goals or objectives previously established and areas of strength and weakness in Contractor safety program performance.
 - (b) Safety and health concerns and resolutions relating to JSC operations which may have been identified during the report period.
 - (c) Unresolved safety and health concerns relating to JSC operations which the Contractor feels merit attention of JSC safety and health management.
 - (d) The goals and objectives of the Contractor safety and health program for the next report period.
 - (e) An analysis of the contractor's performance at JSC-administered establishments in each of the 32 Voluntary Protection Program sub-elements found in the Federal Register Notice 65:45649-45663, July 24, 2000.
 - (f) Attach action plans for identified problem areas. Action plans must include schedule for periodic progress reports to the Government on a frequency agreed to by the Government and the Contractor for each problem area.
- (3) Format to be as required by the cognizant OSHA regional office. Contractors who have submitted a written self-evaluation as a VPP site may submit their original report to JSC in lieu of writing a new self-evaluation provided that all action plans and status are updated.
- (4) Report due September 30th of each year.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title System Safety Program Plan	2. Date of current version 3/9/2004	3. DRL Line 19	RFP/Contract No. (Procurement completes) NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards associated with space flight hardware and related operations.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) See block 8		

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

Applicable documents for this DRD are as follow:

- NPG 8715.3, Safety Manual
- JPG 1700.1, JSC Safety and Health Handbook
- MIL-STD-882, System Safety Program for Systems and Associated Subsystems and Equipment, General Requirements for
- NSTS 5300.4 (1D-2), Safety, Reliability, Maintainability, and Quality Provisions for the Space Shuttle Program. (Note: also used by the Space Station program.)
- JSC 17773, Instruction for Preparation of Hazard Analyses for JSC Ground Operations
- NSTS 1700.7, Safety Policy and Requirements for Payloads Using the Space Transportation System
- 45 SPW HB S-100/KHB 1700.7, Space Transportation System Payload Ground Safety Handbook
- NSTS 22254, Methodology for Conduct of Space Shuttle Program Hazard Analysis
- JESA 30000, Section 9, Product Assurance Requirements
- SSP 30309, Safety Analysis and Risk Assessment Requirements Document

Scope

Detailed system safety requirements differ according to different flight programs. The elements of a System Safety Program Plan as outlined below are generic; refer to the appropriate applicable references listed above for specific program requirements.

Contents

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. System Safety Program Plan requirements:

- (1) Source Documents. The initial issue of the documents cited herein (including those of any applicable amendments and revisions) shall be as reflected in the contract schedule.
- (2) General. The System Safety Program Plan shall be documented in narrative format and shall:
 - (a) Describe the scope of the project for which the safety engineering activity is to be tailored.
 - (b) Describe any interrelationships to other contract requirements, tasks and functional elements including appropriate cross references to minimize duplication.
 - (c) List the contractor and NASA documents which will be applied either as directives or as guidance in the conduct of the SSPP and related system safety tasks.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- (d) Identify the system safety engineering requirements, tasks, and responsibilities on an item-by-item basis in accordance with the schedule.
- (3) Content.
 - (3.1) System Safety Engineering Organization. The SSPP shall describe:
 - (a) The system safety organization or function within the organization of the contract including charts to show the organizational and functional relationships and lines of communication.
 - (b) The responsibility, authority, and accountability of system safety personnel and other contractor organizational elements (including subcontractors) involved in the system safety effort. Identify each organizational unit responsible for executing each task. Identify the authority in regard to resolution of all identified hazards. Include the title, address, and telephone number of the System Safety Program Manager.
 - (c) The staffing of the system safety organization for the duration of the project including manpower loading and qualifications of assigned key personnel.
 - (d) The procedures by which the contractor will integrate and coordinate the system safety efforts. Include methods of dissemination of system safety requirements to action organizations and subcontractors; coordination of subcontractors' system safety programs; integration of hazard analyses; management and engineering reviews; program status reporting; and the identities and charters of any system safety groups.
 - (e) The process through which contractor management decisions will be made to include notification and subsequent actions for the following: critical and catastrophic hazards; corrective actions taken; mishaps or malfunctions; waivers to safety requirements; and program deviations.
 - (f) The interfaces between the system safety organization and all other applicable disciplines such as Engineering, Occupational Safety and Health, Reliability, Quality Assurance, Medical Support, etc., at all levels of the project (NASA, contractor, and subcontractor.)
 - (3.2) System Safety Project Milestones. The SSPP shall:
 - (a) Identify safety milestones required to accomplish evaluations of the effectiveness of the system safety effort at critical safety checkpoints (such as design reviews, self-evaluations, operational readiness reviews, audits, etc.)
 - (b) Provide a contract schedule of safety tasks showing start and completion dates, reports, reviews, and manloading, in relationship to other contract milestones.
 - (c) To preclude duplication, identify integrated system activities (i.e., design analyses, test, demonstrations, etc.) applicable to the system safety program but specified within other engineering tasks. Include as part of this section the estimated system safety manpower loading required to accomplish these integrated tasks.
 - (3.3) System Safety Requirements. The SSPP shall:
 - (a) Describe or reference the methods that will be used to identify and apply hazard control requirements and criteria for the design and operation of equipment, software, and facilities, and for procedures covering all phases of acquisition specified in the schedule. List the safety standards and system specifications, which are the sources of safety requirements with which the contractor either is required to comply or intends to adopt as a requirement.
 - (b) Describe the risk assessment procedures including the hazard severity categories, hazard probability (or frequency) levels, the precedence to be followed in satisfying safety requirements. State any qualitative or quantitative measures of system safety, which the contractor is required to meet, including

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

a description of the acceptable risk levels. Include system safety definitions, which are in addition to those in JSC documents or are unique to the project covered by the SSPP.

- (c) Describe the management controls that shall be used to ensure compliance or justify waivers and deviations with general design and operational safety criteria and the closed loop procedures to ensure hazard resolution and control.
- (3.4) Hazard Analyses. The SSPP shall describe:
 - (a) The analysis techniques and format that will be used in qualitative and quantitative analysis to identify hazards, their causes and effects, and recommended corrective actions.
 - (b) The depth to which each analysis technique will be used within the system, operation, or scenario being analyzed. This description will include identification of hazards associated with the system, subsystem, components, personnel, support equipment, government furnished equipment, facilities, and their interrelationships in the logistics support, training, maintenance, transportability, operational environments, and phase out or disposal.
 - (c) The integration of subcontractor hazard analyses and techniques within the overall project including contractor hazard analyses.
 - (d) The techniques to be used to establish a single closed loop tracking system.
- (3.5) System Safety Data. The SSPP shall:
 - (a) Describe the approach for researching, disseminating, and analyzing pertinent historical hazard or mishap data.
 - (b) Identify deliverable data and the level of approval required for customer acceptance. Attach a copy of the appropriate sheets from the data requirements list (DRL) of the schedule.
 - (c) Identify safety related non-deliverable data and describe the procedures for accessibility by NASA and the retention of data.
- 3.6. Safety Verification and Audits. The plan shall describe:
 - (a) The verification and audit requirements and procedures for ensuring that the objectives and requirements of the system safety program have been adequately demonstrated and implemented.
 - (b) The procedures for ensuring feedback of safety-pertinent information for management and engineering review and analysis.
 - (c) The review procedures established by the contractor's system safety organization to ensure safe conduct of hazardous tests with particular emphasis on those involving human test subjects.
- 3.7 Training. Describe techniques and procedures to be used by the contractor to ensure that the objectives and requirements of the system safety program are implemented in training for engineers, test subjects, technicians, operators, and support (including maintenance) personnel.

Authority. NFS 18-52.223-70, 18-52.223-73, 18-52.223-73 (Alt 1); JPI 52.223-92

Format

The data shall be delivered in native format and be compatible with Microsoft Word.

Maintenance:

Frequent update is required as the types of systems broaden the types of activity that require safety assessment.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title	2. Date of current version	3. DRL Line Item	RFP/Contract No.
Contractor Information Technology Security Management Plan	12/2004	20	NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes the policies and procedures to be used by the contractor to maintain information technology security for hardware, software, and data		5. DRD Category: (check one) Technical <input checked="" type="checkbox"/> Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) See block 8		

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

- (a) Description/Use: The plan shall be used to define the contractor IT and computer systems security management. The contractor shall define and describe the approach for assuring the security of medical, technical and otherwise medically sensitive databases and equipment.
- (b) Submission
 - (1) Draft: due at contract start
 - (2) Final shall be approved by the government by contract start + 30 days
 - (3) Submission frequency: annual
- (c) Applicable documents (note: some documents may fall into more than one category and are grouped for reference only)
 - (1) Federal Documents:
 - (i) OMB circular A-130, App. III, Security of Federal Automated Information Resources
 - (ii) NIST Special Publication 800-18 "Guide for Developing Security Plans
 - (iii) FAR 52.204-2
 - (iv) Federal Information Security Management Act (FISMA)
 - (v) Health Insurance Portability and Accountability Act (HIPAA)
 - (2) NASA Agency and JSC Center documents
 - (i) NPR 2810.1 Security of Information Technology
 - (ii) JSC JPG 2810.1B JSC IT Security Handbook
- (d) Data Preparation Information
 - (1) Scope: The Security Management Plan shall describe the Contractor's approach for meeting and maintaining the security integrity of the security baseline. The plan shall address the security requirements for facilities, systems, equipment, personnel, information, communications, and sensitive IT security procedures. This plan establishes the security procedures, Government/contractor relationships and assigns responsibilities for all physical, personnel, and IT security required for the activity specified in the SOW. It is applicable to all contractor and subcontractor personnel, operations and procedures. .
 - (2) Content: The management structure, processes and reporting requirements, techniques and formats shall be established, defined and documented to ensure adequate visibility and insight for Government personnel. The Security Management Plan shall include, as a minimum, the following:

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- (i) A description of the contractor's security management structure and assignment of responsibilities.
 - (ii) Methodology used to ensure separation of duties of IT security and operational elements.
 - (iii) The approach for integrating security requirements into functions as described in the SOW, including interfacing with subcontractors.
 - (iv) Description of the security baseline configuration management program.
 - (v) The methodology for obtaining certifications and re-certifications including as a minimum
 - Security Plan approval
 - Authorization to Process, non-mission critical systems.
 - (vi) Process for developing security implementation plans for approved systems in development including identification, documentation, development and protection of new systems under this contract
 - (vii) Approach to development of procedures for protection of sensitive information.
 - (viii) Process for identification, reporting and resolution of IT security incidents, with Space and Life Sciences Directorate.
- (3) Format: Format shall be in the form specified by NIST computer security guidelines.
- (4) Distribution: per Contracting Officer's letter
- (e) Maintenance: Document shall be updated and approved annually.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Facility Security Plan for Information Technology	2. Date of current version 12/2004	3. DRL Line 21	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Establishes system safety tasks and activities to identify, evaluate, and eliminate or control hazards associated with space flight hardware and related operations.		5. DRD Category: (check one) Technical <input checked="" type="checkbox"/> Administrative SR&QA	
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) See block 8		

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

Description/Use:

- The facility security plan is used to document the security requirements of any contractor occupied facility and describe the controls in place or planned for meeting those requirements. Controls include system capabilities, processes and procedures.
- The facility security plan is used to document the results of the risk analysis, identify the unmitigated security risks, and identify potential impact of those risks.
- The facility plan is used to delineate responsibilities and expected behavior of all individuals who access the system.
- The facility security plan includes by definition the facility contingency plan identified as the Emergency Preparedness and Disaster Recovery Plan

Submission

- Initial: Jan 31st of each year
- Final: March 1st of each year
- Approved: March 30th of each year
- Submission frequency: Only when major changes have taken place

Applicable documents (note: some documents may fall into more than one category and are grouped for reference only)

Federal Documents:

- OMB circular A-130, App. III, Security of Federal Automated Information Resources
- NIST Special Publication 800-18 "Guide for Developing Security Plans
- FAR 52.204-2
- Federal Information Security Management Act (FISMA)
- Health Insurance Portability and Accountability Act (HIPAA)

NASA Agency and JSC Center documents

- NPR 2810.1 Security of Information Technology
- JSC JPG 2810.1B JSC IT Security Handbook

Data Preparation Information

Scope: A separate Facility Security Plan shall be provided for each facility covered by this contract. The Plan shall describe the facility security capabilities, processes and procedures implemented to maintain the security integrity for the facility. The plan shall address the security requirements for facilities, systems, equipment,

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

personnel, information, communications, and sensitive IT security procedures. Each security plan shall be specifically generated to address the type of facility and information processed in the facility as defined JPG 2810.1 (latest version). It is applicable to all facilities identified in this Statement of Work.

- Content: The processes for data collection and risk analysis shall be established, defined and documented to ensure adequate visibility and insight for Government personnel.
- The content described in JPG 2810.1B (latest) Section 5.11 "IT Security Plan Content" shall be adhered to.
- Format: Format shall be in the form specified by NIST computer security guidelines.
- Distribution: per Contracting Officer's letter

Maintenance:

- Changes to each facility security plan shall be documented per the NASA/JSC Facility Computer Security Officer guidelines for addendums to security plans. Contents of addendums shall be incorporated into the next release of the security plan.
- Security plans for General Support Systems shall be updated as a minimum every three years, as significant architecture or functional changes are incorporated, or as required by NASA.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title DRD Master Schedule	2. Date of current version 12/2004	3. DRL Line 22	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Tracking of contractor deliverables.		5. DRD Category: <i>(check one)</i> Technical <input checked="" type="checkbox"/> Administrative SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

The contractor shall develop a Master Schedule which provides the interrelationships and reporting schedules for all DRD's.

The original submission shall be with the proposal, updates as required.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Database Management and Update	2. Date of current version 12/2004	3. DRL Line 23	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Evaluation of overall program by maintenance and update of occupational health data bases		5. DRD Category: <i>(check one)</i> Technical <input checked="" type="checkbox"/> Administrative SR&QA	
6. References <i>(Optional)</i> Section J-10 (current databases)	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

The contractor shall manage, maintain, and review all occupational health data bases as listed in Attachment J-10. Statistical analysis shall be performed as appropriate and presented to the COTR. Data shall be continuously available to the COTR and to OHO. Additional data bases, format and platform modifications may be proposed to the COTR.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

<p>1. DRD Title</p> <p>Conflict of Interests Avoidance Plan</p>	<p>2. Date of current version</p> <p>12/2004</p>	<p>3. DRL Line</p> <p>24</p>	<p>RFP/Contract No.</p> <p>NNJ05064093R/NNJ06HB47C</p>
<p>4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i></p> <p>Ensure conflict of interest mitigation exists for sensitive investigations and data.</p>		<p>5. DRD Category: <i>(check one)</i></p> <p>Technical</p> <p><input checked="" type="checkbox"/> Administrative</p> <p>SR&QA</p>	
<p>6. References <i>(Optional)</i></p>	<p>7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i></p>		

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

The contractor shall develop and submit for approval a Conflict of Interests Avoidance Plan. The plan shall include consideration of activities such as: mishap investigation when other components of the corporation are involved; protection of sensitive medical data; and elimination of potential for bidding on future contracts when pre-construction evaluation is performed.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Procurement Data Package	2. Date of current version 12/2004	3. DRL Line 25	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use (Define need for, intended use of, and/or anticipated results of data) Provide content and format requirements for delivery to NASA of all processes, procedures, work instructions, web sites, electronic tools, data items, supporting documentation, equipment, and resource/cost information used to perform future procurement activities. This data may be disclosed to competing offerors in the future		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) Section H and SOW C-1	7. Interrelationships (e.g., with other DRDs) (Optional)		

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

SCOPE: Processes, procedures, work instructions, web sites, electronic tools, data items, supporting documentation, equipment and resource/cost information shall be submitted in accordance with this Data Requirement (DR).

CONTENTS:

- (a) Technical / Management Data
 - (1) A catalog of all procedures, processes, and work instructions utilized in the performance of this contract shall be developed and delivered upon request. The processes and procedures shall include those developed specifically for the performance of this contract and those developed by other sources but utilized in the performance of this contract. The catalog shall be in electronic format compatible with Microsoft® Office Suite. A hard copy of selected items shall be provided upon request. The catalog shall contain:
 - (i) Unique name of process or procedure
 - (ii) Version number, revision number, or release date as appropriate
 - (iii) Abstract which describes purpose or use of item
 - (2) A listing of specific data items and workload sizing data for a period of time which will be specified in the request. The listing shall be in electronic format compatible with Microsoft® Office Suite. A hard copy of selected items shall be provided upon request.
 - (i) The specific list of requested data shall be provided by the COTR but will include items such as:
 - Workload sizing data as listed in the contract
 - Continuing education requirements
 - Astronaut medical bills, broken down into specific categories
 - Astronaut candidate screening costs
 - Property owned and/or managed by the contractor
 - Travel requirements; conferences and seminars participated in by employees
 - (ii) The item descriptions shall include:
 - Unique name of item
 - Version number, revision number, or release date as appropriate
 - Abstract which describes purpose or use of item
 - (3) A catalog of electronic tools utilized by the contractor, including web sites, interactive tools, data bases, etc. shall be provided. The catalog shall be in electronic format compatible with Microsoft® Office Suite. A hard copy of selected items shall be provided upon request. This catalog shall include:
 - Unique name of item
 - Version number, revision number, or release date as appropriate

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

- Abstract which describes purpose or use of item
 - Software Platform
- (b) Cost Data
- (1) Labor resources:
- (i) List of all direct labor skills by labor category, segregated by current work breakdown structure (WBS)
 - (ii) An estimate of the number of indirect labor skills such as business or computer support normally charged through an indirect expense pool or through a service center expense
 - (iii) Current annual average straight time labor rates for all skills by labor category mapped by standard labor categories of the original RFP and when these wages were last adjusted for escalation. Also indicate whether any adjustments are projected to be made prior to contract expiration
 - (iv) The number of FTEs (Full Time Equivalents) and the estimated number of productive hours for each labor category currently on contract mapped by standard labor category of the original RFP, segregated by current WBS.
 - (v) Seniority level of all skills on the current contract
- (2) Non-labor resources:
- (i) List of all materials, equipment, travel, supplies, etc., and the incurred annual cost by WBS
 - (ii) Provide a discussion associated with the major items identified above, such as the materials estimate includes a prompt payment discount of TBD% due to large volume discounts you have negotiated with your vendors.
- (3) The projected liability cost associated with unused accrued paid leave associated with non-exempt personnel. Provide a copy of any Collective Bargaining Agreements in place and a current status of any upcoming negotiations with a union.
- (4) Equipment (additional information to that listed above) - List of all contractor-owned equipment (at the time of delivery of this DRD) being used in the performance of the contract. The list of equipment shall include:
- (i) Description of the equipment (include make and model #)
 - (ii) Location of the equipment (address, building and room #)
 - (iii) Date purchased
 - (iv) Purchase price of the equipment
 - (v) Current depreciated value of the equipment

Format: Electronic format compatible with Windows® Office Suite.

Distribution: COTR and CO

Due Date and Frequency of Submission: As directed by the CO

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123)

1. DRD Title Quality Assurance Plan	2. Date of current version 1/2005	3. DRL Line 26	RFP/Contract No. NNJ05064093R/NNJ06HB47C
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i> Document processes and procedures the contractor will follow to ensure products and services meet the quality requirements of the contract.		5. DRD Category: <i>(check one)</i> Technical X Administrative SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		

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

The plan shall address all functional areas of the contract with the quality assurance requirements tailored to the functional area. Plan shall address personnel, products, and services. Plan shall include allowances for scheduled and random audits and inspections. Plan shall include methods for documenting findings with appropriate corrective action and closure rationale. Schedules, results, findings, and corrective actions shall be published and available to the customer at any time

Document format is contractor choice.

1. DRD Title	2. Current Version Date	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Wage/Salary and Fringe Benefit Data	3/10/05	27	NNJ05064093R/NNJ06HB47C

4. USE (Define need for, intended use of, and/or anticipated results of data)

The Wage/Salary and Fringe Benefit Data will be used by the NASA Contracting Officer and the Contract Labor Relations Office to provide the necessary data for submittal of Standard Form (SF) 98, Notice of Intention to Make a Service Contract and Response to Notice, to the Department of Labor, and to assist in the monitoring of Service Contract Act compliance.

5. DRD Category: (check one)	<input type="checkbox"/> Technical	<input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> SR&QA
6. References (Optional)	7. Interrelationships (e.g., with other DRDs) (Optional) FAR 52.222-41		

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

DISTRIBUTION: BH4/Contracting Officer
BA2/Contract Labor Relations Officer

INITIAL SUBMISSION: 30 days after start date of contract.

SUBMISSION FREQUENCY: Annually, 90 days prior to the anniversary date of the contract.

DATA PREPARATION INFORMATION:

SCOPE: The Wage/Salary and Fringe Benefit Data must be submitted by the Contractor, and any subcontractors which are subject to the provisions of the Service Contract Act, to the Contracting Federal Agency. In accordance with FAR regulations 22.1007 and 22.1008, the Contracting Officer is required to submit a SF 98 to the Department of Labor, Wage and Hour Division.

CONTENTS: The Wage/Salary and Fringe Benefit Data should contain the data included in the enclosed DRD forms, titled "Wage/Salary Rate Information", "Fringe Benefit for Service Employees", and "Fringe Benefits per Collective Bargaining Agreement". The Wage/Salary Rate Information shall contain a listing of all exempt and nonexempt labor classifications working on the contract. Separate forms should be utilized for classifications working in different geographic areas and for each subcontractor. Wage determination numbers, appropriation labor organization names, and subcontractor names, must be reflected. All nonexempt labor classifications must be matched to wage determination classes or to Collective Bargaining Agreement (CBA) classifications for represented classes. Annotate exempt or nonexempt and union or nonunion. The current hourly rates should reflect the actual lowest and highest paid employees, along with a computed average rate. State the number of employees working in each category. Separate Fringe Benefit forms should be completed for nonrepresented classifications and for each separate CBA. A separate form must be completed for the prime and each subcontractor. Three hardcopies and one electronic copy of each Collective Bargaining Agreement are required if organized labor is represented on your contract.

FORMAT: The Wage/Salary and Fringe Benefit Data should be in a format substantially the same as enclosed with this DRD. (see Forms 2, 3, and 3A on following pages)

MAINTENANCE: Changes shall be incorporated as required by change page or complete reissue.

FRINGE BENEFITS PER COLLECTIVE BARGAINING AGREEMENT

For period from _____ to _____

Contractor:

Contract Number: NNJ06HB47C

Number of employees in bargaining unit _____

Total number of employees on contract _____

1. Shift Differential: (Describe any pay over and above base rates for 2nd, 3rd, weekend, or other shifts.)

2. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees and state current average hourly cost per employee covered by a Collective Bargaining Agreement.)

Item	Coverage Provided (Yes/No)	Average Hourly Cost
(a) Life Insurance		
(b) Accidental Death		
(c) Disability		
(d) Medical and Hospital		
(e) Dental		
(f) Retirement Plan		
(g) Savings/Thrift Plan		
(h) Sick Leave		
(i) Tuition Reimbursement		
(j) Other (Describe)		

3. Paid Absences:

	Service Requirement	Days per Year
(a) Vacation		
(b) Holiday		
(c) Sick Leave		
(d) Jury Leave		
(e) Funeral Leave		
(f) Military Leave		
(g) Other (Describe)		

4. Severance Pay: (Briefly describe terms and amounts.)

5. Other Fringe Benefits: (Describe any other fringe benefits not included above, and show average hourly cost.)

6. Premium Pay: (Discuss all premium pay provisions not previously shown on this form.)

Signature of Company Representative

Date

FRINGE BENEFITS FOR SERVICE EMPLOYEES

For Period from _____ to _____

Contractor:

Contract Number: NNJ06HB47C

Number of nonexempt employees on contract: _____

Total number of employees on contract: _____

1. Health and Welfare Items and Other Fringe Items: (Indicate whether or not coverage is provided to employees. State current average hourly cost per service employee.)

Item	Coverage Provided (Yes/No)	Average Hourly Cost
(k) Life Insurance		
(l) Accidental Death		
(m) Disability		
(n) Medical and Hospital		
(o) Dental		
(p) Retirement Plan		
(q) Savings/Thrift Plan		
(r) Sick Leave		
(s) Tuition Reimbursement		
(t) Other (Describe)		

2. Paid Absences

	Service Requirement	Days per Year
(a) Vacation		
(b) Holiday		
(c) Sick Leave		
(d) Jury Leave		
(e) Funeral Leave		
(f) Military Leave		
(g) Other (Describe)		

Signature of Company Representative

Date

1. DRD Title	2. Current Version	3. DRL Line	RFP/Contract No.
Information Technology (IT) Capital Planning and Investment Control (CPIC)	3/4/04	28	NNJ05064093R/NNJ06HB47C
4. USE (Define need for, intended use of, and/or anticipated results of data)			
To document the contractor's compliance with Federal and NASA IT CPIC Planning and Reporting regulations and requirements			
5. DRD Category: <input checked="" type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA			
6. References (Optional)		7. Interrelationships (e.g., with other DRDs) (Optional)	

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

Applicable Documents

- For current IT CPIC planning requirements, the contractor must refer to the IRD (JSC CIO) and CFO web sites. These requirements will contain NASA's implementation of the Office of Management and Budget's (OMB's) IT CPIC planning, budgeting, and reporting requirements.
- JSC memorandum IA-03-032, subject: "JSC's Capital Planning and Investment Control Process"
- OMB Circulars A-130 and A-11
- Executive Order 12845, Energy-efficient Microcomputers
- IT Management Reform Act of 1996 (the "Clinger-Cohen Bill")
- NASA Procurement Information Circular (PIC) 01-13 entitled "Electronic and Information Technology Accessibility"

Scope

The contractor's IT CPIC Document shall describe contractor's IT CPIC processes, which includes development and submittal of the IT Program Operating Plan (POP), IT Fiscal Year (FY) Plans, IT Standards, and document the contractor's compliance with Federal and NASA IT planning and reporting regulations and requirements.

Contents

- IT CPIC Process Document
 - Shall address establishment and documentation of compliance with the IT CPIC requirements, as documented in JSC memo IA-03-032, NASA PIC 01-13, the IT POP, as well as all updates and/or replacements to those documents. The current documents can be viewed on the IRD (JSC CIO) and CFO web sites. The contractor's IT CPIC processes shall be presented to the Director/IRD (JSC CIO) for approval.
 - Shall address the contractor's evaluation and selection of JSC IT Standards that will meet their requirements. Requirements that cannot be met sufficiently by a JSC or organizational standard will require submitting a new IT Standard per the approved process (JSC memo IA-03-032).
- IT POP
 - Shall comply with IT POP requirements as published on the JSC CFO web site.
 - Shall contain IT investment data and budget formulation information
 - Shall address IT security, contractor resource requirements, and IT system descriptions.

- IT FY Plans
 - Shall comply with IT fiscal year planning as documented in JSC memo IA-03-032 as well as all updates and/or replacements to this memo.
 - Shall contain IT investment data and budget formulation information for the “next” fiscal year.
 - Shall address IT security, contractor resources requirements, and IT system descriptions
- Contractor IT Standards
 - The contractor IT standards shall be submitted for Director/IRD (JSC CIO) approval, and when approved they will reside on the IRD (JSC CIO) web site and will be under IRD/JSC CIO configuration management.
 - Any changes to the approved contractor standards must be accompanied by JSC form 1209, which identifies the standard to change, an updated table with the change, and the reason for the change.
 - Current IT Standards are documented on the IRD (JSC CIO) web site.
- Compliance with Section 508 of the Rehabilitation Act
 - Shall address Section 508 requirements compliance in accordance with NASA PIC 01-13 entitled “Electronic and Information Technology Accessibility” prior to the procurement of Electronic and Information Technology (EIT). Specifically, enclosures are included in the PIC, one or more of which must be provided when such procurements are executed. This applies to any EIT procurement covered by Section 508.
 - Shall address how all EIT acquisitions were assessed for compliance with all the 508 Accessibility Standards if different from the flowchart in the PIC’s enclosure 2, “EIT Market Research Template.”

Note: The NASA CIO has provided one exception to this. Internal components such as RAM, hard drives, and specialized analog-to-digital cards are not subject to Section 508. As a result of this communication, the Section 508 supporting documentation is not required for this specific class of procurement.

Acquisitions shall be accompanied with PIC enclosure 2, “EIT Market Research Template.”

Initial submittal: 30 days after contract Authority to Proceed (ATP)

Distribution: Per contracting officer’s letter

Submission Frequency: Subsequent submittal shall be required only if there are significant changes in the process or if required by the Director/IRD (JSC CIO). IT POP and Fiscal Year Plans are submitted annually. IT Standards are submitted once, and updated if there are significant changes, new standards, or if required by the Director/IRD (JSC CIO). NASA PIC 01-13 enclosures shall be submitted with each procurement covered by Section 508.

Format: Contractor’s format shall be within the environment associated with this data in the DDMS. IT CPIC documentation shall be delivered in native format and be compatible with JSC standard software loads.

Maintenance: This data shall be maintained in the DDMS. The contractor shall review annually and incorporate changes as required by change page or complete reissue.

J-2 Performance Evaluation and Award-Term Plan

J-2 Performance Evaluation and Award-Term Plan

I. Introduction

In accordance with the provisions of the Federal Acquisition Regulation (FAR), the NASA FAR Supplement (NFS), and Johnson Space Center's (JSC) policies and procedures, this plan covers the administration of the incentive fee and award-term provisions of OMOHC.

Two separate and distinct evaluations shall be made of the contractor's performance according to the procedures and criteria outlined in the following sections. An evaluation of the contractor's performance against specified Performance Incentive Fee (PIF) evaluation factors shall be made to determine the amount of PIF to be awarded, if any. A separate and distinct evaluation of the contractor's performance against specified Award-Term evaluation factors shall be made to determine the extent, if any, of additional contract term to be awarded.

The Government may unilaterally change aspects of this plan provided the Contractor receives notice of the changes prior to the beginning of the evaluation period to which the changes apply. Changes may be made to the plan during an evaluation period if mutually agreed to by both parties.

II. Performance Incentive Fee

(a) General - The PIF is designed to reward the contractors overall performance as it relates to the PIF evaluation factors. The contractor may furnish for consideration a self-evaluation against the Performance Evaluation Factors specified in Table J-2-3 thru Table J-2-5 for each evaluation period. The self-evaluation must be received by the CO at least ten calendar days prior to the end of each performance period. The self-evaluation shall be limited to 15 pages.

(b) Organizational Structure for Administration of Performance Incentive Fee

The following organizational structure is established for administering the PIF provisions of the contract:

(1) Performance Evaluation Board Integration Team (PEB IT) - The PEB IT is composed of selected JSC technical and administrative personnel including, but not limited to, the COTR and the Contracting Officer (CO) for this contract. The PEB IT has the primary responsibility of monitoring, evaluating, and documenting, as appropriate, the contractor's overall performance as it relates to the PIF evaluation factors. The PEB IT will conduct formal evaluations at the end of each evaluation period, and informal performance evaluations midway through each evaluation period. The informal evaluations will be conducted with the Contractor for the purpose of discussing any specific areas where the Contractor has excelled and areas where future emphasis is necessary.

At the end of each evaluation period the PEB IT will prepare a report that will include its determination as to the numeric score and adjective rating to be assigned for the contractor's performance for the evaluated period. Refer to Table J-2-7 for details. The PEB IT will make the final determination of PIF to be awarded, if any.

(2) Once the PEB IT has determined any PIF to be awarded, the CO will notify the Contractor of the performance incentive score and the PEB IT findings. The contractor will be afforded the opportunity to submit for consideration by the CO, exceptions to the evaluations or conclusions of the PEB and supporting reasons for such exceptions. The

contractor’s submission must be made in writing and submitted to the CO within five calendar days from the date of the contractor’s receipt of the PEB IT’s decision.

(c) PIF Evaluation Factors and Weighting - The PEB IT will evaluate the contractor’s performance in the areas of Management Performance, Safety and Health Performance, and Subcontracting Performance for determination of the Performance Incentive Score. Each of these areas consists of individual evaluation factors with individual weights. These weights are indicated in the accompanying tables as (XX%) at the end of the measurement description. In addition to the individual factors, a major breach of safety or security as defined in the Section H Clause 1852.223-75, OSHA violations, or EPA violations may result in a score of zero for the evaluation period for the entire PIF.

(1) Management Performance (Weight = 60%) - The management performance factor will be used to evaluate the effectiveness of management in support of both the technical and business areas of the contract. See Table J-2-3 – Management Performance Evaluation Factors.

(2) Safety and Health Performance (Weight = 25%) - The safety and health performance factor will be used to measure the contractor’s effectiveness in meeting the safety and health requirements of the OMOHC. See Table J-2-4 – Safety and Health Performance Evaluation Factors.

(3) Subcontracting Performance (Weight = 15%) - The subcontracting performance factor will be used to assess if the contractor has met the subcontracting goals of the OMOHC. See Table J-2-5 – Subcontracting Performance Evaluation Factors

Each individual evaluation factor will be measured and given a score based on the criteria in the following tables. These scores are multiplied by a weighting and all weighted scores added together to determine the overall grade for the area. The grade for each area (Management Performance, Safety & Health Performance, and Subcontracting Performance) will be multiplied by the weight for the area, and added to each other to determine the overall Performance Score. An adjective rating will be assigned based on Table J-2-7 – Evaluation Scale Definitions.

PIF Distribution – If a PIF is earned, the CO will issue a contract modification awarding such fee in accordance with the PEB IT’s determination. The award will be made according to the schedule in Table J-2-1(a) and (b).

Table J-2-1a PIF Distribution Schedule – Base Period of Performance

Contract Year	Evaluation Period	Basic Period of Performance	Available Fee
Contract Year 1	1	August 1, 2006 – January 31, 2007	\$337,417
	2	February 1, 2007 – July 31, 2007	\$344,281
Contract Year 2	3	August 1, 2007 – January 31, 2008	\$377,855
	4	February 1, 2008 – July 31, 2008	\$356,241
Contract Year 3	5	August 1, 2008 – January 31, 2009	\$360,209
	6	February 1, 2009 – July 31, 2009	\$364,497

The percentage of available PIF distributed will be based on the total weighted numeric score against the PIF evaluation factors. The conversion between the PIF score and the PIF distributed is presented in Table J-2-2. For example, should the contractor earn a weighted score of 85, the contractor would earn 85% of the available PIF.

J-2-1b PIF Distribution Schedule – Additional Periods of Performance

Contract Year	Evaluation Period	Period of Performance	Available Fee
Contract Year 4	7	August 1, 2009 – January 31, 2010	\$371,186
	8	February 1, 2010 – July 31, 2010	\$377,069
Contract Year 5	9	August 1, 2010 – January 31, 2011	\$383,276
	10	February 1, 2011 – July 31, 2011	\$391,569
Contract Year 6	11	August 1, 2011 – January 31, 2012	\$398,385
	12	February 1, 2012 – July 31, 2012	\$405,150
Contract Year 7	13	August 1, 2012 – January 31, 2013	\$448,956
	14	February 1, 2013 – July 31, 2013	\$420,761
Contract Year 8	15	August 1, 2013 – January 31, 2014	\$428,520
	16	February 1, 2014 – July 31, 2014	\$435,189
Contract Year 9	17	August 1, 2014 – January 31, 2015	\$442,800
	18	February 1, 2015 – July 31, 2015	\$451,468
Contract Year 10	19	August 1, 2015 – January 31, 2016	\$391,891
	20	February 1, 2016 – July 31, 2016	\$330,208

Table J-2-2 – Performance Score Conversion Chart

Weighted Performance Score	Percentage of Available Incentive Fee
100	100.0%
99	99.0
98	98.0
97	97.0
96	96.0
95	95.0
94	94.0
93	93.0
92	92.0
<i>EXCELLENT</i>	
91	91.0
90	90.0
89	89.0
88	88.0
87	87.0
86	86.0
85	85.0
84	84.0
83	83.0
82	82.0
81	81.0
<i>VERY GOOD</i>	
80	80.0
79	79.0
78	78.0
77	77.0
76	76.0
75	75.0
74	74.0
73	73.0
72	72.0
71	71.0
<i>GOOD</i>	
70	70.0
69	69.0
68	68.0
67	67.0
66	66.0
65	65.0
64	64.0
63	63.0
62	62.0
61	61.0
60 and Below	0.0
<i>POOR/UNSATISFACTORY</i>	

Table J-2-3 Management Performance Evaluation Factors

#	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method	
1	Certifications, qualifications, registrations, training, etc. (15%)	See 1a and 1b below						
1a	100% of Employees possess current required technical and clinical skills, qualifications, certifications, and training (10%)	< 90% of employees current with all indicated skills and certifications with no operational impact	Not Applicable		≥90% and <95% of employees current with all indicated skills and certifications with no operational impact	≥95% of employees current with all indicated skills and certifications with no operational impact	COTR review of contractor supplied data	
1b	All required program wide certifications and accreditations are achieved and maintained, e.g. ISO 9001; AIHA; NELAC (5%).	1 or more is not achieved or is lost	Not Applicable			100% current	Valid one year after contract start	
2	Number of documented and validated complaints (10%)	> 12 Complaints per 1000 contacts	≤ 12 Complaints per 1000 contacts	≤ 9 Complaints per 1000 contacts	≤ 6 Complaints per 1000 contacts	≤ 3 Complaints per 1000 contacts	COTR review of contractor supplied patient survey data	
2a	In the Occupational Medicine Clinic							
2b	From Field Occupational Health and Training Activities							

Table J-2-3 Management Performance Evaluation Factors

#	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
3	Meet 100% of Deadlines for Technical and Administrative Actions in the following, Action Tracking Systems: (15%) 1) Close Calls 2) Hazard Abatement 3) Coordination Action Tracking List 4) Emergency Operations Center 5) Occupational Health and Human Test Support 6) Space and Life Sciences Directorate	Total cumulative variance for actions between negotiated and agreed upon due date and date actions are closed is > 80days	Total cumulative variance for actions between negotiated and agreed upon due date and date actions are closed is between 71-80 days	Total cumulative variance for actions between negotiated and agreed upon due date and date actions are closed is between 61-70 days	Total cumulative variance for actions between negotiated and agreed upon due date and date actions are closed is between 51-60 days	Total cumulative variance for actions between negotiated and agreed upon due date and date actions are closed is between 0-50 days	COTR review of data provided by TMRs and individual Action Tracking System Administrators
4	DRD's and Technical Reports are on-time (10%)	≤ 74% meet the requirement	75-79% meet the requirement	80-89% meet the requirement	90-94% meet the requirement	95%, or more meet the requirement	COTR verification
5	Operate within the SD3 and SA Management Notification Chain of Command, and immediate notification of IDLH conditions (10%)	< 90% of the time	Pass/Fail Evaluation Factor			≥90% of the time	COTR verification of process followed by Contractor
6	Customer Satisfaction based on COTR Customer Surveys for specific SOW tasks (20%)	Any Customer (TMR) rates the contractor as Poor.	Customer surveys show scores of Very Good, Good, and Satisfactory with no Poor scores reported.	Customer surveys show ratings of Excellent, Very Good, and Good with no Poor scores reported.	At least 85% of the customers surveyed rate the contractor as Very Good and no Poor Scores are reported.	At least 85% of the customers surveyed rate the contractor as Excellent and no Poor Scores are reported.	COTR customer surveys of all TMRs.

Table J-2-3 Management Performance Evaluation Factors

#	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
7	Confidentiality is maintained on all appropriate records, such as medical records; EAP records; training records; etc (5%)	<100%	Pass / Fail Evaluation Metric			100%	COTR review of contractor supplied data, patient surveys
8	Respond to request from the procurement and resources office, including Corrective Actions, Request for Proposals, and Request for Information, on-time with complete and accurate products. (10%)	≤ 74% meet the requirement	75-79% meet the requirement	80-89% meet the requirement	90-94% meet the requirement	95-100% meet the requirement	CO or CS review of Contractor supplied data
9	Contractor processes employee injury and illnesses according to case management and worker's compensation requirements (5%)	Deficiencies exist with notable adverse operational impact	>15 minor deficiencies with no impact; or 2-3 deficiency exists that minimally impacts operations	11-15 minor deficiencies or 1 deficiency that minimally impacts operations	6-10 minor deficiencies with no operational impact or liability	1-5 minor deficiencies with no operational impact or liability	COTR review of contractor supplied data, spot/floor checks, and internal audits

Table J-2-4 Safety and Health Performance Evaluation Factors

#	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
1	The contractor's OSHA recordable rate, lost workday case rate, and severity rate, as defined in Safety and Health Plan, must be below the SIC industry average. (50%)	None of the 3 metrics are met	1 of the 3 metrics are met	2 of the 3 metrics are met	Not Available	All 3 metrics are met	COTR and Safety and Mission Assurance Office review of contractor supplied data per DRD.
2	Property damage as defined in JPG 1700.1, JSC Safety and Health Handbook, resulting from noncompliance with safety or health regulations listed in the contract (25%)	1 Type A, 1 Type B, or Multiple incidents of any type	1 Type C	Not Available		No Property Damage	COTR and Safety and Mission Assurance Office review of contractor supplied data per DRD.
3	OSHA Violations (any violation may result in a zero on incentive fee)	≥ 1 Violation	Pass Fail Evaluation Factor			No Violations	COTR and Safety and Mission Assurance Office review of contractor supplied data per DRD.
4	EPA Violations (any violation may result in a zero on incentive fee)	≥ 1 Violation	Pass Fail Evaluation Factor			No Violations	COTR and Safety and Mission Assurance Office review of contractor supplied data per DRD.
5	Documented cases of not following the Safety and Health Plan as described in DRD J-2 and determined by the Risk Assessment Code (RAC) Matrix listed in JPG 1700.1, JSC Safety and Health Handbook (a poor rating means automatic zero on performance incentive fee; otherwise, 25% of score)	1 RAC 1 or RAC 2 incident or multiple incidents of any type	1 RAC 3 or RAC 4 incident	Not Available		No incidents	COTR and Safety and Mission Assurance Office review of data provided in DRD-17, plus review of overall program, close calls, etc.

Table J-2-5 Subcontracting Performance Evaluation Factors

	<i>Factor</i>	<i>Poor Score = 0</i>	<i>Satisfactory Score = 70</i>	<i>Good Score = 80</i>	<i>Very Good Score = 90</i>	<i>Excellent Score = 100</i>	<i>Surveillance Method</i>
1	The contractor met the small business subcontracting goals as defined in Clause H-8 of the contract. (40%)	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294
2	The contractor met the small disadvantaged business subcontracting goals as defined in Clause H-8 of the contract. (14%)	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294
3	The contractor met the women-owned small business subcontracting goals as defined in Clause H-8 of the contract. (14%).	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294
4	The contractor met the HubZone subcontracting goals as defined in Clause H-8 of the contract. (8%)	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294
5	The contractor met the veteran-owned small business subcontracting goals as defined in Clause H-8 of the contract. (12%).	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294
6	The contractor met the service-disabled veteran-owned small business subcontracting goals as defined in Clause H-8 of the contract. (6%)	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294

Table J-2-5 Subcontracting Performance Evaluation Factors

	<i>Factor</i>	<i>Poor Score = 0</i>	<i>Satisfactory Score = 70</i>	<i>Good Score = 80</i>	<i>Very Good Score = 90</i>	<i>Excellent Score = 100</i>	<i>Surveillance Method</i>
7	The contractor met the Historically Black College or University/Minority Institution subcontracting goals as defined in Clause H-8 of the contract. (6%).	< 70% of the goal is met.	Between 70-79% of the goal is met	Between 80-89% of the goal is met.	90-95% of the goal is met or goal is exceeded	>95% of the goal is met or goal is exceeded.	CO, CS, or Small Business Specialist review of Contractor supplied data on SF 294

III. AWARD-TERM INCENTIVES

(a) General - The purpose of the award-term incentive is to motivate the contractor to provide excellent performance during the life of the contract. This incentive is designed to foster long-term relationships by rewarding contractors with additional period(s) of performance in compensation for achieving desired objectives at a high level of performance and reduced costs. For this contract, it is possible that the contractor may earn up to a ten year period of performance without further competition.

The contractor may furnish for consideration a self-evaluation for each evaluation period tailored to the award-term evaluation factors given in Table J-2-6. The self-evaluation must be received by the CO within ten calendar days prior to the end of each performance period. The self-evaluation shall be limited to 10 pages.

(b) Organizational Structure for Determining Award Term

(1) PEB IT - The PEB IT is responsible for assessing contractor performance against the award-term evaluation factors in the area of cost and technical performance against the award-term evaluation factors given in Table J-2-6.

In addition to performing the formal award-term evaluation at the end of each evaluation period, the PEB IT will conduct interim performance evaluations with the Contractor midway through each evaluation period to discuss any specific areas where the Contractor has excelled and areas where future emphasis is necessary.

At the end of each evaluation period, the PEB IT will prepare a report that will include a recommendation as to the numeric score and adjective rating to be assigned for the contractor's performance for the evaluated period and forward this report to the PEB,

(2) PEB – The PEB is established and approved by the Director of the Johnson Space Center or designee.

The Board will review the evaluation and recommendation of the PEB IT and any other information that may be available to the Board, including contractor input.

The PEB will evaluate the contractor's performance after each evaluation period to determine whether the contractor performance is deserving of award of additional contract term and submit its evaluation and recommendation to the Award Determining Official (ADO).

(3) The ADO is the Director of the Johnson Space Center or designee.

(i) After considering available pertinent information and the PEB's recommendation, the ADO will determine the numeric score and adjective rating earned for each evaluation period. The average of these ratings for two evaluation periods shall then determine the impact to the contract term.

(ii) The CO will notify the Contractor of the ADO's determination for the award-term. Additionally, the CO will provide the PEB findings to the contractor. The contractor will be afforded the opportunity to submit exceptions to the evaluations, conclusions, or award-term recommendations of the PEB, and supporting reasons for such exceptions. The contractor's submission must be made in writing and must be submitted through the CO to the ADO within five calendar days from the date of the contractor's receipt of the PEB's findings and award-term recommendation.

(iii) If additional award-term is earned, the CO will issue a contract modification extending the contract period of performance in accordance with the ADO's determination and the terms and conditions of the contract.

(c) Award Term Evaluation Factors

(1) Cost Control (Weight= N/A (Meet/Does Not Meet Cost Gate)) - Award-Term requires a cost gate be met for the Contractor to earn an additional term. The cost gate is a target that the contractor must meet before an additional term may be awarded. The cost gate is based on the cost baseline, **(excluding cost associated with Astronaut Medical Bills, Astronaut Selection activities, and travel costs)**, as modified through contract changes, if any. The contractor must meet or under-run cost for the period before an award-term determination can take place. The cost baseline will be established for annual periods and tied to the associated 6-month evaluation periods. If an agreement between the Government and the Contractor on the cost baseline is not reached, the Government will unilaterally determine the cost baseline and apprise the contractor.

(2) Technical Performance (Weight = 100%) - The technical performance award-term evaluation factors will be used to measure the performance of the Contractor in meeting the requirements of the SOW in the areas of quality of work products, and meeting schedule milestones. See Table J-2-6 – Technical Performance Evaluation Factors

Each individual evaluation factor will be measured and given a score based on the criteria in the Table J-2-6. Then each score is multiplied by a weighting and all weighted scores added together to determine the overall grade for the award-term. An adjective rating will be assigned based on Table J-2-7 – Evaluation Scale Definitions.

(d) Award-Term Incentive Distribution

The award-term incentive will be distributed as follows:

Year 1 is a shadow year in that performance is evaluated every six months, but does not determine if the contractor has earned any award-term periods. The shadow year is meant to resolve any transition issues associated with the new contract and/or new technical requirements without prejudice to the contractor. Year 2 begins award-term evaluations.

The numeric average of the two evaluation periods for each year is used to determine an overall annual adjective score. The annual score determines award-term period(s) earned. The award-term incentive distribution is defined in Part VIII.

In Contract Year 2, a contractor can earn award-term of one additional year for a Very Good or Excellent adjective rating. For each following year the contractor must earn an Excellent adjective rating to earn one additional year, not to exceed a total contract period of performance of ten years.

In the event that the Contractor earns a rating less than Excellent in Contract Years 3 or later, no additional term will be earned and the Government will recomplete the contract at the end of earned contract year(s). The examples below depict the award-term incentive distribution based on adjective ratings where EXC = Excellent and VG = Very Good.

(a) Contract Year 2 average rating for two evaluation periods:

- (1) Adjective rating equals VG or EXC - Contractor earns Year 4
- (2) Adjective rating less than VG or EXC, the Government will initiate a recomplete of the contract.

(b) Contract Year 3 average rating for two evaluation periods:

- (1) Adjective rating equals EXC – Contractor earns year 5
- (2) Adjective rating less than EXC, the Government will initiate a recompetete of the contract.
- (c) Contract Years 4 through 8 have a similar template as that for Contract Year 3.

The examples above are illustrations only and are meant to show what might occur and do not represent the anticipated outcome.

If additional award-term is earned, the CO will issue a contract modification extending the contract period of performance in accordance with the ADO's determination.

Table J-2-6 – Technical Performance Award-Term Evaluation Factors

	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
1	Customer evaluation of technical performance (15%)	Any Customer rates the contractor as Poor	Customer surveys show scores of Very Good, Good, and Satisfactory with no Poor scores reported.	Customer surveys show ratings of Excellent, Very Good, and Good with no Poor scores reported.	At least 85% of the customers surveyed rate the contractor as Very Good and no Poor Scores are reported.	At least 85% of the customers surveyed rate the contractor as Excellent and no Poor Scores are reported.	COTR customer surveys of TMRs, including but not limited to, Mission Operations, Crew and Thermal Systems, Safety and Mission Assurance, and Center Operations.
2	Occupational Medicine Scheduling (5%)						
2a	100% of all civil servant health maintenance examinations are scheduled during the patient's birth month	< Less than 95% meet the requirement.	Not Available			95 - 100% of the goal is met	COTR review of contractor supplied data, COTR observations, patient survey results, and COTR administered customer satisfaction surveys
2b	Schedule and complete all job-related and fitness-for duty physicals so as to ensure that no employee is disqualified for not meeting medical certifications due to clinic controlled scheduling conflicts	<98% of the time	Pass/Fail Evaluation Factor			≥98% of the time	
2c	Report of clinically abnormal results to patients within three working days of the return of results.	<98% of the reports delivered on time	Pass/Fail Evaluation Factor			98-100% of the reports delivered on time	COTR review of contractor supplied data; patient satisfaction surveys
3	Respond to all workplace health complaints by telephone within 30 minutes and, as required, at the location of the complaint within 1 hour (5%)	<100% of the time	Pass/Fail Evaluation Factor			100% of the time	COTR review of contractor supplied data, COTR observations, and COTR administered customer satisfaction surveys

Table J-2-6 – Technical Performance Award-Term Evaluation Factors

	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
4 4a 4b 4c 4d	Meet response times for "toned out" emergency response when on-site and ambulance in-service as follows (10%) 1) Ambulance/Medical--6 Minutes (onsite) 2) Field Occupational Health-15 Minutes 3) Employee Assistance - 30 Minutes 4) Any of the above responses occurring after duty hours—Call into EOC within 30 minutes and/or arrive at onsite location within 1 hour of page/notification	<100% of the time	Pass/Fail Evaluation Factor			100% of the time	COTR observations and COTR administered customer satisfaction surveys
5	Perform all SOW and program requirements following the applicable Federal, NASA, JSC, and per Contractor developed Standard Operating Procedure (SOP) for the appropriate technical task (5% during OCHMO audit years, 15% otherwise. See item 8 below)	Deficiencies exist with notable adverse operational impact	>20 minor deficiencies with no impact; and/or 2-3 deficiency exists that minimally impacts operations	16-20 minor deficiencies and/or 1 deficiency that minimally impacts operations	11-15 minor deficiencies with no operational impact or liability	0-10 minor deficiencies with no operational impact or liability	COTR review of contractor supplied data, spot/floor checks, and internal and external audits
6	All facilities and personnel are available during duty hours(5%)	<98%	Not available			≥98% availability	COTR review of contractor supplied data, spot/floor checks, and internal audits
7	Occupational Health Databases and total health web page are technically correct and new information is placed into the database within 1 month of discovery (15%)	Deficiencies exist with notable adverse operational impact	>20 minor deficiencies with no impact; and/or 2-3 deficiency exists that minimally impacts operations	16-20 minor deficiencies and/or 1 deficiency that minimally impacts operations	11-15 minor deficiencies with no operational impact or liability	0-10 minor deficiencies with no operational impact or liability	COTR review of contractor supplied data, spot/floor checks, and internal audits

Table J-2-6 – Technical Performance Award-Term Evaluation Factors

	Factor	Poor Score = 0	Satisfactory Score = 70	Good Score = 80	Very Good Score = 90	Excellent Score = 100	Surveillance Method
8	Occupational Health Program performance during OCHMO bi-annual audit (contractor responsible areas only) (10% Used only during audit years)	>2 non-conformance (red) finding with no risk impact and/or, ≥1 non-conformance (red) finding with a risk impact and/or, >31 observations and recommendations (yellow findings)	26-30 observations and recommendations (yellow findings)	2 non-conformance (red) finding with no risk impact and/or 21-25 observations and recommendations (yellow findings)	1 non-conformance (red) finding with no risk impact and/or 11-20 observations and recommendations (yellow findings)	No non-conformance (red) findings; less than 10 observations and recommendations (yellow findings)	Audit results and follow up corrective action and action closure activities
9	DRD's are complete and accurate (15%)	Deficiencies exist with notable adverse operational impact	7-10 DRDs have minor deficiencies with no impact; and/or 2-3 DRDs have deficiencies that minimally impact operations	6-7 DRDs have minor deficiencies and/or 1 DRD has a deficiency that minimally impacts operations	3-5 DRDs have minor deficiencies with no operational impact or liability	≤2 DRDs have minor deficiencies with no operational impact or liability	COTR and customer review of contractor supplied data
10	Training schedules meets the needs of the customers and training content is technically correct (5%)	<85% of the training is provided so student recurrency or initial certification schedules are not impacted	85-89% of the training is provided so student recurrency or initial certification schedules are not impacted	90-93% of the training is provided so student recurrency or initial certification schedules are not impacted	94-97% of the training is provided so student recurrency or initial certification schedules are not impacted	≥98% of the training is provided so student recurrency or initial certification schedules are not impacted	COTR review of contractor supplied data, spot/floor checks, and internal audits
10a	Physiological Training						
10b	HAZCOMM Training						
11	Support for Human Test and Facility Activities to Crew and Thermal Systems (EC), Mission Operations (DA), and EVA Project Office (XA) (10%)	Deficiencies exist with notable adverse operational impact	>15 minor deficiencies with no impact; and/or 2-3 deficiency exists that minimally impacts operations	11-15 minor deficiencies and/or 1 deficiency that minimally impacts operations	6-10 minor deficiencies with no operational impact or liability	1-5 minor deficiencies with no operational impact or liability	COTR and customer review of contractor supplied data

Table J-2-7 Evaluation Scale Definitions

Adjective Rating	Grade Range	Narrative Description of Performance
Excellent	91 - 100	Of exceptional merit; exemplary performance in a timely, efficient, economical, and safe manner; minor (if any) deficiencies exist with no adverse effect on overall performance
Very Good	81 - 90	Very effective performance, fully responsive to contract; contract requirements accomplished in a timely, efficient, safe and economical manner; only minor deficiencies exist with little effect on overall performance
Good	71 - 80	Effective performance; fully responsive to contract requirements, reportable deficiencies but with little identifiable effect on overall performance
Satisfactory	61 - 70	Meets or slightly exceeds minimum acceptable standards; adequate results; reportable deficiencies with identifiable effect on overall performance
Poor/ Unsatisfactory	60 and below	Does not meet minimum acceptable standards in one or more areas; remedial action required in one or more areas; deficiencies exist which adversely affect overall performance. The standard has not been achieved.

Section J-3 Wage Determinations

<p>STANDARD FORM 98</p> <p>January 1996</p> <p>U.S. DEPARTMENT OF LABOR</p> <p>EMPLOYMENT STANDARDS ADMINISTRATION</p> <p style="text-align: center;">NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE</p> <p style="text-align: center;"><i>(See Instructions on Reverse)</i></p>		<p>1. NOTICE NO.</p> <p style="text-align: center;">26744</p> <p style="text-align: center;">Memorandum</p>									
<p>MAIL TO:</p> <p style="text-align: center;">Administrator Wage and Hour Division U.S. Department of Labor Washington, DC 20210</p>		<p>2. Estimated solicitation date <i>(use numerals)</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Month</td> <td style="width:33%;">Day</td> <td style="width:33%;">Year</td> </tr> </table> <p>3. Estimated date bids or proposals to be opened or negotiations begun <i>(use numerals)</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Month</td> <td style="width:33%;">Day</td> <td style="width:33%;">Year</td> </tr> </table> <p>4. Date contract performance to begin <i>(use numerals)</i></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">Month</td> <td style="width:33%;">Day</td> <td style="width:33%;">Year</td> </tr> </table>	Month	Day	Year	Month	Day	Year	Month	Day	Year
Month	Day	Year									
Month	Day	Year									
Month	Day	Year									
<p>5. PLACE(S) OF PERFORMANCE</p> <p>Harris County, TX Dona Ana County, NM</p>	<p>6. SERVICES TO BE PERFORMED <i>(describe)</i></p> <p>II: Occupational Medicine & Occupational Health Services Contract Period: 08/01/06 to 09/30/07</p>										
<p>7. INFORMATION ABOUT PERFORMANCE</p> <p>A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed</p>											
<p>8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align: top;"> <p>a. Name and address of incumbent contractor</p> <p>Kelsey Seybold Medicine Group, P.A. 2727 Holcombe Houston, TX 77025</p> </td> <td style="width:50%; vertical-align: top;"> <p>b. Number(s) of any wage determination(s) in incumbent's contract</p> <p>WD 94-2516, WD 94-2512</p> </td> </tr> </table>			<p>a. Name and address of incumbent contractor</p> <p>Kelsey Seybold Medicine Group, P.A. 2727 Holcombe Houston, TX 77025</p>	<p>b. Number(s) of any wage determination(s) in incumbent's contract</p> <p>WD 94-2516, WD 94-2512</p>							
<p>a. Name and address of incumbent contractor</p> <p>Kelsey Seybold Medicine Group, P.A. 2727 Holcombe Houston, TX 77025</p>	<p>b. Number(s) of any wage determination(s) in incumbent's contract</p> <p>WD 94-2516, WD 94-2512</p>										
<p>c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). Important: Attach copies of current applicable collective bargaining agreements</p> <p style="text-align: center;">None</p>		<p style="text-align: center;">RESPONSE TO NOTICE <i>(by Department of Labor)</i></p> <p>A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement.</p> <p style="text-align: center;">WD 94-2516, Rev 28 WD 94-2512, Rev 24</p> <p>B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.</p> <p>C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply <i>(see attached explanation)</i>.</p> <p>D. <input type="checkbox"/> Notice returned for additional information <i>(see attached explanation)</i></p> <p>Signed: _____ <i>(U.S. Department of Labor)</i></p> <p style="text-align: center;">_____ <i>(Date)</i></p>									
<p>9. OFFICIAL SUBMITTING NOTICE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">SIGNED:</td> <td style="width:60%;">DATE</td> </tr> <tr> <td>Original signed by</td> <td>06-19-06</td> </tr> <tr> <td>TYPE OR PRINT NAME</td> <td>TELEPHONE NO.</td> </tr> <tr> <td>Connie R. Pritchard Contract Labor Relations Officer</td> <td>281-483-4121</td> </tr> </table>			SIGNED:	DATE	Original signed by	06-19-06	TYPE OR PRINT NAME	TELEPHONE NO.	Connie R. Pritchard Contract Labor Relations Officer	281-483-4121	
SIGNED:	DATE										
Original signed by	06-19-06										
TYPE OR PRINT NAME	TELEPHONE NO.										
Connie R. Pritchard Contract Labor Relations Officer	281-483-4121										
<p>10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.</p> <p style="text-align: center;">NASA Johnson Space Center Connie R. Pritchard, Mail Code BA2 2101 NASA Parkway Houston, TX 77058</p>											

STANDARD FORM 98a February 1973 U.S. DEPARTMENT OF LABOR Employment Standards Administration	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE (Attachment A)	11. Notice No. NASA 26744
12. CLASSES OF SERVICE EMPLOYEES TO BE EMPLOYED ON CONTRACT Nonexempt/Nonunion: Occupations Included in "DOL Directory" Harris County, TX; JSC – 94-2516	13. NUMBER OF EMPLOYEES IN EACH CLASS	14. HOURLY WAGE RATE THAT WOULD BE PAID IF FEDERALLY EMPLOYED
Engineering Technician, II (Industrial Hygienist Tech.)	1	GS-4 \$13.19
Engineering Technician, II (Environmental Health Tech.)	3	GS-4 \$13.19
Licensed Practical Nurse, II	2	GS-4 \$13.19
Dental Assistant	1	GS-5 \$14.75
Registered Nurse, I	6	GS-7 \$18.27
Emergency Medical Technician	2	GS-5 \$14.75
Laboratory Technician	1	GS-6 \$16.44
Order Clerk, II (Medical Supply Tech.)	1	GS-3 \$11.75
Secretary, I (Medical Transcr.)	1	GS-4 \$13.19
Secretary, II (EAP Adm. Asst.)	1	GS-5 \$14.75
Secretary, III	2	GS-6 \$16.44
Computer Operator, I	1	GS-4 \$13.19
Word Processor, II	3	GS-4 \$13.19
General Clerk, II (Receptionist/Clerk)	2	GS-2 \$10.77
General Clerk, IV (Laboratory Tech. Asst.)	1	GS-4 \$13.19
Conformed Positions:		
X-Ray Technician (\$20.40)	1	GS-5 \$14.75
Paramedic (\$16.93)	6	GS-5 \$14.75
Aerospace Physiologist (\$21.46)	10	GS-9 \$22.35
Aerospace Medical Technician (\$19.80)	1	GS-5 \$14.75
Exercise Physiologist (\$24.48)	1	GS-9 \$22.35
Dona Ana Co., Las Cruces, NM, WSTF – WD 94-2512		
Registered Nurse, I	2	GS-7 \$18.27
Engineering Technician, II (Industrial Hygienist Tech)	1	GS-4 \$13.19

REGISTER OF WAGE DETERMINATIONS UNDER
LABOR
THE SERVICE CONTRACT ACT

By direction of the Secretary of Labor

20210

U.S. DEPARTMENT OF
EMPLOYMENT
STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C.

William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.: 1994-2516
Revision No.: 28
Date of Last Revision: 05/24/2006

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Grimes, Harris, Houston, Jackson, Lavaca, Liberty, Madison, Matagorda, Montgomery, San Jacinto, Trinity, Walker, Waller, Washington, Wharton

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

01011 - Accounting Clerk I	11.45
01012 - Accounting Clerk II	12.35
01013 - Accounting Clerk III	13.86
01014 - Accounting Clerk IV	15.29
01030 - Court Reporter	17.73
01050 - Dispatcher, Motor Vehicle	15.40
01060 - Document Preparation Clerk	12.07
01070 - Messenger (Courier)	9.87
01090 - Duplicating Machine Operator	12.07
01110 - Film/Tape Librarian	11.50
01115 - General Clerk I	9.63
01116 - General Clerk II	10.80
01117 - General Clerk III	12.97
01118 - General Clerk IV	14.88
01120 - Housing Referral Assistant	19.36
01131 - Key Entry Operator I	11.20
01132 - Key Entry Operator II	14.32
01191 - Order Clerk I	13.36
01192 - Order Clerk II	15.24
01261 - Personnel Assistant (Employment) I	12.28
01262 - Personnel Assistant (Employment) II	13.79
01263 - Personnel Assistant (Employment) III	16.50
01264 - Personnel Assistant (Employment) IV	17.63

01270 - Production Control Clerk	18.50
01290 - Rental Clerk	14.34
01300 - Scheduler, Maintenance	14.67
01311 - Secretary I	14.67
01312 - Secretary II	17.73
01313 - Secretary III	19.36
01314 - Secretary IV	22.76
01315 - Secretary V	25.57
01320 - Service Order Dispatcher	14.63
01341 - Stenographer I	12.72
01342 - Stenographer II	15.12
01400 - Supply Technician	22.76
01420 - Survey Worker (Interviewer)	15.53
01460 - Switchboard Operator-Receptionist	10.88
01510 - Test Examiner	17.73
01520 - Test Proctor	17.73
01531 - Travel Clerk I	11.56
01532 - Travel Clerk II	12.46
01533 - Travel Clerk III	13.33
01611 - Word Processor I	11.45
01612 - Word Processor II	13.79
01613 - Word Processor III	16.27

03000 - Automatic Data Processing Occupations

03010 - Computer Data Librarian	13.45
03041 - Computer Operator I	13.45
03042 - Computer Operator II	15.53
03043 - Computer Operator III	17.54
03044 - Computer Operator IV	22.60
03045 - Computer Operator V	23.90
03071 - Computer Programmer I (1)	21.12
03072 - Computer Programmer II (1)	26.16
03073 - Computer Programmer III (1)	27.62
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.41
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	13.45

05000 - Automotive Service Occupations

05005 - Automotive Body Repairer, Fiberglass	21.26
05010 - Automotive Glass Installer	21.68
05040 - Automotive Worker	20.91
05070 - Electrician, Automotive	22.66
05100 - Mobile Equipment Servicer	19.27
05130 - Motor Equipment Metal Mechanic	24.53
05160 - Motor Equipment Metal Worker	20.91
05190 - Motor Vehicle Mechanic	24.53
05220 - Motor Vehicle Mechanic Helper	18.48
05250 - Motor Vehicle Upholstery Worker	19.84
05280 - Motor Vehicle Wrecker	20.91

05310 - Painter, Automotive	22.66
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.17
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	8.01
07010 - Baker	10.04
07041 - Cook I	8.65
07042 - Cook II	9.33
07070 - Dishwasher	8.11
07130 - Meat Cutter	12.36
07250 - Waiter/Waitress	7.75
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	16.65
09040 - Furniture Handler	11.74
09070 - Furniture Refinisher	16.09
09100 - Furniture Refinisher Helper	13.74
09110 - Furniture Repairer, Minor	15.29
09130 - Upholsterer	16.65
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.12
11060 - Elevator Operator	7.39
11090 - Gardener	12.14
11121 - House Keeping Aid I	7.27
11122 - House Keeping Aid II	7.68
11150 - Janitor	8.17
11210 - Laborer, Grounds Maintenance	9.75
11240 - Maid or Houseman	7.27
11270 - Pest Controller	12.98
11300 - Refuse Collector	9.12
11330 - Tractor Operator	11.44
11360 - Window Cleaner	8.92
12000 - Health Occupations	
12020 - Dental Assistant	14.22
12040 - Emergency Medical Technician (EMT)/ Paramedic/Ambulance Driver	12.93
12071 - Licensed Practical Nurse I	14.15
12072 - Licensed Practical Nurse II	15.88
12073 - Licensed Practical Nurse III	17.10
12100 - Medical Assistant	11.91
12130 - Medical Laboratory Technician	13.90
12160 - Medical Record Clerk	13.13
12190 - Medical Record Technician	16.02
12221 - Nursing Assistant I	7.08
12222 - Nursing Assistant II	9.82
12223 - Nursing Assistant III	10.62
12224 - Nursing Assistant IV	12.40
12250 - Pharmacy Technician	13.10

12280 - Phlebotomist	13.30
12311 - Registered Nurse I	24.51
12312 - Registered Nurse II	30.20
12313 - Registered Nurse II, Specialist	32.08
12314 - Registered Nurse III	37.96
12315 - Registered Nurse III, Anesthetist	37.96
12316 - Registered Nurse IV	43.48
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	18.40
13011 - Exhibits Specialist I	19.30
13012 - Exhibits Specialist II	24.74
13013 - Exhibits Specialist III	28.94
13041 - Illustrator I	17.60
13042 - Illustrator II	22.56
13043 - Illustrator III	26.40
13047 - Librarian	23.29
13050 - Library Technician	12.96
13071 - Photographer I	13.93
13072 - Photographer II	17.60
13073 - Photographer III	22.56
13074 - Photographer IV	26.40
13075 - Photographer V	30.06
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.98
15030 - Counter Attendant	7.98
15040 - Dry Cleaner	10.25
15070 - Finisher, Flatwork, Machine	7.98
15090 - Presser, Hand	7.98
15100 - Presser, Machine, Drycleaning	7.98
15130 - Presser, Machine, Shirts	7.98
15160 - Presser, Machine, Wearing Apparel, Laundry	7.98
15190 - Sewing Machine Operator	10.85
15220 - Tailor	11.67
15250 - Washer, Machine	8.76
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	16.65
19040 - Tool and Die Maker	19.20
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	16.33
21020 - Material Coordinator	18.50
21030 - Material Expediter	18.50
21040 - Material Handling Laborer	12.26
21050 - Order Filler	10.53
21071 - Forklift Operator	12.84
21080 - Production Line Worker (Food Processing)	12.84
21100 - Shipping/Receiving Clerk	12.43
21130 - Shipping Packer	12.43

21140 - Store Worker I	9.57
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.57
21210 - Tools and Parts Attendant	13.58
21400 - Warehouse Specialist	12.84
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	23.19
23040 - Aircraft Mechanic Helper	18.07
23050 - Aircraft Quality Control Inspector	24.21
23060 - Aircraft Servicer	20.10
23070 - Aircraft Worker	21.18
23100 - Appliance Mechanic	16.65
23120 - Bicycle Repairer	13.91
23125 - Cable Splicer	20.27
23130 - Carpenter, Maintenance	18.58
23140 - Carpet Layer	15.92
23160 - Electrician, Maintenance	25.19
23181 - Electronics Technician, Maintenance I	15.91
23182 - Electronics Technician, Maintenance II	20.59
23183 - Electronics Technician, Maintenance III	24.17
23260 - Fabric Worker	15.00
23290 - Fire Alarm System Mechanic	17.43
23310 - Fire Extinguisher Repairer	14.40
23340 - Fuel Distribution System Mechanic	19.17
23370 - General Maintenance Worker	15.46
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.17
23430 - Heavy Equipment Mechanic	17.43
23440 - Heavy Equipment Operator	17.43
23460 - Instrument Mechanic	17.47
23470 - Laborer	10.14
23500 - Locksmith	16.65
23530 - Machinery Maintenance Mechanic	19.81
23550 - Machinist, Maintenance	20.16
23580 - Maintenance Trades Helper	13.58
23640 - Millwright	19.48
23700 - Office Appliance Repairer	16.65
23740 - Painter, Aircraft	18.32
23760 - Painter, Maintenance	16.65
23790 - Pipefitter, Maintenance	19.33
23800 - Plumber, Maintenance	18.87
23820 - Pneudraulic Systems Mechanic	17.47
23850 - Rigger	17.47
23870 - Scale Mechanic	15.92
23890 - Sheet-Metal Worker, Maintenance	17.43
23910 - Small Engine Mechanic	15.92
23930 - Telecommunication Mechanic I	21.33
23931 - Telecommunication Mechanic II	22.28
23950 - Telephone Lineman	21.09
23960 - Welder, Combination, Maintenance	17.43
23965 - Well Driller	17.43
23970 - Woodcraft Worker	17.47
23980 - Woodworker	10.27

24000 - Personal Needs Occupations

24570 - Child Care Attendant	9.68
24580 - Child Care Center Clerk	12.06
24600 - Chore Aid	6.36
24630 - Homemaker	15.41

25000 - Plant and System Operation Occupations

25010 - Boiler Tender	21.14
25040 - Sewage Plant Operator	17.00
25070 - Stationary Engineer	21.14
25190 - Ventilation Equipment Tender	14.33
25210 - Water Treatment Plant Operator	16.65

27000 - Protective Service Occupations

(not set) - Police Officer	21.21
27004 - Alarm Monitor	13.96
27006 - Corrections Officer	18.04
27010 - Court Security Officer	18.04
27040 - Detention Officer	18.04
27070 - Firefighter	17.70
27101 - Guard I	10.14
27102 - Guard II	17.90

28000 - Stevedoring/Longshoremen Occupations

28010 - Blocker and Bracer	16.16
28020 - Hatch Tender	16.16
28030 - Line Handler	16.16
28040 - Stevedore I	15.12
28050 - Stevedore II	17.21

29000 - Technical Occupations

21150 - Graphic Artist	23.11
29010 - Air Traffic Control Specialist, Center (2)	35.18
29011 - Air Traffic Control Specialist, Station (2)	24.26
29012 - Air Traffic Control Specialist, Terminal (2)	26.71
29023 - Archeological Technician I	19.34
29024 - Archeological Technician II	21.66
29025 - Archeological Technician III	26.79
29030 - Cartographic Technician	27.31
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.70
29040 - Civil Engineering Technician	24.82
29061 - Drafter I	16.82
29062 - Drafter II	17.44
29063 - Drafter III	21.12
29064 - Drafter IV	26.79
29081 - Engineering Technician I	15.08
29082 - Engineering Technician II	18.74
29083 - Engineering Technician III	21.81
29084 - Engineering Technician IV	27.69
29085 - Engineering Technician V	36.15

29086 - Engineering Technician VI	41.10
29090 - Environmental Technician	24.76
29100 - Flight Simulator/Instructor (Pilot)	32.45
29160 - Instructor	23.47
29210 - Laboratory Technician	19.77
29240 - Mathematical Technician	28.04
29361 - Paralegal/Legal Assistant I	17.80
29362 - Paralegal/Legal Assistant II	21.38
29363 - Paralegal/Legal Assistant III	26.62
29364 - Paralegal/Legal Assistant IV	29.59
29390 - Photooptics Technician	26.79
29480 - Technical Writer	24.02
29491 - Unexploded Ordnance (UXO) Technician I	22.35
29492 - Unexploded Ordnance (UXO) Technician II	27.05
29493 - Unexploded Ordnance (UXO) Technician III	34.42
29494 - Unexploded (UXO) Safety Escort	22.35
29495 - Unexploded (UXO) Sweep Personnel	22.35
29620 - Weather Observer, Senior (3)	21.81
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.99
29622 - Weather Observer, Upper Air	17.99

31000 - Transportation/ Mobile Equipment Operation Occupations

31030 - Bus Driver	15.48
31260 - Parking and Lot Attendant	8.34
31290 - Shuttle Bus Driver	12.67
31300 - Taxi Driver	9.00
31361 - Truckdriver, Light Truck	12.67
31362 - Truckdriver, Medium Truck	14.97
31363 - Truckdriver, Heavy Truck	16.00
31364 - Truckdriver, Tractor-Trailer	16.00

99000 - Miscellaneous Occupations

99020 - Animal Caretaker	8.21
99030 - Cashier	9.10
99041 - Carnival Equipment Operator	9.72
99042 - Carnival Equipment Repairer	10.22
99043 - Carnival Worker	7.50
99050 - Desk Clerk	10.65
99095 - Embalmer	19.59
99300 - Lifeguard	11.75
99310 - Mortician	24.04
99350 - Park Attendant (Aide)	14.75
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.48
99500 - Recreation Specialist	14.74
99510 - Recycling Worker	13.45
99610 - Sales Clerk	10.85
99620 - School Crossing Guard (Crosswalk Attendant)	8.29
99630 - Sport Official	11.47
99658 - Survey Party Chief (Chief of Party)	19.92
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	17.23

99660 - Surveying Aide	13.64
99690 - Swimming Pool Operator	13.10
99720 - Vending Machine Attendant	10.91
99730 - Vending Machine Repairer	13.10
99740 - Vending Machine Repairer Helper	11.19

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and

photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations.

This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}. When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS DIVISION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

By Direction of the Secretary of Labor

William W. Gross
Director

Division of
Wage Determinations

Wage Determination No.:
1994-2512
Revision No.: 22
Date of Last Revision:
5/23/2005

States: New Mexico, Texas

Area: New Mexico Counties of Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra
Texas Counties of Culberson, El Paso, Hudspeth

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	8.60
01012 - Accounting Clerk II	10.14
01013 - Accounting Clerk III	13.49
01014 - Accounting Clerk IV	15.70
01030 - Court Reporter	12.97
01050 - Dispatcher, Motor Vehicle	11.97
01060 - Document Preparation Clerk	10.58

01070 - Messenger (Courier)	7.78
01090 - Duplicating Machine Operator	10.58
01110 - Film/Tape Librarian	10.00
01115 - General Clerk I	7.60
01116 - General Clerk II	9.17
01117 - General Clerk III	10.18
01118 - General Clerk IV	10.97
01120 - Housing Referral Assistant	14.58
01131 - Key Entry Operator I	8.50
01132 - Key Entry Operator II	10.05
01191 - Order Clerk I	8.89
01192 - Order Clerk II	11.20
01261 - Personnel Assistant (Employment) I	9.82
01262 - Personnel Assistant (Employment) II	11.56
01263 - Personnel Assistant (Employment) III	13.33
01264 - Personnel Assistant (Employment) IV	13.56
01270 - Production Control Clerk	13.14
01290 - Rental Clerk	8.85
01300 - Scheduler, Maintenance	10.15
01311 - Secretary I	10.15
01312 - Secretary II	12.97
01313 - Secretary III	14.58
01314 - Secretary IV	17.23
01315 - Secretary V	18.34
01320 - Service Order Dispatcher	8.85
01341 - Stenographer I	10.86
01342 - Stenographer II	11.65
01400 - Supply Technician	17.23
01420 - Survey Worker (Interviewer)	12.88
01460 - Switchboard Operator-Receptionist	8.55
01510 - Test Examiner	12.97
01520 - Test Proctor	12.97
01531 - Travel Clerk I	9.66
01532 - Travel Clerk II	10.33
01533 - Travel Clerk III	11.00
01611 - Word Processor I	9.37
01612 - Word Processor II	10.50
01613 - Word Processor III	13.41
 03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	8.94
03041 - Computer Operator I	9.49
03042 - Computer Operator II	12.77
03043 - Computer Operator III	14.80
03044 - Computer Operator IV	16.43
03045 - Computer Operator V	18.24
03071 - Computer Programmer I (1)	16.45
03072 - Computer Programmer II (1)	22.06
03073 - Computer Programmer III (1)	25.16
03074 - Computer Programmer IV (1)	27.62

03101 - Computer Systems Analyst I (1)	21.50
03102 - Computer Systems Analyst II (1)	25.79
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	9.49
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	15.63
05010 - Automotive Glass Installer	13.69
05040 - Automotive Worker	13.69
05070 - Electrician, Automotive	14.67
05100 - Mobile Equipment Servicer	11.73
05130 - Motor Equipment Metal Mechanic	15.63
05160 - Motor Equipment Metal Worker	13.69
05190 - Motor Vehicle Mechanic	16.49
05220 - Motor Vehicle Mechanic Helper	10.75
05250 - Motor Vehicle Upholstery Worker	12.70
05280 - Motor Vehicle Wrecker	13.69
05310 - Painter, Automotive	14.67
05340 - Radiator Repair Specialist	13.69
05370 - Tire Repairer	11.33
05400 - Transmission Repair Specialist	15.63
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	6.96
07010 - Baker	10.41
07041 - Cook I	9.48
07042 - Cook II	11.06
07070 - Dishwasher	6.37
07130 - Meat Cutter	10.41
07250 - Waiter/Waitress	7.02
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	14.67
09040 - Furniture Handler	8.80
09070 - Furniture Refinisher	14.67
09100 - Furniture Refinisher Helper	10.75
09110 - Furniture Repairer, Minor	11.95
09130 - Upholsterer	14.67
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	6.66
11060 - Elevator Operator	7.06
11090 - Gardener	10.70
11121 - House Keeping Aid I	6.68
11122 - House Keeping Aid II	7.25
11150 - Janitor	7.42
11210 - Laborer, Grounds Maintenance	8.02

11240 - Maid or Houseman	6.60
11270 - Pest Controller	10.97
11300 - Refuse Collector	6.88
11330 - Tractor Operator	9.82
11360 - Window Cleaner	8.34
12000 - Health Occupations	
12020 - Dental Assistant	11.25
12040 - Emergency Medical Technician (EMT)/Paramedic /Ambulance Driver	12.30
12071 - Licensed Practical Nurse I	12.12
12072 - Licensed Practical Nurse II	13.60
12073 - Licensed Practical Nurse III	15.21
12100 - Medical Assistant	10.35
12130 - Medical Laboratory Technician	12.33
12160 - Medical Record Clerk	9.77
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	7.46
12222 - Nursing Assistant II	8.39
12223 - Nursing Assistant III	9.16
12224 - Nursing Assistant IV	10.27
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.29
12311 - Registered Nurse I	17.92
12312 - Registered Nurse II	21.94
12313 - Registered Nurse II, Specialist	21.94
12314 - Registered Nurse III	26.54
12315 - Registered Nurse III, Anesthetist	26.54
12316 - Registered Nurse IV	31.79
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	19.93
13011 - Exhibits Specialist I	19.15
13012 - Exhibits Specialist II	23.08
13013 - Exhibits Specialist III	26.14
13041 - Illustrator I	19.15
13042 - Illustrator II	23.08
13043 - Illustrator III	26.14
13047 - Librarian	21.41
13050 - Library Technician	11.31
13071 - Photographer I	11.81
13072 - Photographer II	15.14
13073 - Photographer III	18.93
13074 - Photographer IV	22.50
13075 - Photographer V	25.66
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	6.61
15030 - Counter Attendant	6.61
15040 - Dry Cleaner	8.05
15070 - Finisher, Flatwork, Machine	6.61

15090 - Presser, Hand	6.61
15100 - Presser, Machine, Drycleaning	6.61
15130 - Presser, Machine, Shirts	6.61
15160 - Presser, Machine, Wearing Apparel, Laundry	6.61
15190 - Sewing Machine Operator	8.52
15220 - Tailor	9.37
15250 - Washer, Machine	7.09
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	14.67
19040 - Tool and Die Maker	18.42
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	12.90
21020 - Material Coordinator	12.20
21030 - Material Expediter	12.20
21040 - Material Handling Laborer	7.84
21050 - Order Filler	10.19
21071 - Forklift Operator	10.39
21080 - Production Line Worker (Food Processing)	10.86
21100 - Shipping/Receiving Clerk	9.87
21130 - Shipping Packer	9.87
21140 - Store Worker I	8.54
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	11.04
21210 - Tools and Parts Attendant	10.86
21400 - Warehouse Specialist	10.86
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.57
23040 - Aircraft Mechanic Helper	12.77
23050 - Aircraft Quality Control Inspector	19.75
23060 - Aircraft Servicer	15.09
23070 - Aircraft Worker	16.27
23100 - Appliance Mechanic	14.67
23120 - Bicycle Repairer	11.33
23125 - Cable Splicer	17.19
23130 - Carpenter, Maintenance	14.67
23140 - Carpet Layer	13.69
23160 - Electrician, Maintenance	16.97
23181 - Electronics Technician, Maintenance I	15.24
23182 - Electronics Technician, Maintenance II	18.72
23183 - Electronics Technician, Maintenance III	19.92
23260 - Fabric Worker	12.70
23290 - Fire Alarm System Mechanic	15.63
23310 - Fire Extinguisher Repairer	11.73
23340 - Fuel Distribution System Mechanic	17.19
23370 - General Maintenance Worker	13.69
23400 - Heating, Refrigeration and Air Conditioning Mechanic	15.63

23430 - Heavy Equipment Mechanic	17.19
23440 - Heavy Equipment Operator	15.63
23460 - Instrument Mechanic	15.63
23470 - Laborer	7.84
23500 - Locksmith	14.67
23530 - Machinery Maintenance Mechanic	16.14
23550 - Machinist, Maintenance	15.98
23580 - Maintenance Trades Helper	10.75
23640 - Millwright	17.19
23700 - Office Appliance Repairer	14.67
23740 - Painter, Aircraft	14.67
23760 - Painter, Maintenance	14.67
23790 - Pipefitter, Maintenance	15.75
23800 - Plumber, Maintenance	14.78
23820 - Pneudraulic Systems Mechanic	15.63
23850 - Rigger	15.63
23870 - Scale Mechanic	13.69
23890 - Sheet-Metal Worker, Maintenance	15.63
23910 - Small Engine Mechanic	13.76
23930 - Telecommunication Mechanic I	18.70
23931 - Telecommunication Mechanic II	19.89
23950 - Telephone Lineman	17.19
23960 - Welder, Combination, Maintenance	15.63
23965 - Well Driller	15.63
23970 - Woodcraft Worker	15.63
23980 - Woodworker	11.73
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	10.49
24600 - Chore Aid	6.23
24630 - Homemaker	12.70
25000 - Plant and System Operaticn Occupations	
25010 - Boiler Tender	15.63
25040 - Sewage Plant Operator	14.67
25070 - Stationary Engineer	15.63
25190 - Ventilation Equipment Tender	10.75
25210 - Water Treatment Plant Operator	14.67
27000 - Protective Service Occupations	
(not set) - Police Officer	19.88
27004 - Alarm Monitor	12.33
27006 - Corrections Officer	17.48
27010 - Court Security Officer	17.48
27040 - Detention Officer	17.48
27070 - Firefighter	19.83
27101 - Guard I	6.60
27102 - Guard II	10.38
28000 - Stevedoring/Longshoremen Occupations	

28010 - Blocker and Bracer	15.20
28020 - Hatch Tender	15.20
28030 - Line Handler	15.20
28040 - Stevedore I	14.81
28050 - Stevedore II	18.11
29000 - Technical Occupations	
21150 - Graphic Artist	19.52
29010 - Air Traffic Control Specialist, Center (2)	30.50
29011 - Air Traffic Control Specialist, Station (2)	21.03
29012 - Air Traffic Control Specialist, Terminal (2)	23.16
29023 - Archeological Technician I	17.29
29024 - Archeological Technician II	19.33
29025 - Archeological Technician III	23.95
29030 - Cartographic Technician	22.84
29035 - Computer Based Training (CBT) Specialist/ Instructor	21.50
29040 - Civil Engineering Technician	18.93
29061 - Drafter I	13.16
29062 - Drafter II	15.41
29063 - Drafter III	19.99
29064 - Drafter IV	26.25
29081 - Engineering Technician I	11.29
29082 - Engineering Technician II	14.72
29083 - Engineering Technician III	18.43
29084 - Engineering Technician IV	22.69
29085 - Engineering Technician V	26.70
29086 - Engineering Technician VI	30.43
29090 - Environmental Technician	25.79
29160 - Instructor	20.38
29210 - Laboratory Technician	15.08
29240 - Mathematical Technician	24.90
29361 - Paralegal/Legal Assistant I	14.31
29362 - Paralegal/Legal Assistant II	19.00
29363 - Paralegal/Legal Assistant III	20.91
29364 - Paralegal/Legal Assistant IV	28.11
29390 - Photooptics Technician	20.82
29480 - Technical Writer	28.84
29491 - Unexploded Ordnance (UXO) Technician I	19.38
29492 - Unexploded Ordnance (UXO) Technician II	23.45
29493 - Unexploded Ordnance (UXO) Technician III	28.11
29494 - Unexploded (UXO) Safety Escort	19.38
29495 - Unexploded (UXO) Sweep Personnel	19.38
29620 - Weather Observer, Senior (3)	18.15
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	16.08
29622 - Weather Observer, Upper Air (3)	16.08
31000 - Transportation/ Mobile Equipment Operation Occupations	

31030 - Bus Driver	12.42
31260 - Parking and Lot Attendant	6.82
31290 - Shuttle Bus Driver	11.32
31300 - Taxi Driver	9.55
31361 - Truckdriver, Light Truck	11.32
31362 - Truckdriver, Medium Truck	12.96
31363 - Truckdriver, Heavy Truck	13.90
31364 - Truckdriver, Tractor-Trailer	13.90
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	8.02
99030 - Cashier	6.89
99041 - Carnival Equipment Operator	9.30
99042 - Carnival Equipment Repairer	10.13
99043 - Carnival Worker	6.75
99050 - Desk Clerk	9.41
99095 - Embalmer	19.38
99300 - Lifeguard	10.19
99310 - Mortician	19.38
99350 - Park Attendant (Aide)	12.79
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	8.24
99500 - Recreation Specialist	11.65
99510 - Recycling Worker	9.47
99610 - Sales Clerk	8.91
99620 - School Crossing Guard (Crosswalk Attendant)	7.01
99630 - Sport Official	9.06
99658 - Survey Party Chief (Chief of Party)	14.34
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	11.72
99660 - Surveying Aide	9.93
99690 - Swimming Pool Operator	10.77
99720 - Vending Machine Attendant	8.47
99730 - Vending Machine Repairer	10.77
99740 - Vending Machine Repairer Helper	8.47

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$2.87 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor

Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces

the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

All terms and conditions of this Collective Bargaining Agreement apply EXCLUDING Section 41.02 of this agreement.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a

contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS
ADMINISTRATION

By direction of the Secretary of Labor

WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

William W. Gross Division of
Director Wage Determinations

Wage Determination No.: 1994-2512
Revision No.: 24
Date of Last Revision: 05/24/2006

States: New Mexico, Texas

Area: New Mexico Counties of Chaves, Dona Ana, Eddy, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra
Texas Counties of Culberson, El Paso, Hudspeth

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

01011 - Accounting Clerk I	9.21
01012 - Accounting Clerk II	10.14
01013 - Accounting Clerk III	13.49
01014 - Accounting Clerk IV	15.70
01030 - Court Reporter	12.97
01050 - Dispatcher, Motor Vehicle	12.41
01060 - Document Preparation Clerk	10.58
01070 - Messenger (Courier)	7.78
01090 - Duplicating Machine Operator	10.58
01110 - Film/Tape Librarian	11.00
01115 - General Clerk I	8.16
01116 - General Clerk II	9.18
01117 - General Clerk III	10.18
01118 - General Clerk IV	10.97
01120 - Housing Referral Assistant	14.58
01131 - Key Entry Operator I	8.50
01132 - Key Entry Operator II	10.05
01191 - Order Clerk I	9.78
01192 - Order Clerk II	11.20
01261 - Personnel Assistant (Employment) I	10.37
01262 - Personnel Assistant (Employment) II	11.64
01263 - Personnel Assistant (Employment) III	13.33
01264 - Personnel Assistant (Employment) IV	14.51
01270 - Production Control Clerk	13.14
01290 - Rental Clerk	8.85

01300 - Scheduler, Maintenance	10.15
01311 - Secretary I	10.15
01312 - Secretary II	12.97
01313 - Secretary III	14.58
01314 - Secretary IV	17.23
01315 - Secretary V	18.34
01320 - Service Order Dispatcher	9.71
01341 - Stenographer I	10.86
01342 - Stenographer II	11.65
01400 - Supply Technician	17.23
01420 - Survey Worker (Interviewer)	12.88
01460 - Switchboard Operator-Receptionist	8.71
01510 - Test Examiner	12.97
01520 - Test Proctor	12.97
01531 - Travel Clerk I	10.63
01532 - Travel Clerk II	11.36
01533 - Travel Clerk III	12.10
01611 - Word Processor I	9.58
01612 - Word Processor II	10.73
01613 - Word Processor III	13.41
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	9.83
03041 - Computer Operator I	10.44
03042 - Computer Operator II	14.05
03043 - Computer Operator III	15.72
03044 - Computer Operator IV	17.47
03045 - Computer Operator V	19.35
03071 - Computer Programmer I (1)	17.76
03072 - Computer Programmer II (1)	23.82
03073 - Computer Programmer III (1)	27.17
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	22.14
03102 - Computer Systems Analyst II (1)	26.56
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	10.44
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	15.63
05010 - Automotive Glass Installer	13.69
05040 - Automotive Worker	13.69
05070 - Electrician, Automotive	14.67
05100 - Mobile Equipment Servicer	11.73
05130 - Motor Equipment Metal Mechanic	15.63
05160 - Motor Equipment Metal Worker	13.69
05190 - Motor Vehicle Mechanic	16.49
05220 - Motor Vehicle Mechanic Helper	10.75
05250 - Motor Vehicle Upholstery Worker	12.70
05280 - Motor Vehicle Wrecker	13.69
05310 - Painter, Automotive	14.67
05340 - Radiator Repair Specialist	13.69

05370 - Tire Repairer	11.33
05400 - Transmission Repair Specialist	15.63
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	7.05
07010 - Baker	10.41
07041 - Cook I	9.48
07042 - Cook II	11.06
07070 - Dishwasher	6.37
07130 - Meat Cutter	10.41
07250 - Waiter/Waitress	7.02
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	14.67
09040 - Furniture Handler	8.80
09070 - Furniture Refinisher	14.67
09100 - Furniture Refinisher Helper	10.75
09110 - Furniture Repairer, Minor	11.95
09130 - Upholsterer	14.67
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	6.70
11060 - Elevator Operator	7.06
11090 - Gardener	10.70
11121 - House Keeping Aid I	6.68
11122 - House Keeping Aid II	7.25
11150 - Janitor	7.43
11210 - Laborer, Grounds Maintenance	8.02
11240 - Maid or Houseman	6.60
11270 - Pest Controller	11.99
11300 - Refuse Collector	6.89
11330 - Tractor Operator	9.82
11360 - Window Cleaner	8.35
12000 - Health Occupations	
12020 - Dental Assistant	11.54
12040 - Emergency Medical Technician (EMT)/ Paramedic/Ambulance Driver	12.30
12071 - Licensed Practical Nurse I	12.74
12072 - Licensed Practical Nurse II	14.30
12073 - Licensed Practical Nurse III	15.99
12100 - Medical Assistant	10.35
12130 - Medical Laboratory Technician	12.57
12160 - Medical Record Clerk	9.77
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	7.76
12222 - Nursing Assistant II	8.73
12223 - Nursing Assistant III	9.53
12224 - Nursing Assistant IV	10.69
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	12.29
12311 - Registered Nurse I	18.20

12312 - Registered Nurse II	22.28
12313 - Registered Nurse II, Specialist	22.28
12314 - Registered Nurse III	26.95
12315 - Registered Nurse III, Anesthetist	26.95
12316 - Registered Nurse IV	32.28
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	19.93
13011 - Exhibits Specialist I	19.15
13012 - Exhibits Specialist II	23.08
13013 - Exhibits Specialist III	26.14
13041 - Illustrator I	19.15
13042 - Illustrator II	23.08
13043 - Illustrator III	26.14
13047 - Librarian	22.08
13050 - Library Technician	12.44
13071 - Photographer I	11.95
13072 - Photographer II	15.32
13073 - Photographer III	19.16
13074 - Photographer IV	22.77
13075 - Photographer V	25.97
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	6.61
15030 - Counter Attendant	6.61
15040 - Dry Cleaner	8.05
15070 - Finisher, Flatwork, Machine	6.61
15090 - Presser, Hand	6.61
15100 - Presser, Machine, Drycleaning	6.61
15130 - Presser, Machine, Shirts	6.61
15160 - Presser, Machine, Wearing Apparel, Laundry	6.61
15190 - Sewing Machine Operator	8.52
15220 - Tailor	9.37
15250 - Washer, Machine	7.09
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	14.67
19040 - Tool and Die Maker	18.42
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	13.82
21020 - Material Coordinator	12.32
21030 - Material Expediter	12.32
21040 - Material Handling Laborer	7.84
21050 - Order Filler	10.19
21071 - Forklift Operator	10.39
21080 - Production Line Worker (Food Processing)	10.86
21100 - Shipping/Receiving Clerk	10.02
21130 - Shipping Packer	10.02
21140 - Store Worker I	8.54
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	11.10

21210 - Tools and Parts Attendant	10.86
21400 - Warehouse Specialist	10.86
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	19.29
23040 - Aircraft Mechanic Helper	13.27
23050 - Aircraft Quality Control Inspector	20.52
23060 - Aircraft Servicer	15.60
23070 - Aircraft Worker	16.82
23100 - Appliance Mechanic	14.67
23120 - Bicycle Repairer	11.33
23125 - Cable Splicer	17.19
23130 - Carpenter, Maintenance	14.67
23140 - Carpet Layer	13.69
23160 - Electrician, Maintenance	17.10
23181 - Electronics Technician, Maintenance I	16.12
23182 - Electronics Technician, Maintenance II	19.80
23183 - Electronics Technician, Maintenance III	21.07
23260 - Fabric Worker	12.70
23290 - Fire Alarm System Mechanic	15.63
23310 - Fire Extinguisher Repairer	11.73
23340 - Fuel Distribution System Mechanic	18.42
23370 - General Maintenance Worker	13.69
23400 - Heating, Refrigeration and Air Conditioning Mechanic	15.63
23430 - Heavy Equipment Mechanic	17.19
23440 - Heavy Equipment Operator	15.63
23460 - Instrument Mechanic	15.63
23470 - Laborer	7.84
23500 - Locksmith	14.67
23530 - Machinery Maintenance Mechanic	16.14
23550 - Machinist, Maintenance	15.98
23580 - Maintenance Trades Helper	10.75
23640 - Millwright	17.46
23700 - Office Appliance Repairer	14.67
23740 - Painter, Aircraft	14.67
23760 - Painter, Maintenance	14.67
23790 - Pipefitter, Maintenance	15.76
23800 - Plumber, Maintenance	14.79
23820 - Pneudraulic Systems Mechanic	15.63
23850 - Rigger	15.63
23870 - Scale Mechanic	13.69
23890 - Sheet-Metal Worker, Maintenance	15.63
23910 - Small Engine Mechanic	13.76
23930 - Telecommunication Mechanic I	18.70
23931 - Telecommunication Mechanic II	19.89
23950 - Telephone Lineman	17.19
23960 - Welder, Combination, Maintenance	15.63
23965 - Well Driller	15.63
23970 - Woodcraft Worker	15.63
23980 - Woodworker	11.73
24000 - Personal Needs Occupations	

24570 - Child Care Attendant	8.41
24580 - Child Care Center Clerk	10.49
24600 - Chore Aid	6.23
24630 - Homemaker	12.70
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	16.75
25040 - Sewage Plant Operator	15.63
25070 - Stationary Engineer	16.75
25190 - Ventilation Equipment Tender	10.98
25210 - Water Treatment Plant Operator	15.63
27000 - Protective Service Occupations	
(not set) - Police Officer	20.13
27004 - Alarm Monitor	12.33
27006 - Corrections Officer	17.48
27010 - Court Security Officer	17.48
27040 - Detention Officer	17.48
27070 - Firefighter	19.83
27101 - Guard I	7.26
27102 - Guard II	11.42
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	15.20
28020 - Hatch Tender	15.20
28030 - Line Handler	15.20
28040 - Stevedore I	14.81
28050 - Stevedore II	18.11
29000 - Technical Occupations	
21150 - Graphic Artist	19.52
29010 - Air Traffic Control Specialist, Center (2)	31.49
29011 - Air Traffic Control Specialist, Station (2)	22.04
29012 - Air Traffic Control Specialist, Terminal (2)	23.92
29023 - Archeological Technician I	17.29
29024 - Archeological Technician II	19.33
29025 - Archeological Technician III	23.95
29030 - Cartographic Technician	25.12
29035 - Computer Based Training (CBT) Specialist/ Instructor	23.65
29040 - Civil Engineering Technician	18.93
29061 - Drafter I	13.16
29062 - Drafter II	15.41
29063 - Drafter III	19.99
29064 - Drafter IV	26.25
29081 - Engineering Technician I	11.29
29082 - Engineering Technician II	14.72
29083 - Engineering Technician III	18.43
29084 - Engineering Technician IV	22.69
29085 - Engineering Technician V	26.70
29086 - Engineering Technician VI	30.43
29090 - Environmental Technician	18.11

29100 - Flight Simulator/Instructor (Pilot)	26.56
29160 - Instructor	20.51
29210 - Laboratory Technician	15.08
29240 - Mathematical Technician	24.90
29361 - Paralegal/Legal Assistant I	14.31
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29493 - Unexploded Ordnance (UXO) Technician III	29.03
29494 - Unexploded (UXO) Safety Escort	20.02
29495 - Unexploded (UXO) Sweep Personnel	20.02
29620 - Weather Observer, Senior (3)	18.15
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	16.08
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99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.06
99500 - Recreation Specialist	11.65
99510 - Recycling Worker	9.48
99610 - Sales Clerk	8.96
99620 - School Crossing Guard (Crosswalk Attendant)	7.71
99630 - Sport Official	9.97
99658 - Survey Party Chief (Chief of Party)	15.50
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	12.67
99660 - Surveying Aide	10.74
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99740 - Vending Machine Repairer Helper	8.85

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- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close

proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act

and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

J-4 Lists of Government Furnished Property

Table J-4A – Contractor Accountable Government Property at JSC

Table J-4B – Contractor Accountable Government Property at WSTF

Table J-4C – Installation Accountable Government Property

Table J-4D – Contractor Occupied Government Facilities

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
		Monitor, Blood Pressure	8/150	Active	3/1/1989	\$5,550.00
		Defibrillator Cardiac	Medic 1	Active	6/6/1991	\$8,625.00
		Monitor, Blood Pressure	8/150	Active	11/21/1991	\$5,500.00
		Defibrillator, Life Pak 10	Medic 2	Active	11/10/1994	\$7,573.00
		Shredder, Paper	8/155	Active	2/5/1998	\$1,632.00
		Monitor, Life Pak 12	Moscow Clinic	Active	4/28/2000	\$12,635.00
	AC29122	Analyzer, Hematology	8/163	Active	10/21/1999	\$26,000.00
	B1099	Dilutor, Hematology	8/163	Active	5/6/1992	\$3,916.00
		Defibrillator	Ellington	Active	11/10/1994	\$7,573.00
	B10-48712102C	Oximeter Pulse w/Printer	8/150	Active	5/29/1992	\$1,232.00
	C7L01225X	Electrocardiograph, Digital	8/152	Active	7/24/1999	\$11,354.00
	C7L01229X	Electrocardiograph, Digital	8/164	Active	6/26/1987	\$11,354.00
	NONE	Filing Cabinet Legal 5 Drawer Locked	8/145	Active	4/12/1962	\$419.00
G095483		Light Source	8/156	Active	10/3/1990	\$7,275.00
G095484	EVIS100	Cart, Video	8/156	Active	10/3/1990	\$2,813.00
G095485		Display Unit	8/156	Active	10/3/1990	\$1,081.00
	AN002762	Table, Treatment	8/164	Active	3/10/1998	\$4,486.00
	AN002762	Table, Treatment	8/138	Active	3/10/1988	\$1,019.00
	NONE	Table, Treatment	8/134	Active	3/10/1988	\$1,019.00
		Centrifuge	8/163	Active	5/25/1988	\$1,400.00
		Centrifuge	8/163	Active	5/28/1988	\$1,400.00
	E1502	Slide Stainer Hemotological	8/163	Active	2/17/1988	\$4,913.00
	10603-7	Microscope Binocular	8/163	Active	3/10/1988	\$2,230.00
	BF324282	Microscope, Binnocular	8/163	Active	6/26/1987	\$2,241.00
	15569-5870	Filing Cabinet Legal 5 Drawer Locked	8/222	Active	7/19/1963	\$519.00
		Booth Audiometric Examination	8/153	Active	9/16/1964	\$2,022.00
		Booth Audiometric Examination	8/153	Active	10/15/1970	\$2,022.00
	72F7F3892	Table Proctologic Electric	8/156	Active	5/1/1967	\$1,652.00
	R2728	Tester Vision	8/151	Active	1/8/2023	\$1,350.00
		Bicycle Ergometer	8/150	Active	6/11/1991	\$2,975.00
	AX032953	Table, Examination	8/148	Active	3/27/1992	\$1,203.00
		Audiometer	8/153	Active	6/30/1993	\$4,095.00
		Analyzer, Urine Chemistry	8/163	Active	11/1/1994	\$2,350.00
		Audiometer	8/153	Active	6/30/1993	\$3,440.00
		Defibrillator/Monitor/Pacemaker	8/164	Active	4/28/1995	\$6,051.00
		Camera, Digital	Moscow Clinic	Active	4/28/2000	\$1,034.00
		Camera, Digital	8/223	Active	4/28/2000	\$1,034.00
		Monitor, Blood Pressure	8/150	Active	6/30/2000	\$1,625.00
		Monitor, Blood Pressure	8/150	Active	6/30/1999	\$1,625.00
		Monitor, Blood Pressure	8/164	Active	6/30/1999	\$3,180.00
		Defibrillator/Monitor/Pacemaker	8/150	Active	2/13/1997	\$7,086.00
	None	File, Unit Mobile System	8/155	Active		\$1,995.00
	None	File, Unit Mobile System	8/155	Active	12/2/1999	\$1,995.00
		Analyzer, Gas	8/150	Active	10/21/1999	\$39,545.00
	None	Cart, Jaeger-Oxycon	8/150	Active	10/21/1999	\$1,532.00
		Pump, Saliva	8/150	Active	10/21/1999	\$1,449.00
		Reader, Microfilm	8/155	Active	3/3/2000	\$2,694.00
	None	Cabinet, Xray Film	8/150	Active	6/30/1999	\$1,981.00
	None	Cabinet, Xray Film	8/150	Active	6/30/1999	\$3,768.00
	57-29776	Tank, Oxygen Regulator G12882	Medic 1	Active	2/24/1999	\$1,646.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
		Tank, Oxygen regulator	Medic 2	Active	2/24/1999	\$1,646.00
		Tonometer	8/151	Active	2/24/1999	\$6,990.00
		Sonomter, Clinical Bone	8/135	Active	2/24/1999	\$24,900.00
	OC2939	Regulator, Oxygen G31-12882	Medic 1	Active	2/24/1999	\$1,646.00
		Regulator, Oxygen Med 2	Medic 2	Active	4/25/2001	\$1,646.00
		Tympanometer, Microtymp	8/1106	Active	5/3/1999	\$1,696.00
		Cabinet, Microfiche File	8/155	Active	9/17/1998	\$1,230.00
		Analyzer, Electrical Auto Safety	8/150	Active	10/29/1998	\$2,374.00
		Monitor, Blood Pressure	8/1106	Active	9/24/1999	\$3,180.00
	None	Filing System, Mobile	8/155	Active	4/28/2000	\$8,823.00
	2-33909	Analyzer, Istat	228/107	Active	4/28/2000	\$4,500.00
		Monitor, Blood Pressure	8/150	Active	4/28/2000	\$3,500.00
		Screening System Automated Blood Pressure	173/8	Active	8/22/1991	\$3,495.00
None	No Number	Exam Table	8/132	Active		\$1,492.97
None	0M025167	Ultra Clave	8/136	Active	11/11/2000	\$3,036.65
None	G22-FX-1268	Gastro Utility Sanitizer	8/136	Active	11/16/2000	\$2,520.00
	E0HW3241F	Seer ECG Recorder Holter	8/150	Active	8/3/2000	\$2,723.00
	E0HW3329F	Seer ECG Recorder Monitor	8/150	Active	8/3/2000	\$2,723.00
	E0HW3337F	Seer ECG Recorder Holter	8/150	Active	8/3/2000	\$2,723.00
	E0HW3340F	Seer ECG Recorder Holter	8/150	Active	8/3/2000	\$2,723.00
	E0HW3343F	Seer ECG Recorder Holter	8/150	Active	8/2/2000	\$2,723.00
	E0HW3346F	Seer ECG Recorder Monitor	8/150	Active	8/3/2000	\$2,723.00
	E0HW3386F	Seer ECG Record Holter	8/150	Active	8/3/2000	\$2,723.00
	E0HW3387F	Seer ECG Recorder Holter	8/150	Active	8/3/2000	\$2,723.00
	E0HW3389F	Seer ECG Recorder Monitor	8/150	Active	8/3/2000	\$2,723.00
	E0HW3282F	Seer ECG Recorder Holter	8/150	Active	8/3/2000	\$2,723.00
	691489-175452	Screenbody Master	8/150	Active	8/4/2000	\$39,653.00
		Workstation Ultra 5	8/150	Active	8/3/2000	\$10,806.00
		Battery Support System	Ellington	Active	2/26/1999	\$1,436.00
		Camera, Digital	8/139	Active	4/1/2000	\$1,024.99
None		Monitor, Lifesign BP& Tempature	8/135	Active	4/10/2001	\$1,542.69
None		Barometer, Digital	8/151	Active	3/27/2001	\$169.92
None		Barometer, Digital	8/150	Active	3/27/2001	\$169.92
None		Thermometer, Chart Graph Recorder	8/163	Active	3/6/2001	\$230.15
None		Monitor, Lifesign BP& Tempature	8/147	Active	4/10/2001	\$1,542.69
None		Monitor, Blood Pressure	8/152	Active	6/5/2001	\$942.19
None		Fume Hood Wide 14"	8/136	Active	6/6/2001	\$1,048.50
None		Thermometer, Chart Graph Recorder	8/233	Active	3/6/2001	\$230.15
None		Thermometer, Chart Graph Recorder	8/147	Active	3/6/2001	\$230.15
None	D3724313	Pulmo-AideNebulizer	8/1104	Active	9/10/2001	\$68.00
None	PN105180-000	Hair Clipper Oster Classic 76	8/150	Active	11/13/2001	\$138.00
None		Thermometer, Chart Graph Recorder	8/163	Active	3/6/2001	\$230.15
None		Stair Chair	Ellington	Active	4/15/2002	\$720.30
None	AA35391	LDX Analyzer	8/163	Active	4/25/2002	\$999.00
None		Life Pak 12 Monitor Defibrilator	Medic 1	Active	7/24/2002	\$19,000.00
None		Life Pak 12 Monitor Defibrilator	Medic 2	Active	7/24/2002	\$19,000.00
None		Lumisys, Table Top	8/161C	Active	7/1/2002	\$45,000.00
None		Imaging Plate and Cassette ADCC 14x17	8/161	Active	7/1/2002	\$1,326.00
None	None	Imaging Plate and Cassette ADCC 14x17	8/161	Active	7/1/2002	\$1,326.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
None	None	Imaging Plate and Cassette ADCC 14x17	8/161	Active	7/1/2002	\$1,326.00
None	None	Imaging Plate and Cassette ADCC 14x17	8/161	Active	7/1/2002	\$1,326.00
None	K41618517	Dry View Laser Imager	8/161C	Active	7/1/2002	\$55,049.00
None		Micro Typmp2 Handle	8/147	Active	2/24/2003	\$984.06
None		Microtypmp 2 Printer and Charger	8/147	Active	2/25/2003	\$954.47
None		Tempature Recorder Temp Trace Chart Graph	8/233	Active	3/20/2003	\$193.50
None	MY2711C364	Printer, Desk Jet	8/152	Active	2/28/2003	\$199.99
None		Tempature Recorder Temp Trace Chart Graph	8/277	Active	4/14/2003	\$193.50
None	None	ACLS STAT Manikin	8/138	Active	7/5/2003	\$3,700.00
None		Tempature Recorder Temp Trace Chart Graph	8/220	Active	8/29/2003	\$214.00
None	03-1086	Mac 5000 12 Lead ECG	8/152	Active	9/30/2003	\$9,466.00
None	03-1090	Mac 5000 12 Lead ECG	8/164	Active	9/30/2003	\$9,466.00
		Printer ADP Procto	8/156	Active	11/3/1995	\$8,230.00
None	18NYD41	CPU-Server	8/150	Active	5/6/2004	\$0.00
None	A4VF1265S	Case Performance Standard PPR 12SL AHA	8/150	Active	2/23/2004	\$15,960.00
	A4Y51242S	Treadmill Series 2000	8/150	Active	2/23/2004	\$5,191.20
None	HS87V31	CPU-Pentium II - Jaeger	8/150	Active	5/6/2004	\$7,500.00
None	JV87V31	CPU-Pentium II - Oxycon	8/150	Active	5/6/2004	\$7,000.00
None	J96WS31	CPU-Pentium II - Jaeger	8/151	Active	5/6/2004	\$7,500.00
None		Video Processor	8/156	Active	7/1/2004	\$10,500.00
	0904-5834	Lab Refrigerator for Pharmacy	8/173	Active	8/24/2004	\$4,835.00
	AQD100001	Bio-Acoustic Sim w/Type 1 OCTV	8/153	Active	10/13/2004	\$1,441.43
	AQD070004	Bio-Acoustic Sim w/Type 1 OCTV	8/153	Active	10/13/2004	\$1,441.43
		Sigmoidioscope	8/156	Active	6/14/1994	\$7,663.00
		Sigmoidovideoscope	8/156	Active	11/20/1990	\$7,663.00
		Lens 55mm	8/277	Active	9/12/1996	\$500.00
	1-06-0675	Compressor Air	8/277	Active	12/23/1991	\$2,450.00
		X-Ray Unit	8/277	Active	5/29/1992	\$4,075.00
		X-Ray Unit	8/277	Active	5/29/1992	\$20,655.00
		Camera	8/277	Active	9/12/1996	\$900.00
	None	Computer, Micro	8/277	Active	9/22/1999	\$1,169.00
	58-1407635CA	Imaging System Digital	8/277	Active	9/23/1999	\$18,950.00
None		Pump Suction	8/277	Active	5/1/2001	\$1,475.00
None	120-19042	Prophy - Jet/Cavitron	8/277	Active	2/5/2002	\$3,277.49
None	MY1BN1S2F B	Printer Deskjet 960C	8/277	Active	2/28/2002	\$185.00
	16HF00094	Player Cassette Video	3/2/132	Active	5/1/1997	\$545.00
None	MY1BN1S2F Q	Printer Deskjet 960C	3/2/132	Active	2/28/2002	\$185.00
G025417	2914J22469	Printer LJ II	333	Active	10/4/1989	\$1,594.00
G021865	2914A24265	Printer LJ II	333	Active	6/20/1989	\$2,374.00
		Detector Amperometric	2/28/107	Active	2/17/1988	\$5,348.00
		Chromatograph Ion	2/28/104	Active	8/29/1986	\$15,039.00
		Module Chromatograph	2/28/107	Active	8/29/1986	\$6,300.00
		Chromatograph Gas	2/28/104	Active	8/29/1986	\$19,058.00
		Chromatograph Gas	2/28/105	Active	8/29/1986	\$19,058.00
		Detector, Electrolytic Conductor	2/28/105	Active	7/22/1992	\$6,916.00
		Camera, Digital	2/28/111	Active	4/28/2000	\$1,034.00
	05356-016	Sampler, Composite	Conyx/261	Active	2/24/1988	\$1,575.00
	05356-011	Sampler Composite	Conyx/261	Active	2/24/1988	\$1,575.00
		Controller	Conyx/261	Active	5/13/1988	\$1,600.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
	04538-008	Sampler Composite	Conyx/261	Active	5/18/1987	\$2,263.00
		Controller	228/104	Active	7/1/1992	\$1,475.00
		Vacuum Cleaner	Mechanical	Active	6/21/1994	\$1,163.00
G095433		Spectrophotometer DR/2000	228/101	Active	8/30/1990	\$1,000.00
	2728A13271	Chromatograph, Gas	228/105	Active		\$10,250.00
	09726069-010	Intergrater Computing Dual Channel	228/107	Active	2/17/1988	\$3,631.00
	026064-010	Intergrater Computing Dual Channel	228/107	Active	2/17/1988	\$2,241.00
		Intergrated Computing Dual Channel	Mechanical	Active	2/17/1988	\$2,241.00
		Balance Analytical	228/101	Active	2/17/1988	\$2,274.00
	2728A13454	Mainframe GC System	228/105	Active	2/17/1988	\$11,510.00
		Microscope Trinocular	228/103	Active	2/17/1988	\$7,183.00
	13372SM	Cabinet Safety w/Airflow System	228/103	Active	1/12/1987	\$2,915.00
	RPB626	Hygrometer Dial Indicating	228/107	Active	9/13/1985	\$2,890.00
		Cell Gas	228/107	Active	10/13/1981	\$2,500.00
	None	Water Purification System	228/110	Active	6/8/1969	\$1,648.00
		Sampler Liquid Oxygen	228/107	Active	8/3/1965	\$1,040.00
	YZ25590	Refrigerator Laboratory	228/102	Active	5/1/1991	\$1,973.00
	39026809K	Ice Making Machine	228/110	Active	5/29/1992	\$1,219.00
	PA41828A	Refrigerator Laboratory	228/102	Active	5/1/1991	\$1,973.00
	90-749G	Concentrator Purge & Trap	228/105	Active	10/7/1991	\$6,895.00
	None	Analyzer, Gas Valve Module	228/107	Active	3/27/1992	\$6,635.00
		Analyzer, Gas Elect Module	228/107	Active	3/27/1992	\$6,640.00
	16582F	Disruptor, Sonic	Mechanical	Active	9/15/1992	\$2,903.00
	2B0Z87	Microscope	228/103	Active	1/27/1992	\$1,332.00
	A-13387	Air Pak Clean	228/107	Active	2/3/1994	\$5,485.00
	940832G	Spectrometer, Infrared	228/107	Active	11/1/1994	\$21,561.00
		Cell, Gas	228/107	Active	11/1/1994	\$2,833.00
	2207-457	Desorption Unit Thermal	228/105	Active	10/1/1994	\$6,500.00
		Circulator Refrigerator	228/106	Active	12/23/1994	\$6,000.00
		Spectrometer Atomic Absorption	228/106	Active	4/21/1993	\$55,500.00
		Microscope	228/103	Active	3/27/1996	\$1,237.00
		Biostation	228/103	Active	3/27/1996	\$6,034.00
		Binocular Head Tilting	228/103	Active	3/27/1996	\$1,267.00
	0196-0061	Oven Laboratory	228/101	Active	9/12/1996	\$1,151.00
	2522A04848	Detector MSD	228/105	Active	7/13/1992	\$22,560.00
	B31116034	Balance Analytical	228/101	Active	3/13/1998	\$1,195.00
	CT1008	Analyzer Mercury	228/101	Active	12/2/1999	\$3,985.00
	7L12553	Microscope	228/102	Active	6/30/1999	\$1,850.00
		Analyzer Moisture	228/107	Active	2/23/1999	\$2,295.00
	MG101 1159	Generator Dew Point Sample	228/107	Active	2/23/1999	\$3,075.00
	2716A10-477	Detector MSD	228/105	Active	1/28/1998	\$26,680.00
		Sterilizer, Accu	228/102	Active	9/4/1988	\$3,611.00
	US80901811	Converter, Analog A/D	228/104	Active	9/14/1998	\$1,970.00
		Spectrophotometer	228/101	Active	9/14/1988	\$1,595.00
	M938460586	Concentrator, P&T Sample	228/105	Active	4/28/2000	\$8,918.00
	200802012J	Grinder, Mortar	228/101	Active	8/8/2000	\$4,985.00
G095498		Balance Analytical	383	Active	10/3/1990	\$2,390.00
		Calorimeter	383	Active	6/10/1986	\$5,400.00
		Balance Top Loading	383	Active	4/18/1991	\$1,250.00
	None	Vessel, 90mm Zero Headspace	383	Active	5/30/2001	\$1,100.00
	None	Vessel, 90mm Zero Headspace	383	Active	5/30/2001	\$1,100.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
		Filtration System Hazardous Waste	383	Active	5/30/2001	\$1,416.00
	None	Filtration System Hazardous Waste	383	Active	5/30/2001	\$1,416.00
	None	Filtration System Hazardous Waste	383	Active	5/30/2001	\$1,416.00
	OV8578	Oven Convection	383	Active	11/21/1991	\$1,445.00
	None	Filtration System Hazardous Waste	383	Active	5/30/2001	\$1,416.00
	None	Compressor Air Motor	Conyx/261	Active	4/24/1992	\$1,193.00
	204CO72466 2	Printer	228/106	Active	6/2/1994	\$500.00
	TC2215696	Display Unit	228/106	Active	7/24/1999	\$1,000.00
	TC00011510	Controller, Disk Memory Unit	228/106	Active	4/21/1993	\$4,420.00
	447ZO59H- H847-283637	Display Unit Nokia	228/106	Active	5/3/1999	\$470.00
	U9PR6	Computer Micro	228/106	Active	5/3/1999	\$2,400.00
	2D65122896	Displayunit, Monitor Optiquest	Mechanical	Active	2/12/1997	\$260.00
	VL312200	Computer, Micro Raynor	Mechanical	Active	10/22/1996	\$1,338.00
	2D65122879	Display Unit Optiquest	Mechanical	Active	2/12/1997	\$260.00
		Computer, Micro	Mechanical	Active	9/17/1996	\$1,418.00
	ISA95000364	Computer, Micro ISA	Mechanical	Active	6/12/1995	\$3,000.00
		Display Unit	228/111	Active	2/15/1995	\$415.00
	202798C	Computer, Micro	228/111	Active	10/7/1991	\$2,349.00
		Computer, Micro	228/111	Active	11/15/1994	\$2,010.00
G017-44	None	Display Unit	228/111	Active	7/13/1989	\$528.00
	A4A-128115	Guage, Pressure Vacuum	228/107	Active	4/4/2000	\$1,938.00
None		Storm Water Sampler	228/110	Active	2/28/2002	\$995.00
None	AKA0047011	Printer Parellel 9 Wire Dot Matrix	228/106	Active	11/29/2001	\$165.00
None		Storm Water Sampler	228/110	Active	2/6/2002	\$1,290.50
None		Storm Water Sampler	228/110	Active	3/11/2002	\$950.00
None		Colorimeter, Hach 820	228/104	Active	11/15/2001	\$543.51
None	MY1BN1S2G O	Printer Deskjet 960C	228/100	Active	2/28/2002	\$185.00
None		Colorimeter, Hach 820	228/104	Active	3/29/2002	\$589.31
None		PH Meter 1001	228/104	Active	11/5/2001	\$150.00
None	GC01399962 8	Gasoline Compressor Honda 4.0	Conyx/261	Active	5/1/2002	\$1,835.00
None	MP10-1308	Controller, Micro Purge Well	Mechanical	Active	5/1/2002	\$2,240.00
None	M00000135	Peristaltic Portable Sampler Barnant	Mechanical	Active	5/1/2002	\$1,075.00
None	209N0045	Incubator, Forced Air	228/102	Active	10/4/2002	\$1,826.00
None	212N0318	Refridgerator, Incubator Isotemp	228/102	Active	2/19/2003	\$2,884.47
None	CP4910403	Dual Channel Micro-GC	228/107	Active	5/15/2003	\$17,478.00
None	BTW3921	Dell CPU, Star WS Win XP System	228/107	Active	5/15/2003	\$3,013.00
None		GP3800 GC, CP 1177/CP 1177 Injectors, FID/FID EFC	228/104	Active	5/15/2003	\$20,949.00
None	None	Shreader	229/108	Active	4/11/2003	\$1,640.00
None		CP-8400 Autosampler	228/104	Active	5/15/2003	\$9,945.00
None	90MQ921	CPU - Star WS Win XP system for CP3800 GC Single Instrument Control, Ver. 6	228/104	Active	5/15/2003	\$5,543.00
None	EL3098107	Simultaneous ICP-OES	228/106	Active	12/1/2003	\$77,950.00
None	743736-01	Lytron Modular Cooling System (ICP)	228/106	Active	12/1/2003	\$1,450.00
None	EC03107729	Sampler Preperation System for ICP	228/106	Active	12/1/2003	\$8,300.00
None	J68CF31	Central Processing Unit (CPU)	228/106	Active	12/1/2003	\$2,070.00
None	CNBDB72303	Laser Jet Printer	228/106	Active	12/1/2003	\$1,100.00
None	US41720645	Inert MSD Perform Turbo E Mainframe (5973)	228/105	Active	6/24/2004	\$47,840.00
None	US60110581	Ion Gauge Controller	228/105	Active	6/25/2004	\$1,399.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
None	CN10412023	GC for 5973N MSD	228/105	Active	6/25/2004	\$12,255.01
None	USU41300SD	Standard MSD ChemStation	228/105	Active	6/25/2004	
None	CNN4081969	High End LCD Display (Flat Screen)	228/105	Active	6/25/2004	
None	CNBGH31397	Low End Printer	228/105	Active	6/25/2004	
	B430466549P	4660 Eclipse PC 115V	228/105	Active	8/2/2004	\$12,686.00
	22343-0061	Cryogenic Sampler	228/107	Active	7/26/2004	\$3,540.00
	22343-0073	Cryogenic Sampler	228/107	Active	7/26/2004	\$3,540.00
		Total Organic Carbon Analyzer	228/104	Active	7/30/2004	\$18,177.00
	3033A34686	Printer, ADP	32/290D	Active	10/30/1990	\$1,414.00
	FGQ60393	Printer, ADP	32/290C	Active	9/16/1987	\$1,672.00
		Defibrillator, LifePak10-59	920N/1335A	Active	9/11/1997	\$7,865.00
		Battery Charger/Tester	920N/Chamber	Active	7/1/1997	\$1,232.00
		Battery Support System	920N/1335A	Active	2/26/2001	\$1,436.00
		Shredder, Paper	920N/1335C	Active	6/15/1999	\$1,105.00
G097884		Receiving Set Television	32/290	Active	1/28/1991	\$589.00
		Reciever Television	32/190C	Active	2/3/1988	\$620.00
		Compressor Air Breathing	32/190	Active	11/19/1992	\$16,754.00
	31967201A	Filter Unit Fluid Pressure	32/190B	Active	4/21/1993	\$3,840.00
	31967201B	Filter Unit Fluid Pressure	32/190B	Active	4/21/1993	\$3,840.00
		Defibrillator Monitor Pacemaker	8/150	Active	4/28/1995	\$6,051.00
	H412-18166MSA	Monitor Chilguard	32/190	Active	3/27/1996	\$4,900.00
		Monitor, Oxygen	32/290	Active	3/27/1996	\$1,782.00
	TXP-950015	Respirator	32/190	Active	2/18/1998	\$2,070.00
		Monitor, Carbon Monoxide	32/190	Active	9/28/1998	\$6,174.00
		Monitor, Carbon Dioxide	32/190	Active	9/28/1998	\$2,720.00
G097880		Receiving Set Television	32/190	Active	1/28/1991	\$589.00
		Monitor, Vital Sign	920N/1337D	Active	4/28/2000	\$1,225.00
	9244238020-3	Stretcher	32/190	Active	9/12/1996	\$1,179.00
	AX051553	Table, Exam	920N/1337D	Active	9/12/1996	\$1,550.00
	924438020-2	Stretcher	920N/Pool Deck	Active	9/12/1996	\$1,179.00
		Defibrillator/Monitor/Pacemaker	920N/1337D	Active	2/13/1997	\$6,051.00
		Pump, High Vacuum	920N/Chamber	Active	4/24/1997	\$43,560.00
	9802-030008	Stretcher Top for Stryker	920N/Pool Deck	Active	3/26/1988	\$3,100.00
	None	Gurney	920N/Pool Deck	Active	6/29/1997	\$3,100.00
	200-0065708	Oximeter, Pulse	920N/1337D	Active	9/16/1987	\$5,100.00
	TXP-950012	Respirator	920N/Chamber	Active	2/18/1998	\$2,070.00
		Defibrillator/Monitor/Pacemaker	266	Active	4/28/1995	\$6,051.00
	None	Cart Emergency	32/190C	Active	2/13/1997	\$1,068.00
		Defibrillator/Monitor/Pacemaker	32/190C	Active	2/13/1997	\$7,086.00
		Viewer, Audio	920N/1335	Active	1/15/1999	\$1,267.00
		Life Pak 500 AED	920N/1335A	Active	8/12/1999	\$2,741.00
		Defibrillator/Monitor/Pace 9P	7/1002A	Active		\$6,051.00
	92443802C-1	Strether/Gurney	7/1002A	Active	9/12/1996	\$1,550.00
		AED 500 Defib	920N/1337D	Active	12/15/2000	\$2,500.00
		Digital Camera	920N/1337B	Active		\$1,024.99
	USBB151564 4	Printer LJ 4	41	Active	7/13/1993	\$1,449.00
None		Vacuum Cleaner Upright	920N/1339	Active	6/22/2001	\$89.99
None		Floor Buffer 1.5HP	920N/1335A	Active	2/13/2003	\$982.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
None	MY2711C355	Printer, Desk Jet	32/290C	Active	2/28/2003	\$199.99
		Meter Survey	263/100	Active	2/23/1999	\$2,220.00
		Alarm Gas Monitor	229/119	Active	5/18/1987	\$1,342.00
	KH1314051	Display Unit	229/116	Active	3/21/1996	\$1,300.00
		Computer, Micro	229/116	Active	10/8/1991	\$1,785.00
None		Safe Air Sampling Pump Gilian 3500	229/119	Active	5/21/2001	\$680.00
		Meter Sound Level	229/119	Active	5/25/1988	\$3,420.00
		Filter Set Octave	229/119	Active	5/25/1988	\$1,000.00
	NG154378	Self Contained Breathing Aparatus (SCBA)	229/119	Active	2/17/1988	\$1,440.00
		Meter Light	229/119	Active	6/28/1988	\$1,135.00
	35-0017	Radiac Meter	263/100	Active	5/24/1988	\$1,092.00
		Alarm Gas Automatic	229/119	Active	5/18/1987	\$1,342.00
None		NARDA Magnetic Probe	263/100	Active	8/3/2001	\$2,450.00
	None	Breathing Apparatus Portab e	229/119	Active	8/17/2001	\$1,145.00
		Dosimeter	263/100	Active	2/24/1992	\$3,600.00
	A41707	Analyzer Organic Vapor	229/119	Active	4/15/1992	\$6,175.00
		Dosimeter Noise	8/173	Active	10/27/1992	\$2,300.00
		Dosimeter Noise	8/173	Active	10/27/1992	\$2,300.00
		Air Monitor IAQ MONITOR Q-TRAK	8/173	Active	5/9/1987	\$2,470.00
		Q-Trac Monitor	229/119	Active	4/28/2000	\$2,980.00
	APG08Y0049 C	Projector	229/101	Active	2/26/1999	\$5,039.00
		Mercury Analyzer	229/119	Active	4/28/2000	\$4,950.00
	1299-2787	Pump, Stage Viable System	229/119	Active	4/28/2000	\$2,232.00
	9901379-036	Monitor, Multi Gas	229/119	Active	5/10/2000	\$2,175.00
	9912022-043	Monitor, Multi Gas	8/173	Active	5/10/2000	\$2,175.00
None	TC00011510	Controllor	229/119	Active	5/23/2001	\$680.00
		Meter Scale Portable	263/100	Active		\$1,175.00
		Radiacmeter	263/100	Active	9/19/1972	\$1,005.00
		Radiacmeter	263/100	Active	7/29/1963	\$1,091.00
		Monitor Isotropic Radiation	263/100	Active	6/21/1983	\$1,220.00
		Sampler/Changer	263/100	Active	9/11/1987	\$10,664.00
		Radiacmeter	263/100	Active	9/3/1985	\$1,045.00
		Counter Radioactive	263/100	Active	9/11/1987	\$10,664.00
	E2652J95978	Printer Laser Jet II	229/116	Active	5/24/1988	\$1,880.00
	E2718J14080	Printer, ADP	229/103	Active	2/17/1988	\$1,487.00
None		VelociCalc Plus	229/119	Active	3/20/2001	\$1,662.50
		Printer, ADP	263/100	Active	9/11/1987	\$646.00
		Sound Level Meter	229/119	Active	3/24/2000	\$8,256.00
		Portable Gas Analyzer	8/173	Active	6/26/1987	\$13,750.00
	G6110003	Integrating Sound Level Meter	8/173	Active		\$1,109.00
	211D00-156	Heat Stress Monitor	8/173	Active	1/10/1983	\$1,240.00
None	DP JP309	Photo Ionization Detector	229/119	Active	6/12/2001	\$3,087.50
None		VelociCalc Plus Air Velocity Meter	8/173	Active	6/19/2001	\$1,825.00
None	MY1BN1S2G 5	Printer Deskjet 960C	229/102	Active	2/28/2002	\$185.00
None	PEC 060006	Calibrator, Dosimeter	229/119	Active	7/19/2003	\$408.90
		Calibrator, Noise	229/119	Active	5/21/1987	\$1,462.00
		Noise Dosimeter	229/119	Active	9/14/1988	\$1,727.00
		Noise Dosimeter	229/119	Active	9/14/1988	\$1,727.00
		Noise Dosimeter	229/119	Active	9/14/1988	\$1,727.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
None		Sound Level Meter	229/119	Active		\$1,895.00
None	RBB120001	MultiCheck 2000	229/119	Active	2/19/2003	\$850.00
		Miran Gas Analyzer Portable	229/119	Active	7/3/1991	\$15,390.00
		Portacount with Accy	229/102	Active	5/3/1999	\$4,500.00
None		Companion, N-95	229/102	Active	7/19/2003	\$1,793.47
None		Partical Generator N-95 Companion	229/102	Active	7/19/2003	\$1,793.47
		Balometer	229/119	Active	4/21/1993	\$2,925.00
None		P-Trac Partical Counter	229/119	Active		\$4,990.00
None		Noise Dosimeter	229/119	Active	7/18/2003	\$1,593.30
None		Noise Dosimeter	229/119	Active	7/18/2003	\$1,593.30
None		Noise Dosimeter	229/119	Active	7/18/2003	\$1,593.30
None		Noise Dosimeter	229/119	Active	7/18/2003	\$1,593.30
None		Noise Dosimeter	229/119	Active	7/18/2003	\$1,593.30
G095492		Chair, Examination Ophthalmic	8/220	Active	10/4/1990	\$4,595.00
G095493		Lamp, Slit T/C 7E	8/220	Active	10/4/1990	\$5,032.00
G095494		Keratometer	8/220	Active	10/4/1990	\$1,408.00
G095495		Stand, Ophthalmic	8/220	Active	10/4/1990	\$3,036.00
G095496	11185-9	Lensometer	8/220	Active	10/4/1990	\$1,381.00
G095497	14527-9	Phoropter	8/220	Active	10/4/1990	\$4,000.00
G095509		Binocular, Indirect	8/220	Active	10/4/1990	\$1,000.00
	None	Lens, Trial Kit	8/220	Active	6/21/1991	\$1,003.00
		Vision Perimeter Tester	8/220	Active	2/20/1980	\$2,500.00
		Lantern Color Perception	SCEA	Active	3/20/1978	\$1,403.00
	900.4.2.94076	Tenometry	8/220	Active	10/4/1990	\$1,050.00
		Tester Vision Acuity	8/220	Active	10/25/1991	\$3,139.00
	1G313B	Monitor, B-Vat Tester	8/220	Active	10/25/1991	\$945.00
	94C0053	Biomicroscope/Slit Lamp	SCEA	Active	9/4/1995	\$5,325.00
	5D500J	Tester Vision Acuity, B-Vat	SCEA	Active	7/17/1995	\$3,700.00
		Tester, Vision	8/220	Active	12/29/1999	\$2,730.00
		Screening System Automated Blood Pressure	Giruth	Active	8/22/1991	\$3,495.00
0112/001/001		Spray Chamber MK II ICPEAES Mean Analysis	Occ Health	Active	10/20/2000	\$1,785.00
0139/002/002		M-9 Autoclave Sterilizer	Occ Health	Active	11/16/2000	\$3,036.65
0139/002/005		Mobile soaking station for F exible Sigmoidoscopes	Occ Med	Active	11/16/2000	\$2,520.00
0143/002/003		TSI P-Trak Model 8525	Occ Health	Active	11/20/2000	\$4,490.00
0143/002/003		TSI Protectair Model 8570b	Occ Health	Active	11/20/2000	\$1,345.50
0264/002/002		Vital Signs Monitor WelchAllyn	Occ Med	Active	3/21/2001	\$1,542.69
0308/002/001		Air Techniques Vac Star 20	Occ Med	Active	5/4/2001	\$1,470.00
0327/002/002		Ductless Fume System	Occ Med	Active	5/23/2001	\$1,048.50
0327/002/003		Magnetic Probe NARDA	Occ Health	Active	5/24/2001	\$2,450.00
0327/002/004		Photoionizatin Air Monitor	Occ Health	Active	5/23/2001	\$3,087.50
0327/002/005		Velocicalc Plus w/Data Logging	Occ Health	Active	5/23/2001	\$1,750.00
0356/002/002		Profiling Noise Monitor	Occ Health	Active	6/22/2001	\$1,895.00
0503/005/002		1mg to 100gr Weight Balance Set	Occ Health	Active	11/15/2001	\$1,050.00
0657/007/002		Portable Sampling System	Occ Health	Active	4/22/2002	\$1,075.00
0699/002/001		Sensor CO & Hydrocarbon Vapor (2 Units)	Test Support	Active	5/30/2002	\$1,100.00
0718/002/001		Lumisys Table Top CR Unit	Occ Med	Active	6/18/2002	\$45,000.00
0733/001/001		Life Pak 12 Deib/Monitor Config 21 (2 Units)	Occ Med	Active	7/5/2002	\$18,176.00
0761/001/001		Diffusion Analyzer Box	Occ Med	Active	7/31/2002	\$1,428.00
0937/005/002		Refrigerator Incubator (Isotemp)	Occ Health	Active	1/23/2003	\$2,884.47
1001/002/001		Micro GC Dual Channel	Occ Health	Active	3/28/2003	\$17,478.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
1001/002/002		CP3800 GC, CP1177/CP1177	Occ Health	Active	3/28/2003	\$20,949.00
1001/002/002		CP8400 AUTO SAMPLER	Occ Health	Active	3/28/2003	\$9,945.00
1001/002/002		CP COMM OPTION 180 CABLE	Occ Health	Active	3/28/2003	\$1,640.00
1070/001/002		Stat Manikin	Occ Med	Active	6/5/2003	\$3,700.00
1081/007/001		Companion Kit , TSI N95	Occ Health	Active	6/16/2003	\$3,586.95
1140/002/001		ICP Optical Spectrometer	Occ Health	Active	8/15/2003	\$84,002.00
1175/001/002		Mac 5000 ECG 12 lead w/Color Display (2 Units)	Occ Med	Active	9/18/2003	\$8,662.50
1183/002/001		MIM25 Medical Image Mgr	Occ Med	Active	9/29/2003	\$1,379.00
1183/002/001		8200N Dry View Laser PACS	Occ Med	Active	9/29/2003	\$5,980.00
1312/002/001		Case Performance, Thermal	Occ Med	Active	2/3/2004	\$19,000.00
1312/002/001		Treadmill, Series 2000 w/full Handrail Set	Occ Med	Active	2/3/2004	\$6,180.00
1454/001/001		Liquid Oxygen Sampler Assembly (2 Units)	Occ Health	Active	6/23/2004	\$3,540.00
1454/001/002		Eclipse PC 115v Model 4660	Occ Health	Active	6/23/2004	\$10,400.00
1454/001/003		TOC-VWS Heated-UV-Persulfate Standalone, High Sensitivity Aqueous TOC Analyzer	Occ Health	Active	6/23/2004	\$18,177.00
1454/001/004		Video Processor CV-140 W/MD-148 CBL	Occ Med	Active	6/23/2004	\$10,500.00
1488/002/001		A-21 Scott Regulator	Test Support	Active	7/27/2004	2,573.47
1516/002/002		Refrigerator, Lab 49 cu ft	Occ Med	Active	8/24/2004	4,835.00
		Air Monitor Q Trac	229/119	Calibrate	8/11/1999	\$2,980.00
		Analyzer Organic Vapor	229/119	Calibrate	6/10/1980	\$5,130.00
None		Heat Stress Monitor	229/119	Calibrate	9/25/1987	\$1,195.00
	DC-L1223	Dry Cal DC Lite Flow Meter	229/119	Calibrate	4/28/2000	\$1,895.00
None		Dry Cal DC Lite	229/119	Calibrate	7/21/2003	\$1,127.00
None	DC-L 1082	Dry Cal DC Lite Flow Meter	229/119	Calibrate	3/15/2001	\$3,624.00
		Air Monitor Q Trac	229/119	Calibrate	7/28/1997	\$2,831.00
	F4HD5579F	Monitor, Holter	8/150	Inactive	11/3/1994	\$1,780.00
	L8H20932C	Recorder, Holter	8/150	Inactive	3/1/1989	\$1,522.00
	649ASN1667	Receiver-Transmitter Radio	8/152	Inactive	7/24/1992	\$593.00
	649ASN1661	Receiver-Transmitter Radio	8/152	Inactive	7/24/1992	\$593.00
	B0H21256F	Monitor Holter	8/150	Inactive	10/4/1990	\$1,683.00
	D9H22093C	Recorder Holter	8/150	Inactive	3/14/2000	\$1,683.00
	D9H22119C	Monitor Holter	8/150	Inactive	7/24/1989	\$1,683.00
	D9H22097C	Recorder, Holter	8/150	Inactive	4/23/1990	\$1,683.00
	L8H20899C	Recorder, Holter	8/150	Inactive	3/1/1989	\$1,522.00
	D9H22071C	Monitor, Holter	8/150	Inactive	7/24/1989	\$1,683.00
	D9H22084C	Recorder, Holter	8/150	Inactive	4/23/1990	\$1,683.00
	L8H50246	Processor Holter ECG	8/150	Inactive	3/1/1989	\$30,000.00
	M8H30244	Reader Tape Holder	8/150	Inactive	3/1/1989	\$2,195.00
	L8V10249	Monitor Holter	8/150	Inactive	3/1/1989	\$10,000.00
G095486		Printer, Color Video	8/145	Inactive	10/3/1990	\$6,785.00
	I6HF00345	Player Cassette Video	8/145	Inactive	5/1/1987	\$545.00
		Analyzer, Chemistry	8/163	Inactive	10/7/1997	\$47,000.00
		Blood Pressure System	8/150	Inactive	8/22/1988	\$4,134.00
		Analyzer Compt Body Fat w/Case	8/150	Inactive	3/30/1989	\$2,319.00
	159TWYB777	Radio Mobile	Medic 2	Inactive	7/7/1997	\$681.00
		Analyzer, Defib w/Pacer	8/150	Inactive	10/29/1998	\$2,622.00
None		Sensitometer	8/161	Inactive	8/1/1997	\$750.00
None		Sensitometer	8/161	Inactive	2/1/1999	\$725.00
None		Electro Themometer	8/161	Inactive	10/1/1994	\$350.00
None		Densitometer	8/161	Inactive	8/27/1997	\$787.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
	983CQ	Computer, Micro	8/150	Inactive	2/10/2000	\$3,622.00
	649ASN1649	Receiver-Transmitter Radio	8/145	Inactive	7/24/1992	\$593.00
	402AXNNA564	Radio, Hand Held HT-1000	8/152	Inactive	8/20/1997	\$649.00
	355AYN1510X	Radio, Receiver-Transmitter HT-1000	8/152	Inactive	7/4/1999	\$700.00
	402AVN0063X	Receiver-Transmitter Radio HT-1000	8/152	Inactive	6/1/1995	\$614.00
	402AXS1053X	Radio Hand Held HT-1000	8/152	Inactive	9/10/1997	\$580.00
		Processing Unit X-Ray Film	8/161	Inactive	11/21/1980	\$7,353.00
		Sigmoidovideoscope	8/134	Inactive	10/3/1990	\$7,663.00
		Interface Unit, Cardiac	8/164	Inactive	8/22/1991	\$1,579.00
		Simulator, Cardiac	8/164	Inactive	8/22/1991	\$1,755.00
None		Densitometer, B&W	8/161	Inactive	6/20/2001	\$720.00
	None	Table, Treatment	8/134	Inactive	3/10/1988	\$1,019.00
	None	Manikin Resuscitation Training	8/134	Inactive	4/6/1976	\$2,175.00
	E3982	Light Ceiling Operation Room	8/164	Inactive	7/22/1988	\$5,695.00
	B7E40402P	Exercise Set Testing Equipment	8/150	Inactive	8/23/1988	\$33,825.00
		Treadmill Cardioexercise	8/150	Inactive	6/7/1979	\$9,843.00
	761397-171331	Masterscope PC Spirometry CPU	8/151	Inactive	8/4/2000	\$5,735.00
		Bucky Chest Tray	8/161	Inactive	5/24/1988	\$1,193.00
	E3982	Stand Bucky Deluxe	8/161	Inactive	7/22/2000	\$1,876.00
	98LWU	Server ADP	8/150	Inactive	1/13/2000	\$6,900.00
G095482		Video System Center	8/156	Inactive	10/3/1990	\$10,185.00
	6-66-403	X-Ray Radiographic/Fluoroscopi	8/161	Inactive	1/20/1967	\$26,782.00
		Pump Suction	8/277	Inactive	12/23/1991	\$1,375.00
	C70904B	Chair, Dental w/accy	8/277	Inactive	6/26/1987	\$20,000.00
		Chair, Dental w/Accessories	8/277	Inactive	10/22/1991	\$1,015.00
		Autoclave	8/277	Inactive	5/3/1993	\$2,495.00
	51007H4545	Autoclave	8/277	Repair	12/2/1997	\$4,430.00
	2801j20319	Printer HP Laserjet 2	32/132	Inactive	8/16/1988	\$2,386.00
G097992		Player Cassette Video	32/132	Inactive	3/28/1991	\$1,258.00
G095332	TY84804366	Printer	383	Inactive	4/23/1990	\$400.00
G023298	2928J51697	Printer, ADP	228/107	Inactive	10/25/1989	\$2,143.00
	9407-1289	Spectrometer	228/106	Inactive	12/23/1994	\$53,300.00
		Chromatograph Gas	228/104	Inactive	8/29/1986	\$10,151.00
	2429A02570	Chromatograph Gas	228/107	Inactive	9/25/2001	\$8,250.00
		Sampler Liquid Hydrogen	228/107	Repair	7/26/1965	\$1,040.00
	2185-122-302	Analyzer Carbon	228/106	Inactive	8/29/1986	\$12,250.00
	FP07307-3	Tester Flash Point	383	Inactive	2/17/1988	\$1,350.00
		Extractor Rotator	228/104	Inactive	4/25/1986	\$2,221.00
	3142581101	Monitor, Display	228/106	Inactive	12/23/1994	\$350.00
G017845		Monitor, Display	228/106	Inactive	9/11/1989	\$460.00
	7900108US	Disk Drive Unit	228/106	Inactive	2/17/1988	\$6,160.00
	KA432CJCA9	Computer, Micro	228/106	Inactive	6/2/1994	\$500.00
		Projector	920N/1335A	Inactive	2/19/1999	\$6,074.00
G020936		Monitor Carbon Dioxide	229/119	Inactive	2/16/1989	\$2,439.00
		Alarm Gas Automatic	229/119	Inactive	10/1/1987	\$1,185.00
		Monitor Carbon Monoxide	229/119	Inactive	5/18/1987	\$1,501.00
		Recorder Combination Writing	229/119	Inactive	12/6/1968	\$2,295.00
G095716	C7000317	Drive, Magnetic Tape	229/119	Inactive	2/25/1991	\$995.00

Table J-4A - Contractor Accountable Government Property at JSC

ECN	MFG SERIAL NO	ITEM	LOCATION	STATUS	DATE ACQUIRED	COST
	CY51064C1S 2	Display Unit	229/112	Inactive	4/23/1996	\$390.00
	F12175L9716	Computer, Micro	229/112	Inactive	6/3/1996	\$5,500.00
	F11502LG724	Computer, Micro	229/116	Inactive	4/23/1996	\$3,894.00
	3033A34580	Printer Laser Jet III	229/119	Inactive	10/30/1990	\$1,414.00
	402AXNA565 X	Radio Hand Held	229/119	Inactive	8/20/1997	\$649.00
		Disk Drive Unit	263/100	Inactive	9/30/1993	\$1,570.00
		Printer, ADP	263/100	Inactive	9/15/1992	\$295.00
	IR0298	Indicator, Carbon Dioxide	229/119	Inactive	3/21/1991	\$2,665.00
	M5512B	Calibrator Gas	229/119	Inactive	5/11/1991	\$1,075.00
		Calibrator, Radiac System	263/100	Loaned	4/27/1982	\$5,000.00
None		Multi Gas Meter	229/119	Inactive		\$1,345.00
	P0701	Corneal Analysis System	8/220	Inactive	1/19/1995	\$9,000.00
	740R000555B	Display Unit, VDT Monitor	8/220	Inactive	1/19/1995	\$450.00
	C0653	Computer, Micro	8/220	Inactive	1/19/1995	\$12,771.00
	USA3C03322	Printer, Adp	8/220	Inactive	1/19/1995	\$1,899.00
		Light Source, SL Photo	SCEA	Inactive	9/14/1995	\$1,060.00
		Camera Video Recorder	SCEA	Inactive	9/4/1995	\$1,258.00
	5E804A	Joystick, B-Vat Tester	8/220	Inactive	7/17/1995	\$1,508.00
	6E800A	Joy Stock w/Encoder	8/220	Inactive	10/17/1996	\$1,000.00
		Printer ADP Telpar Thermal	8/220	Inactive	10/17/1996	\$775.00
		Display Unit	SCEA	Inactive	9/14/1995	\$525.00
		Ambulance Cot	Medic 1	Inactive		

J-4B - Contractor Accountable Government Property at WSTF

ECN	ITEM NAME	COST	YEAR MFG	DATE NASA ACQ
0329151	TABLE EXAMINATION	\$6,491		
0324397	TYPEWRITER	\$200		
1551257	SPIROMETER			
1930189	CARDIOGRAPH			
1930504	PRINTER, ADP			
0839257	CARDWRITER	\$4,990		
1550956	VISION SCREENER	\$4,630		
0800556	COMPUTER, MICRO	\$4,300		
1552076	AUDIOMETER	\$3,795		
1446198	TV/VCR COMBINATION	\$400		
	DEFIBRILLATOR			
1931513	TONOMETER			

Table J-4C - Installation Accountable Government Property

ITEM	LOCATION
Hypobaric Chamber	B-32
Hypobaric Chamber	SCTF NBL
Hyperbaric Chamber	B-32
Hyperbaric Chamber	SCTF NBL
Government Ambulances (3)	JSC onsite (2)/Ellington (1)
Government Vehicles	JSC onsite
IT Workstations	JSC onsite
High Vacuum Pump	B-32
X-Ray Unit	B-8
Breathing Air Compressor	B-32
Automated External Defibrillators	throughout JSC, SCTF, and Ellington Field

Table J4-D – Contractor Occupied Government Facilities

Facilities to be provided by the Government for use under this contract are as follows. However, it should be noted that the Government may modify facilities and spaces provided to contractor during this contract.

Facility Name	Location	Size (approx sq ft)
Occupational Clinic & Cardiopulmonary Laboratory	Bldg. 8	5,110
Management & Administration Offices	Bldg. 8	503
Test Support	Bldg 7 and 32	5,350
Emergency Medical Office	Ellington Field	100
Industrial Hygiene & Radiological Health Office	Bldg. 229	5,000
Radiological Health Laboratory	Bldg. 263 and 263A	1,450
Environmental Health Laboratory	Bldg. 228	4,000
Employee Assistance Program Office	Bldg. 32	575
Neutral Buoyancy Laboratory	SCTF	5,900
Wellness/HFRP	Bldg. 207	450
Flight Medicine	Bldg. 8	750
WSTF Environmental Health Program Office	Bldg. 101	120
WSTF Occupational Health Clinic	Bldg. 104	2300
Space Center Houston	First Aid	470
Russia	Volga Apts	383

J-5 Safety, Health, and Environmental Compliance Plan

The Contractor's approved Safety, Health, and Environmental Compliance Plan will be added here after contract award.

J-6 Small Business Subcontracting Plan

The Contractor's approved Small Business Subcontracting Plan will be added here after contract award.

J-7 Quality Assurance Plan

The Contractor's approved Quality Assurance Plan will be added here after contract award.

J-8 – Critical Positions List

J-8 - CRITICAL POSITIONS LIST

The following are guidelines listing qualifications for critical positions for personnel assigned to work under this contract. The use of the term "experience" refers to actual, on-the-job work experience. If the personnel that are being proposed for these positions have qualifications other than those listed, provide rationale for your selection.

Project Manager

This individual shall, possess the following qualifications:

- Five or more years experience in managing occupational medicine and occupational health programs is highly desirable. Military experience is acceptable for this requirement.
- Capable of leading a multi-disciplinary team of medical, environmental, and human test support professionals involved in day-to-day support of a wide range of activities.

Lead Physician, Occupational Medicine Clinic

This physician shall possess the following qualifications:

- A medical degree (M.D. or D.O.) from an accredited medical school.
- A current license to practice medicine in the State of Texas.
- Occupational Medicine Board Certified or Board Eligible.
- Current in ACLS and must maintain this currency.
- Five or more years experience in leading or managing an occupational medicine program.
- Capable of providing emergency and continuing medical care for illnesses and injuries.
- Capable of leading a multi-disciplinary team of medical professionals involved in day-to-day support of a wide range of activities at JSC.

Staff Physician, Occupational Medicine Clinic

Each physician shall possess the following qualifications:

- A medical degree (M.D. or D.O.) from an accredited medical school
- A current license to practice medicine in the State of Texas.
- Five or more years combined experience in one or more of the following primary care areas: Preventive Medicine (Occupational or Aerospace), Internal Medicine, Emergency Medicine, or Family Practice. Military experience is acceptable for this requirement.
- Board-certified or board-eligible in a Primary Care medical specialty.
- Current in ACLS and must maintain this currency.
- Capable of providing emergency and continuing medical care for illnesses and injuries.
- Any physician assigned to operate the Cardiopulmonary Laboratory shall have training and experience in clinical cardiology.
- At a minimum, two staff physicians shall be certified to perform FAA physical examinations.
- At a minimum, one (two preferred) staff physicians shall be trained and capable of performing proctoscopy and sigmoidoscopy examinations.
- Any physician assigned to Human Test Support shall have aerospace and/or hyperbaric medicine experience.

- A familiarity with OSHA medical requirements and the practice of Occupational Medicine is highly desirable.

Family Clinic Physician, Flight Medicine Clinic

This physician shall possess the following qualifications:

- A medical degree (M.D. or D.O.) from an accredited medical school.
- A current license to practice medicine in the State of Texas
- Board certified in a Primary Care medical specialty (Family Practice, Internal Medicine, or Pediatrics).
- Current clinical experience in managing and caring for pediatric patients.
- Current in both ACLS and Pediatric Advanced Life Support (PALS) and must maintain these currencies.
- Sufficient aeromedical experience to assist with the medical care and operational management of astronauts and AOD flying personnel when required.
- Certified to perform FAA AME examinations on FMC patients.
- Excellent interpersonal skills and experienced in working across multidisciplinary and organizational lines.

Chief Nurse, Occupational Medicine Clinic

This individual shall possess the following qualifications:

- Graduate of an accredited nursing school with a BS in nursing.
- Registered Nurse (RN) in the State of Texas.
- Current license to practice in the State of Texas.
- Current in both CPR and ACLS and must maintain both currencies.
- Must be capable of directing the day-to-day activities of the JSC OMC and supervising the OMC Nursing Staff.
- Five or more years experience in occupational or general clinical medicine is highly desirable.
- Certification as an Occupational Health Nurse (COHN) is highly desirable.

Case Management Nurse, Occupational Medicine Clinic

This individual shall possess the following qualifications:

- Graduate of an accredited nursing school with a BS in nursing.
- Registered Nurse (RN) in the State of Texas.
- Current license to practice in the State of Texas.
- Current in both CPR and ACLS and must maintain both currencies.
- Capable of directing all aspects of the JSC case management program for all suspected occupational injuries and illnesses.
- Five or more years experience in occupational or general clinical medicine is highly desirable.
- Certification as an Occupational Health Nurse (COHN) is highly desirable.

Chief Nurse, Flight Medicine Clinic

This individual shall possess the following qualifications:

- Graduate of an accredited nursing school with a BS in nursing.
- Registered Nurse (RN) in the State of Texas.

- Current license to practice in the State of Texas.
- Current in both CPR and ACLS and must maintain both currencies.
- Must have sufficient management and healthcare experience to supervise all other nurses in the FMC.
- Must be capable of establishing and maintaining a patient clinical education plan.
- Excellent interpersonal skills and ability to work across multidisciplinary program and organizational lines

Process Improvement Coordinator, Flight Medicine Clinic

This individual shall possess the following qualification:

- Knowledgeable of and familiar with all of the JCAHO Ambulatory Care Standards.
- Excellent interpersonal skills and ability to work across multidisciplinary program and organizational lines

Physician, WSTF

This individual, or individuals, shall possess the following qualifications:

- A medical degree (M.D. or D.O.) from an accredited medical school.
- A current license to practice medicine in the State of New Mexico.
- Five or more years combined experience in one or more of the following primary care areas: Preventive Medicine (Occupational or Aerospace), Internal Medicine, Emergency Medicine, or Family Practice. Military experience is acceptable for this requirement.
- Current in Advanced Cardiac Life Support (ACLS) and must maintain this currency.

Chief Nurse, WSTF

This individual shall possess the following qualifications:

- Graduate of an accredited nursing school with a BS in nursing.
- Registered Nurse (RN) in the State of New Mexico.
- Current license to practice in the State of New Mexico.
- Current in both CPR and ACLS and must maintain both currencies.
- Must be capable of directing the day-to-day activities of the WSTF Clinic and supervise any additional nursing staff.
- Five or more years experience in occupational or general clinical medicine is highly desirable.
- Certification as an Occupational Health Nurse (COHN) is highly desirable.

Aerospace Physiologist Supervisor

This individual shall possess the following qualifications:

- Graduate of a recognized hyperbaric chamber operator school (either civilian or military).
- Graduate of a recognized aviation physiology school (either civilian or military).
- Current training in CPR and must maintain currency.
- Three or more years experience in operating hypobaric and hyperbaric chambers.
- Capable of providing training in Aerospace Physiology.
- Three or more years experience in the field of Aerospace Physiology is desirable.

Staff Aerospace Physiologist

These individuals shall possess the following qualifications:

- Graduate of a recognized aviation physiology school (either civilian or military).
- Current training in CPR and must maintain currency.
- Knowledgeable in the operation of hypobaric and hyperbaric chambers.
- Capable of providing training in Aerospace Physiology.
- Graduate of a military or civilian medical technician school with training as a medical corpsman, surgical technician or emergency medical technician is highly desirable.
- Three or more years experience in the field of Aerospace Physiology is desirable.

Occupational Health Manager

This individual shall possess the following qualifications:

- Bachelor's degree with a major in industrial hygiene, engineering, chemistry, biology or related science.
- Certification by the American Board of Industrial Hygiene (CIH) is highly preferred but not required.
- Ten or more years related experience.
- Must be capable of conducting and planning occupational health and industrial hygiene studies, surveys, and inspections and ensuring compliance with OSHA, NASA and JSC Occupational Health requirements.
- Must be capable of technically and administratively supervising a team of environmental health specialists who are also tasked with performing the above activities.

Industrial Hygienist Supervisor

This individual shall possess the following qualifications:

- Bachelor's degree with a major in industrial hygiene, engineering, chemistry, biology or related science.
- Certified as an Industrial Hygienist (CIH) by the American Board of Industrial Hygiene.
- Five or more years related experience.
- Must be capable of conducting, developing, and implementing strategies and sampling plans to ensure compliance with OSHA, NASA and JSC Occupational Health requirements.
- Must be able to technically and administratively supervise other industrial hygienists.

Senior Chemist Supervisor

This individual shall possess the following qualifications:

- Ten or more years experience in environments laboratory operations is desirable.
- Bachelor's degree in chemistry.
- Capable of managing an AIHA and NELAC accredited Environmental Health Laboratory.

Senior Health Physicist

This individual shall possess the following qualifications:

- Bachelor's degree in physics, industrial hygiene, engineering, chemistry, biology or related science, or sufficient applicable experience to qualify as site RSO.
- Five or more years experience in radiation safety is highly desirable.

Asbestos Specialist

This individual shall possess the following qualifications:

- Must be certified as an asbestos competent person, inspector and management planner as defined by applicable regulations
- Five or more years experience in asbestos health programs

J-9 Contractor Managed Databases

J-9 Contractor Managed Database Descriptions

The following list describes the current suite of contractor managed databases. The contractor is expected to maintain the integrity of the data contained in these databases but may develop different database structures upon COTR notification and approval.

Air Force Waiver (AIRF)

AIRF is used to track clinic visits for Air Force Class III approval. The database stores the patient name, date of physical, how long it is good for, if the patient passed the physical, if a waiver was given or denied and reasons why.

Astro (ASTR)

Archive of annual astronaut physicals stored in Form-88 and 93 formats. New astronaut physicals go directly into the EMR system maintained by WYLE laboratory systems, however, the ASTRO database is necessary for legacy data and to generate printed forms that are still used by flight medicine.

DARS dispensary database (DARS)

Work log of every service dispensed by the clinic. The DARS dispensary system tracks the care provider, service type, date of service, notes, and finally, non-sensitive patient summary information (not related to patient name). DARS also generates count and summary reports grouped by service types, patient demographics and provider performance.

Digital X-ray (XRAY)

Third-party hardware/software system by Merry X-ray. Allows all Xrays taken in the Clinic to be stored electronically in a dedicated CPU. Future plans would permit the X-rays to be sent to doctors at a remote location.

Electronic Medical Record System (EMR)

The Logician™ EMR system serves as the “master patient record” data record for all Occupational Medicine patients. (Another instance of the system has already been fully deployed in the Flight Medicine Clinic) For the Occupational Medicine clinic, the scheduling and walk-in modules are currently on-line.

Emergency Urgent Care database (URG)

Database used to trend unscheduled patients and episodic care. The system is designed to assess trends in urgent injuries and illnesses by location or age group to see where most urgent care cases originate.

Flight Controller Database (FLY)

FLY is used to track clinic visits for Flight Controller status approval. The database stores the patient name, date of physical, if the patient passed the physical, how long the physical is good for, if a waiver for the physical was issued or denied and reasons why.

Flu Shot Database (FLU)

The Flu Shot Database tracks general patient data for each person given a flu vaccination but does not relate the data to a patient identity. The system can then tally

this information into metrics reports for flu vaccinations given broken down by several different categories such as location, gender or pathological history.

Form 340 database (F340)

Used to store information taken from paper Form 340, Report of Occupational Injury/Illness, that is filled out at the clinic by the injured employee and the nursing staff. The data is then used to generate summary reports, grouped by injury type or mail code, displaying the type of treatment and number given by the clinic.

Hear/Trak (HEAR)

A third-party application created by The HAWKWA GROUP, Inc., Hear/Trak is used to retrieve hearing test information from the Tremetrics Audio booth consoles after a hearing test and match the data to the patient record stored in the Hear/Trak database. The program analyzes the results and shows the responsible physicians, according to baselines set by the program or modified by physician, if there is a threshold shift or imminent threshold shift based on different standards (NIOSH, OSHA, AC) as well as audiograms of the patient's tests. The Hear/Trak database also stores related patient information such as occupational and non-occupational noise exposures and medical history, hearing protectors used and training taken, and Otoscope findings. The newest version of Hear/Trak, which is installed in the clinic, also supports summary metric reporting, advanced criteria reporting, patient hearing test scheduling and the application of different standards to multiple locations which allows the segregation of Occupational Medicine and Flight Medicine data.

Jaeger system (JAEG)

Third-party hardware/software "Oxycon" system by Jaeger Toennies. The components of Oxycon include an Ergospirometry testing station, a treadmill ergometer and a lung function "mixing chamber". The system has the ability to precisely analyze, differentiate and quantify the functional cooperation of heart, lungs, circulation and metabolism.

Medical Record Index System (MRIS)

This application is used to read patient name and SSN information from sensitive medical records stored on CD and to match that information with the CD number. The system is designed to allow the administrator of the sensitive files to quickly find the CD where a particular patient record is stored and provide a link to that record from the database once the correct CD is inserted.

Mammogram Database (MAM)

Primarily used for billing purposes, this database also holds date, lab result and general patient information regarding mammograms referred by the clinic. MAM also creates metrics for mammograms referred including number done by month and grouped by findings. The master report created by MAM contains patient names, pertinent dates and the company the clinic was billed by for the mammogram.

WinFoshm Data Archive (WINF)

Repository of data which formerly existed in the "WinFoshm" application. This application was once used for patient scheduling, audiometry, vision and laboratory

data. These functions have now been transferred to the Medical Record Index System (MRIS) and Hear/Trak (HEAR).

Ergo Database (ERGO)

ERGO automates the ergonomic evaluation, feedback, response and resolution process. After an ergonomic evaluation is conducted and the evaluator enters the details of an evaluation, the ERGO system then takes over management of the process, sending feedback questionnaires to evaluation subjects, gathering feedback and updating the status of a particular case. The system contacts the ergonomics administrator if there is continued dissatisfaction with ergonomics and even relays a list of subjects experiencing continued discomfort to the medical support staff at the clinic.

Fit-Test Database (FIT)

Third-party hardware/software system. Meets requirements imposed by OSHA's Respiratory Protection Program by collecting and analyzing data, then recommending protective equipment required for specific tasks using hazardous materials.

Hazardous Materials Inventory (HAZ)

The hazardous materials inventory is a site-wide, open-access information system that allows the 10,000 plus contractors and civil servants at JSC to look up pertinent data on hazardous chemicals that are stored in locations where they may work or traverse. The information is maintained by a key group of data administrators that are given HAZMAT accounts to use in submitting hazardous substance addition and modification requests that are then approved or rejected by the HAZMAT coordinator. The HAZMAT coordinator utilizes the system to generate annual summary reports for local fire departments and emergency responders, the Environmental Protection Agency and several other environmental and occupational health and safety agencies.

Hygiene Information System (HIS)

An integrated database system designed to support the Occupational Health Services department. The goal of the system is to provide real-time health related information assimilated by employee or by work location.

Laboratory Information Management System (LIMS)

A database system which supports the Environmental Health Laboratory division of the Occupational Health Services department. LIMS tracks and stores data the samples received in the laboratory through the stages of sample log in, assignment of pre-defined analytical "test plans", the actual analytical result values resulting from the tests and, when applicable, quality control information. The resulting "product" are finalized reports which are sent back to the appropriate requesting parties.

Material Safety Data Sheet Database (MSDS)

The MSDS database is a site-wide, open-access information system that stores and serves up scanned material safety data sheets of hazardous products at JSC to all civil servants and contractors that have JSC intranet access. The material safety data sheets are managed by the MSDS coordinator who has special access to the database to upload MSDS scans and update records. The system is closely tied to the Hazardous

Materials Inventory (HAZ) and provides the MSDS and ingredient information that is used by the HAZ system.

Metrosonics System Software (METR)

The software used for downloading data from noise dosimeters used by Industrial Hygienist. This software also contains modules used in creating reports for Noise Exposure Evaluations.

On-line Computer Based Training (CBT)

Site-wide intranet training application that allows JSC civil servants and contractors to create a profile, login and take computer based training courses in office and occupational ergonomics, blood borne pathogens and hazard communications. The application generates certificates for the user upon successful course completion that can be printed for the user's files. Test results are also stored in a database for generation of reports used by the training coordinator.

Training Records Database (TRN)

The purpose of TRN is twofold: the database stores records of training required, training undergone, and required training intervals for every Kelsey employee and also stores training records for non Kelsey personnel that take training courses offered by Kelsey.

AED Challenge CBT installation software (AEDI)

AED Challenge is AED tutorial software created by Medtronic, Inc., which also makes the LifePak 500 defibrillators the software is intended for use with. The program presents the 600+ onsite AED operators with practice and test AED scenarios and then monitors the operators' performance throughout the CPR/AED process, subtracting points for mistakes and then providing the operators with a breakdown of how they scored and what specific errors they committed. The program then sends the test scores electronically to the AED Reporting application.

AED Challenge Reporting System database (AEDR)

AED Challenge Reporting System gathers test results sent from the AED Challenge CBT (AEDI), processes these results and generates delinquency reports for the AED coordinator. The system displays the AED operators that are under performing or failing to perform their AED Challenge computer based training on a monthly or a three-month basis. AEDR will then allow the AED Coordinator to send warning emails to individual operators who are delinquent with their testing as well as the facility managers of each location. There is also a tool to maintain the master list of AED operators and synchronize the different types of mailing lists used for alerts and reminders. More recently, AEDR has expanded to cover the tracking of the AED Certification classes held at the Gilruth and NBL. The system is designed to allow the AED coordinator to track new and returning AED operators by class and to remind them by email when their AED re-certifications are due every two years.

KC135 (K135)

Flight certification application used to store and query personal, physical exam and physiological training information on candidates for tanks dives, hypobaric chamber or microgravity research aircraft flights. the KC135 system also generates boarding orders

for cleared microgravity research aircraft passengers. The program allows the KC135 administrators to update a candidates' physiological training by class roster and query the database for expiration dates on physicals and physiological training grouped by class, date periods, or contractor category.

Students in Space database (SIS)

Application used to store and query physical and medication data on candidates for the Students in Space program. The application also tracks if waivers were issued for students and generates reports listing diagnoses and medications.

CSI Fitness Evaluation database (CSI)

CSI allows Health-Related Fitness Manager to perform a general fitness assessment on fitness center members. In combination with advanced spreadsheet formulas, an individualized prescription or training program can be created. The members can then utilize the CSI built-in logging functionality to capture data for performed activities and compare against the original prescription.

Department	Database Application Name	Platform	
		Front End	Back End
Occupation Medicine	Air Force Waiver database (AIRF)	MS Access	MS Access
	Astro (ASTR)	MS Access	MS Access
	DARS dispensary database (DARS)	Web (ASP)	MS SQL Server
	Digital X-ray (XRAY)	3rd party COTS software / hardware	N/A
	Electronic Medical Record System (EMR)	3rd party COTS software	Oracle
	Emergency Urgent Care database (URG)	MS Access	MS Access
	Flight Controller Database (FLY)	MS Access	MS Access
	Flu Shot Database (FLU)	MS Access	MS Access
	Form 340 database (F340)	MS Access	MS Access
	Hear/Trak (HEAR)	3rd party COTS software	TopSpeed
	Jaeger system (JAEG)	3rd party COTS software	N/A
	Medical Record Index System (MRIS)	MS Access	MS Access
	Mammogram Database (MAM)	MS Access	MS Access
	WinFoshm Data Archive (WINF)	MS Access	MS Access
	Occupation Health	Ergo Database (ERGO)	MS Access
Fit-Test Database (FIT)		3rd party COTS software	MS Access
Hazardous Materials Inventory (HAZ)		Web (Coldfusion)	MS SQL Server
Hygiene Information System (HIS)		Web (ASP)	MS SQL Server
Laboratory Information Management System (LIMS)		Powerbuilder	MS SQL Server
Material Safety Data Sheet Database (MSDS)		Web (Coldfusion)	MS SQL Server
Metrosonics System Software (METR)		3rd party COTS software	MS Access
On-line Computer Based Training (CBT)		Web (Coldfusion)	MS SQL Server
Training Records Database (TRN)		MS Access	MS Access
Human Test Support	AED Challenge CBT installation software (AEDI)	3rd party COTS software	N/A
	AED Challenge Reporting System database (AEDR)	MS Access	MS Access
	KC135 (K135)	MS Access	MS SQL Server
	Students in Space database (SIS)	MS Access	MS Access
Health-Related Fitness	CSI Fitness Evaluation database (CSI)	3rd party COTS software	MS Access
Information Technology	Maintenance and Enhancement Tracking System (METS)	Web (ASP)	MS SQL Server
Contract-Wide	Asset Equipment Management - Spitfire	3rd party COTS software	MS Access
	TBA Power (TBA)	3rd party COTS software	MS SQL Server
	Total Health Homepage (THH)	Web (HTML)	N/A
	Applications Web Page	SQL Server	MS SQL Server

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Section J

J-10 Conflict of Interests Avoidance Plan

The Contractor's approved Conflict of Interests Avoidance Plan will be added here after contract award.